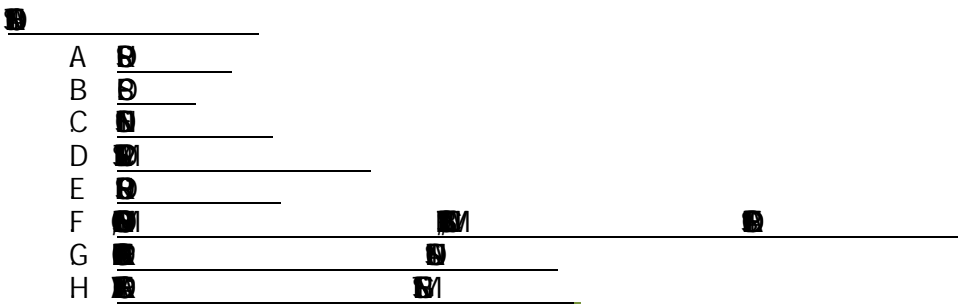


College Communications Vice President, External Relations and Advancement 2024 Dec

Administration	A48 Intranet	2030 Dec

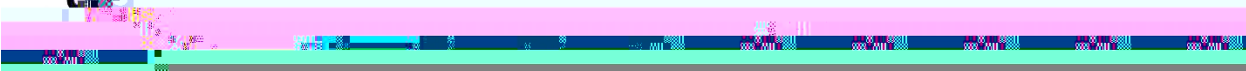


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This policy is designed to clarify the role and intent of official College Commj0.009eshair (0.0019es0e830160 al2.15 Employee group, department, unit or committee

C

Includes all Employees, students, Board members and users of the College, and any other person who is contractually obligated to comply with this policy.



Dissemination (s): The dissemination of official information related to the College, including but not limited to College activities, plans, positions or events, through any medium, to members of the College Community, the Media or the public at large.

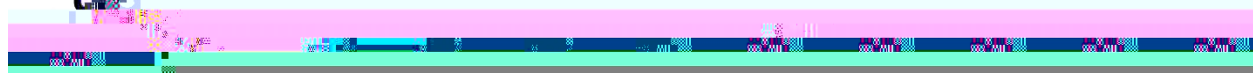
Event : An event or events that could bring about real or perceived harm to the College, its students or Employees.

External Communication : Communications with the College Community or with the public and/or other external agencies during a time of Crisis.

Tool : A tool used to communicate with the College Community in the event of a Crisis or other significant event.

Personnel A person employed by the College, including administrators, contract Employees, faculty members, staff members and students when employed by the College (e.g., as student assistants or peer tutors).

Publicity : Communication with the public (e.g., through the media, social media, press releases, etc.)



- 5. The College encourages continuous, effective internal Communication and information-sharing among Employees and departments through the use of DC Connect, an internal website accessible to all Employees. (5)
- 6. The College encourages faculty members to communicate with the public, news media and the College Community on topics within their areas of expertise. The Marketing and Communications Office (MCO) is available as a resource to help faculty members with Media

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