

**Printed Materials**

The College shall publish a catalog as often as may be deemed necessary which shall contain pertinent information concerning policies and regulations relating to admission, fees, student activities and services, a listing and description of programs and courses, and other appropriate information.

The College shall publish brochures descriptive of the various programs and curricula of the college and shall publish other materials from time to time as may be deemed necessary for the information of the public.

**College Board Meetings**

College Board meetings shall be open to the public and to the various news media. A report on all action taken shall be made to the news media serving the area.

**College Meetings**

Meetings of the lay and professional advisory committee and special subject area committees shall be open to the public. A report of significant action or activity of any such groups shall be given to the news media.

**Responsibilities of College Personnel**

The course of study, the services, information about the staff and other facets of the College are essentially public in character. The College receives money, cooperation, interest, and attention from the public. It would seem logical, therefore, to conclude that the institution has a duty to give an account of itself periodically and that any such account should include information about the staff. The public is interested in staff qualifications, interest and activities. Matters of public relations concerning the staff are channeled through the Director of Public Information.

**Cooperation with the News Media**

The course of study, the services, information about the staff and other facets of the College are essentially public in character. The College receives money, cooperation, interest, and attention from the public. It would seem logical, therefore, to conclude that the institution has a duty to give an account of itself periodically and that any such account should include information about the staff. The public is interested in staff qualifications, interests and activities. Matters of public relations concerning the staff are channeled through the Executive Director of Marketing and Public Relations.

**Cooperation with the News Media**

It is the policy of the College to cooperate fully with all news media surrounding the area.

Adopted:  
Amended: