

# Pine Technical College

## Policy and Procedure

Policy Number: 115R

Date: 6/18/03

Revision Date: 10/6/03; 12/15/2005

Division/Department: General Administration

Author: Robert Musgrove

Subject: Signs on campus

### **Authorities:**

### **Purpose:**

It is the purpose of Pine Technical College to provide a method for campus units and organizations to post signs on campus to communicate with staff and students while at the same time striking a balance between that form of communications and campus maintenance and appearance. Posting or taping of signs and flyers around campus also creates additional work for the maintenance/custodial staff and may detract from the image of the college if such activity is not regulated.

### **Policy:**

It is the policy of Pine Technical College to provide places on campus for the posting of signs promoting events and issues of importance to students and staff and to restrict the posting of signs to those places provided.

### **Procedure:**

1. PTC will provide bulletin boards at appropriate places on campus for the posting of flyers and signs by students, staff and the public.
  - a. One bulletin board in the Student Lounge area will be provided for the sole use of the Student Senate of PTC.
  - b. One bulletin board in the main hall will be used for college announcements
  - c. One bulletin board at top of ramp will be used for college announcements
  - d. One bulletin board near classrooms 50, 51, 52, and 53 will be used for college announcements
  - e. Small bulletin boards outside classrooms may be used for college announcements; however, classroom announcements are given priority
  - f. Other bulletin boards may be designated as restricted by the Leadership Team after review and approval of a written request from a campus group or unit.
  - g. Other hallway displays may also be provided from time to time for special purposes, including registration or other similar events.
2. Notices of events or other items of interest may also be submitted to Academic Affairs for inclusion on the overhead monitors provided around campus. Those wishing to submit must contact Academic Affairs for the format and instructions.

3. Signs and flyers may not be posted on or taped to:
  - a. any part of the building, except the above specified areas unless approved by the Marketing Director.
4. During Student Government elections, candidates may post signs around campus in general as a yearly exception to this policy, if considered appropriate by College staff.
5. Continuing Education may maintain a pedestal-mounted sign containing instructions for CE/CT students as long as the sign does not interfere with traffic.
6. Exceptions to these restrictions may be granted upon prior written request to the Leadership Team.
7. Any sign or flyer intended to remain for an extended period of time must be submitted to Marketing for approval and to insure professionalism.
8. Signs and flyers must have a posted date and a removal date printed on them.

**Responsibilities:**

1. College staff is authorized to remove any signs or flyers not in compliance with this policy.
2. Academic Affairs is responsible for coordinated usage of the overhead monitors.

**Dissemination:**

Regular dissemination: policy manual, intranet, email.

Reviewed by Leadership Team: 6/30/03, 9/8/03, 10/6/03

Reviewed by Faculty Senate: 9/8/03

Revision reviewed by Leadership Team: 12/12/05

Revision reviewed by Faculty Shared Governance: N/A

Approved: \_\_\_\_\_  
Robert L. Musgrove, Ph.D, President

Date: 12/15/05