

POLICY

The Executive Director of College Relations serves as the official spokesperson for Ocean County College. No other individual may speak for the College unless authorized by the President or Executive Vice President of Finance and Administration.

All media communications and requests from outside the College will be directed to the Executive Director of College Relations, who may then forward them to the appropriate Vice President or the President. Following an initial contact by the media, it may be appropriate for other College personnel to conduct the necessary business, as directed.

All publicity concerning Ocean County College and its activities will be released through the Office of College Relations, with the exception of student club/organization publicity, which will be approved in conjunction with and released by the Office of Student Life. All information for press, radio, television, and web entities must be cleared by the Executive Director of College Relations before dissemination.

As required, the Executive Director of College Relations, the appropriate Vice President, and the President will be kept informed of all communications with outside media agencies and offices conducted on behalf of the College.

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

ADOPTED: September 27, 1976

Revised: February 28, 1977

Revised: June 24, 1991

Revised: April 22, 1996

Revised: February 28, 2000

Revised: August 24, 2017