



***HUDSON is HOME!***

***BRAND STANDARDS & GUIDELINES***

## **Mission**

Hudson County Community College provides its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.



## **Vision**

As one of the nation's leading and most diverse urban community colleges, we aspire to offer consistently best-practice, transformative educational and economic opportunities for our students and all residents of Hudson County.

## **Values**

Hudson County Community College is committed to these values:

**H**olistic Services

**U**nderstanding through Data

**D**iversity, Equity and Inclusion

**S**tudent Success

**O**pen to All

**N**ational Distinction

**C**ollaboration and Engagement

**A**cademic Excellence

**R**esponsible Stewardship of Resources

**E**thical Behavior, Integrity, and Transparency

**S**upport of Innovation and Leadership

# HCCC BRAND STANDARDS AND GUIDELINES

<b>1.</b>	<b>What is a brand?</b>	<b>3</b>
<b>2.</b>	<b>HCCC brand overview</b>	<b>3</b>
	What is HCCC	3
	What is our personality	3
	Who are our students and our community	4
<b>3.</b>	<b>HCCC logo</b>	
	Overview (what the logo represents)	5
	Approved versions in color and black & white	5
	Things to avoid	6
	Minimum sizes and placement on various materials with examples	6
	Things to avoid	6
	Approved use	7
	Sub-brand lockups	7
<b>4.</b>	<b>The HCCC seal</b>	
	Overview	8
	Approved use	8
<b>5.</b>	<b>Visual elements</b>	
	Colors	9
	Typography	9
	Photography	9
	Tagline	10
	Graphic elements	10
<b>6.</b>	<b>Verbal elements</b>	
	Our message	11
	Our audiences	12
	Our voice	12
<b>7.</b>	<b>Putting it all together (examples)</b>	
	Bringing our brand to life	13
	Samples	13-15
	Business Card Procedure	16
	Letterhead Procedure	17
	Postal Mailing	17
	Publication Guide	18-19
	Social Media Guidelines Policy	20-22
	Content Development	21
	Photos, Content & Fans	21
	Posting Policy & Content	22



# 1. What is a brand?

A brand is often defined as an understanding or promise that an organization makes to its stakeholders and external customers.

Successful branding occurs when a desired audience sees the organization (and/or its products and services) as the best solution to its needs, and perceives it as one that is credible, dependable, and attainable. With strong branding, stakeholders understand and are committed to the brand promise.

An organization's logo is not its brand, but it is the definitive symbol of the brand. Stakeholders' actions and the tone of their key messaging (oral, written, visual, and graphic), all contribute to the perception of the brand, and must all be completely in sync with the brand so that the audience has - and maintains - a clear idea of what the brand is, and feels comfortable in connecting with it.

There is only one Hudson County Community College, and each department, division, program, and office of the College is a part of the College and, therefore, a part of the College's brand. The departments, divisions, programs, and offices of the College are referred to as brand extensions, which are not to have their own logos or identifiers.

## 2. HCCC brand overview

### *What is HCCC?*

Hudson County Community College is a public, comprehensive urban community college committed to offering high-quality programs that are affordable, accessible, and community-centered. The College offers a wide variety of studies that may be taken in pursuit of certificates or diplomas. Additionally, there are several classes and courses offered for career/workforce development and for personal enjoyment and growth.

Students at HCCC may pursue courses on three campuses, both of which are located in close proximity to public transportation hubs.

### *What is our personality?*

The College's personality includes the characteristic patterns of thinking, behavior, and feeling that are unique to this institution. The HCCC personality comes from within — from the administrators, faculty, staff, and students.

In a few words, HCCC is welcoming, understanding, encouraging, responsive, creative, resourceful, helpful, and industrious.

## ***Who are the members of our community ... and our students?***

The College services the residents and businesses of Hudson County, one of the oldest, most densely populated, and most ethnically diverse areas of America.

According to the 2020 U.S. Census, the County is home to 724,854 women, men, and children who live in just over 46 square miles (15,758 people per square mile). About 27% of those living in Hudson County are below 18 years of age, and 10.5% are persons 65 years and older. There are 243,850 households in the County, and the number of people per household is 2.6.

Hudson County's residents come from all over the globe and it's estimated that the population includes more than 90 different nationalities. A little over 40% of Hudson's residents are foreign born. More than 57% of the population speaks a language other than English at home, and many speak limited English. The 2010 Census reports that 42.2% of Hudson County residents are Hispanic or Latino, 13.2% are Black or African-American, 13.4% are Asian (the majority of whom are Asian Indian); and 54% of residents identify themselves as White.

The median age of Hudson County residents is 34.2 years. Women comprise 50.5% of all residents and men are 49.5%.

About 35% of Hudson County residents are college graduates who hold a bachelor's degree or higher and 80% have graduated from high school.

While the average median household income of the County is \$56,546 and the per capita income is \$32,087, 15.1% of Hudson residents subsist on incomes below the Federal poverty level. Single-parent households account for 33.2% of all of the County's households. According to the New Jersey Department of Labor & Workforce Development, the May 2013 unemployment rate in Hudson County was 10%.

The College's student body reflects the makeup of Hudson County with 55.5% being of Hispanic heritage, 13.8% African-American, 11.4% White, and 7.8% Asian. More than one-third of HCCC students were born outside of the United States and have reported nearly 105 different countries as their places of birth. Female students are in the majority at 59.7% with male students comprising 40.3% of the student body. While income information for students is unavailable, 90% of all HCCC students receive Pell Grants.



HUDSON  
COUNTY  
COMMUNITY  
COLLEGE

*\* used on business cards only*

### 3. HCCC logo

#### Overview

An organization's logo is its "face," the one element that identifies the organization to the general public. Organizations spend a great deal of time, thought and funds to develop a logo that portrays them properly, and it should be utilized as it was designed and adopted by the organization.

The Hudson County Community College logo represents the students, faculty, and staff as well as the people and businesses affiliated with the College, either as students or as partners. For that reason, it is most important that the College's logo always be used properly.

**The Hudson County Community College logo is composed of three components:**

1. The HCCC Icon (Lady Liberty)
2. The Hudson County Community College wordmark
3. The tagline, "*HUDSON is HOME*"



No unauthorized wordmark, logo, or graphic element may be used to represent the College or any of its departments, programs, or offices. The HCCC logo is protected by copyright and/or trademark. Any unauthorized use of the HCCC logo may be copyright infringement. Copying and redistributing the logo in any manner for commercial use, including commercial publication for personal gain, is strictly prohibited.

**Digital files of the College's logo are available through the Communications Department. Anyone wishing to use the logo or seal must obtain express written permission from the Director of Communications. Please email [jchristopher@hccc.edu](mailto:jchristopher@hccc.edu) or phone 201-360-4061.**

## HCCC Logo Do's and Don'ts:

### ***DO ask permission.***

The Hudson County Community College logo is only to be used on authorized HCCC documents, notices, offerings, advertisements, and website pages after obtaining express written permission for its use. Anyone who is affiliated with the College and has a legitimate need to use our logo is asked to request permission by contacting us at [jchristopher@hccc.edu](mailto:jchristopher@hccc.edu).

### ***DO use the logo as provided.***

The logo icon and wordmark are to be used together as they have been provided to you. You may not use them independently of one another.

### ***DO make the logo easy to read.***

We encourage you to always use a high-quality image file of the logo and to display it with pride where it is easily seen.

### ***DON'T change the typeface of the wordmark.***

### ***DON'T alter the proportions (width and height) of the icon.***

Please do not redraw the icon or isolate and utilize any one part of it (such as the torch or the crown).

### ***DON'T change the logo colors.***

The logo is to be printed in Pantone 3272u (for a one- or two-color print job) or Pantone DS-255-1 (for a full-color print job). It is also acceptable to print the logo in all black.

### ***DON'T tilt, skew or manipulate the logo.***

The logo was meant to be displayed and read as it is shown here.

### ***Do not use the logo smaller than 1 inch wide.***

## Other things to avoid:

### ***DON'T use the HCCC Icon (Lady Liberty) alone with a sub-brand's name or identifier.***

It is always to be utilized — as a unit as it has been designed — with the College's wordmark (Hudson County Community College).

### ***DON'T use the College's wordmark without the HCCC icon.***

### ***DON'T rearrange the elements of the logo.***

### ***DON'T add shadows or effects to the logo, wordmark or tagline.***

## Approved use

The Hudson County Community College logo in totality, as well as its icon and wordmark separately, may not be used without express written permission from the College's Communications Department.

You may not use the Hudson County Community College name without prior written consent. The name is meant to be used only for official operations and activities approved by the College's Board of Trustees, and cannot be used for commercial or personal gain. The full name, "Hudson County Community College," should always be used in a first reference. The abbreviated forms, "HCCC" and "the College," are appropriate subsequent references.

## Sub-brands and lockups

A sub-brand is defined as the expansion of a brand to different products/services in the same or new markets. Sub-brands initially benefit from the parent-brand recognition and the trust the parent brand has built.

For the most part, sub-brands are frowned upon because they diminish — rarely add to — the strength of the parent brand. Studies show that the initial success of a sub-brand is followed by the decline of the sub-brand and the parent brand as well. This is especially true of sub-brands that do not reflect, or veer away from, the parent brand's tactical strategies. For these reasons, the creation and utilization of sub-brands is highly discouraged at Hudson County Community College.

A sub-brand at the College is a department or division that is located at HCCC but has its own mission, a mission that is linked to the College strategically. The sub-brands are intended to support the College's brand identity. Currently there are only three sub-brands at Hudson County Community College — the HCCC Foundation, the HCCC Center for Business & Industry, and the HCCC Culinary Conference Center.

A sub-brand lock-up refers to the formalized position/relationship of the brand's logo (symbol) and its wordmark (logotype). On those rare occasions when a HCCC sub-brand may be created, the logo for the sub-brand is to be designed by the College's Communications Department. Consistency is all-important in the way that the College's logo is incorporated into any sub-brand's identifiers.





## 4. The HCCC seal

### Overview

The College's seal is the official emblem of Hudson County Community College. The visual elements of the seal include the Statue of Liberty's torch (representing the community's ties — historically and geographically — to the United States and our values as a nation) against the open book (representing education and especially lifelong learning), the College's name and the word, "Liberty."

### Approved use

**The Hudson County Community College seal is to be used only on specific official documents.**

**These include:**

- **Diplomas, certifications, and formal invitations** from the College's administration and Board of Trustees.
- Permanent signage that will be utilized on campus.

***It is not to be used on flyers, emails, banners, or website pages (including social media).***

**The same usage rules that apply to the HCCC logo also apply to our seal.**

## 5. Visual elements

Just as the logo is to be utilized consistently, so should any and all visual elements that are used in ads, flyers, websites, social media, letters, and correspondence — anything that is intended for public consumption. All of these endeavors — no matter how seemingly unimportant — are advertising and marketing endeavors, and reflect directly upon the College and its identity. As such, they should be consistent with the College's image.

### Colors

The College has devised an entire system of color schematics to be used in its marketing and advertising. The colors were selected to underscore the College's key messages and to convey its vitality and spirit.

The College's logo is to be printed in Pantone 3272u (for a one- or two-color print job) or Pantone DS-255-1 (for a full-color print job). It is also acceptable to print the logo in all black, or in white on a black or teal background. Acceptable accent colors are Blue/Purple (Pantone DS 185-1c) and Process Yellow. (Please note: When using Process Yellow, it is recommended that less than 10% of layout be the yellow and that it not be used as the main color as it is too bright and hard on the eye.)

### Typography

Maintaining consistency with typefaces is just as important as using the proper images, colors, etc.

The font used for the College's logo is ITC Tiepolo Book, and the College uses the ITC Tiepolo family for business cards and other items used with the logo. If ITC Tiepolo is not available, Times New Roman or Myriad are acceptable substitute font options for use.

### Photography

#### Using Images of HCCC & Its Students

In order to photograph, film, or record the College's students, campus, or facilities, appropriate approval from the Communications Department and from any individuals who are to be featured in the photos, must be obtained in advance. Legal release forms are available through the Communications Department. Please contact the Director of Communications' office by emailing [jchristopher@hccc.edu](mailto:jchristopher@hccc.edu) or phoning 201-360-4061.

In many — perhaps, most — instances, it is illegal to pull and use photos, illustrations, or other images from Internet websites without obtaining the express written permission of the owner and/or purchasing rights to utilize these images from the owner.

Images supplied for printed materials must have a resolution of at least 300 dpi.

## Tagline

The College's tagline — *"HUDSON is HOME"* — is a shortened form of our brand's promise. It should be utilized in its original font (Myriad Italic) in all of the College's direct advertising (print ads, TV and radio commercials, billboards, online ads). Decisions about the use of the tagline in other advertising and marketing endeavors should be made by the Director of Communications in collaboration with the department head. Departments may obtain a digital copy of the tagline from the Communications Office.

## Graphic elements

The College encourages the use of photos, and most certainly, photos of individuals who are HCCC students, faculty, and staff. These photos should convey our key messaging points and be consistent with our identity.

Once or twice a year, the Communications Department schedules a professional photographer to conduct photo sessions with our students on our campuses. These photos are intended to be utilized in a variety of ways throughout the course of the year. Access to and use of these photos may be requested from the Communications Department. Should your department foresee the need for photographic elements, please contact the Director of Communications as far in advance as possible.

Additionally, the Communications Department engages the services of a professional photographer to cover important institutional events. Portrait photography of administrators, faculty, and staff may also be scheduled from time to time.

## 6. Verbal elements

There are certain messages and key phrases that should be incorporated into all HCCC marketing and advertising. These messages reinforce the College's identity and its brand — our promise to the community.

### Our message

Key messages should be included — in words or images — in most all of the College's print and web marketing and advertising endeavors.

**The following key messages need not necessarily be used word-for-word, but should be utilized to clearly convey the College's defined benefits:**

- Hudson County Community College is dedicated to providing high-quality courses and programs.
- Hudson County Community College is student-centered.
- Hudson County Community College is focused on student success with smaller classes, and people and programs that support student achievement.
- Hudson County Community College faculty is credentialed and caring.
- Hudson County Community College is community-centered.
- Hudson County Community College is one of the best educational values anywhere!
- Hudson County Community College works to ensure students have the financial means to pursue their educational and career dreams.
- Hudson County Community College's offerings are scheduled for the convenience of our students' busy lives.
- Hudson County Community College's state-of-the-art facilities are easily accessible via public transportation.
- Hudson County Community College's courses and programs are designed to meet the educational needs of our linguistically and ethnically/racially diverse community.
- Hudson County Community College is dedicated to the cultural and social enrichment of the people of Hudson County.
- Hudson County Community College collaborates to promote the economic, technological, and civic development of Hudson County.

## **Our audiences**

Hudson County Community College services one of the most diverse populations in the country. Many of our constituents are immigrants or first-generation Americans, while still others come from families who have been living and working in this country for several generations.

The socio-economic status and education levels of our audience vary greatly as well. Further, in reviewing the demographics of the College itself, we see that slightly more than 52% of our students would be considered “non-traditional,” that is, they are 22 years of age and older.

The language we use to address our constituents is to be conversational in tone, and simple in form and content.

It is important to keep in mind that as the result of an agreement among the presidents of the State’s county colleges, we are restricted in reaching out to only Hudson County residents.

## **Our voice**

It is vitally important that the College communicates with one voice in all written and printed materials and all digital, spoken, and visual messaging. That voice is intended to communicate that the College is welcoming, understanding, encouraging, responsive, creative, resourceful, helpful, and industrious.

Further, the tone of the College’s messaging should reflect the genuine respect the College has for its constituents and the sincere desire to provide the knowledge and skills that will help them attain their life and career goals.

## 7. Putting it all together (examples)

### Bringing our brand to life

There are many instances in which our brand — our promise — may be brought to life. These include print and online ads, billboards, TV and radio commercials, flyers, banners, website pages, table covers, social media pages and messages, business cards, letterhead, envelopes, email signatures, PowerPoint presentations, and more.

Always remember, it is our administrators, faculty, staff and students who are the identity of Hudson County Community College. You are the best representation of what the College is and how it can benefit our community.

**HUDSON is home!**

60+ degree and certificate programs offered

**FREE TUITION**  
Community College Opportunity Grant (CCOG)

Continuing Education and Workforce Certificate Programs

Hudson Online

Early College Program for high school students at reduced tuition

**Be a part of the HCCC family!**

**APPLY NOW at**  
[www.hccc.edu/apply](http://www.hccc.edu/apply)  
and use the promo code "HCC" to waive the \$25 application fee!

**REGISTRATION OPEN NOW!**

**We can guide you!**

For more information:  
[admissions@hccc.edu](mailto:admissions@hccc.edu)  
Text: (201) 509-4222  
[www.hccc.edu/ladyliberty](http://www.hccc.edu/ladyliberty)

**HUDSON COUNTY COMMUNITY COLLEGE**

Flier

**Start the new year off at HCCC!**

Online, On-Ground or Remote course options are available.

Apply now at [www.hccc.edu/apply](http://www.hccc.edu/apply) and use the promo code "HCC" to waive the \$25 application fee!

**REGISTER NOW!**

For in-person and remote registration appointments, and other online resources, visit [www.hccc.edu/remoteservices](http://www.hccc.edu/remoteservices)

Classes begin on Monday, January 25, 2021

- No increase in tuition and fees for 2020-2021 year
- Eligible students can receive free tuition through the Community College Opportunity Grant!
- Courses available in more than 60 degree and certificate programs
- Credits transferable to four-year institutions
- Appeal for more Financial Aid! Special considerations due to change in income

View course details at [www.hccc.edu/schedule](http://www.hccc.edu/schedule).

**APPLY NOW for Spring classes!**

[www.hccc.edu/apply](http://www.hccc.edu/apply)

For more information contact: [admissions@hccc.edu](mailto:admissions@hccc.edu) | text: (732) 509-4222 or call (201) 714-7200

**HUDSON COUNTY COMMUNITY COLLEGE**

"It was hard for me to go to college because of my parents' low income, but finding a place like Hudson County Community College that cares about my academic success and growth by providing me financial support with the Community College Opportunity Grant to achieve my culinary dreams is more than a blessing."

Sofia Rodriguez de la Rosa  
Culinary Arts major  
Bayonne, NJ

**Available Now Every Fall and Spring Semester!**

Eligible students will receive **FREE TUITION** and fees.  
(for students with an adjusted gross income of \$65,000 per year or less)

File your 2021-2022 FAFSA now at <https://studentaid.gov/h/apply-for-aid>

Are you a Dreamer?  
File the NJ Alternative Application at [www.hesaa.org/Pages/NJAlternativeApplication.aspx](http://www.hesaa.org/Pages/NJAlternativeApplication.aspx)

For more information contact:  
[freetuition@hccc.edu](mailto:freetuition@hccc.edu)  
201.714.7200 | Text: 201-744-2767

New Jersey Community College Opportunity Grant

**HUDSON COUNTY COMMUNITY COLLEGE**

JOURNAL SQUARE CAMPUS: 201 5th Avenue, Jersey City, NJ (adjacent to the Journal Square PATH Station)

NORTH HUDSON CAMPUS: 8600 Kennedy Boulevard, Union City, NJ (adjacent to NJ Transit Bergenline Station Transit Center)

SEACUICUS CENTER: One High Tech Way Secaucus, NJ

HUDSON ONLINE: Many courses and two fully online degrees!  
[www.hccc.edu/OnlineLearning](http://www.hccc.edu/OnlineLearning)

[www.hccc.edu/freetuition](http://www.hccc.edu/freetuition)

**HUDSON is HOME!**

Newspaper Advertisements

**HUDSON COUNTY COMMUNITY COLLEGE**

201 5th Avenue  
Jersey City, NJ 07306

**Registration Open Now!**

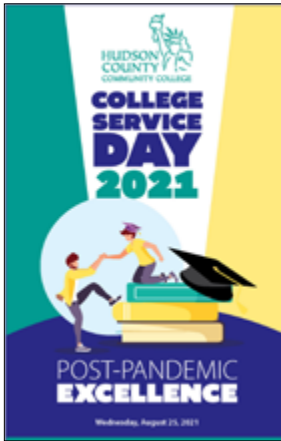
**We can guide you!**

For more information:  
[admissions@hccc.edu](mailto:admissions@hccc.edu)  
Text: 201-744-2767  
[www.hccc.edu/ladyliberty](http://www.hccc.edu/ladyliberty)

**HUDSON COUNTY COMMUNITY COLLEGE**

Postcard





Digital Advertisement



Digital Advertisement

## Event Programs



## Portal Banners



Ad Journal



## Foundation Gala Invitation



Strategic Plan




Culinary Arts Brochure



Student Handbook Cover



 <p><b>NAME</b> TITLE DEPARTMENT</p> <p>HUDSON COUNTY COMMUNITY COLLEGE</p> <p>26 JOURNAL SQUARE XX FLOOR- RM. JERSEY CITY, NJ 07306</p> <p>TEL (201) 360-XXXX FAX (201) 714-XXXX XXXXX@hccc.edu</p>	<p>MISSION STATEMENT: Hudson County Community College provides it's diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.</p>
---	--

## Business Card Procedures

Hudson County Community College business cards follow a standardized format which includes the printing of the College's mission statement on the back of the card. Use of additional logos – HCCC-related or otherwise – messages or variations on standard size are not permitted.

All orders for business cards should be coordinated with the Communications Department. Please send an email to the department at **businesscards@hccc.edu** indicating the text to be included – generally, name, title, department (if desired), office address, telephone, fax, and email. Please note that all requests are subject to review by the Human Resources Department for verification of title, and that all department names must be approved by the HCCC Board of Trustees.

After a Communications staff member has acknowledged your request, it will be prepared and returned to you with a confirmation cover sheet. If there are additional changes to any order, please mark "Please note changes" on the cover sheet and return it with the artwork to the Communications Department, 162 Sip Avenue, 2nd Floor. If the proof is satisfactory please mark "Please process" on the cover sheet and return it with the artwork to Communications.

*The Communications Department cannot guarantee specific delivery dates.*

*As always, your cooperation is appreciated. Please call (201) 360-4060 with any questions.*



## Letterhead Procedures

Hudson County Community College letterhead also follows a standardized format. Use of additional logos – HCCC-related or otherwise – messages or variations on standard size, type of paper or colors used in printing are not permitted.

Please contact the Communications Department prior to ordering letterhead and envelopes from the College's Copy Center.

## Postal Mailings

If you are interested in mailing a postcard, catalog or any other printed material, you are encouraged to confer with the Director of Communications before you print anything or make arrangements with the HCCC Mail Room & Copy Center.

Postal mailings are very expensive and may not provide you with the outcome you desire. The Director of Communications will provide you with guidance in determining your target market and appropriate mailing lists, timing, etc.

*Please call (201) 360-4060 or email [communications@hccc.edu](mailto:communications@hccc.edu) with any questions.*

# Publication Guidelines

**We ask that you help us to produce publications that will produce results by following these steps:**

1. Tell us who your target market is. Please provide us with as much information as possible, including the age group, income group, residential location, education level, etc.
2. Establish a publication date for your catalog as early as possible and communicate that date in writing to the Director of Communications.
3. Confer with the Director of Communications to determine the number of pages for your publication (pages should be figured in multiples of four).
4. Contact the Communications Department and schedule a turn-over meeting eight to ten (8 - 10) weeks prior to your projected publication date.
5. At the time of your turn-over meeting, please be sure to bring the following:
  - a. An outline of the divisions for classes/courses to be included in the catalog.  
(e.g., “Career Development,” “Personal Financial Literacy,” “Culinary Arts,” etc.)
  - b. A complete list of all classes/courses that are to be advertised in the catalog and what division they fall under.
  - c. Complete information on all classes, including:
    - Suggested class/course name;
    - Overall length of class/course and the number of sessions (e.g., 18 hours, 6 sessions);
    - A complete description of class/course (the more information, the better);
    - The benefits the class/course will provide to those who take it;
    - The class/course ID number;
    - The campus location for the class/course;
    - The days/dates and times the class/course will be offered;
    - The instructor’s name;
    - Whether or not the class/course is limited to a specific number of students and if so, what that number may be. (If you are unable to present all of the information at the time of the meeting, please indicate a date when it will be provided.)
    - The amount of space the class/course should be allocated in the catalog.
  - d. Information (bios, resumes) about the instructors and their credentials.
  - e. A list of any special blurbs or callouts that should be included in the catalog.
6. After the turn-over meeting, the Director of Communications will issue a production schedule which will include dates when text is to be completed and submitted to the department heads, the dates when the corrected and approved text is to be returned to the Communications Department, the dates when layouts will be submitted to and approved by the department heads, and the dates the final laser copies of the catalog will be submitted to the department heads. The schedule will also include dates for submission to the printer and the mailing services, as well as the projected in-home and online dates.

7. Text will be submitted electronically (in unformatted Word documents) to the department heads, and only in complete sections. This will help alleviate confusion.
8. When submitting text corrections, please do not rewrite the text. Indicate what needs to be corrected and supply the correct information for the text.
9. Layouts will be submitted to the department heads for approval during the time the text is being written/edited. The department head will direct all requests for alterations in person to the Director of Communications.
10. Laser copies of the publication will be submitted in totality to the department head, and ample time will be allocated for final corrections and comments. The department heads will approve the laser copies and submit them to the Director of Communications. Any further requests for amendments will be discussed at that time, and a second viewing of the amended laser pages will be arranged, if desired.
11. A digital copy of the catalog as it is being submitted to the printer will be provided to the department heads. Any corrections/amendments required at that time will likely entail an additional cost from the printer. However, should a correction or amendment be required, please direct the information — in writing — to the Director of Communications.

*For further information, please contact: Jennifer Christopher, Director of Communications, Hudson County Community College, 201-360-4061 or email: [jchristopher@hccc.edu](mailto:jchristopher@hccc.edu).*

# Social Media Guidelines Policy



## Purpose

This document outlines the publication policy for Hudson County Community College's pages on social media which include Facebook, Twitter, Flickr, Pinterest, YouTube, Instagram, and other posting pages. These all are online social utilities that allow individuals, or group of individuals, to create a place for a group of people to come together online to post information, news, and events.

Hudson County Community College's social media presence is intended to provide the College community with a venue to share information, thoughts, ideas, and experiences through discussions, postings, photos, and videos. Publication guidelines are similar to any other media. All pages should reflect the College's identity, and utilize the College's voice and tone.

The College's pages will provide students and other constituents with up-to-date College information and the opportunity to communicate with page administrators and other page users. This policy is intended to outline acceptable use guidelines in order to ensure the most effective use of the pages.

This policy addresses the College's official presence on social media sites. In general, individual faculty or student personal pages are not included in this policy; however, if an employee or student group at the College creates a page that could be affiliated with the College, the Communications Department must be notified. The Communications Department will create an icon for any department that may wish to have a social media page and a tab will be created for your departmental page on the College's Facebook page. The College does not take responsibility for pages developed by others.

Contributors to the Hudson County Community College pages will follow the generally established employee and student guidelines. Oversight of all Hudson County Community College-affiliated pages is the responsibility of the Communications Department, who will periodically review pages to ensure that College policies are followed and that the pages are being produced in accordance with the best interests of the College.

Because the technology that drives Web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College's priorities for the page.

## Department Social Media Sites

Individual departments wishing to develop a social media presence must contact the Communications Department before developing any pages and/or accounts so as to ensure that proper steps are taken when developing the page. Once the departmental pages are set up, that department is responsible for content development (please see below).

## Responsible Parties

The Communications Department is the primary administrator for the College's main pages on any social media site. Those who wish to contribute information or make suggestions for the College's pages should contact the Director of Communications at (201) 360-4061 or email [jchristopher@hccc.edu](mailto:jchristopher@hccc.edu).

Student organizations are encouraged to develop a social media presence. When associated with the College, these pages must adhere to College policies. Developing "links" with the official College pages and other student group pages is encouraged!

## **Content Development and Maintenance**

All content must relate directly to College business, programs, and/or services. Content placed by administrators may not promote individual opinions or causes which are not directly related to College purposes.

Content should be short and written in active voice. Remember to consider the audience; the style and tone of content should be direct and student-oriented.

Any page that is created should be maintained and as up-to-date as possible. Social media is a 24/7 media; the more frequently the content is updated, the more users access the page.

## **Photos and Videos**

Uploaded photos and videos must relate directly to the College and/or student life and should not be used as a promotional tool for programs, products, or services outside the College. All photos and videos must adhere to existing College policies.

## **Fans**

The term “Fan” refers to a member of Facebook that decides to “become a fan” of a particular page. This means that the person is a recognized fan on the page, is able to interact on the page, and receives updates sent out about events.

Fans of the page cannot be censored by administrators, and are only censored by the terms and conditions of Facebook. Facebook does establish many guidelines in regards to language, posting pictures and videos, and various other topics. Be sure to read the guidelines carefully and report fans who violate any terms or conditions.

Existing policies governing student and employee behavior apply to the College’s Facebook page. The College takes no responsibility for content developed by non-employees.

## **Other**

Because the Hudson County Community College pages on social media sites are interactive tools, administrators must monitor pages closely and frequently to supervise user conduct. Remember social media is 24/7. If you are unable or unwilling to maintain a page that you have created, you are asked to take it down.

**Please remember, any questionable conduct should be reported to the Communications Department.**

## Social Media Posting Policies

Hudson County Community College has created several accounts on social networking sites to engage with all current and new community members while encouraging a dynamic conversation about news, events, and topics of interest to the College community. In doing so, HCCC respects First Amendment rights and embraces free speech values. Our goal is to encourage free speech on College's related social networking site(s), as well as to promote community values and ideals.

For these reasons, the contents of the College's Wall, Discussion Board and other areas available for posts are a combination of content submitted by individual administrators of the College's page(s) and individual members (HCCC College students, faculty, staff, alumni, and community members). Content submitted by individuals does not in any way reflect the opinions or policies of the College.

Hudson County Community College reserves the right to block or remove the content of any post that violates campus policies, including but not limited to harassing, threatening, or profane language aimed at creating a hostile or intimidating environment. Content may be removed at any time without prior notice for any reason deemed to be in the College's best interest.

### **HCCC also observes the following policies:**

- **Comments/Wall Postings:** Any comment or post deemed inappropriate by the College's page administrators due to harassing or threatening language, slander, or profanity will be removed from the wall without prior notice. Hudson County Community College reserves the right to block posts for those who violate this policy.
- **Discussion Topics:** If a topic or post generates more than 100 responses, the College reserves the right to select a few representative posts to remain on the Wall or Discussion Board and place the rest in a discussion group.
- **Reporting Violations:** Abusive content should be reported according to the Social Media site procedures. For example: Facebook encourages all users to utilize the 'Report' links when they find abusive content. In most cases, you will find a 'Report' link below the content item. Selecting this link takes you to a form where you can specify the type of abuse and make a detailed report. Facebook investigates these reports and makes a determination as to whether or not the content should stay up. All abuse reports on Facebook are confidential.

Consult the Hudson County Community College Student Handbook to report violations of the Student Code of Conduct.

### **Hudson County Community College social media content:**

*If you have a concern about content posted by the administrators of Hudson County Community College's social network accounts, please contact the Director of Communications at (201) 360-4061 or [orjchristopher@hccc.edu](mailto:orjchristopher@hccc.edu).*



---

COMMUNICATIONS DEPARTMENT

162 Sip Avenue, 2nd Floor

Jersey City, NJ 07306

201.360-4060

[communications@hccc.edu](mailto:communications@hccc.edu)