**Record Group II, President’s Office**

**Record Group II (President’s Office), Series I (Goals)**

This series contains annual lists of goals set by the president of Harford Community College for the school to work toward in the course of the academic year. Often, the lists of goals include comments, reports, or updates regarding progress on particular endeavors. Over time, the lists became more formal and much more detailed.

Typical goals include creation of particular committees and task forces, developing better lines of communication, administrative re-organization, strengthening ties with the public school system, and planning for building construction and renovation. Topics of interest include governance issues, a new emphasis on marketing and economic development, creation of a program review cycle, a college-wide shift to becoming more student oriented, and the development of an honors program.

2. 1 Folder 1 President’s Office – Goals, 1973 – 1976 and 1989 – 1995

**Record Group II (President’s Office), Series II (Mission, Vision, Objectives)**

This is a series of brief, formal, glossy publications for public consumption (all but 1999), with formal language of mission and vision, and bulleted points of college-wide objectives. Some also include information on the Board of Trustees, accreditation, a timeline of milestones in Harford Community College’s history, and the college’s commitment to sustainability.

2.2 Folder 1 President’s Office – Mission, Vision, Objectives, 1999-2004

**Record Group II (President’s Office), Series III (Long Range Plans)**

Series III consists of the Harford Community College’s Long Range Plans, which discuss the contemporary status of many aspects of the college, and make some assumptions and plan avenues of development based on local, state, and national trends. A committee of faculty and staff drafted the plans for review by the President and the Board of Trustees, and some folders contain drafts, memos, and other material relating to this process. The reports take a longer view than the annual lists of goals and objectives as they examine curricular needs and plant & facilities needs over a 10 year period. Many include organizational charts and statistics on enrollment, as well as projections of operating costs. The Long Range Plans appear to have been replaced by the Strategic Plans in the mid-1980s; see Series IV for those.

2. 3 Folder 1 President’s Office – Long Range Plan, 1966

2. 3 Folder 2 President’s Office – Long Range Plan, 1973

2. 3 Folder 3 President’s Office – Long Range Plan, 1979

2. 3 Folder 4 President’s Office – Long Range Plan, 1980

2. 3 Folder 5 President’s Office – Long Range Plan, 1982

2. 3 Folder 6 President’s Office – Long Range Plan, 1983

2. 3 Folder 7 President’s Office – Long Range Plan, 1984

2. 3 Folder 8 President’s Office – Long Range Plan, 1985

**Record Group II (President’s Office), Series IV (Strategic Plans)**

Harford Community College’s Strategic Plans are in Series IV. These are a continuation (with a name change and some internal changes) of the college’s Long Range Plans (Series III). The plans offer a “situational analysis,” of many aspects of the college, and make some assumptions and plan avenues of development based on local, state, and national trends. A committee selected by the president drafted the plans for review by the President and the Board of Trustees, and some folders contain drafts, memos, and other material relating to this process. The reports take a longer view than the annual lists of goals and objectives as they examine a variety of broadly conceived and considered “strategic issues.”

2. 4 Folder 1 President’s Office – Strategic Plan, 1987

2. 4 Folder 2 President’s Office – Strategic Plan, 1989

2. 4 Folder 3 President’s Office – Strategic Plan, to 1995

2. 4 Folder 4 President’s Office – Strategic Plan, to 2000

2.4 Folder 5 President’s Office—Strategic Plan, FY2008-FY2012

2.4 Folder 6 President’s Office—Campus Master Plan, 2008

**Record Group II (President’s Office), Series V (President’s Reports / Annual Reports)**

The reports in this series have had varying titles and subtitles from the foundation of the college forward, but they have all contained largely the same information. Most are simply “The President’s Report,” although some are “Annual Report,” and one combines the two into “President’s Annual Report.” Some are titled “President’s Report to the Community,” one calls it “Academic Year Report,” one adds “A College in Motion,” while more add “Shaping the Future.”

The reports seem to be aimed at the wider community, rather than internally, and include a number of photographs, and some charts and maps. They contain brief summaries and bulleted points on a variety of topics, from enrollment and graduation statistics to student life and academic programs, and generally include a section on grants and gifts.

2. 5 Folder 1 President’s Office – President’s Reports, 1965-1966 – 1969-1970

2. 5 Folder 2 President’s Office – President’s Reports, 1971-1972 – 1980-1981

2. 5 Folder 3 President’s Office – Annual Reports, 1990-1991 – 1992-1993, 1998

2. 5 Folder 4 President’s Office – President’s Reports, 2000, 2002, 2004-2005, 2005-2006, 2007-2008,2009-2010

2.5 Folder 5 President’s Office—President’s Reports, 2010-2011, 2011-2012, 2012-2013,

2.5 Folder 6 President’s Office—President’s Reports, 2014, 2015

**Record Group II (President’s Office), Series VI (Accomplishments)**

This twenty-four page report is simply an outline of themes, with bulleted points, listing Harford Community College’s accomplishments during each fiscal year. It contains a wealth of information, listing initiatives undertaken, continued, and completed, all broken into their smallest constituent parts.

2. 6 Folder 1 President’s Office – Accomplishments, FY 08, FY 09

2. 6 Folder 2 President’s Office – Accomplishments, FY 2011, FY 2012

**Record Group II (President’s Office), Series VII (Organization)**

Harford Community College has undergone several major re-organizations of its administrative structure in its more than half a century of existence. These re-organizations were designed to make sure that the college was both lean and responsive to the needs of its faculty, staff, students, and community, and to keep it current with the changing environment and trends in higher education. Although it includes some articles on re-organization and some examples from other colleges, the bulk of the series consists of organizational charts, reports, memos, and other correspondence. The series is divided into two major sections—a folder of stand-alone charts (generally the official approved versions), and folders that document the process of re-organization (memos, reports, and drafts of charts).

2. 7 Folder 1 President’s Office – Organizational Charts, 1973 –

2. 7 Folder 2 President’s Office – Re-Organization, 1978

2. 7 Folder 3 President’s Office – Re-Organization Planning, 1983 – 1987

2. 7 Folder 4 President’s Office – Re-Organization, 1990

2. 7 Folder 5 President’s Office – Re-Organization Assessment, 1993

2.7 Folder 6 President’s Office – Organization –8/20/94