Harford Community College

Plan for a Program of Cultural Diversity

2013-2015

Harford Community College (HCC) is a two-year college that believes in providing an open and inclusive environment to all students and employees. Harford Community College expects to sustain an atmosphere where individuals and groups can maintain a sense of cultural identity while supporting a strong, integrated campus community. For purposes of this plan, cultural diversity means the inclusion of those racial and ethnic groups and individuals that are or have been underrepresented in higher education. (Article 11-406)

Harford Community College has a long standing commitment to diversity. Diversity has been an HCC value at the institutional level as included in the College’s Mission Statement and Strategic Plans and it is included as a factor on employee performance reviews. HCC continues to require a three credit diversity course for all graduates. HCC closely monitors the enrollment of non-white students and the employment of non-white faculty, staff, and administrators. The College compares the rates of non-white enrollment and retention for both students and employees to external benchmarks such as the comparable rates of non-white residents of Harford County and Maryland. These data influence College initiatives.

In 2007, the College appointed a faculty member to oversee the International Education program at HCC, further substantiating the College’s commitment to diversity as central to its educational mission. The International Education Committee completed a self-study during fall 2012 that will guide its work in the future.

In 2005 the College hired a full-time student development specialist to focus on the retention of African American students. This position has responsibility to develop culturally relevant co-curricular programs, maintain a mentoring program, and provide one-on-one guidance to non-white students.

To further advance the College’s commitment to cultural diversity, in October 2012, the Vice President for Academic Affairs and the Vice President for Student Affairs and Institutional Effectiveness established a Cultural Diversity Committee, with the following purposes:

1. Review and update the College's Plan for a Program of Cultural Diversity, as required by MHEC;
2. Assess the College's progress toward achieving the goals and implementing the plan;
3. Complete required annual reporting by stated due dates for Board of Trustees approval (MHEC progress report);
4. Identify those programs/services/activities that can have the greatest possible impacts on campus cultural diversity and recommend how our resources might best be utilized and coordinated to fulfill the campus cultural diversity plan;
5. Identify barriers to achieving greater success in fulfilling the cultural diversity plan and provide recommendations on how the College can overcome those barriers;
6. Assist in the preparation of funding requests to support cultural diversity activities;
7. Work with governance committees/councils, departments and offices on promulgating positive cultural diversity practices;
8. Serve as a clearinghouse and communications center for activities relating to cultural diversity on- and off-campus.

In March, 2013, the Board of Trustees approved a new Strategic Plan for Harford Community College. The 2013-2017 Strategic Plan’s components that tie directly to Cultural Diversity include:

(Mission) Harford Community College provides accessible, innovative learner-centered educational opportunities. As an open-access institution, the College promotes graduation, transfer, individual goal attainment, and career and workforce development. The College fosters lifelong learning, global awareness, and social and cultural enrichment

(Value) We embrace differences, respect intellectual and academic freedom, promote critical discourse, and encourage socio-cultural and global awareness.

(Strategy 1) Eradicate attainment gaps based on income, race, gender and ethnicity. (Recognizing the need for more students to achieve their goals, the College will pursue excellence in teaching, learning and assessment.-Goal 1)

(Strategy 2) Recruit and retain highly qualified, diverse employees. (Understanding that the environment and the demands on higher education are changing rapidly, the College will develop resources and infrastructure required to meet future challenges.-Goal 3)
**Proposed Plan with Strategies and Timeline**

In keeping with the Strategic Plan, previous Plans for Cultural Diversity, and current demographics, the Cultural Diversity Committee proposes the following goals and strategies:

**GOAL: Eradicate attainment gaps based on income, race, gender and ethnicity. (Strategy 1 of the Strategic Plan)**

Implementation Strategies, Timelines, and Resources

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<tr>
<th>Strategy</th>
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<th>Resources</th>
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<td>Fall 2013</td>
<td>Survey – either developed at HCC or purchased</td>
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<td>Review best practices and develop a plan to meet the needs of Latino students.</td>
<td>Fall 2014</td>
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<tr>
<td>Review current services provided to African American students and make recommendations for change.</td>
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**GOAL: Recruit and retain highly qualified, diverse employees. (Strategy 2 of the Strategic Plan)**

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<td>Based on the results of the survey, develop a training program to address the identified educational gaps.</td>
<td>Fall 2014</td>
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<td>Include diversity awareness information as part of new employee orientation.</td>
<td>Fall 2013</td>
<td>Employee Sensitivity Training</td>
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<td>Institute practices for search committees to further ensure a commitment to diversity</td>
<td>Fall 2013</td>
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Process for Reporting Campus-Based Hate Crimes

Harford Community College created a process for handling and reporting campus-based hate crimes in 2003, which was updated in March 2009, July 2011, and April 2013. The policy requires the HCC Department of Public Safety to bring the investigative and enforcement elements of the department and local law enforcement into action immediately following any and all reported or observed crimes involving acts of actual or perceived hate. Without exception, special emphasis must be placed on victim assistance and community cooperation in order to reduce victim/community trauma or fear. It should be noted that actions taken by the HCC Department of Public Safety’s response to hate crimes are the visible signs of concern and commitment to the community on behalf of the College and the department.

STANDARD OPERATING PROCEDURE

Hate Crime Investigations
for Racial, Religious, Ethnic, Gender, Sexual Orientation, and Disability-Related Incidences, Actual or Perceived

July 25, 2011
Updated April 23, 2013

I. Policy
Compliance in properly addressing campus crime is a complex issue which involves “institutional responsibility”. This responsibility includes a variety of different and diverse individuals, from the president’s office down. As a result, it is the policy of the Department of Public Safety to bring the investigative and enforcement elements of our department and local law enforcement into action immediately following any and all reported or observed crimes involving acts of actual or perceived hate. Without exception, special emphasis must be placed on victim assistance and community cooperation in order to reduce victim/community trauma or fear. It should be noted that actions taken by the Department of Public Safety’s response to hate crimes are the visible signs of concern and commitment to the community on behalf of the College and the department.

II. Directives

III. Definitions
A hate crime is broadly defined as an act intended to cause harm, or a threatened or attempted act to cause harm, toward a victim based upon the victim’s actual or perceived race, religion, ethnicity, gender, sexual orientation, or disability. If an incident appears to be motivated by hate or bias, it is to be investigated thoroughly and promptly in compliance with this policy in order to confirm or deny the allegation that a hate crime occurred.

Before an incident can be classified as a hate crime under Clery reporting, sufficient objective facts and circumstances must be present to lead a reasonable and prudent person to conclude that the offender’s actions were motivated, in whole or in part, by the
perpetrator's bias. These crimes include any crime which the victim is intentionally selected because of any of the above designations. These crimes can also include larceny-theft, common assault, intimidation, and destruction, damage or vandalism of property and other crimes involving bodily injury.

IV. Procedures
To achieve a thorough investigation and a sensitive response to the victims and the community, the following procedures shall be followed by Public Safety staff when an officer discovers or is summoned to a hate crime.

A. Respond in a sensitive manner to the feelings and needs of victim(s), and commence the preliminary interview with the victim in private.

B. Promptly secure the area, preserve the crime scene and all available evidence by locking the area down and/or cordonning off with tape.

C. Contact the Chief of Public Safety.

D. If needed, contact 911 to request investigative assistance and crime scene processing by the assigned police agency.

E. Photograph the scene with departmental digital camera.

F. Gather all available pertinent information and witness statements.

G. Follow all applicable directives from Chief of Public Safety.

H. Prepare a complete, clear, concise, and accurate report and ensure it is forwarded to Chief of Public Safety as expeditiously as possible. Keep the initial crime/incident report limited to the reported facts, and place all investigative information in a supplement report only.

I. Post-Incident: Conduct a follow-up inquiry as appropriate and prepare a supplement report containing the additional facts.

J. Chief of Public Safety will ensure copies of reporting will be promptly forwarded to appropriate members of administration to include AVP for Student Development, and VP of Finance and Operations.

K. Chief of Public Safety will work in concert with college administration, the investigating police agency, and the Assistant State’s Attorneys Office for appropriate sanctions with the criminal court system.

Developed by:
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