

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
COMMUNICATIONS UNIT
SIP-1040**

SUBJECT: Use of College Bulletin Boards, Directories, and Information Dispensing Equipment

REFERENCE: None.

ORIGINATION: December 09, 2008.

EFFECTIVE: December 09, 2008.

REVIEWED: August 31, 2010.

SECTION 1. PURPOSE

1.1 To establish procedures and guidelines related to the use of College Bulletin Boards, Directories and Information Dispensing Equipment..

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all employees, organizations, and the general public.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. PROCEDURE

4.1 Southern WV Community & Technical College maintains bulletin boards , directors, and other media dispensing equipment including, but not limited to, television production equipment for the purposes of carrying out the mission of the college. Employees , students, and the general public may be permitted to display certain announcements or information deemed appropriate by the College, which does not conflict with the institutional mission, nor violate local, state, or federal law.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Materials affixed to the College property in other than designated areas may be removed at any time.

6.2 No organization, internal or external, or individual has an inherent right to display material on, or use the aforementioned equipment.

6.3 Any organization or individual who wishes to display information at Southern may make a request to the Chief Financial Officer or his/her designee. An adverse decision by the Chief Financial Officer or his/her

designee may be appealed to the Public Relations Committee.

6.4 Public Relations Committee shall obtain advice /guidance of the appropriate administrative unit, and legal counsel, and make a recommendation regarding the appeal to the President.

6.5 The President shall make the final decision in the matter which is final.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Chief Financial Officer is responsible for the physical property of the college; However, he/she may delegate responsibility for maintenance of directories, bulletin boards, and other informational dispensing equipment to area heads or other personnel so specified.

7.2 It is the duty of the Chief Financial Officer or designee(s) to maintain such services in harmony with the mission and philosophy of the College.

7.3 Therefore, judgements must be made as to the type of information permitted to be displayed on College equipment and the length of time such may be displayed.

7.4 The Chief Financial Officer shall promulgate procedures for implementing this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: Identifies forms/summary sheets/etc. associated with this procedure. Enter "None" if no forms/summary, etc., apply.

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: December 2008 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined. The policy SCP-1040 was rescinded by the Board of Governors to become a unit procedure on December 09, 2008.