



Ohio Administrative Code Rule 3358:5-11-14 Media communications.

Effective: October 23, 2015

(A) The marketing and communications office works as a liaison between the college and the media to ensure both parties are provided with as much information as is needed in the timeliest manner possible. The marketing manager serves as the college spokesperson.

(B) If a reporter calls an employee directly for information on a college issue or in the event of a crisis situation, the employee shall refer the call to the marketing and communications office who will field questions on behalf of the employee.

(C) The marketing and communications office may contact an employee in order for them to be interviewed by the media.

(D) If a reporter calls an employee directly for information unrelated to the college but rather in relation to current or world events to seek their expert opinion, the employee may respond to the reporter and then notify the marketing and communications office.
