

7. NEW BUSINESS

7.1. POLICY 902 – DISTRIBUTION AND POSTING OF MATERIALS – REVISED – SECOND READING

Policy 902 – Distribution and Posting of Materials, is presented for a Second Reading regarding the proposed revisions. Governance, accreditation and best practice guidelines require routine review of policies to ensure they remain current to state statutes and relevant to College of Lake County operations.

Board Policy 902 was last amended on August 26, 1975. This policy has been reviewed by the Operations and Facilities Commission, the College Leadership Team and College's legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no revisions for the Second Reading.

Recommendation: Approve revised Policy 902 – Distribution and Posting of Materials.

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6.1. POLICY 902 – DISTRIBUTION AND POSTING OF MATERIALS – REVISED – SECOND READING (CONTINUED)

902 DISTRIBUTION AND POSTING OF MATERIALS

~~01. Individuals and organizations responsible for distribution of materials must be identified and the materials registered with the Director of Activities.~~

All materials distributed or posted in public spaces on college-owned facilities and, where permissible, leased facilities must be reviewed and approved by the appropriate unit, division or department as outlined in the procedures document.

~~02. The materials to be distributed or posted must bear the name of the issuing person or organization. clearly indicate the issuing unit, division or department.~~

~~03. Distribution privileges are granted on a daily basis. and posting areas, including time frames, will be determined by the approving unit, division or department as outlined in the procedures document~~

~~04. The area approved for distribution will be designated by the Director of Activities.~~

~~05. Notices approved for posting must bear the official publicity stamp.~~

~~06. Posting materials larger than 12" x 22" must be approved by the Director of Activities.~~

~~07. Commercial posters will be limited to eight (8) locations to be specified by the Director of Activities.~~

~~08. The Director of Activities will designate someone to be responsible for removing all announcements the day following the event.~~

Materials will be removed promptly after their intended purpose or event as determined through the approval process by the requesting individual or organization.

Permanent signage or alteration to any college property of any type is strictly prohibited.

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The College reserves the right to remove materials that do not conform to this policy and other related policies, including, but not limited to:

- Student Rights and Responsibilities Procedures
 - Section 2 Standard of Conduct
 - Section 3 Discrimination, Harassment and Sex-Based Misconduct
- CLC Policy Manual
 - 903 – Social Media
 - 909 – Responsible Use of Technology
 - 911 – Use of College Facilities
 - 929 – Equal Employment Opportunity and Affirmative Action
 - 934 – Prohibition of Sex-Based Misconduct Policy
 - 937 – Non-Discrimination and Harassment
 - 956 – Ethics Policy/Ordinance

~~09.~~ Permission to distribute or post materials in no way implies endorsement by the College.

Adopted 10/13/1970
Amended 08/26/1975
Amended