**Record Group III, Shared Governance**

Harford Community College has had organizations since its founding to allow employees, students, and community members to have an input on College decisions. Although these boards and councils are advisory in nature, and have had varying degrees of representation, their records demonstrate a wide range of concerns relating to both the College’s wider goals and daily operations.

Harford Community College’s system of shared governance has been revisited and revised a number of times, and indeed, is undergoing one such revision as this finding aid is being written. The series in this record group reflect a compromise between changing official titles, long-used names, and general comprehensibility.

**Record Group III (Shared Governance), Series 0**

3.0 Folder 1 Shared Governance

3.0 Folder 2 Shared Governance – Coordinating Committee, 1958-1961

3.0 Folder 3 Shared Governance – Governance and Administrative Organization, 1972-1975

**Record Group III (Shared Governance), Series I (Advisory Board)**

The Advisory Board was an organization made up of people from Bel Air, Harford County, and northern Maryland—generally “leading members of the industrial, business, professional, labor, social, civic, educational, and governmental organizations of the community,” according to a 1968 description of the body. It served both to allow community members an advisory voice in college governance and as a way for the president and Board of Trustees to disseminate the reasoning behind their decisions and garner wider community support. Serving on the Advisory Board was sometimes seen as an informal prerequisite for serving on the Board of Trustees itself. The Board existed from 1958 to the early 1990s. This series is subdivided into general information, members, and minutes.

3.1 *a*: *General Information / Bylaws*

3.1a Folder 1 Advisory Board – General Information

3.1a Folder 2 Advisory Board – Bylaws

3.1 *b*: *Members*

3.1b Folder 1 Advisory Board – Members – Rosters

3.1b Folder 2 Advisory Board – Members – Appointments, 1973-1991

3.1b Folder 3 Advisory Board – Members / Applicants – Biographical Info, 1982-1985

3.1b Folder 4 Advisory Board – Members / Applicants – Biographical Info, 1986-1990

3.1b Folder 5 Advisory Board – Members – Correspondence

3.1 *c*: *Minutes*

3.1c Folder 1 Advisory Board – Minutes – 1957-1960

3.1c Folder 2 Advisory Board – Minutes – 1962-1964

3.1c Folder 3 Advisory Board – Minutes – 1972-1980

3.1c Folder 4 Advisory Board – Minutes – 1980-1989

3.1c Folder 5 Advisory Board – Meetings – 1979-1992

3.1*d*: *Committees*

3.1d Folder 1 Advisory Board – Committees – Assignments, 1981-1990

3.1d Folder 2 Advisory Board – Committees – Alumni Relations

3.1d Folder 3 Advisory Board – Committees – Athletics

3.1d Folder 4 Advisory Board – Committees – Communications Committee

3.1d Folder 5 Advisory Board – Committees – Cultural Affairs

3.1d Folder 6 Advisory Board – Committees – Finance Committee

3.1d Folder 7 Advisory Board – Committees – TV Studio

3.1d Folder 8 Advisory Board – Committees –Survey, 1991

3.1*e*: *Related Councils*

3.1e Folder 1 Harf. Co. Citizen’s Council on Vocational-Technical Education, 1977-1979

3.1e Folder 2 Harf. Co. Chief Executive Officers Advisory Committee, 1990-1995

3.1*f*: Folder 1 Advisory Board –Surveys

**Record Group III (Shared Governance), Series II (College Advisory Council)**

The College Advisory Council “provides representation for the College’s four constituent groups: administrators, faculty, staff, and students.” It is made up of members elected from the advisory councils of each of the constituent groups. The body is intended to provide an official avenue for addressing issues and offering advice on policy and procedures. It maintains standing committees, as well as issue-specific task forces and work groups. The “Council Leaders” group, which met in the first half of the 1990s, seems to have served a similar function.

3.2 *a*: Folder 1 Council Leaders, 1989-1996

3.2 *b*: *General Information* / G*overnance*

3.2b Folder 1 College Advisory Council — General Information

3.2b Folder 2 College Advisory Council – Governance / Open Forums

3.2 *c*: *Meetings*

3.2c Folder 1 College Advisory Council – Meetings, Oct ‘06-May ‘07, Sept ‘08-May ‘09

3.2c Folder 2 College Advisory Council – Meetings – May 2009-November 2010

3.2c Folder 3 College Advisory Council – Meetings –December 2010-September 2011

3.2c Folder 4 College Advisory Council – Meetings –September 2011-June2012

3.2 *d*: Folder 1 College Advisory Council – Correspondence, 2010-2011

**Record Group III (Shared Governance), Series III (Administrative Council)**

The Administrative Council advised the college president in “the formulation and implementation of College policies.” It was made up of various administrators from within the college, such as the deans and directors, along with the president. Although the Board of Trustees set policy for the College, the Administrative Council both advised on those policies and drafted the regulations and procedures to implement them.

3.3 Folder 1 Administrative Council – Minutes – September 1968-June 1973

3.3 Folder 2 Administrative Council – Minutes – July 1973-July 1974

3.3 Folder 3 Administrative Council – Minutes – May 1974-June 1976

3.3 Folder 4 Administrative Council – Minutes – July 1976-December 1980

3.3 Folder 5 Administrative Council – Minutes – 1981-1989

3.3 Folder 6 Administrative Council – Minutes – Supplemental Material, 1993

3.3 Folder 7 Administrative Council / Staff – Minutes – August 1989-June 1994

**Record Group III (Shared Governance), Series IV (Faculty Council)**

Faculty Council is the body through which the general faculty self-governs. Issues discussed in the minutes range from campus-wide concerns like the budget and administration to classroom level concerns about class sizes, weighted grades, and returning exams. Internal committees have dealt with the curriculum, tenure and promotion, and academic standards, among other areas. The Faculty Council has occasionally struggled against policies handed down from above, and often wished for a roll in college governance that was more than merely advisory.

3.4 *a*: *Minutes*

3.4a Folder 1 Faculty Council – Minutes –Sept 1962-May 1970

3.4a Folder 2 Faculty Council – Minutes –Sept 1970-June 1973

3.4a Folder 3 Faculty Council – Minutes –Sept 1979-May 1980

3.4a Folder 4 Faculty Council – Minutes –May 1980-Nov 1981

3.4a Folder 5 Faculty Council – Minutes –Dec 1981-May 1982

3.4a Folder 6 Faculty Council – Minutes –May 1982-May 1983

3.4a Folder 7 Faculty Council – Retreat – May 1995

3.4a Folder 8 Faculty Council – Minutes – May 1995-April 1996

3.4a Folder 9 Faculty Council – Minutes –May 1996-May 1997

3.4a Folder 10 Faculty Council – Minutes –Sept 1999-May 2000

3.4 *b*: *Policy*

3.4b Folder 1 Faculty Council – Policy – Nov 1972-July 1975

3.4b Folder 2 Faculty Council – Policy – Sept 1975-Dec 1980

3.4b Folder 3 Faculty Council – Policy – April 1981-April 1983

3.4b Folder 4 Faculty Council – Policy – April 1983-Nov 1986

3.4b Folder 5 Faculty Council – Policy – Dec 1986-Nov 1988

3.4b Folder 6 Faculty Council – Policy – Feb 1989-Dec 1990

3.4b Folder 7 Faculty Council – Policy – Dec 1990-April 1993

3.4b Folder 8 Faculty Council – Policy – March 1993-May 1994

3.4b Folder 9 Faculty Council – Policy –April 1994-Dec 1994

3.4*c*: *Committees*

3.4c Folder 1 Faculty Council – Committees – Budget Review Committee

**Record Group III (Shared Governance), Series V (Staff Council)**

Staff Council is the body through which the general classified staff of the College (employees other than faculty and administration) is represented. Its forerunner in the early 1970s, before the mid-decade revision of the governance structure, was the Personnel Policy Advisory Committee. The meeting minutes show that this body dealt with personnel questions such as seniority, pay increases, vacation time, direct deposit systems, overtime, grievance procedures, and insurance. Members also served on some broader campus-wide committees.

3.5 Folder 1 Staff Council – Minutes, 1973-1977

3.5 Folder 2 Staff Council – Minutes, 1978-1981

3.5 Folder 3 Staff Council – Minutes, 1982-1985

3.5 Folder 4 Staff Council – Minutes, 1986-1989

3.5 Folder 5 Staff Council – Minutes, 1992-2000

3.5 Folder 6 Staff Council – Correspondence, 1980-1989

3.5 Folder 7 General Staff – Minutes, 1995-1997, 1999-2000

3.5 Folder 8 Classified Staff – Minutes, 1981