

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: POSTING INFORMATION ON COLLEGE BULLETIN BOARDS (AP-044)

Contacts:

Redwood Campus: Sharon Smith, Asst. to Vice President, Student Services, Ext. 7187

Riverside Campus: Kaitlyn Eccleston, Administrative Assistant III, Ext. 7764

Riverside Campus/Higher Education Center, Welcome Desk, 541-552-8100

Small Business Development Center (Grants Pass): Dana Jacklin, Admin. Asst., Ext. 7494

Table Rock Campus: Tracie Olsen, Program Support Specialist, Ext. 7821

Illinois Valley Learning Center: Gray Conway, Facilities Coordinator, Ext. 7455

Public announcement boards are intended to promote communication from departments, students and community groups. With the exception of materials from RCC-sponsored programs, all posted materials require a stamped approval obtainable from the designated person on each campus (above). Posted materials may include personal ads such as items for sale or rent, roommates or rides needed.

All posted materials should identify source of origin, provide an address or telephone number, and be presented in a readable manner. Material will generally be approved; however postings that contain information that is:

- Slanderous
- Libelous
- Pornographic
- Discriminating
- Illegal

will NOT be posted. Postings also will not be approved or posted if the source of origin is not identified.

It is the responsibility of the individual/organization posting the information to remove it after the termination of the promoted event or announcement. The College may remove any posting not in compliance with this procedure. The boards are otherwise generally cleared on or about the last day of every month or approximately every 30 days based on the date posted.