

Title: Public Information	Number: 3.4	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable)	Board Approval/Revision: 19 February 2014	

Colorado Mountain College (CMC) is committed to keeping the public, community leaders, and political leaders fully informed about the College’s operations, activities, etc.

The Public Information Office is the official source of information for media representatives. All news releases on behalf of the College are issued or approved by that office. The College President is responsible for developing procedures for the dissemination of public information, including crisis communication, about the College activities locally, statewide, and nationally.

When the community needs to be informed about a news event at the College, it is the responsibility of the Public Information Officer to coordinate the flow of information to the media and concerned public; assist College officials in preparing public statements; and ensure that accurate public information is made available in a timely manner. In the event that other College officials are unavailable for comment, the Public Information Officer shall serve as the designated spokesperson. The Board President is the only spokesperson for the Board of Trustees.

Faculty and staff shall not provide comment to the media on behalf of the College. Any faculty or staff member providing any comments to any form of media must indicate that their comment, opinion, or analysis is their personal/professional opinion and does not necessarily represent College policy or position.