

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 802.3

Title Communications with the Public

News Releases, Conferences, and Interviews

It shall be the Board's policy to encourage the use of internal and external news releases as one method of disseminating information regarding various College matters. External releases shall be distributed to all appropriate media. All releases must be cleared through the office of Public Information prior to release.

The President or his/her designee on behalf of the Board and College may hold a news conference or respond to a request for an interview with media representatives. The President shall be responsible for determining the need, format, and appropriateness of a conference or interview.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of last revision 9/12/88

Date of current revision 1/8/96

Related Administrative Procedures and Cross References _____