

Bulletin Boards / Purchasing and Posting Guidelines

Bulletin boards shall be available as listed below, provided funding is available, for the posting of flyers, posters, announcements, or miscellaneous notices and the promotion of academic programs. Postings of such documents in non-designated areas such as on windows, doorways, walls, and painted surfaces are not allowed and will be removed on a daily basis. No item can be displayed that promotes profanity, discrimination, harassment, alcohol or drug abuse, or illegal activities. Courtesy and respect for the freedom of expression by others dictate that items posted are not to be marked on, destroyed, or removed except by authorized personnel. Staples, thumb tacks, push-pins or non-damaging tape should be used when attaching an item to a designed board.

Bulletin boards approved for use are designated as follows:

Student Boards (to be purchased by Student Services and mounted by Physical Plant):

- Located on the Second, Third and Fourth Floor Student Lounge areas. The Student Government Association shall be responsible for the maintenance of these boards with oversight by the Dean of Student Services.
- Located outside the Student Government Office on the Ground Floor. The Student Government Association shall be responsible for the maintenance of this board with oversight by the Dean of Student Services.

Employee Boards (to be purchased by HR & Employee Development and mounted by Physical Plant):

- Located on the Ground Floor in the Faculty & Staff Lounge across from the Café. The Office of Human Resources & Employee Development shall be responsible for the maintenance of this board.
- Located on the Ground Floor in the Hallway outside Room G12. Employment information and notices required by federal and/or state mandates related to employment shall be posted to this Board. The Office of Human Resources & Employee Development shall be responsible for the maintenance of this board.

Free Board for use by Students and Employees (to be purchased by HR & Employee Development and mounted by Physical Plant):

- Located on the Ground Floor in the Vending Room -- G01 across from the Café. Human Resources & Employee Development shall be responsible for the maintenance of this board.

College Designated Boards (existing boards):

- Located in the Elevators. The Dean of Student Services shall be responsible for the maintenance of these boards.