

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 1-2-102.1

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TITLE: PRINTED AND ELECTRONIC MATERIALS

**POLICY
REFERENCE NUMBER: 1-2-102**

**DIVISION OF
RESPONSIBILITY: EXECUTIVE DIRECTOR**

DATE OF LAST REVISION: January 23, 2012

Vice President, Academic Affairs

Executive Director

The Communications Office of the South Carolina Technical College System is responsible for assuring that all printed and electronic materials for distribution from the System Office appropriately support the System's graphic identity.

The Director of Communications will work with the System Office Associate Executive Directors or their designee to review all graphic materials during the initial design stage and before final printing or posting to the System's Internet site. Materials to be reviewed include all items that are produced for external audiences. These materials include brochures, flyers, posters, presentation templates, and bound reports documents. If there is any question regarding whether or not any materials are included, contact the Communications Office.

Materials that do not require review by the Director of Communications include The Center for Accelerated Technology Training materials produced for a client. They also do not include any routine financial reports shared between the State Office and the Colleges.