

SUN AREA TECHNICAL INSTITUTE

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: February 20, 2003

REVISED:

902. PUBLICATIONS PROGRAM	
1. Purpose	The Joint Operating Committee believes that all reasonable means should be employed to keep the public informed on matters of importance regarding center policies, finances, programs, personnel and operations.
2. Authority	The Joint Operating Committee shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.
3. Delegation of Responsibility	<p>Matters of a routine nature may be released by the Administrative Director or designee as they have been recorded in the minutes of Joint Operating Committee meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of students and staff may be approved at the discretion of the Administrative Director or designee.</p> <p>The responsible administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the center, and which shall include as a minimum:</p> <ol style="list-style-type: none">1. Yearbooks.2. Employee handbook(s).3. Student handbook(s).4. News releases and photographs of center activities for publication.5. Radio and television programs relevant to center information shall be included in the publications program.

	<p>The Administrative Director or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of publications, including provisions for personal release.</p>
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