

Table of Contents

| | |
|---|------------|
| Welcome from Volunteer Coordinator | 1 |
| Volunteer Corps Advisory Committee | 2 |
| Message from the President..... | 3 |
| Volunteering at Hagerstown Community College | 4 |
| Mission, Vision, Values..... | 5 |
| General Guidelines for Volunteers | 6 |
| Safety Statement, Volunteer Illness | 7 |
| Communication/Concern..... | 8 |
| Campus Police/Security..... | 9 |
| Volunteer Insurance Coverage | 10 |
| Emergency Procedures | 10 |
| Drug and Alcohol Free Environment..... | 11 |
| Smoking/Tobacco Use Policy..... | 11 |
| Discrimination and Harassment Policy | 11 |
| Sexual Harassment Policy..... | 12 |
| Volunteer Appreciation Benefits..... | 13 |
| Inclement Weather | 14 |
| Internal Campus Directory..... | 15 |
| Staff Telephone Extensions..... | 16 |
| Acceptable Computer Usage | 17 |
| Directions to HCC | 21 |
| Career Programs Building Map | 22-23 |
| Kepler Center Map..... | 24 |
| Behavioral Services and Humanities Building Map | 25 |
| Learning Support Center Map..... | 26 |
| STEM Building Maps..... | 27-31 |
| ATC Map | 32 |
| Volunteer Handbook Signature Sheet | 33 |
| Campus Map with Gardens..... | Back Cover |

Welcome

Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2000
www.hagerstowncc.edu

Welcome and thank you for volunteering your time for Hagerstown Community College. This Volunteer Handbook is provided to give you information about the College and to answer questions you may have. For additional help, please call the Campus Volunteer Coordinator, at 240-500-2217. If you call from any campus telephone, you only need to dial the extension. The volunteer coordinator's office is located in the Learning Resource Center, Room 300T.

Irene

Irene E. Young
Coordinator, Campus Volunteers
240-500-2217



Hagerstown Community College Volunteer Corps Advisory Committee Members

| | |
|-------------------------|--|
| Heather Barnhart | Coordinator, Student Activities |
| Robert Myers | Director of Athletics and Leisure Studies, Intercollegiate Activities, and Physical Education |
| Max Creager | HJC Director of Admissions and Registrar, retired |
| Virginia Lefever | ARCC Volunteer Liaison |
| Anne Myers | Coordinator, Lifelong Learning Institute for Learning in Retirement |
| Wayne Taylor | HCC Alumni Association Liaison |
| John Ziegler | HCC Faculty, retired |



Message from the President

At the dawn of this new millennium, Hagerstown Community College (HCC) has both a revitalized mission and a new vision that are squarely focused on both student and community success. Our “open door” invites all who can benefit from our courses, programs, and services to let us help them use education to make a positive difference in their lives.

HCC is proud to be Maryland’s first community college. Since 1946, we have maintained a talented and very student-centered faculty and staff, a diversified and high quality curriculum that is ever changing to match our dynamic world, and a wide variety of student and community services to match the needs and interests of our service region. We are especially pleased that an increasing number of campus volunteers like you, have chosen to give HCC the benefit of your skills, experience, and valuable time. We are very proud to be the “community’s college;” consequently, it is so appropriate that community volunteers work on campus helping college employees provide students the best learning environment and high quality campus life possible. No matter what you do to help, we deeply appreciate your contributions.

As the times change, so will HCC. This community’s college, dedicated to providing the people of our service area excellent and affordable education, will continue to make improvements to our campus environs, curriculum, teaching approaches, and support services to provide those we serve with a community college education second to none. I’m so pleased that the HCC Corps of Volunteers is growing with the College and we can successfully combine all of our talents and energy to better serve the community.

HCC is committed to being one of Western Maryland’s greatest assets. I like to describe the College as “a place so close that can take its learners so far.” So thank you for joining our ever growing community of volunteers. For sixty years we have successfully served this community, and our volunteer corps will help ensure that we remain an excellent place for adults to learn and grow through the power of education. Thank you for all you do!



Guy Altieri, Ed.D.
President

Volunteering at Hagerstown Community College

Volunteers at HCC add to the diversity of the campus and enhance the sense of community by their presence. The significance of volunteers is measured in gratitude rather than by monetary compensation. Their value is beyond price.

The history of volunteering at Hagerstown Community College is long. Perhaps the earliest volunteering was done by Dr. Mable Walter and her company of “Arboretum” volunteers when the Arboretum came into being in 1970. Those volunteers worked diligently to make HCC the beautiful campus it is today. *Friends of Hagerstown Community College Gardens*, the College’s own garden club, is carrying on the work of those earlier volunteers.

The Athletic, Recreation and Community Center senior volunteers have provided assistance to staff and students since 1988. In addition, they have made significant contributions to the Foundation endowment for student scholarships.

There are a variety of opportunities for volunteering at HCC. A person can volunteer on a weekly schedule in some specific area of the College or sign on to help with a short-term project or special event. Volunteers are officially appointed by HCC’s Board of Trustees each semester.

Volunteers at HCC are recognized yearly for the time they commit to the College and for the immeasurable talent they so willingly offer.



Hagerstown Community College

Mission

HCC is a state and county supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service. It is part of the College's mission to promote and deliver educational excellence within a learning community environment and to foster regional economic and cultural development through community service and collaboration. The College is charged to provide high quality education at a reasonable cost to meet the post-secondary educational needs of the citizens of Washington County and the surrounding region. The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education.

Vision

HCC will be a learner-centered, accessible, life-long learning institution dedicated to student and community success. We will maintain a wide spectrum of college programs and services, with special emphasis on teaching excellence as measured by verifiable student academic achievement. We are committed to staff success through planning and learning, shared campus governance, the promotion of internal and external partnerships, and making necessary strategic changes that will assure that the College successfully addresses its mission, the purpose, functions, and values of the College.



General Guidelines for Volunteers

1. Wear photo ID when volunteering on campus.
2. Record arrival and departure times appropriately.
3. Please notify those who are relying on you and the Coordinator, Campus Volunteers, if you must be absent. The HCC Staff telephone directory is on page 17 of this handbook.
4. *Volunteers are not permitted to solicit funds or sell items while volunteering on campus.*
5. Hagerstown Community College is a smoke-free environment.
6. Please notify the Coordinator, Campus Volunteers of any change of address or telephone number.
7. In the event of inclement weather, listen to the radio, check the College Web site, or call the College telephone number for closing information. If the College is closed, all campus activities are cancelled.
8. The campus is closed for the following: (consult the HCC catalog for exact dates)
 - a. Labor Day
 - b. Thanksgiving Holiday
 - c. Winter Break
 - d. Martin Luther King Holiday
 - e. Spring Break
 - f. Memorial Day
 - g. July 4th
9. *Volunteers are able to park on any available lot in any area. **Don't forget to display your volunteer parking permit.** If you require handicapped parking, a special permit is required from Campus Police/Security. You will notice that the campus is growing and construction is going on in several areas. This is going to make parking difficult for everyone, so please be patient.*
10. Remember that as a volunteer you represent Hagerstown Community College.
11. Promote goodwill for the College by understanding its mission and through pride in its performance and reputation.
12. If you have questions or concerns, contact the Coordinator, Campus Volunteers, at 240-500-2217.

Safety Statement

Each volunteer shall assume responsibility for performance of his/her duties in the safest possible manner to assure his/her safety as well as the safety of others.

- Avoid taking unnecessary chances; open one drawer at a time in a file cabinet; do not stand on chairs; use a step stool; don't leave desk or file drawers open
- Use personal protective equipment when appropriate to the task
- Use proper equipment, tools, and procedures for the task
- Observe rules, regulations, and recognized safe practices
- When in doubt, ask questions about the safe performance of an operation or procedure

It is the volunteer's responsibility to immediately report all incidents and unsafe conditions, equipment, or practices to the Volunteer Coordinator.

Volunteer Illness

Do not report for your volunteer assignment if you have an infectious condition (cold, flu, etc.).

Please call those relying on you to say you won't be volunteering that day.

In case of an extended illness, a signed release indicating you are well enough to return to your volunteer duties will be required from your physician. The signed release must be given to the Volunteer Coordinator prior to returning to your volunteer activity.

The Volunteer Coordinator is located in the Learning Resource Center (LRC), Room 300T, telephone 240-500-2217.

Communication/Concern

In the lives of volunteers, the time may come when a change in a volunteer's position might be appropriate. To change volunteer areas, please contact the Volunteer Coordinator to facilitate the change. This is important in order to monitor areas on campus where volunteers are needed and to know where volunteer assignments are filled. Volunteers are able to change assignments or volunteer in more than one area on campus.

If a volunteer has concerns about a given assignment, please contact the Volunteer Coordinator.

Irene Young
Coordinator, Campus Volunteers
LRC, Room 300T
240-500-2217

Campus Police/Security

Location and Telephone Number

The Campus Police Office is located in the Learning Resource Center (LRC), Room 129, which is in the area of the loading dock. The office phone number is 240-500-2312 from any campus network phone. The emergency number is 240-500-2308 from any campus network phone.

Police Services

The Campus Police Department provides a certified police officer during the hours of 7:00 a.m. to 3:00 p.m., Monday through Friday. During the hours, 4:30 p.m. to 10:30 p.m., Monday through Thursday, the Campus Police Department provides a security officer who is an off duty Maryland State Trooper.

Other services provided by the police include, but are not limited to:

- Fire prevention
- Emergency planning
- Crisis intervention
- Response to medical emergencies
- Security surveys
- Crime detection and prevention
- Criminal investigations
- Roving patrols
- Parking coordination for special groups
- Student escorts (when needed)
- Assist students, faculty, and staff motorists with dead batteries or keys locked in their car, without charge. (This service is provided only by the Campus Police Officer. Currently, security officers are not authorized to perform this function.)

Security Awareness and Prevention

Many departments and hundreds of people support the mission of the Campus Police by actively promoting safety and security on this campus. However, a truly safe campus can only be achieved through cooperation of all College community members. Help keep the campus safe for yourself and others by reporting any suspicious activity, incident, or emergencies to the Campus Police.

The Campus Police handle all reported information confidentially and maintain security over all police reports and files. In conformity with other police agencies, reports generated by the Campus Police are usually available to those persons who are directly involved in the incident.

In some cases, reports are available to others in consistency with other police agencies or mandated by law. Names of suspects, victims, and/or witnesses are not released unless approved by the President of Hagerstown Community College or mandated through the process of law.

Volunteer Insurance Coverage

Volunteers have protection under Hagerstown Community College's General Liability Insurance while acting within the scope and guidelines of their position description.

In the event of an injury or illness, the College cannot be responsible for medical costs. The volunteer's personal insurance is responsible for services rendered.

Emergency Procedures

Medical Emergencies

Contact Campus Police/Security by dialing extension 308 on any campus phone, or by calling 240-500-2308 from cellular phones.

If during a medical emergency Campus Police cannot be reached, dial 9-911 from on-campus phones and 911 from cellular phones.

When calling, stay calm and carefully explain the problem and exact location to the dispatcher.

Do **not** hang up until told to do so.

Do not attempt procedures or techniques beyond your abilities or training on any sick or injured person.

Stay with the victim until help arrives.

Fire Emergencies

If you notice fire, smoke, or any evidence of fire, shout a warning to the occupants and activate the building fire alarm.

If the fire is small and if you are trained, use the proper type fire extinguisher to control and extinguish the fire. Do this only *after* evacuation has started and the emergency number has been called.

If the fire is uncontrollable, DO NOT put yourself or others at risk. Remain calm, walk quickly to the nearest exit, and alert others to do the same.

Once outside, go to a safe area at least 300 feet from the affected building or to another designated location if instructed by Campus Police/Security or other emergency personnel.

Drug and Alcohol Free Environment

Illegal drugs in the workplace are a danger to everyone. They impair safety and health, promote crime, lower productivity, and quality of work. In addition, they undermine public confidence in the work we do.

By law, under the Drug-Free Workplace Act, any volunteer may not manufacture, distribute, dispense, possess, or use a controlled substance or illegal drug on College property, in a College vehicle, or while engaged in the discharge of volunteer duties on College premises, including the Valley Mall site. The College cooperates fully with law enforcement agencies in upholding state and federal drug abuse laws.

Compliance with this policy is mandatory. The College will refer violations to law enforcement officials for prosecution where appropriate and take necessary disciplinary action against the offender including dismissal from the volunteer program.

Smoking/Tobacco Use Policy

Smoking of any type of cigarette, cigar, or pipe within any building or structure owned, leased, operated, or controlled by the College is prohibited and is a violation of Maryland state law. No smoking is allowed on any balcony, foyer, or vestibule.

Furthermore, the sale or distribution of tobacco products, to include cigars, cigarettes, pipe tobacco, or chewing tobacco is prohibited on any property owned or controlled by HCC.

Discrimination and Harassment Policy

Hagerstown Community College is committed to providing all students, employees, and volunteers with a safe and supportive environment. The expectation is, that all members of the College community will treat each other with mutual respect.

The College prohibits discrimination based on race, religion, color, age, gender, national origin, sexual orientation, disability, or covered veteran's status and is committed to maintaining an environment free from such conduct.

The College will act to promptly investigate all complaints and take appropriate action to protect individuals from further discrimination. If it is determined that unlawful discrimination occurred, prompt and appropriate action will be taken, including dismissal from the volunteer program.

Sexual Harassment Policy

Hagerstown Community College concurs in the action of the Maryland Higher Education Commission in recognizing that sexual harassment may seriously damage the integrity of the educational institution, destroy the institution's positive work and educational atmosphere, and cause psychological and physiological damage to the victim. The College condemns such illegal activity and is strongly committed to promoting an educational and work environment free from sexual harassment in any form. Volunteers are bound by the rules of conduct as employees. Any interaction that is not welcomed can be considered harassment. For that reason, keep conversation and conduct free of any sexual innuendos or possibly misunderstood actions.

Volunteer Appreciation Benefits

Library

Hagerstown Community College's William M. Brish Library is located on the second floor of the Learning Resource Center. It houses over 45,000 volumes including books, art prints, audio, and video recordings. The library also subscribes to over 200 magazines, journals, and newspapers. In addition, there are computer workstations available for volunteers to use. These workstations have access to the Internet. Material may be borrowed from the library by bringing your valid HCC identification card and the material to the circulation desk.

| | | |
|--------------------|---------------------|-----------------------|
| Library hours are: | Monday-Thursday | 8:30 a.m. – 7:00 p.m. |
| | Friday | 8:30 a.m. – 4:30 p.m. |
| | Saturday and Sunday | CLOSED |

E-Mail Address

All volunteers will be given an HCC e-mail address.

Athletic Events

Admission to HCC home athletic contests is free of charge with your volunteer ID.

Theater Events

Admission to HCC theater events only is free of charge with your volunteer ID.

Wellness Center

Active volunteers are eligible for a free physical assessment and personal exercise program in the HCC Wellness Center.

Automatic Teller Machine (ATM)

Hagerstown Trust ATM is located in the College Center, just inside the main entrance. It is available for use during the College's normal operating hours.

Mail Room

The Mail Room offers volunteers the opportunity to purchase stamps and mail letters and packages. Shipping by UPS and Federal Express is also available, as well as faxing for \$.50 per sheet.

The Mail Room, located in the Career Programs Building, is open Monday through Friday from 8:30 a.m. to 4:00 p.m.

The Mail Room is closed if the College is closed.

Bookstore

Textbooks and school supplies are sold in the bookstore as well as candy, greeting cards, magazines, and gift items. Robinwood Players tickets and HCC sportswear are also available for purchase in the bookstore.

Bookstore hours are: Monday – Thursday • 8:30 a.m. to 5:00 p.m.
Friday • 8:30 a.m. to 4:00 p.m.
The bookstore is closed if the College is closed.

Volunteer Appreciation Benefits (continued)

Lost and Found

The Lost and Found is maintained by Campus Police/Security. The office is in the LRC Building, Room 129, located near the loading dock.

Food Services

The **Valley Eatery**, located in the Career Programs building is open during the Fall, Spring, and Summer semesters.

Hours of operation are: Monday – Thursday • 7:30 a.m. to 2:00 p.m.
 Friday • 7:30 a.m. to 1:30 p.m.

The **Hilltop Grill**, located in the College Center, has an outside patio as well as inside seating. The menu caters to those on-the-go.

The Grill is open: Monday – Thursday • 8:00 a.m. to 6:30 p.m. and closed Fridays.
 During non-peak semesters it is open 9:00 a.m. to 2:00 p.m. and closed on Friday.

The **Courtside Café**, located in the ARCC, is open during special events.

Vending machines are located in all campus buildings.

Transportation

The Washington County Commuter provides bus service between the College and the downtown Public Square on the hour, between 7:00 a.m. and 6:00 p.m. For additional information, call 240-313-2750.

Inclement Weather

When severe weather occurs that impacts classes and other campus activities, announcements are made on local radio and television stations and posted on the College Web site. If the College does close because of severe weather, all activities on campus are cancelled.

If the College is open and you are concerned about traveling in inclement weather, remain at home and call the College to say you will not be volunteering that day.

HCC Website: www.hagerstowncc.edu
HCC Hotline: 240-500-2506

HCC Internal Campus Department Directory

| | | | | | |
|--|----------------|---|--------------|---|----------------|
| A+ Certification----- | 2453 | Faculty Office Associates continued | | Miscellaneous continued | |
| Academic Affairs----- | 2231 | Mathematics and Science----- | 2268 | USM-H----- | 240-527-2727 |
| Academic Testing Ctr (Credit Placement)----- | 2398 | Nursing----- | 2380 | Wash. Co. Parks & Rec----- | 240-313-2805 |
| Accounts Payable----- | 2220 | Technology and Computer Studies----- | 2201 | Wash. Co. P&R Weather Hotline----- | 240-313-2811 |
| Adjunct Faculty----- | 2494/2231 | | | Was. Co Tech. High School----- | 301-766-8050 |
| Administration of Justice Program----- | 2223 | Fax Numbers | | Moodle - Help Desk----- | 2587/2378 |
| Admissions - Credit----- | 2238 | Academic Affairs----- | 301-393-3689 | Motorcycle Safety Training (Con Ed)----- | 2453/2508 |
| Admissions - Non-credit (Con Ed)----- | 2236 | Admissions/Registration----- | 301-791-9165 | Multicultural Recruiter----- | 2572 |
| Adult Education - ABE/GED/EDP/ESL----- | 2313 | Athletic Dept. (ARCC)----- | 301-797-7861 | Music----- | 2509/2252 |
| Advanced Technology Center (ATC)----- | 2201 | Behavioral-Social Science/Business----- | 301-393-3692 | | |
| Advisors - main ext.----- | 2240 | Bookstore----- | 301-393-3693 | New Student Orientation ----- | 2225 |
| Alternative Energy (AET Program)----- | 2581/2658 | Child Care Center----- | 301-393-3688 | New Student Recruiter----- | 2412 |
| Alumni----- | 2346 | Continuing Education (non-credit)----- | 301-393-3685 | Nursing (RN/LPN)----- | 2380/2286 |
| ARCC/Athletics Dept----- | 2289 | English and Humanities----- | 301-393-3680 | Nurse/RN/LPN Refresher Course (Con Ed) ----- | 2397 |
| ARCC Lobby----- | 2360 | Finance----- | 301-393-3683 | | |
| Art Dept----- | 2221/2252 | Financial Aid----- | 301-791-9165 | Online Classes (non-credit only) ----- | 2413 |
| Athletic Coaches | | Fort Ritchie----- | 301-791-9165 | Online Classes (technical support)----- | 2587 |
| Baseball----- | 2467 | HCC Foundation----- | 301-745-3819 | | |
| Basketball (Men's)----- | 2364 | Health Science----- | 301-739-5603 | Paralegal Studies ----- | 2481 |
| Basketball (Women's)----- | 2247 | Human Resources----- | 301-393-3823 | Paramedic (PES/EMS/EMT)----- | 2436/2383 |
| Cross Country/ Track----- | 2471 | Internship and Job Services----- | 301-791-9165 | Payroll----- | 2331 |
| Golf----- | 2472 | IT Department----- | 301-393-3684 | Personnel (Faculty)----- | 2231 |
| Softball----- | 2404 | Library----- | 301-393-3681 | Personnel (Non-Faculty)----- | 2589 |
| Soccer (Men's)----- | 2469 | Mail Center----- | 301-739-0737 | Pharmacy Technician (Science)----- | 2267/2268 |
| Tennis----- | 2289 | Maintenance----- | 301-790-0886 | Phi Theta Kappa----- | 2325/2244 |
| Volleyball----- | 2474 | Mathematics Dept----- | 301-393-3687 | Placement Testing----- | 2305 |
| Athletic Director----- | 2367 | Nursing----- | 301-393-3696 | Planning and Institutional Effectiveness----- | 2338 |
| Athletic Director's Admin. Assistant----- | 2451 | Planning & Inst. Effectiveness----- | 301-733-7852 | Police Academy (credit)----- | 2425/2428 |
| Audiovisual----- | 2222 | President's Office----- | 301-393-3682 | Practical Nursing (LPN)----- | 2286/2303 |
| AutoCAD----- | 2453/2560 | Public Information----- | 301-393-3682 | Praxis Testing----- | 2305 |
| | | Radiography----- | 301-739-0737 | For info----- | 1-800-537-3161 |
| Behavioral-Social Sciences/Business ----- | 2278 | Science Dept----- | 301-393-3694 | To register----- | 1-800-772-9476 |
| Biotechnology (Science Dept.)----- | 2465/2584 | Student Affairs----- | 301-791-9165 | Pre-Pharmacy Program ----- | 2267/2268 |
| Board Room - ASA Building----- | 2635/2315 | Technology/Computer Studies----- | 301-733-4229 | President's Office----- | 2233 |
| Bookstore ----- | 2271/2482 | Testing Center----- | 301-393-3689 | Proctoring----- | 2549/2305 |
| Business Services----- | 2264/2300 | Theater----- | 301-393-3686 | Prometric Testing/Certification ----- | 2413 |
| Bus & Tech Testing Ctr. (Non-credit)----- | 2413 | TIC----- | 301-797-4808 | Public Information (PR)----- | 2262 |
| Business/Career Training (non-credit)----- | 2490 | Valley Mall Center----- | 301-582-4001 | Purchasing----- | 2300/2264 |
| Business Programs (credit)----- | 2278 | Finance----- | 2220/2261 | | |
| | | Financial Aid----- | 2473 | Radio/Security ----- | 2308 |
| Campus Connection (David Clopper) ----- | 2582 | Fitness Center----- | 2478 | Radiography (CT/MRI/Mammo)----- | 2205/2383 |
| Campus Emergency ----- | 2308 | Fort Ritchie (extension site)----- | 2858 | Records Office (Transcripts)----- | 2239 |
| Campus Police----- | 2312 | Foundation Scholarships----- | 2348 | Recruitment Coordinator----- | 2412 |
| Career Programs Building----- | 2355/2553/2310 | | | Registration (Credit)----- | 2238 |
| Catering/Food Services----- | 2281 | GED/ABE/EDP/ESL (LRC-348) ----- | 2313 | Registration (Non-Credit - Con Ed)----- | 2236 |
| Certified Medicine Aid (CMA)----- | 2218 | GED Diplomas - MD State Testing Center----- | 410-767-0538 | Reprographic Services----- | 2387/2405 |
| Child Care Career & Prof. Dev. Fund----- | 2604 | Graduation----- | 2526 | RN Program----- | 2380/2286 |
| Children's Learning Center----- | 2403/2322 | Grants Development----- | 2557 | Room Reservations (general)----- | 2283 |
| CLEP Testing----- | 2305 | Graphic Design Technology Program----- | 2203/2201 | | |
| Clinicals (Nursing/Health Sciences)----- | 2606 | Gym----- | 2289 | Scholarships ----- | 2605/2473 |
| College for Kids - general----- | 2582 | | | Science and Mathematics Division----- | 2268 |
| To register----- | 2236 | Hawk Booster Club ----- | 2369 | Science Learning Center----- | 2251 |
| CNA/GNA----- | 2218 | Hawk (Student Newspaper)----- | 2204 | Security----- | 2312 |
| Conference Room (ASA Building)----- | 2622 | HCC Foundation Office----- | 2348 | Security/Radio----- | 2308 |
| Connect Web----- | 2253 | Health Sciences Division----- | 2383 | SGA (Student Government)----- | 2272/2225 |
| Continuing Education (non-credit)----- | 2236 | Help Desk----- | 2457 | Simulation and Digital Entertainment----- | 2361/2201 |
| Commercial Vehicle Transportation (CVT)----- | 2449 | Hilltop Grill----- | 2345 | SOAR Information ----- | 2305 |
| Computer Studies (Web/Multimedia)----- | 2201 | Honors Convocation----- | 2231 | Social Media----- | 2262 |
| Construction Project Manager----- | 2657 | Human Resources - main ext.----- | 2589 | Spanish-speaking students----- | 2572 |
| Costume Shop (Kepler)----- | 2513 | Human Resources/Social Work----- | 2407/2278 | Special Needs Students----- | 2273/628 |
| Counseling/Advisors----- | 2240 | HR Student Worker----- | 2580 | Student Center----- | 2445 |
| Criminal Justice----- | 2223 | | | Student Help Desk----- | 2891 |
| Custodial Dept./Maintenance ----- | 2339 | IDs (Students/Faculty/Staff) ----- | 2225 | * Student Help Desk Direct Line----- | 301-791-6891 |
| Cybersecurity Program (credit)----- | 2512/2402 | Industrial Technology (credit)----- | 2581/2658 | Student Recruiter ----- | 2412 |
| | | Information Center----- | 2530 | Student Success Center - main ext.----- | 2560 |
| Datatel ----- | 2351 | Information Technology (IT)----- | 2457 | Developmental Math----- | 2560 |
| Dental Assisting/Hygiene----- | 2507/2383 | Information Systems Tech. Program (IST)----- | 2201 | English/ESL----- | 2560 |
| Developmental Education----- | 2208 | Institutional Advancement----- | 2348 | Tutoring----- | 2560 |
| Digital Instrumentation/Process Control----- | 2632 | Internship and Job Services----- | 2260 | Student Support Specialist (Nursing)----- | 2286 |
| Directions----- | 2502 | IT Department----- | 2457 | Student Worker Applications----- | 2490 |
| Distance Learning/Education----- | 2385 | | | Technical Innovation Center (TIC) ----- | 2399 |
| Disabilities Advisor----- | 2273/2628 | Job Placement (Workplace Learning) ----- | 2260 | Technology/Computer Studies----- | 2201 |
| Driver Education (high school-Con Ed)----- | 2453 | Job Training Student Resources----- | 2392 | Teen Parent Program (JTSR)----- | 2329 |
| | | | | Testing Center----- | 2398 |
| Elliott Center (scheduling events) ----- | 2275/2476 | Leadership Washington County ----- | 2807 | Testing-Bio/Health Sciences----- | 2251 |
| Emergency----- | 2308 | *Direct from outside line----- | 301-791-5807 | Theater----- | 2337 |
| Emeritus Office----- | 2417 | Learning Resource Center (LRC)----- | 2237 | Theater Dressing Room----- | 2513 |
| Engineering (Science Dept)----- | 2610/2268 | Learning Resource Center Workroom----- | 2334 | Training Room/ARCC----- | 2363 |
| Engineering/Welding/HVAC (TCS)----- | 2201 | Learning Technology Help Desk----- | 2587 | Transcripts----- | 2239 |
| English and Humanities Dept----- | 2252 | Library----- | 2237 | TRIO: Student Support Services (SSS)----- | 2659 |
| English as a Second Language (ESL)----- | 2313 | Lifelong Learning (Con Ed)----- | 2582 | TRIO: Upward Bound----- | 2584/2422 |
| ESSENCE Program (high school)----- | 2412 | Lost and Found (Security Office)----- | 2312 | Truck Driving (CVT Program)----- | 2449 |
| Events - Student Activities----- | 2225 | LPN Program----- | 2286/2303 | Tutoring----- | 2560 |
| Externships (Clinicals) ----- | 2606 | | | Valley Eatery ----- | 2281 |
| | | Mail Center ----- | 2443 | Valley Mall Center----- | 2565 |
| Facilities Use | | Maintenance----- | 2339 | Veteran's Office/Veteran's Affairs----- | 2519 |
| Alumni Amphitheater----- | 2337 | Maintenance/Radio----- | 2308 | Veterinary Tech (Con Ed)----- | 2520 |
| ARCC----- | 2404 | Mammography ----- | 2525/2205 | Video Conferencing----- | 2385 |
| Behav. Sciences & Hum. Auditorium----- | 2337 | Marketing----- | 2262 | Virtual Advising----- | 2240 |
| Elliott Center----- | 2275/2476 | Mathematics & Science Division----- | 2268 | | |
| Kepler Center----- | 2337 | Math Learning Center----- | 2462/2292 | WebAdvisor (Student Help Desk) ----- | 2891 |
| Rooms (general)----- | 2283 | Mechanical Engineering----- | 2676/2201 | Web & Multimedia Technology Program----- | 2204/2201 |
| Faculty Office Associates | | Medical Assisting/Phlebotomy----- | 2383/2389 | Webmaster----- | 2358 |
| Adult Basic Education----- | 2313 | Medical Imaging (Rad Tech)----- | 2205/2383 | Welcome Desk----- | 2609 |
| Adjunct Faculty----- | 2494 | Merle S. Elliott Continuing Education | | Welding/Engineering (TCS)----- | 2201 |
| ARCC (Phys. Ed./Leisure Studies)----- | 2451 | & Conference Center----- | 2275/2476 | | |
| Behav. & Social Science/Business----- | 2278 | Miscellaneous | | | |
| Continuing Education----- | 2275 | Board of Education----- | 301-766-2800 | | |
| Dev. Ed & Adult Literacy Services----- | 2208 | Credit Union----- | 301-790-3131 | | |
| English and Humanities----- | 2252 | Leadership Washington County----- | 2807 | | |
| Health Sciences----- | 2383 | *Leadership Wash. Co. Direct Line----- | 301-791-5807 | | |
| | | MD Small Business----- | 301-797-0327 | | |

SECTION 8.0**Computer Use, Protection
& Security****TITLE OF POLICY****Acceptable Computer Usage****Date Approved by the Board of Trustees: September 21, 2004
Board Policy #5093**

Policy

Hagerstown Community College will ensure that computer and network systems are used appropriately in the conduct of College business. Security controls must be sufficient to uniquely identify and authenticate each user to the College computer network and computer systems in order to protect valuable information assets. Employees who are identified by the area Administrator and/or the President who have rights and access privileges to restricted student and employee records will adhere to a strict code of confidentiality

Computer and network access are provided by HCC to users to assist them in the performance of tasks associated with their positions and assignments. The computer equipment is the property of the College. Use is restricted to appropriate academic, research, and employment-related activities and is governed by all federal, state, and local laws and policies. The College encourages users to utilize available technologies to explore educational topics, conduct research, and contact others in the context of their professional duties.

Files and e-mail messages created or stored on equipment or media covered under this policy are the property of the College. Users are cautioned that they should not expect files or e-mail messages stored on College equipment to be private. The College may monitor, audit, and review files, directories, and communications to maintain system integrity and to ensure that employees are using the system in accordance with College policies and applicable federal and state laws.

PROCEDURES

POLICY PROCEDURES 800.01**USE OF COMPUTING AND COMMUNICATIONS SYSTEMS
CODE OF CONDUCT****A. Computer Access Rights**

HCC provides access to the computing and communications systems to support the educational mission of the college. HCC computing and communications resources refer to all computer and communications hardware, software, data, communications networks, and any other components connected to or associated with these systems. This would include systems ranging from individual terminals, personal computers, workstations, servers, through multi-user systems, whether free standing or connected to networks. HCC grants use of these systems as a privilege to HCC students, faculty, staff, and others by special arrangement. HCC also reserves the right to withdraw this privilege at any time.

B. Ethical Standards

Just as with any other resource vital to the instruction, research, and administration of the college, there is an expectation of ethical conduct by all users of these systems. HCC expects users to apply standards of normal academic and professional ethics as well as considerate and economical conduct while using these systems. All other applicable college regulations, Internet regulations and applicable international, federal, state, and local laws apply to use of these systems.

HCC provides access to hardware, software and services to members of the college community for the primary purpose of enhancing the academic experience and administrative support of students. Users must abide by rules and regulations related to appropriate legal and ethical use of the computing and communications systems.

C. Users are expected to:

1. Attach or enter the systems only through an authorized HCC computer account.
2. Limit the use of HCC computing systems to activities related to the mission of the College, including learning, teaching, research and service. The unauthorized use of HCC computing systems for personal profit is prohibited.
3. Use only legally obtained licensed data or software on HCC computing systems in compliance with license or purchase agreements and federal copyright or intellectual property laws.
4. Respect the privacy of others by refraining from inspecting, broadcasting, or modifying personal data files without the consent of the individual or individuals involved. HCC cannot guarantee the security of any user's personal files.

D. In addition, users must not:

1. Tamper with or obstruct the operation of HCC computing and communications systems in any way, including disproportionate use of computer resources that hinders access to other users.
2. Access or use another person's computer account or allow another person to use their account.
3. Use HCC computing and communications systems as a means of unauthorized access to computing accounts or systems inside or outside of the college systems.
4. Use or create invasive software such as worms or viruses.
5. Use computer systems to act in what may be perceived of as an obscene or harassing manner.

Failure to abide by this Code may result in temporary or permanent denial of access to HCC computing systems and action being taken by the appropriate Administrative or Judicial body.

POLICY PROCEDURES 800.02

OTHER UNACCEPTABLE COMPUTER USAGE

- A. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is not permitted regardless of system location or time duration. Maintenance of computer and network systems by anyone other than authorized Information Technology staff is prohibited.
- B. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- C. All remote (non-local) network access to College networks, such as new remote network connections, new dial-in systems or services, or new Internet systems or services, requires approval by the Dean of Finance and Administration.
- D. Personal Internet use may be monitored. Personal use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with your productivity. Excessive or inappropriate use will result in disciplinary action.

POLICY PROCEDURES 800.03

ELECTRONIC MESSAGES

- A. Electronic message systems are College property. All messages composed, sent, or received on the electronic message systems are and remain the property of the College. They are not the private property of the employee.
- B. Forgery (or attempted forgery) of electronic messages is prohibited.
- C. Attempts to read, delete, copy, or modify the electronic messages of other users without authorization as governed by Privacy of Personal Information (*Policy Procedure 800.04*) is not authorized.
- D. Electronic message systems may not be used for sending harassing, obscene, and/or other threatening and offensive messages. Among those which are considered offensive are any messages containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- E. Electronic message systems may not be used for sending unsolicited junk mail, "for-profit" messages, or chain letters.
- F. Electronic message systems may not be used to solicit or proselytize for commercial

ventures, religious or political causes, outside organizations, or other solicitations.

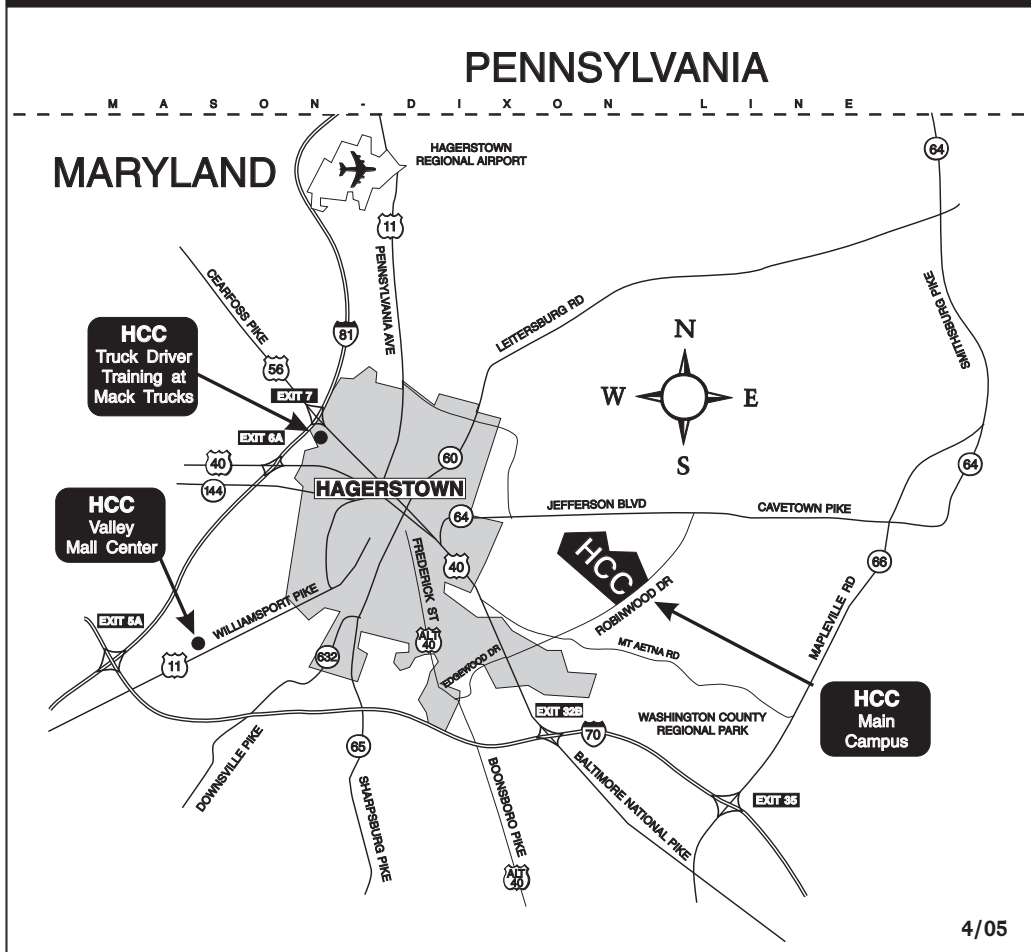
- G. Electronic message systems may not be used to send or solicit copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the employee's area dean, the Dean of Finance and Administration and the President.
- H. Electronic messages sent outside the College must not contain "sensitive" information. Electronic messages containing confidential information must be labeled as such.
- I. Any inappropriate usage of electronic messaging shall be brought to the attention of the Director of Human Resources. Violations may lead to disciplinary action up to and including dismissal from the College.

POLICY PROCEDURES 800.04

PRIVACY OF PERSONAL INFORMATION

- A. The College respects the privacy of personal information stored at College sites and/or using College facilities and equipment. However, for appropriate operational, investigative, or legal reasons it may be necessary to access personal information with or without the employee's consent or prior knowledge.
- B. Except in emergencies, College access of personal information without the consent of the employee requires the approval of the Director of Human Resources and the employee's area dean or President.
- C. The College shall not be responsible for the loss or disclosure of any personal information maintained at College sites and/or using College equipment and facilities.
- D. Employees should be aware that personal information maintained at College sites and/or using College equipment and facilities may be subject to subpoena in actions involving the employee. This includes archived as well as current information.
- E. Employees are prohibited from accessing any information in another employee's directories, electronic mailboxes, or voice mailboxes unless specifically authorized. This applies regardless of the level of protection given to such information.
- F. Any employee who discovers a violation shall notify the Director of Human Resources.

HIGHWAY MAP



DIRECTIONS TO HCC

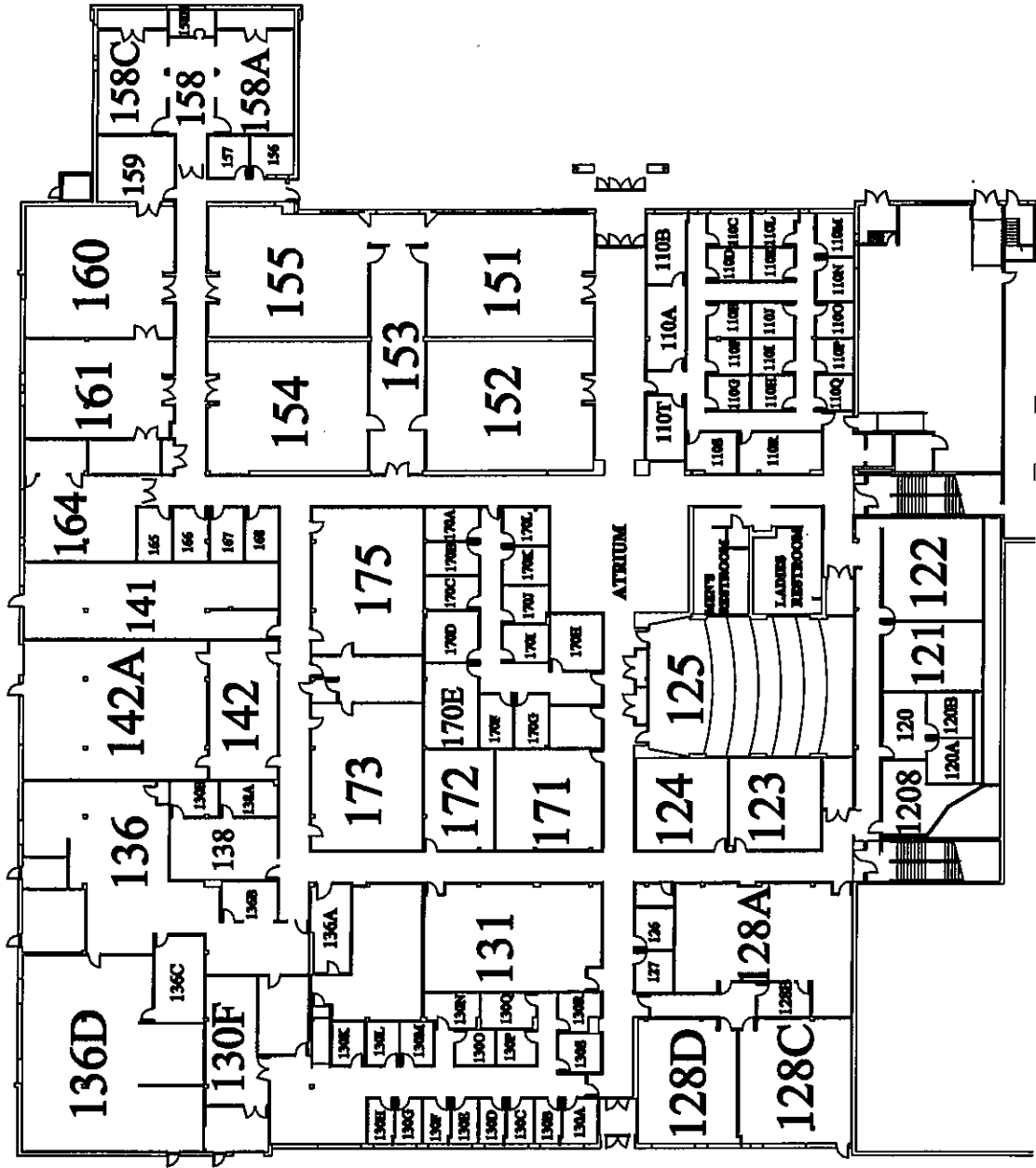
From Interstate 70

Take exit 32B onto Dual Highway. At the first stop light turn right onto Edgewood Drive. (Edgewood Drive turns into Robinwood Drive.) Turn left at third stop light onto the HCC campus.

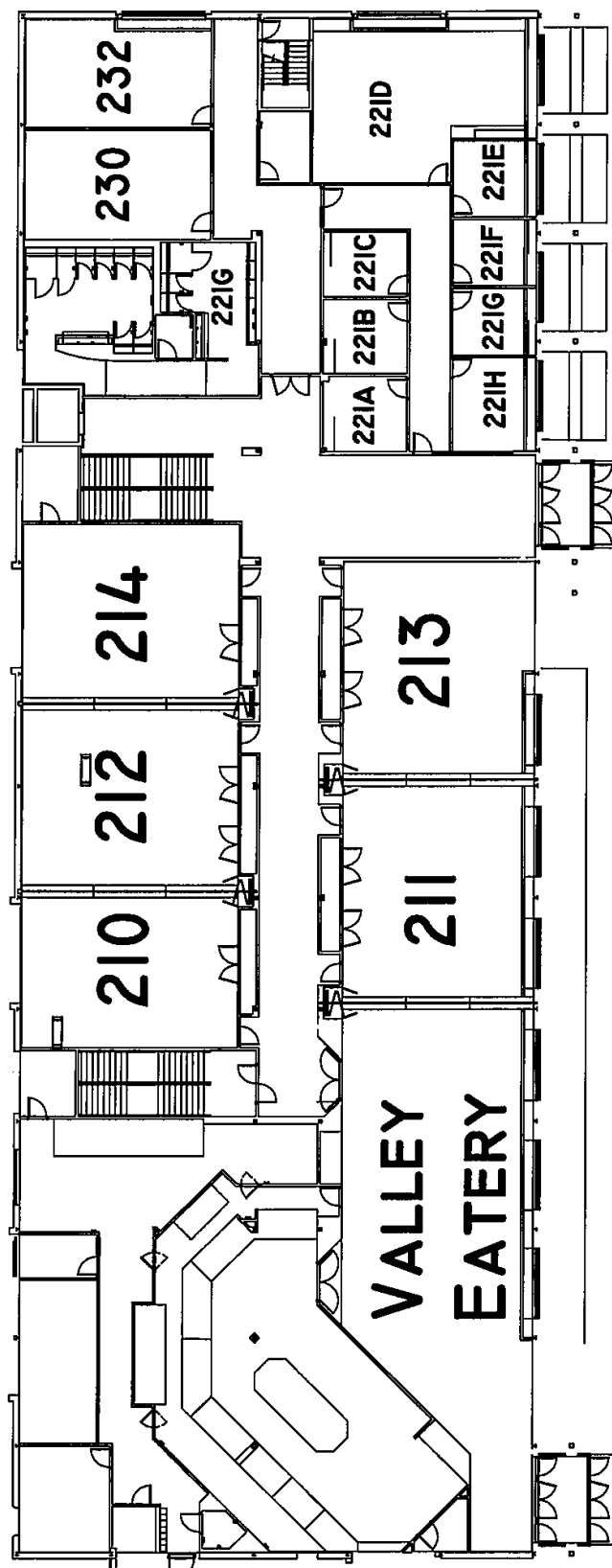
From Interstate 81

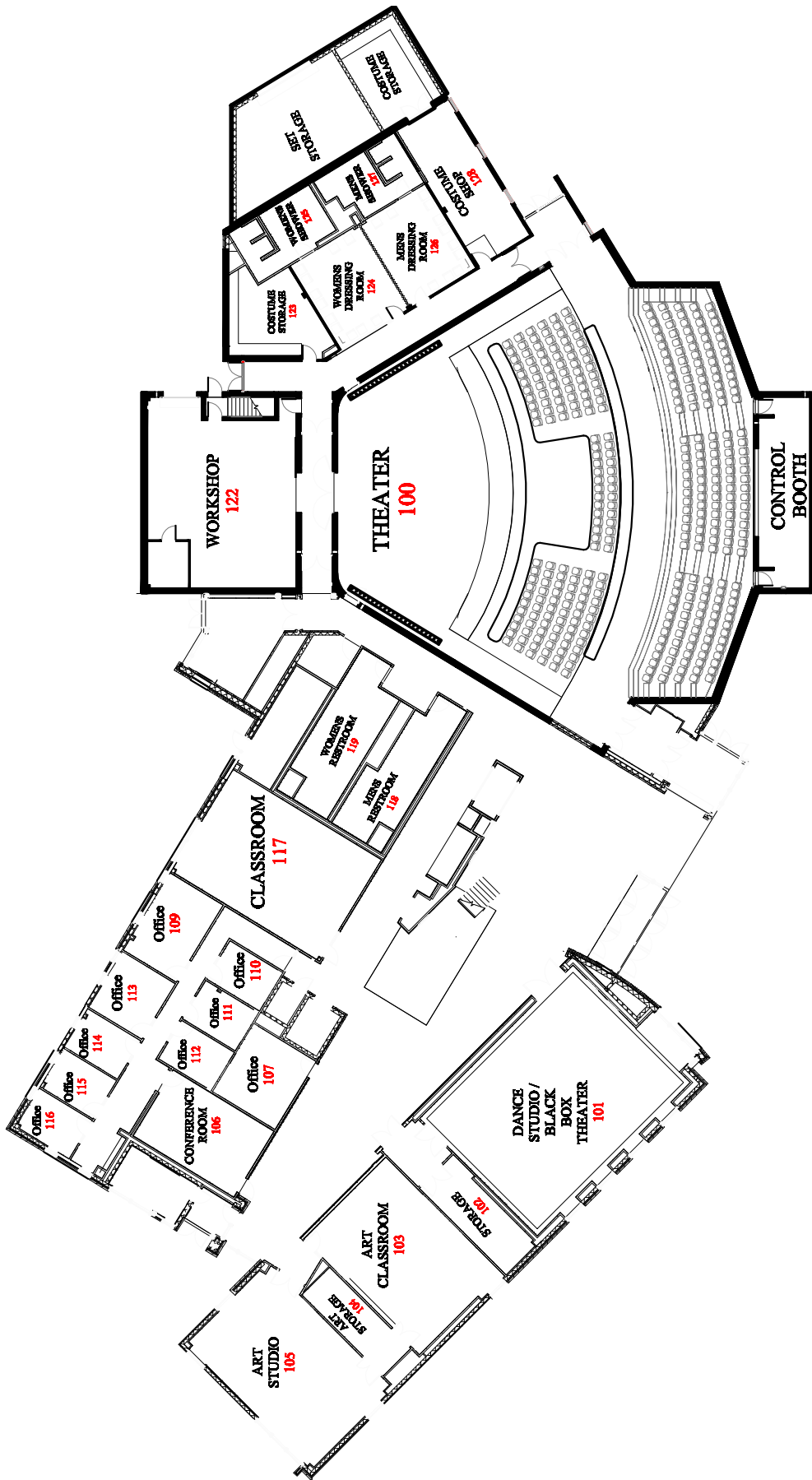
Take exit 6A onto Route 40 East. Proceed through downtown Hagerstown and continue straight (road is now called Dual Highway). Turn left on Mt. Aetna Road. At second stop light turn left onto Robinwood Drive. Turn left at the second stoplight onto the HCC campus.

Career Programs Building (CPB) 1st Floor

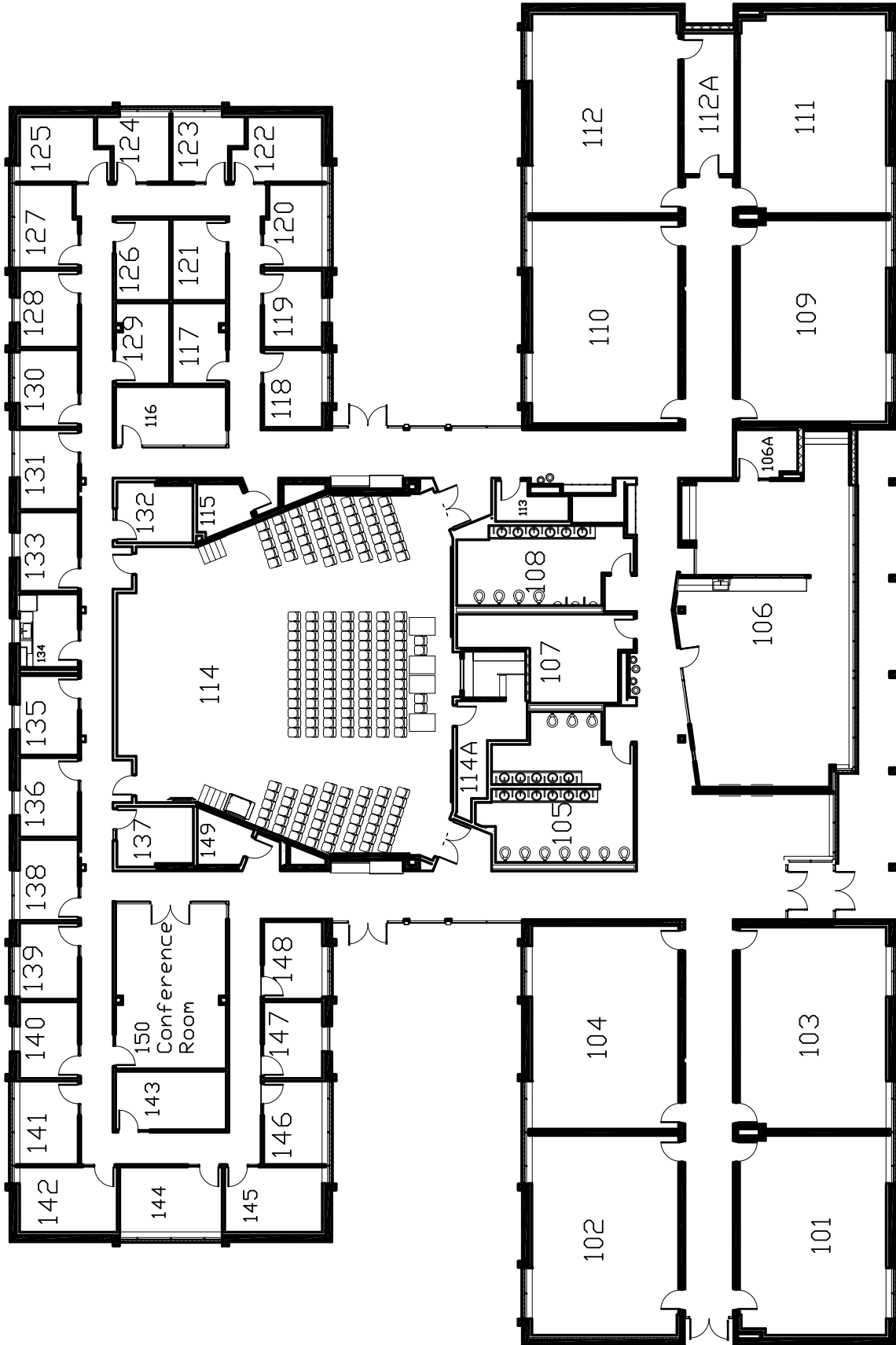


**CAREER PROGRAMS BUILDING
2ND FLOOR**

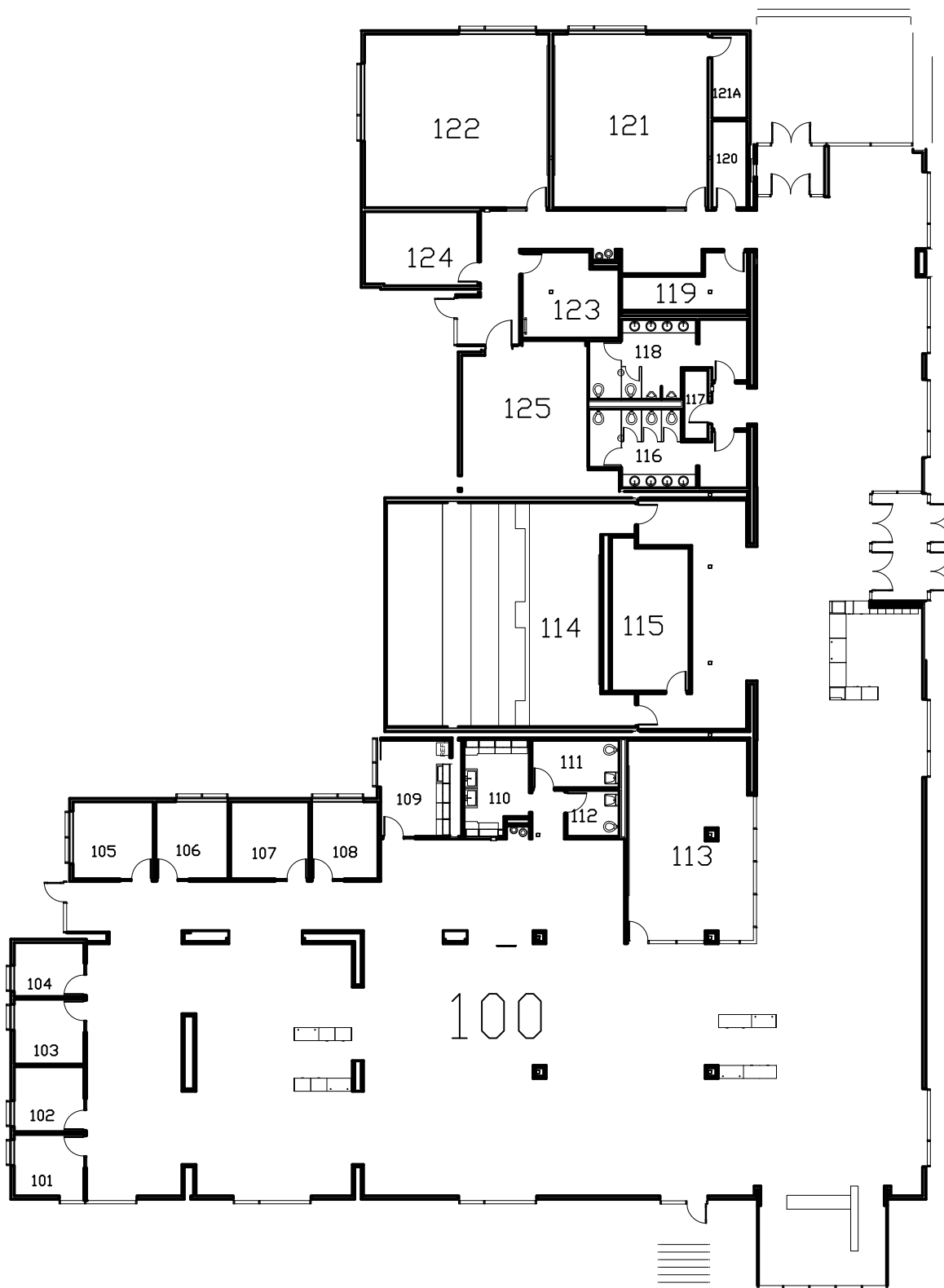




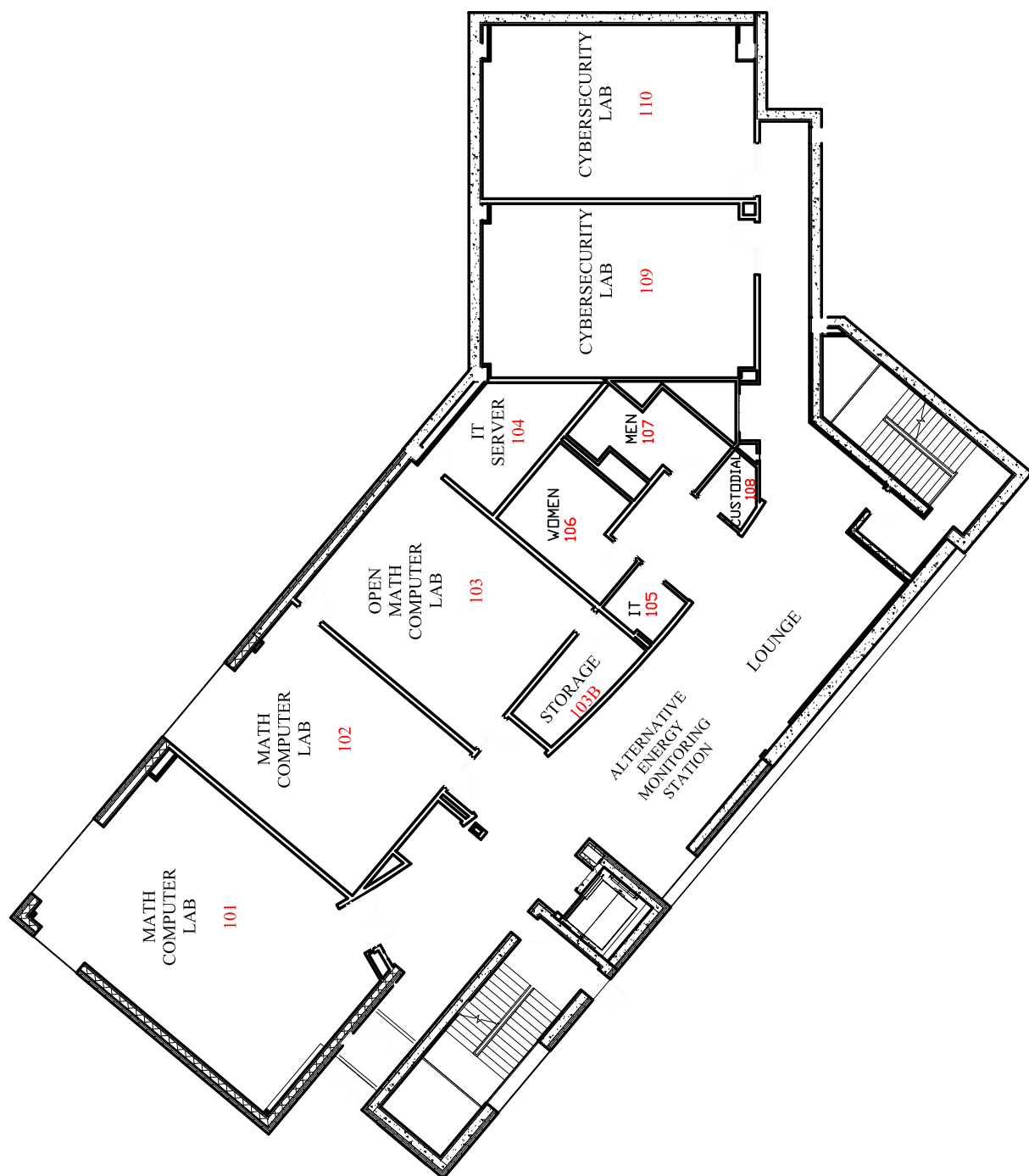
**PERFORMING AND VISUAL ARTS EDUCATION CENTER
AT KEPLER THEATER
1ST FLOOR**



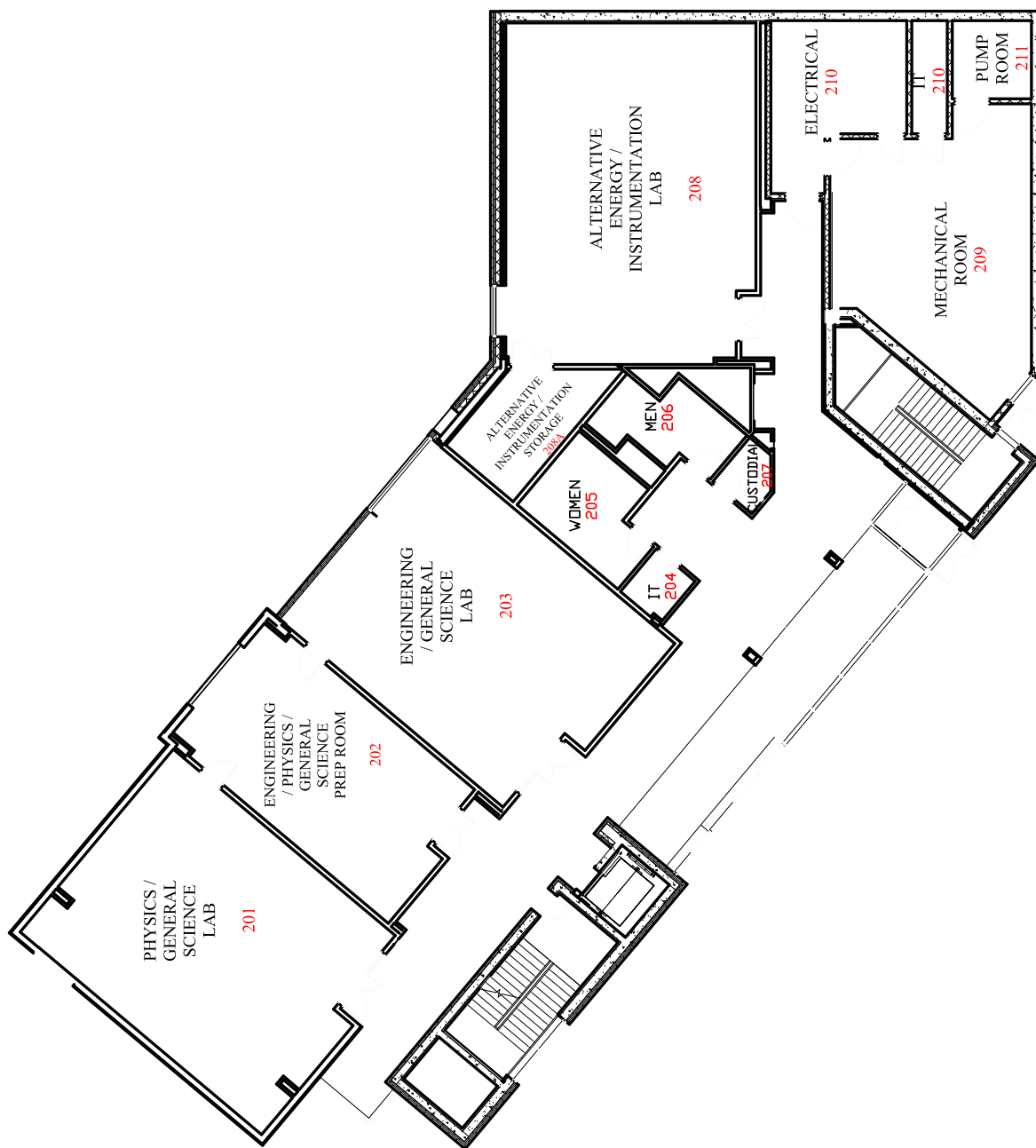
BEHAVIORAL SCIENCES AND HUMANITIES BUILDING
(BSH)



LEARNING SUPPORT CENTER
(LSC)



STEM 1ST FLOOR



STEM 2ND FLOOR



STEM 3RD FLOOR



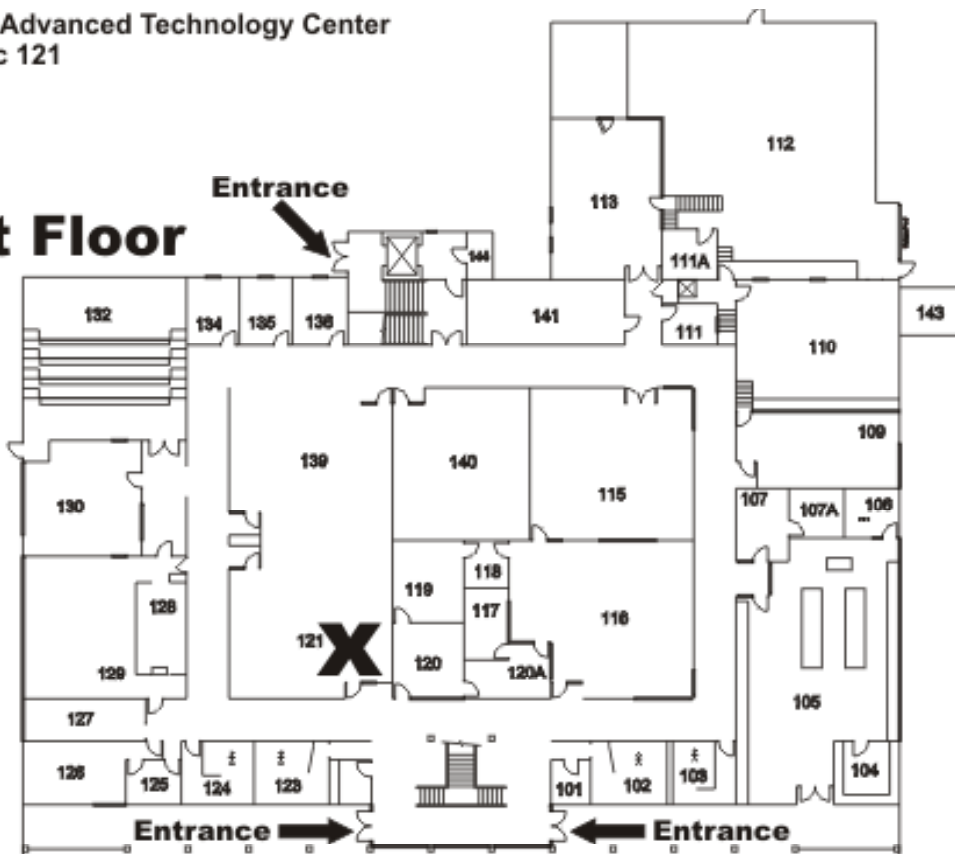
STEM 4TH FLOOR



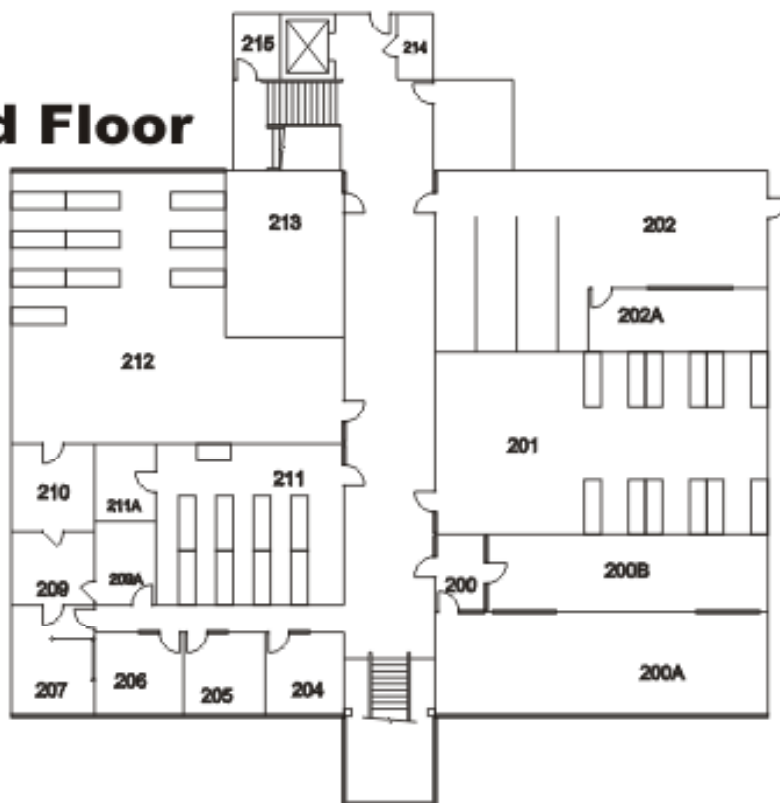
STEM 5TH FLOOR

Building: Advanced Technology Center
Room: atc 121

First Floor



Second Floor



Hagerstown Community College Volunteer Handbook

I have received a copy of the Hagerstown Community College Volunteer Handbook and have reviewed the information. I have attended orientation to the campus and understand that I have the responsibility for knowing the information and following the rules and regulations contained in the handbook.

Name

Date

CUT ALONG DOTTED LINE