



POLICY

No. 303

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PUBLIC INFORMATION POLICY

The Board of Trustees authorizes the Superintendent/President and the Director of Public Information & Marketing to issue official statements to the media on behalf of the District. This policy does not preclude any other person, including trustees, staff and students from speaking to the media; however, comments from sources other than the Superintendent/President or Director of Public Information & Marketing may not be represented as official positions of the District.

All action taken by the Board of Trustees shall be considered public information and made available to the press, staff, students and the community. Also see Policy 304 et. al Public Records.

All information released to the media in response to requests or for publicity purposes shall be approved by the Public Information Office, in accordance with established procedures.

Adopted: December 19, 1978

Revised: January 18, 2006