

INSTITUTIONAL PROFILE AND BOARD POLICIES

Institutional Profile

About

Harford Community College was founded in 1957 as a public community college and occupies 350 acres on Thomas Run Road, three miles east of Bel Air, Maryland. As a comprehensive community college, Harford Community College addresses the diverse educational needs of Harford County. An open admissions institution that views learning as a lifelong activity, the College provides high quality transfer and career programs, developmental education courses, and community education programs to challenge and support students regardless of age, color, disability, national origin, race, religion, sex, or sexual orientation.

Address, Telephone and Web Information:

Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015-1698

443-412-2000
Maryland Relay Services, 711
www.harford.edu (<http://www.harford.edu>)

Questions, suggestions, or comments regarding the Harford Community College credit catalog should be addressed to catalog@harford.edu.

The Harford Community College Mission, Vision, Values and Strategies for 2020-2025

Our Mission

Grow. Achieve. Inspire. Contribute.

Our Vision

Strive for:

Satisfaction: Demonstrate excellence in all we do as measured by those we serve.

Completion: Do what it takes for students to achieve their goals.

Success: Prepare all constituents to make a positive impact and inspire change in the world.

Our Values

- Agency
 - We trust the capacity of individuals to act both independently and collaboratively in carrying out their job responsibilities and to make informed decisions based on diverse perspectives and data.
 - We are courageous in our decision-making.
 - We are accountable for the decisions we make and appreciate that self-reflection is a learning opportunity.
- Equity and Inclusion
 - Our shared purpose unites us, and our diversity strengthens our actions.
 - We intentionally engage many voices and seek to understand existing inequities before taking action.
 - We bring open minds and appreciation of backgrounds, expertise, talents, and experiences to every conversation.
- Communication and Collaboration

- Honesty, integrity, and clarity are the foundation of our communications.
 - We practice civil discourse: we listen more, talk less, and say what we mean.
 - We work toward common understanding.
 - We lead by example, appreciating that our actions are more powerful than our words.
 - We work in and across teams to accomplish our shared goal of student success.
- Respect
 - We act in the best interest of our students.
 - We consider the perspectives, feelings, wishes, rights, and traditions of others.
 - We are kind and courteous in our interactions and engage in courageous conversations for the betterment of our students, our College, and ourselves.
 - Our expertise and contributions are valued and as such we are happy and productive.
 - Innovation
 - We encourage creative thinking and taking chances in the pursuit of excellence.
 - We let our curiosity propel us toward new, smarter ways of working and serving our students.
 - Our agility enables us to be responsive to each other, our students, and the competitive environment.

Our Strategies

- Establish relevant, flexible options for learning that respond to community needs for growth and prosperity.
- Create an engaging and inclusive learning experience so ALL students can achieve their goals.
- Foster a participative culture that encourages success by hiring, developing, and retaining diverse employees that share the College's values.
- Develop ways to fund educational opportunities to ensure student success.
- Prepare students to distinguish themselves as compassionate contributors and leaders in the global community.
- Build, strengthen, and sustain partnerships that drive intellectual, social, and economic development and vitality.

Please visit the College's website for information on Harford Community College's Strategic Plan (<http://www.harford.edu/about/leadership/board-of-trustees/strategic-plan.aspx>).

Accreditations

Harford Community College is accredited by the Middle States Association Commission on Higher Education (<https://www.msche.org/>) (3624 Market Street, Philadelphia, PA 19104). The Histotechnology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (<http://www.naacls.org/>). The Paralegal Studies Program is approved by the American Bar Association (<http://www.americanbar.org/aba.html>). The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org/>) upon the recommendation of Medical Assisting Education Review Board (MAERB) (<http://www.maerb.org/>). The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org/>) upon recommendation of the Committee

on Accreditation of Educational Programs for the Emergency Medical Services Professions, (CoA EMSP). The Associate of Sciences Degree Nursing program is approved by the Maryland Board of Nursing and accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org (<http://www.acenursing.org>)

The College holds memberships in numerous national, regional, state and local professional associations.

Campus Climate

The College is committed to a work and learning environment that is respectful, courteous and free of discrimination and unlawful harassment. Equal employment and advancement opportunities at the College are based on merit qualifications and abilities. The College is committed to maintaining an environment in which the free exchange of ideas is encouraged, equal opportunity to speak is protected, academic freedom is ensured, and the individual is accorded respect. While the College is committed to upholding each individual's freedom of speech, it is also committed to protecting the individual from speech which causes harm to any member of the College community and which has no value as an expression of ideas.

To ensure a work and study place free of discrimination and harassment, periodic workshops and meetings are scheduled with employees and students. These gatherings provide opportunities to engage in study sessions and collegial dialogue regarding human relations, public laws, Board policy and College procedure, and to address concerns appropriate to the campus environment. Additionally, students are expected to be familiar with the College's Code for Student Rights, Responsibilities and Conduct that is available online.

Cultural Pluralism

Harford Community College expects to sustain an atmosphere of cultural pluralism where individuals and groups can maintain a sense of cultural identity while supporting a strong, integrated campus community. The College considers multiculturalism as a process rather than an event. The campus community accepts, appreciates and actively unifies diversity into the cultural quilt that makes up world society.

Freedom of Expression and Inquiry

The College bears responsibility for creating, nurturing, and maintaining an environment conducive to the free exchange of ideas. The College will strive to foster an environment for critical dialogue in which varying intellectual and cultural perspectives can interact while maintaining an open relationship to the different cultural, intellectual, and religious values characteristic of our pluralistic society. The College also has a duty to assure that free exchange of ideas and acts of free expression do not violate the rights of others or impinge upon the responsibility of the College to provide an environment conducive to effective teaching and learning. The way in which a college deals with controversy in art, theater, speech, and/or with exhibits, presentations, lectures and/or performances reveals the relative status of the fine and performing arts, the sciences, humanities and related fields of academic inquiry within the college, and the attitude of the neighboring community toward the role of the college as a forum for public discourse (Lyons,1991). Therefore, when appropriate and necessary, HCC will provide a forum for public dialogue

when controversy erupts over an exhibition, performance or presentation of material intrinsic to higher education learning.

The public should be encouraged to think of the College as a laboratory in which varying intellectual and cultural perspectives can interact. The College will strive to foster an environment for critical dialogue concerning the above while maintaining an open relationship to the different cultural, intellectual, and religious values characteristic of our pluralistic society. When learning is permitted to function in this way, it can best serve the mission of the College and the community at large (Lyons, 1991); further, campus leaders can best protect the freedom of expression for all constituencies by siding with none.

If an exhibition (or other activity) becomes the focus of public controversy, the most appropriate response an academic institution can take is not to censor or attach disclaimers, but to confer with involved parties to seek a resolution, and when appropriate, provide a forum for public dialogue about the exhibition/activity. When the argument is asserted regarding public funding for artistic or related presentations and performances, it does not diminish (and indeed may heighten) the responsibility of the college community to ensure academic freedom and of the public to respect the integrity of academic institutions (Fantom, 1990).

Board of Trustees

Harford Community College's governing board is comprised of nine trustees who are appointed by the Governor for a term of five years; members may serve up to two consecutive five-year terms. Six members represent the Councilmanic Districts and three are appointed from the county at large.

The Board's primary function is to provide general oversight and establish policies that govern the College to ensure the institution fulfills its mission as outlined in State law.

Board Members

Members of the Board include:

Laura L. Henninger, Esq., CPA, Chair
At-Large Representative

Richard P. Streett, III, DVM, Vice-Chair
At-Large Representative

Judith A. Holloway, OD, MS
Councilmanic District E Representative

Cordell E. Hunter, Sr.
At-Large Representative

Steve D. Linkous
Councilmanic District D Representative

Sharon Markley Schreiber
Councilmanic District B Representative

James W. McCauley, PhD
Councilmanic District F Representative

Christopher Payne
Councilmanic District A Representative

Brian Walker
Councilmanic District C Representative

Board Meetings

The Board of Trustees of Harford Community College meets on the second Tuesday of each month (except July) at 6 p.m. in the James F. LaCalle Conference Room (Edgewood Hall Room 132) on Harford's campus at 401 Thomas Run Road, Bel Air, Maryland. Any change in the meeting date, time, or venue is announced in advance of the regularly scheduled meeting. Please visit the College website (<http://www.harford.edu/about/leadership/board-of-trustees.aspx>) for the meeting schedule.

Board of Trustees Bylaws provide that individuals or groups wishing to present any matter of concern pertaining to the College at a Board meeting are to submit written request to the president of the College at least ten (10) working days prior to the regularly scheduled public meeting. Upon recommendation by the president and approval of the Board chair, the matter may be included on the agenda for the meeting.

In addition, a public comment period is offered at each public Board meeting. Anyone wishing to speak at this time must complete a request form before the meeting begins (forms are available immediately prior to the meeting). Guidelines adopted by the Board for public comment specify a 3-minute limit for each citizen or group. Topics for discussion must relate to college concerns. Comments which involve personal attacks, employment or employee-related matters, real estate acquisitions, or which contain unprofessional or inappropriate language or content are not allowed. For more information on the Board of Trustees' public comment guidelines, contact the Director for Communications at 443.412.2408.

Email may be directed to the Board at trustees@harford.edu.

For more information, visit the Board of Trustees (<http://www.harford.edu/about/leadership/board-of-trustees.aspx>) webpage.

Collegial Governance

The purpose of the Collegial Governance system at Harford Community College is to provide structures and processes that allow employees and students who will be affected by decisions to have input into those decisions. Though any issue of concern to a constituency group may be discussed, some issues will be appropriate for formal consideration and recommendation through Collegial Governance and some will not be appropriate for such consideration.

Overview

Constituency Councils: There will be four constituency councils representing staff, faculty, administrators, and students. Collegial Governance at Harford Community College will operate primarily through these councils. The councils will serve as the voices for employees and students to the President's Cabinet for input on issues and decisions that will affect them.

Coordinating Group: A Coordinating Group comprised of the chairs and vice chairs of the four constituency councils will define parameters when an issue or decision will affect more than one constituency. The Coordinating Group will be responsible for communication among constituency councils and to all employees on issues considered through the governance process.

Institutional Assessment

Harford Community College continually strives to engage in a measurable, sustained process that evaluates effectiveness of our campus to include teaching and learning, student success, and

administrative services. Departments and units develop specific definitions of effectiveness such as key indicators using internal and external benchmarking. Such initiatives are reported and shared with the campus community. The institution's planning processes, resources, and structures are continuously assessed and improved, ensuring effectiveness of its programs and services and allowing the College to respond effectively to opportunities and challenges. The College employs a variety of strategies to measure, assess, and improve the utilization of institutional resources required to support the institution's mission and goals. As a component of its institutional assessment efforts, Harford Community College is committed to excellent educational experiences and high-quality programs for its students.

Student Learning Assessment

Harford Community College is committed to excellent educational experiences and high-quality programs for its students. To ensure that students are gaining the skills, knowledge and abilities needed to be successful, the College routinely engages in evaluation and assessment of course-level, program-level, and institution-level student learning outcomes. Students may be asked to directly participate in assessment activities such as focus groups, surveys, questionnaires, course evaluations and interviews. In addition, student coursework, including but not limited to, exams, papers, written assignments, and presentation, may be retained for the purpose of assessment and improvement.

Community Connections

Towson University, Northeastern Maryland (TUNE)

The Towson University (<https://www.towson.edu/>) and Harford Community College partnership provides seamless transfer for students who wish to pursue an associate degree at Harford and a bachelor's degree at Towson. This location makes Towson's programs easy to access and provides regional opportunities for study and workforce development. County residents can enjoy the short commute and ample parking.

See the Towson University, Northeastern Maryland (https://www.towson.edu/academics/undergraduate/tune/?utm_source=redirect&utm_content=tunemd) webpage for more information on programs, transfer agreements, and admissions.

Harford Community College at APG (Aberdeen Proving Ground)

The Harford Community College office at Aberdeen Proving Ground is a full-service satellite center. Students can complete the enrollment steps from start to finish and obtain information about a variety of credit and noncredit programs and courses. A variety of credit courses are also offered on Post. Although the office serves mainly a military and civilian government employee population, staff at APG are happy to assist any student.

Visit the HCC at APG (https://www.harford.edu/the-harford-experience/student-support/military_veterans_support/classes-at-apg/) webpage for more information.

HCC's Program Services

In partnership with the Harford County Department of Social Services (HCDSS), Harford Community College provides job readiness training/ workshops and work readiness assessments to Temporary Cash Assistance (TCA) participants at the Family Investment Administration, a one-stop employment and training center located in Havre de Grace,

MD. Call 410-297-6220 for more information on HCC's Program Service initiative.

Harford County Public Schools

HCC works in partnership with Harford County Public Schools (HCPS) to encourage high school students to enroll in college classes early. Taking college classes while in high school enables students to receive a quality education and reduce the amount of time it takes to earn a college degree. Students have the opportunity to simultaneously earn high school credit and/or up to 30 college credits through articulated course selections.

Visit the HCPS College Resources for Parents webpage (<https://www.hcps.org/parents/Default.aspx>) for more information and resources (see section for Academics). Information on how to get started and can be found on the HCC website (<http://www.harford.edu/>).

Additional Instructional Sites

Aberdeen Senior High School
251 Paradise Road
Aberdeen, MD 21001

Bel Air High School
100 Heighe Street
Bel Air, MD 21014

C. Milton Wright High School
1301 N Fountain Green Rd
Bel Air, MD 21015

Edgewood High School
2415 Willoughby Beach Rd
Edgewood, MD 21040

Edgewood Library
629 Edgewood Road
Edgewood, MD 21040

Fallston High School
2301 Carrs Mill Road
Fallston, MD 21047

Forest Hill Lanes
1 Maurice Drive
Forest Hill, MD 21050

Harford Technical High School
200 Thomas Run Road
Bel Air, MD 21015

Havre de Grace High School
700 Congress Ave
Havre de Grace, MD 21078

Janet Barr Soldier Support Center
4305 Susquehanna Avenue
Aberdeen Proving Ground, MD 21005

Joppatowne High School
555 Joppa Farm Road
Joppatowne, MD 21085

North Harford High School
211 Pylesville Road

Pylesville, MD 21132

Patterson Mill High School
85 Patterson Mill Road
Bel Air, MD 21014-21015

Board Policies

The selected Board Policies below have been included because the content of each policy is applicable to both students and employees of the College. These policies do not represent all Board Policies found in the Board Manual. College employees should see the Board Manual on OwlNet for more information.

Access/Trespass Policy

It is the policy of Harford Community College, in accordance with the Education Article of the Maryland Code, Section 26-102, that the president or her/his written designee may deny access to the buildings or grounds of the college to any person who: (a) is not a bona fide currently registered student or is not a current employee at the college and/or who does not have lawful business to pursue at the college, or (b) is suspended or expelled, or (c) acts in a disruptive manner.

Alcohol Policy and Smoke and Tobacco-Free Campus Policy

It is the policy of Harford Community College that the College is committed to providing a safe and healthy workplace. While the College generally prohibits employees from consuming alcoholic beverages in the course of business, responsible consumption of alcoholic beverages may be permitted at receptions and other occasions generally associated with cultural events and corporate sponsorships. Further, use, possession or consumption of alcoholic beverages is prohibited at student events on or off campus that are organized or sponsored by College personnel or its agents.

It is the policy of Harford Community College that the College is a smoke- and tobacco-free environment. The use of any type of tobacco product, smoking device or equipment, or any item that simulates smoking such as vaping, is prohibited in all buildings and areas of the campus and off-campus sites supervised by the College.

Drug Abuse Prevention and Drug-Free Workplace Policy

It is the policy of Harford Community College to be drug-free in order to ensure a safe, healthy and productive work and learning environment. This policy applies to all employees, applicants for employment, students and others under the control of or contracted by the College.

Heroin and Opioid Addiction and Prevention Policy

It is the policy of Harford Community College to be drug free in order to ensure a healthy and safe learning environment. The College is committed to promoting personal wellness and responsibility and recognizes that drug addiction is an illness.

This policy requires all incoming full-time students to participate in an in-person or electronic heroin and opioid addiction and awareness training. Harford Community College will provide all incoming part-time students with resources that alert and educate the students regarding heroin and opioid addiction and prevention.

To further its ongoing efforts to protect the health and safety of its students, Harford Community College will maintain a supply of overdose reversing medication to be used in an emergency situation. Special Police Officers of Harford Community College will be trained: to properly

recognize the symptoms of an opioid overdose; in procedures for administering overdose reversing medications; and in the proper follow-up emergency procedures related to an opioid overdose.

Accompanying College Procedure

The College complies with all guidelines and procedures established by Harford County and the State of Maryland Health Departments with regard to public health issues affecting the College community. The College offers tobacco, drug and alcohol awareness programming at various times at no cost to students. Visit the Student Activities webpage or contact (443) 412-2140 for more information. Employees seeking tobacco cessation assistance can access free Quit Tobacco Programs through the Harford County Health Department or contact (410) 612-1781.

Nondiscrimination Statement and Equal Employment Opportunity Policy

Harford Community College is committed to nondiscrimination and equal opportunity. This commitment is based not only upon the legal requirements of federal, state, and local law, but also upon the College's firm conviction that the principles of non-discrimination and equal opportunity, as well as courteous and respectful behavior, are imperative to the success of all.

It has been, and will continue to be, the policy of Harford Community College that all students, employees, applicants, and other persons dealing with the College will do so in an atmosphere that is free from discrimination on the basis of race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, gender identity or expression, marital status, genetic information or any other status protected by law. This policy includes, but is not limited to, decisions about recruitment, hiring, training, promotion, compensation, benefits, transfers, social or recreational programs, academic opportunities and enrollment.

As part of its commitment to equal employment opportunity, the College prohibits harassment of any kind. The College will not tolerate harassment by anyone - supervisors, other employees, students, contractors, or other persons under control of the College.

While every student, employee and visitor retains the right to file an external complaint when he or she believes unfair practices have occurred, Harford Community College provides an internal procedure for addressing such grievances.

Students who have been subjected to discriminatory actions as part of the educational process may discuss it with (1) the appropriate faculty division dean; (2) the Vice President for Student Success at 443-412-2233, or (3) the Chief Human Resources Officers (CHRO) at 443-412-2103.

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Pets on Campus

It is the policy of Harford Community College to prohibit all pets from all campus buildings, offices, laboratories and athletic fields with the exception of service animals, animals used as bona-fide instructional aids or animals used for contracted entertainment purposes. Dogs that are properly controlled (leashed) and licensed will be permitted in open campus areas. Owners will be responsible for all pet clean-up.

Student Grievance Processes

Please reference the Student Grievance Process (<https://catalog.harford.edu/student-rights-responsibilities-conduct/#studentgrievanceprocesstext>) tab under Student Rights, Responsibilities and Conduct (<https://catalog.harford.edu/student-rights-responsibilities-conduct/#text>) for information on Student Concerns About Athletic Programs and Activities as well as the Student Grievance Process.

Sexual Harassment and Discrimination

Harford Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Harford Community College does not discriminate in its admissions practices, in its employment practices, or its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, Harford Community College adheres to the requirements of *Title IX of the Education Amendments of 1972* to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Harford Community College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating, and domestic violence, and stalking are forms of sex discrimination, which are prohibited under *Title IX* and by Harford Community College policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, or social access, opportunities, and/or benefits of any member of the College community on the basis of sex is in violation of the Sexual Harassment and Discrimination policy. A violation of this policy will be handled as provided in the comprehensive sexual harassment and discrimination procedure document, with employees subject to disciplinary action up to, and including termination.

Any person may report sex discrimination at any time (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, or by email, using the contact information listed for the *Title IX* coordinator as found in the Sexual Harassment and Discrimination Policy and Procedures (https://www.harford.edu/_resources/pdf-files/policies-guides/title_IX_book_jan2021.pdf).

Addendum: Students Who are Pregnant and/or Parenting

Harford Community College hereby establishes the following addendum to its Title IX policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or

activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students will be treated by Harford Community College the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g. papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive support typically provided by Disability Services. To the extent possible, Harford Community College will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. The Title IX Coordinator will coordinate with Disability and Student Intervention Services (DSIS) for the provision of accommodations based on a temporary disability.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar course, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Harford Community College's support systems to devise a plan for how best to address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Scope of Policy

This policy applies to all aspects of Harford Community College's programs, including, but not limited to, admissions, educational programs, and activities, extracurricular activities, hiring, leave policies, employment policies, and health insurance coverage.

Tobacco Policy

Harford Community College is a smoke and tobacco free campus. The use of any type of tobacco product (i.e. chew, cigarettes, and smokeless, vapor or electronic cigarettes) is prohibited in all areas of the campus, including parking lots and personal vehicles. A \$75 fine may be imposed for non-compliance. This policy was approved by Harford Community College's Board of Trustees on April 10, 2007.

Violence Policy and Campus Weapons Policy

It is the policy of Harford Community College that any and all forms of violence, threatening behavior, and/or verbal/non-verbal harassment that involve or affect Harford Community College or which occur on the college campus (or its satellites, off-site facilities or in any off-campus location that could be considered an extension of the college) are prohibited. This includes threatening behavior, violent actions, and harassment by/against or between/among students employees, supervisors, and visitors.

It is the policy of Harford Community College that persons who enter any college property are prohibited from carrying a handgun, firearm, or prohibited weapon as defined and enumerated in the Maryland Criminal Law Article §4-101.1 of any kind onto the college property. Only authorized HCC employees and law enforcement officers authorized to carry weapons are exempt from this prohibition.

This policy applies to all college employees and students, visitors, contractors, guests, and vendors on college property regardless of whether or not they are licensed to carry a concealed weapon.

All college employees and students are also prohibited from carrying weapons while in the course and scope of performing their job or representing the college whether they are on college property at the time or not and whether they are licensed to carry a weapon or not. Employees may not carry a weapon while performing any task on behalf of the college; the only exceptions to this policy will be persons with written permission by the college administration to carry a weapon while performing specific tasks on the college's behalf. This policy also prohibits weapons at any college-sponsored function except by persons affiliated with law enforcement agencies as stated in this policy.