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## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: BULLETIN BOARDS AND DISPLAY CABINETS	Code: AA0500
Policy Reference: A0202-1, Delegation of Authority	

Bulletin boards for the control and dissemination of information shall be placed at strategic locations throughout the various campuses.

The following types of bulletin boards are authorized:

1. Entrance Directories
2. Student Life Bulletin Boards
3. General Information Bulletin Boards
4. Human Resources Information Bulletin Boards
5. Union Bulletin Boards
6. Financial Aid Bulletin Boards
7. Deans' Bulletin Boards
8. Display Cabinets (Public Areas)

I. **Entrance Directories**

- a. Entrance directories on the Milwaukee Campus shall be under the supervision of the director of Operations. The campus administrator or designee will have this responsibility at North, South, and west Campuses.
- b. All information on the entrance directories shall be approved and initiated by the director of Operations.
- c. These directories shall be located near the main entrances of the main buildings on the various campuses.
- d. These directories shall contain the room numbers and the location of certain offices, classrooms, laboratories, shops, etc., in the building.

2. **Student Life Bulletin Boards**

Student bulletin boards shall be under the supervision of the director of Student Life.

Permission to post material on bulletin boards must be obtained from the Office of Student Life, Room S301, on the Milwaukee Campus or from the Student Life coordinator on the regional campuses.



Title: BULLETIN BOARDS AND DISPLAY CABINETS	Code: AA0500
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Posters meeting school guidelines shall be date stamped and approved by the Office of Student Life on the Milwaukee Campus or by the Office of Student Life coordinator on the regional campuses.

**Posting Regulations:**

- a. Anything that is posted is a poster.
- b. Posters may not exceed 14" x 22" in size.
- c. Posters must indicate the organization that is sponsoring the event.
- d. Posting is permitted on bulletin boards only.
- e. Posters are not to be taped or stapled to the bulletin boards. Use thumbtacks.
- f. Posters are to be removed the day following the event or when the date stamp expires.
- g. For further clarification go to Room S301, Office of Student Life, or the office of the campus administrator or designee on the regional campuses.

**3. General Information Bulletin Boards**

General Information bulletin boards shall be under the supervision of the associate vice president--Marketing, Public Relations, and Advancement on the Milwaukee Campus and under the supervision of the campus administrator or designee on the regional campuses.

Information of interest to teachers, staff, and general public may be approved for posting. Types of material to be posted:

- Educational material, speakers, conventions, seminars, lectures
- Announcements: Civic affairs, art fairs, open houses, and demonstrations
- Musical and theatrical events, television and radio programs
- Academic and extracurricular announcements
- Campus events, services, graduation
- Newspaper clippings, photos, sketches
- Travel, visual aids
- Organization meetings (MAAVTE)



Title: BULLETIN BOARDS AND DISPLAY CABINETS	Code: AA0500
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Present the material to be posted for approval to the associate vice president-- Marketing, Public Relations, and Advancement on the Milwaukee Campus or the campus administrator or designee on the regional campuses.

If approved, the material will be date stamped and posted. Materials will be removed when the date stamp expires.

4. **Human Resources Bulletin Boards**

These bulletin boards shall be under the supervision of the associate vice president of Human Resources on the Milwaukee Campus and under the supervision of the campus administrator or designee on the regional campuses.

Material to be posted shall include job openings at MATC and other schools; federal, state, and local rules and regulations; affirmative action and pension and retirement information, benefits, etc.

All material must have the approval of the associate vice president of Human Resources or the campus administrator or designee on the regional campuses.

5. **Union Bulletin Boards**

In compliance with union-negotiated contracts, bulletin boards will be provided to Local 212, Local 587, and Local 715 for the dissemination of strictly union information for the benefit of their members.

Information of a political or controversial nature must have the signed and stamped approval of the associate vice president of Labor Relations before it can be posted.

6. **Financial Aid Bulletin Boards**

These bulletin boards shall be under the supervision of the vice president of Student Services on the Milwaukee Campus and under the supervision of the campus administrator or designee on the regional campuses.

Financial Aid information of value to students shall be posted on these boards.



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Title: BULLETIN BOARDS AND DISPLAY  
CABINETS

Code: AA0500

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7. **Deans' Bulletin Boards**

Bulletin boards, controlled by respective educational deans, are for information of value to students and staff.

8. **Display Cabinets - Public Areas**

All display cabinets shall be supervised by the associate vice president--Marketing, Public Relations, and Advancement or campus administrators.

Office of Responsibility: Student Services