

Employees may participate in partisan political activity. However, such activity cannot be conducted in the classroom or office, at College expense, or by use of College facilities during the course of duties. Political contributions may not be solicited, voluntarily or involuntarily, on state property or time. Political activity cannot reduce the number of hours an employee is expected to be on campus, in contact with students or posted office hours.

1.245 POSTING AND DISTRIBUTION OF MATERIALS

Campus contact: Director of Student Programs

PROCEDURE:

The Vice President, Finance and Administration delegates to the Director of Student Programs, or her/his designee, approval of materials to be posted on general bulletin boards and distributed on campus. Please post only on bulletin boards, sandwich boards, or other approved areas; do not post on glass windows or entryways; and do not use nails, scotch tape, masking tape on varnished or painted surfaces. Do not post on bulletin boards identified for specific purposes, e.g., union, safety, and employment. A copy of the complete Posting Policy is available from the Student Programs Office.

1.250 PRINTING AND PUBLICATIONS

On-Campus Printing

Campus contact: Central Services Supervisor

PRACTICE:

A variety of services available on campus enables print requests to be completed in-house. On-campus printing capabilities include photocopying and quick print offset. Faculty members may also have materials copied (within copyright laws) in duplicating services.

PROCEDURE:

Individuals requesting copies of copyrighted material must submit written permission of the publisher authorizing copying of the materials.

Publications

Campus contact: Director of College Relations

POLICY:

All college publications are required to display the College logo and College approved EEOC wording.

PROCEDURE: