



ADMINISTRATIVE POLICY

Policy Type:	Institutional Bulletin Board Usage
Policy Number:	2704
Date Adopted:	1/1/2005
Version:	4.0
Review Cycle:	Biennially
Date Last Reviewed:	7/12/2017
Office Responsible:	Marketing
Reviewing Committee:	Customer Focused
Related Policies:	N/A
Related Laws:	N/A

Policy Summary

JC is an academic institution that celebrates and is respectful of one's right to freedom of expression. It is also an institution committed to preserving a safe working and learning environment for its community members. Balancing an open learning environment where all students are encouraged to challenge established theories, practices and concepts but to do so in a way that is respectful to all individuals and their right to a safe community, is a foundational element of our College mission.

Jackson College (JC) bulletin boards are considered a useful tool for the exchange of information. They are available for use by employees, students and the public. This policy establishes acceptable practices and use and maintenance of College bulletin boards.

Scope: This policy applies to all employees, students and guests. The policy applies to JC's Central Campus. Notices posted at W. J. Maher Campus, Jackson College @ LISD TECH and the Hillsdale LeTarte Center will be approved by the individual location. Posting policies remain the same for W. J. Maher Campus, Jackson College @ LISD TECH and the Hillsdale LeTarte Center. Locations of approved bulletin boards will be available for each location.

Policy Statement:

Advertisements, announcements, posters, flyers, etc. (herein called "notices") posted on bulletin boards shall be in good taste and not depict portrayals that are demeaning, offensive or discriminatory to any individual or group(s) of persons.

Notices may be placed on campus bulletin boards with the following provisions:

1. Notices will be authorized and stamped with a College stamp. Approval to post will be made by the switchboard operator, located at the main entrance to the George E. Potter Center on JC's Central Campus. The site administrator shall approve postings at all other locations.
2. Notices must not exceed 14 inches by 22 inches in size.
3. All notices will be dated with the date of posting. Notices may remain posted for 14 days or until the event/offer has expired.

Note: Students, student organizations, outside vendors, College departments and community members may only post approved information on designated campus bulletin boards and posting areas. These bulletin boards shall be clearly marked. The switchboard operator will provide a clearly marked list of where these designated bulletin boards are located.

There shall be no signs or notices placed on trees, utility poles, fences, doors, walls or windows of buildings, or windows of autos, or on any painted surface. Notices found in these areas will be taken down immediately. Failure to comply with this or any portion of the bulletin board policy may lead to removal of posting rights.

Bulletin boards designated for specific departments and offices will be clearly marked with their designation and are not for use by any outside student, group or department that has not received specific permission from the designated department. Please refer to the list of approved locations provided by the JC switchboard.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/16/11	Change log added	A. Goings
6/08/12	Biennial Review	M. Shields
9/14/12	Change in policy to assign Central Campus function to the Switchboard	D. Karkheck
06/10/16	Change College location names update policy due to reduction in number of bulletin boards due to renovations.	D. Karkheck