



PLANNING & RESOURCE COUNCIL

AGENDA - **March 3, 2010**

Purpose: **Participatory Governance Leaders Meeting**
Location: **TOYON ROOM**
Time: **1st & 3rd Wednesday - 1:30 p.m. to 3:00 p.m.**

DATE March 3	AGENDA TOPIC	DISCUSSION LEADER	EXPECTED OUTCOME
1:30 - 1:35	Approval of Minutes for February 3, 2010	Miner	Approval
1:35 - 2:00	Posting Guidelines	Davis Visas	Discussion
2:00 - 2:30	Accreditation Update	Hueg	Information
2:30 - 2:45	Questions/Rumors	Miner	Information/Discussion

ATTACHMENTS: Posting Policy

IMPORTANT DATES:

June 7 - 6:00 - 7:30 - State of the College - Hearthside Lounge

FOOTHILL CAMPUS POSTING/PUBLIC SPEECH GUIDELINES

With the implementation of the Campus Sustainability Committee, students, faculty and staff are encouraged to use electronic media to convey information and reduce photocopies and postings. Call Student Activities, x7282 for information about the use of the LED screens, flat screens and the website.

SECTION I – POSTERS and FLYERS

A. Responsibilities

1. Any violation of this guideline may result in an e-mail to the event contact and may result in restriction of any future posting privileges as determined by the Student Activities Office.
2. All material must be reviewed and date-stamped with the expiration date by the Student Activities Office located in the Campus Center, Room 2009.
3. Materials without a current review stamp will be removed without notice by the Student Activities Office Assistant. No materials should be posted for more than two weeks, unless resubmitted and restamped by the Student Activities Office.
4. Clubs and campus organizations are responsible for following the rules and for their posters and flyers and the removal of them.
5. All posters and publicity materials are to be removed by 4:00 p.m. the day after the event, if the event is held during the week, or by Monday noon after the event, if the event is held on Friday.
6. Any person damaging, moving, tagging or covering any poster or publicity will be in violation of the Foothill College Student Code of Conduct and may be cited by the Campus Police.
7. Bulletin boards will be monitored regularly by student employees hired by the Student Activities Office. Student employees will clean off outdated materials and documents. Information will be provided at the bulletin boards, explaining how to obtain approval for posting on ASFC monitored boards.

B. Locations

1. Materials will only be posted on approved bulletin boards. Only push pins or tape shall be used on the bulletin boards. Walls, doors, ceramic tile, light posts, bus

stop wind barriers, fences, trees, vending machines, etc. should NOT be used for posting. Any documents out of compliance will be removed immediately.

2. A map showing appropriate locations for posting and a copy of instructions will be provided to applicants by the Student Activities Office, Room 2009.
3. Flyers should not be larger than 11" x 17" to ensure equal access to bulletin boards.
4. One poster per location will be allowed.
5. Public display bulletin boards have been provided and locations may be obtained at the Student Activities Office, Room 2009.
6. Signs should not be inserted into the ground with wood stakes. Small, 1/8" or less diameter wire may be used for lawn signs. "Sandwich boards" are preferred for use on campus.
7. Flyers or printed material, may not be left on cars or taped to the ground.
8. A.S.F.C. and College sponsored events will receive priority for posting in Campus Center area only.

C. Posting in Classrooms

1. All postings shall be mounted to a bulletin board, not the walls.
2. Material shall be adhered to bulletin boards by push pins, tape or staplers. Staple guns shall not be used.
3. Posting inside classrooms is for College/curriculum, and not outside vendors or companies.

SECTION II - DISTRIBUTION OF LITERATURE/HANDOUTS

1. If distributed material is printed in another language, the document must also include the English translation.
2. Distribution of non-commercial materials (leaflets) is permitted on campus where such activity does not interfere or disrupt the flow of traffic or classes.
3. Flyers may not be left on cars. (Bd Policy Admin Procedures AP5550.1 VH)

4. Distribution of materials to an audience or group within a building or campus facility or during a public event may be permitted only with the approval of the advisor(s) or manager(s) of the event and with the approval of the Student Activities Office.
5. Following or walking with student, staff or faculty while attempting to distribute information is not permitted.
6. All literature will be subject to removal should it violate legal constraints having to do with libel, obscenity and illegal advocacy such as inciting to riot, damage to persons, property, etc.

SECTION III - ELECTIONS

1. See the A.S.F.C. Election Code for posting locations for campaign materials. Additional locations will be made available during the spring Student Body Elections for material posting. See the Student Activities Office for additional locations.

SECTION IV - BANNERS

1. Banners may be up to 15 feet in length.
2. Banners may be displayed for 2 two weeks. A maximum of 2 banners in the approved locations for the same event will be allowed (space permitting) at one time.
3. Banners with approval from the Student Activities Office may be posted in the following locations; P.E. Fence adjacent to the pool facing the footbridge and two locations at the Library Quad (between the light posts).
4. Vinyl banners should have grommets for securing the banner.
5. Violation of this guideline may result in restriction of any future posting privileges as determined by the Student Activities Office and/or the Buildings and Grounds Committee.
6. Any person damaging, tagging or moving any banners will be in violation of the Foothill College Student Code of Conduct and will be cited by Campus Police.

SECTION V – FREE SPEECH AND SOLICITATION

1. The area available for free speech is Caesar Chavez Plaza, west of the Campus Center. This area will be available 7 days a week, from 8:00 a.m. to 7:00 p.m. unless a College sponsored event is scheduled in this location.
2. Scheduling of an activity shall be done at least two weeks in advance with the Student Activities Office. Clubs need to submit an Activity Petition two weeks prior to OBD.
3. All speakers must comply with District Board policies (see 1700, 5312.3 and 6151).