

POLICY

No individual shall act as a spokesperson for the college unless such action shall be initiated by or approved by the President or a Vice President. Conversely, communications from outside the college should be directed to the appropriate Vice President, the President, or Executive Director of College Advancement whose responsibilities include serving as the official spokesperson for the college. Following an initial contact, it may be appropriate for subordinates from both within the college and without to conduct the necessary business as directed.

As required, the President, the appropriate Vice President, and the Executive Director of College Advancement will be kept informed of all business conducted on behalf of the college.

Any deviation from this policy shall be cleared through the Executive Director of College Advancement and the appropriate Vice President with information to the President.

INFORMATION NOTE:

The primary purpose of this policy is to properly monitor the business of the college with outside agencies and offices to the end that the President and Vice Presidents, as officers of the college, are knowledgeable of the business being conducted.

ADOPTED: September 27, 1976
Revised: February 28, 1977
Revised: June 24, 1991
Revised: April 22, 1996
Revised: February 28, 2000