

PUBLIC RELATIONS PROCEDURE DEVELOPMENT

ADMINISTRATIVE RULE NUMBER: B002

LAST APPROVED: MAY 6, 2008, DECEMBER 19, 2018

RELATED TO POLICY SERIES NUMBER: 205

OVERVIEW

Tillamook Bay Community College is a service oriented institution. It is the responsibility of all employees to provide accurate, up-to-date information in a friendly, positive manner. All requests for information should be processed in a timely manner. If the information is not easily available every effort should be made to identify resources for information.

Favorable publicity is desired and necessary. To ensure that all public information is in accord with Board and administrative rules, it is essential that all such information intended for release to the public be routed through the College President or designee.

Prospective news releases may originate from any source connected with the College, including administrators, faculty and students. Proposed articles should be submitted to the College President or designee for release.