



ADMINISTRATIVE POLICY
MEDIA CONTACTS

This policy pertains to employees.

Fox Valley Technical College strives to maintain positive and productive relationships with local television and radio stations, newspapers, and other media. Building favor toward the College brand and keeping District residents informed of the many educational opportunities available to them are the key goals in media relations. To that end, the Manager of Public Relations and Content is responsible for coordinating all communications with news media, as well as serving as the key contact for all incoming media requests. He/she will involve the appropriate FVTC staff as needed, depending on the subject matter, and type of media request. Staff should direct all media contacts or inquiries to the Manager of Public Relations and Content.

Adopted: 04/23/2009

Reviewed: 03/15/2022

Revised: 05/17/2021