

**Williamsburg Technical College  
PROCEDURE**

**SECTION E – FACILITIES MANAGEMENT**

Title <b>POSTING OF NOTICES</b>	Number <b>E-14.1</b>
Division of Responsibility <b>President – Development and Public Relations</b>	Approval Date Page <b>1/21/2021 1 of 3</b>
Approval Vice President _____  President _____	Supersedes Procedure No. <b>E-14.1</b> Date <b>5/24/10</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

I. Only items having approval of the appropriate person (as indicated below) may be posted on campus bulletin boards. Items not approved will be removed at the discretion of the appropriate person. Appeals concerning items not approved for posting are to be made to the President of Williamsburg Technical College. Requests from the general public wishing to post items on Williamsburg Technical College bulletin boards will be directed to the President. Notices should only be posted in appropriate places as listed below unless with the expressed permission of the Director of Public Information or his/her designee. At no time should notices be taped to wooden, painted, or glass surfaces.

**II. Classification of Bulletin Boards**

**A. Special or Restricted Boards**

1. Messages as required by applicable laws and regulations as well as human resources notices and job openings are to be placed on the following boards. The appropriate person to see: Director of Human Resources.
  - a. "Personnel" board near Faculty/Staff Lounge door on faculty office hall
  - b. Right board in Faculty/Staff Lounge
  - c. "Do Not Remove" board across facing hallway beside Library entrance in Meriwether Building
2. The Library board immediately beside the library entrance inside the library is for the express use of the library. The appropriate person to see: Library Director.

**B. Faculty/Staff Lounge/Faculty Office Hallway Bulletin Boards**

1. **Faculty/Staff Lounge Boards:** The posting of notices, news, and notes of interest to the employees of Williamsburg Technical College is permitted. The appropriate person to see: Director of Public Information.

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Division of Responsibility <b>President – Development and Public Relations</b>	Approval Date    Page <b>1/21/2021    2 of 3</b>

- a. Left board is designated for general college postings
  - b. Center board is designated for CARE (Committee for Activities and Recognition of Employees) postings
2. **Faculty office hallway board beside Room 253:** This board is to be used for newsworthy items, notices, and newspaper clippings of interest to faculty and staff. The appropriate person to see: Vice President for Academic and Student Affairs or his designee.
- C. Student Lounge Bulletin Boards (includes canteen wall area and audio/video equipment):**
1. **Center board between handicap ramp doors:** Posters required to be posted by applicable laws and regulations, approved notices concerning Williamsburg Technical College’s programs and other matters of student and general public interest, as well as approved departmental notices, will be displayed on these boards. The appropriate person to see: Associate Vice President for Student Affairs.
  2. **Board over suggestion box:** Responses to Suggestion Box items will be posted here. The appropriate person to see: Director of Public Information.
  3. **SGA bulletin board beneath LED sign in Student Lounge:** Students are allowed to post books for sale and other items of interest on this board. The appropriate person to see: Associate Vice President for Student Affairs.
- D. General Information Bulletin Boards:** These boards are for approved notices concerning Williamsburg Technical College’s programs and other matters of employee, student, and general public interest. The appropriate person to see: Director of Public Information.
1. **Administration Building**
    - a. Movable glass-enclosed board positioned in the lobby of Building A
    - b. Glass-enclosed board on wall near Room 212
    - c. Glass-enclosed board on wall near Room 240 (Instruction Office)
    - d. Board by Continuing Education Office
    - e. Board by Institutional Research Office
    - f. Glass-enclosed board on wall near Room 226
    - g. Small, glass-enclosed board by Room 276 (auditorium)
    - h. Board inside classrooms and by doorways in halls
    - i. Board in entrance area to Suite 500
    - j. Board in shop areas and adjoining classrooms

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**2. Meriwether Building**

- a. Board between Room 141 and ladies' restroom
- b. Board between water fountain and Room 112
- c. Board by Room 117

E. **Individual Office Bulletin Boards:** Boards beside faculty office doors and within individual offices are to be used to display office hours, notices of class/student interest, and items that pertain to the overall instructional realm of the College. Notices of interest to the entire campus may, at times, be posted on these boards as approved by the Director of Public Information. Otherwise, the persons responsible for these boards will be the faculty or staff members who inhabit the offices where the boards are located.