CENTRAL TEXAS COLLEGE DISTRICT

POLICY STATEMENT AND POSITION PAPER
PUBLIC INFORMATION AND PUBLIC RECORDS

SECTION I

BOARD OF TRUSTEES

The Board of Trustees of the Central Texas College District in Board Document 119: Direction, Administration, and Management recognized the requirement for the Chief Executive Officer, in accordance with the By-Laws of the Board of Trustees, Board Document 104, to delegate authority in the overall direction and management of the College District. This delegation of authority is extended to include those activities involving Public Information and Public Records. This Policy Statement and Position Paper provides for this delegation of authority and responsibility. The following policies are established by the Board of Trustees:

1. The Chancellor shall establish an effective Public Information Program relative to the activities of the College District. This Public Information Program shall clearly articulate to the public the role and scope of the College District in a clear and understandable manner.

2. The Chancellor shall be authorized to establish within the organizational structure of the College District, an administrative activity to provide for the coordination and management of all public information services. This activity shall actively interface with the press, radio and television news media.

3. In carrying out the Public Information Program of the College District, the Chancellor is authorized to publish, as frequently as he deems appropriate, information describing the activities and the capabilities of the College District. This includes the preparation and presentation of informational programs using the College's Television and Radio Stations.

4. The facilities and resources of the College District shall not be used to support any political activity and the placement of candidacy voting signs or other political literature or materials shall not be authorized on any College District property or buildings. However, the Chancellor is authorized to allow students seeking Student Government elected positions to post materials and to distribute literature relative to the candidates' election campaign.
5. The Chancellor is authorized to conduct, as a community-wide public information service, information programs that will allow candidates for political office an opportunity to express their views and will allow the public to participate in these programs. The Chancellor will establish the procedures for such community-wide public information programs.

6. The establishment of student clubs or student-related activities of a political nature shall be authorized if they fully comply with the procedures for such student-related activities as established by the duly constituted Student Government organization and approved by the Chancellor. These clubs may sponsor events to build awareness of candidate positions based on approval by the Public Information Officer and Student Life.

7. The Chancellor, as the Chief Administrative Officer of the College District, is appointed the Custodian of Records and he is authorized to appoint one or more agents to assist him in carrying out the duties and responsibilities of the Custodian of Records.

8. The Chancellor shall establish procedures whereby Public Information shall be made available upon request, subject to the requirements of Article 6252-17A, Vernon's Texas Codes Annotated.

9. All meetings of the Board of Trustees are open to the general public and all interested personnel, news media, taxpayers, etc., are welcomed to attend these meetings. Notice of these meetings shall be posted at least 72 hours prior to the time of the meeting, unless an Emergency Meeting is called. In the event of an Emergency Meeting, all news media shall be notified in accordance with the appropriate Texas statutes.

10. The Office of the Chancellor will prepare a proposed agenda which will be provided members of the Board of Trustees, who will direct such additions, deletions, or changes to be made prior to the agenda being posted in accordance with the By-Laws of the Board of Trustees, Board Document #104 and appropriate laws of the State of Texas. The Chancellor will be responsible for ensuring that all information that is to be considered by the Board of Trustees will be supplied to the members of the Board of Trustees, General Counsel, the Director of Community Relations and Marketing, and the Internal Auditor.
SECTION II
PUBLIC INFORMATION SERVICES

FUNCTIONS AND RESPONSIBILITIES

The Director of Community Relations and Marketing will be responsible for:

1. Serving as the principal point of contact for all public information relative to the College District.

2. Establishing procedures for providing requested information of College District activities to the public and members of the news media.

3. Projecting the distinctive benefits and accomplishments of Central Texas College to internal and external audiences.

4. Developing targeted marketing communication materials and strategies for Central Campus departments and worldwide CTC locations.

5. Overseeing development, production and ensuring consistency throughout college communication and publications.

6. Developing community partnerships and goodwill throughout participation in and support for the community, government, and civic organizations.

7. Providing management oversight and marketing support for the Mayborn Planetarium and Space Theater.

Authority of the Director of Community Relations and Marketing

The Director of Community Relations and Marketing is responsible for establishing, implementing and maintaining procedures for providing public information to prospective students, constituents of the College District and the public in general.

This Director, in coordination with the Chancellor, serves as a liaison between the news media in matters related to Public Information. All requests for press releases and statements from the media will only be done after coordination with the Director of Community Relations and Marketing.
SECTION III

CUSTODIAN OF PUBLIC RECORDS

FUNCTIONS AND RESPONSIBILITIES

The Custodian of Public Records will be responsible for:

1. Ensuring that all public records of the Board of Trustees are filed in the institutional fire-proof vault in the Administration Building.

2. Ensuring that all public records such as Board minutes, agendas, documents, and other institutional historical records and Board materials are safeguarded, and maintained.

3. Responding to all requests for public records or information under the Freedom of Information Act and Texas Open Meetings Act, in accordance with the applicable Texas Statutes.

4. Complying will the provisions of the Texas Open Records Act, Article 6252-17A, VTCA, as applicable to the Custodian of Public Records.

Authority of the Custodian of Public Records

The Custodian of Public Records shall be responsible for the preservation and care of the public records of the institution.

It shall be the duty of the Custodian of Public Records to see that the public records are made available for public inspection and copying; that the records are carefully protected and preserved from deterioration, alteration, mutilation, loss, removal, or destruction; and that public records are repaired, renovated, or rebound when necessary to preserve them properly.

The Custodian of Public Records shall coordinate with the appointed institutional Records Management Officer, a determination of a period of time for which records that are no longer currently in use will be preserved.

SECTION IV

PROCEDURES AND OBJECTIVES

It is not the purpose of this Policy Statement and Position Paper to be either exhaustive nor all-inclusive, but to serve as a guide and provide direction for public information and public records of the College District. The Chancellor will establish such operational policies and procedures as may be necessary to implement this Policy Statement and Position Paper.
ADMITTED and APPROVED this the 13th day March 2008.

Charles Baggett, Chair
Board of Trustees

ATTEST:

Jimmy Towers, Secretary
Board of Trustees

CERTIFICATE

I hereby certify the above to be a true and correct copy of a Policy Statement and Position Paper adopted by the Central Texas College Board of Trustees in a meeting held on the 13th day of March, 2008.

Jimmy Towers, Secretary
Board of Trustees