

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 3 – GENERAL INSTITUTIONAL SUBSECTION 33 – PUBLIC RELATIONS AND PROMOTION**

**POLICY NUMBER: BP – 3310**

### **NEWS RELEASES**

#### **1. POLICY REASON/PURPOSE/INTENT**

To establish the Public Relations Office as the clearinghouse for all College news releases.

#### **2. DEFINITIONS**

N/A

#### **3. POLICY**

3.1 To provide area constituents with adequate information relative to the College's progress and development, the Public Relations Office is recognized as the clearinghouse for all news releases in accordance with the established College procedures.

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 05/12/2016

**ORIGINAL ADOPTION DATE:** 11/14/1974 (item #0716)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 06/18/1992 (item #6220); 02/10/2005 (item #9646); 02/09/2012 (item #11010); 04/09/2014 (item #11419), 05/12/2016 (item #11834)

**PRIOR POLICY/PROCEDURE NUMBER:** 2090

**SCHEDULE FOR REVIEW:** 2021

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** President

**SPONSORING DIVISION/DEPARTMENT:** President

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** AP-3310.0

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** news releases; clearinghouse; public relations