

ESCC POLICY
Bulletins and Bulletin Boards

Effective Date: June 13, 2014
Responsible Office: V.P. Finance & Administration

I. PURPOSE

To establish Eastern Shore Community College's policy regarding the use of bulletin boards in ESCC campus buildings. Issuance serves to notify employees of the policy.

II. AUTHORITY

The President has given the Vice-President of Finance & Administration the responsibility and authority to establish and enforce the Bulletins and Bulletin Boards Policy.

III. APPLICABILITY

This policy applies to all individuals and/or groups using ESCC facilities.

IV. DEFINITIONS

Designated bulletin boards - those 8'W X 4'H or 6'W X 4'H bulletin boards found in the hallways of the main academic building at ESCC which are designated for specific user groups, which are defined below.

Classroom/office boards – those 22" X 15" bulletin boards found outside classrooms, labs, and faculty and staff offices throughout the main academic building.

Non-official announcement – one that can be posted by any staff, faculty, student, or community member with proper approval.

Official announcement – one placed by an administrator or his or her designee regarding official college information, such as schedule changes, testing locations or event locations.

V. POLICY

ESCC encourages communication between faculty, staff, students and the community about activities, events, programs, and other matters of interest consistent with ESCC's mission. To support this communication, bulletin boards are provided for the convenience of faculty, staff, students and the community. All non-official bulletins (announcements or notices) are to be posted on the appropriate designated bulletin boards provided and must be initialed by the appropriate department head or by a member of the Marketing department. No *non-official* announcements may be taped or otherwise attached to walls or glass areas of the college.

VI. PROCEDURES

Designated Bulletin Boards

The following groups/topics have designated bulletin boards located throughout the main academic building:

- Human Resources
- WDS – Community and Continuing Education
- Student Services/Transfer
- Academic Division (4)
- SNAP Photo Club
- Student Services/Employment Information
- Quality Enhancement Plan
- Community (permission needed from Marketing & Public Relations department)
- Student Services /Student Information
- Student Organizations
- WDS – Career Pathways
- Old Dominion
- Phi Theta Kappa

The College provides these boards for use by the designated group and items may only be posted by, or with approval from, the specified group. Aside from announcements, notices or bulletins conforming to these guidelines, no student organization, student, ESCC staff or faculty member may place posters, free-standing displays or containers anywhere on campus without written permission from the VP of Academic and Student Affairs. Such items must be initialed and dated by the VP of Academic and Student Affairs.

Classroom/Office Boards

Individual faculty and staff classroom and office boards are exempt from this policy. However, no poster, notice, announcement or bulletin posted on these boards can obstruct existing signage such as names, room numbers or tornado shelter signs. **All postings should have an event date or date of posting. Every effort should be made to remove outdated postings as soon as possible after an event has concluded.**

Outside of Buildings

Regarding college grounds, the following rules apply:

1. No announcements may be placed on vehicles in college parking lots.
2. The outside grounds include lamp posts, street signs, sidewalks, exterior walls and doors, utility poles, trees and other immobile objects considered part of the property. Items may not be posted (tacked, tied, taped, stapled) on any outside areas.

VII. VIOLATIONS

Persons and groups in violation of this policy may be assessed all or part of the costs of removal and repair of damage. Students and student organizations found to be in violation of the policy may have additional sanctions imposed. At the discretion of the VP for Academics and Student Affairs, these additional sanctions may include, but are not limited to, the loss of recognition as an official ESCC organization.

It is not the intent of the college to evaluate the content of any notice, announcement or bulletin. However, all postings must be of good quality, clean, and shall not in any way discriminate, harass, or infringe on anyone's rights in accordance ESCC's non-discrimination policy.

VIII. INTERPRETATION

The authority to interpret this policy rests with the President and is generally delegated to the Vice-President of Finance & Administration.

Approved:



Linda Thomas-Glover, President

5/29/14

Date