



ADMINISTRATIVE POLICY
MEDIA CONTACTS

This policy pertains to employees.

Fox Valley Technical College aims to foster positive and productive relationships with local television and radio stations, newspapers, and other media outlets. The primary goals of our media relations are to enhance the College's brand image and keep District residents informed about the various educational opportunities available to them.

To achieve these goals, the Manager-Public Relations & Content is responsible for coordinating all communications with the news media and serving as the main contact for all incoming media requests. Depending on the subject matter and type of media request, the Manager will involve the appropriate FVTC staff as needed. All staff members should direct any media contacts or inquiries to the Manager-Public Relations & Content.

Adopted: 04/23/2009

Reviewed: 03/15/2022, 12/17/2025

Revised: 01/06/2025