NORTH HENNEPIN COMMUNITY COLLEGE

Campus Policy V.02.03.01

POSTINGS AND DISPLAYS

MnSCU Policy Section.
Campus Procedure V.02.03.01.01

President's Signature

Date of Adoption [12-98] Revised [12-13-10]

POSTINGS AND DISPLAYS

Part 1. Policy Purpose

This policy defines the college's position related to postings and displays in North Hennepin Community College buildings and grounds, and provides a systematic process for the posting and display of appropriate information in appropriate areas. The college's objective is to inform employees and students of college guidelines and procedures for posting or displaying information items.

While the college recognizes that campus postings and displays are an integral part of communication within the college community, it is also committed to ensuring clean, neat, and well-maintained facilities and preventing damage to college property.

Part 2. Types of Postings and Displays

The college permits the following types of postings and displays within its buildings or on its grounds in accordance with this established policy and authorization process.

The Chief Finance and Facilities Officer, or designee, has the stated right to remove any postings or displays that create safety issues or are in violation of laws, codes, regulations or policies.

Materials must not violate Minnesota State Colleges and Universities policies, or federal, state, or local laws.

No private or protected data may be posted or displayed in any area of the college.

Subpart A. Faculty Postings or Displays

Bulletin boards and display cases shall be provided for Academic Departments and Programs for academic-related postings and displays, including grades. If possible, Academic Department bulletin boards or display cases shall be located near the associated faculty office suite and shall be used to provide information or displays relevant to the discipline and college. The faculty coordinator is responsible for placement and removal of all materials on Academic Department bulletin boards. In the event a posting or display is deemed controversial or its placement is disputed by members of the department or program, the Dean of that area is responsible for approval, placement or removal.

Large academic displays outside of the parameters of this subpart, should be discussed with the Chief Finance and Facilities Officer, or designee, to determine if there is conflicting space scheduling, violation of fire codes or other policies.

Subpart B. Employee Postings or Displays

Employees may, in accordance with this policy, place postings or displays on campus for the purpose of providing relevant, college-related information to the college community and publicizing a college-related or sponsored event. Employees must obtain approval permit from the Director of Student Life, or designee, before placing any posting or display on campus and must use appropriate bulletin boards, posting boards, display cabinets or space as determined by the Director of Student Life or designee.

Employees may utilize departmental bulletin or white boards to post department-relevant information such as vacation and overtime schedules.

Subpart C. Student Postings or Displays

Students may, in accordance with this policy, place postings or displays on campus for the purpose of providing relevant, student sponsored or college-related information to the college community. Students must obtain approval permit from the Director of Student Life, or designee, before placing any posting or display on campus and must use appropriate bulletin boards, posting boards, display cabinets or space as determined by the Director of Student Life, or designee.

Subpart D. Classroom Schedules

Classroom schedules are posted in classroom signs designated for this purpose by a designee from Academic Affairs at the beginning of each term. Changes and updates are also the responsibility of this office.

Subpart E. General Information/Advertising

Employees, students and external parties may utilize designated general purpose bulletin boards or publication holders on campus. Such bulletin boards shall be clearly identified as "General Purpose" Bulletin Boards and shall be available for advertising, information and publicizing community events. Holders designated for external brochures, magazines and papers are located in the Campus Center. All parties must obtain approval permit from the Director of Student Life, or designee, before placing such information on campus.

Subpart F. Legally Required Postings

A bulletin board will be placed outside of Human Resources and will display legally required postings for the Human Resources department. Legally required postings allowed to be electronically posted will also be on the College Internet or Intranet websites.

Subpart G. Union Postings

A bulletin board will be provided for union use. The union representative on campus will be responsible for posting the information on the bulletin board.

Subpart H. Electronic Postings

The Director of Marketing and Communications or designee, the Director of Safety and Security or designee, and the Chief Student Affairs Officer, or designee, are responsible for various electronic postings on kiosks, monitors, websites, email, cell phones, intranet, cable TV and other electronic formats.

Subpart I. Temporary Notices

Temporary notices, such as class cancellations, room changes, or office closings are to be posted on room sign document holders designated for this purpose. They are not to be taped to doors, walls, windows or signs. Class and faculty information should also be posted to the classroom sign document holder, not to the door. Temporary notices must be removed immediately after their purpose has been served.

College closing information may be posted on exterior doors as authorized by a college administrator.

Subpart J. All Other Postings and Displays

All other postings and displays, not addressed above, are allowed in employees' personal workspace, as long as the items are not disruptive to the workplace, damaging to property, nor in an area of general public view or access.

In the event there is uncertainty as to where a posting or display can be placed, contact the Director of Student Life, or designee. In the event there is concern whether a posting or display violates policy or law, contact your supervisor or dean.