

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-3310.0

FOR POLICY NUMBER: BP – 3310

NEWS RELEASES PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To provide procedures for College news releases.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 The President is the official spokesperson of Northeast Community College. All news releases by any faculty or staff member should be routed through the Public Relations Office. The Public Relations Office also serves as the primary contact for fielding inquiries from the media and in making arrangements for interviews with faculty/or staff experts. Any statement or release of information concerning or involving College policy must be cleared with the College President or his/her designee.

4. APPLICABILITY

N/A

ISSUE DATE: 03/23/2016

EFFECTIVE DATE: 03/23/2016

REVISION DATE(S): 11/14/1974 (item #0716); 06/18/1992 (item #6220); 03/13/1997 (item #7957); 02/10/2005 (item #9646); 02/09/2012 (item #11010); 05/01/2014; 03/23/2016

PRIOR POLICY/PROCEDURE NUMBER: 2090.a

SCHEDULE FOR REVIEW: 2021

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: President

SPONSORING DIVISION/DEPARTMENT: President

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: news releases; public relations