

(PROCEDURE)

Procedure:	Publications Center	Procedure No.:	GA2005.3
Authority:	College President	Associated Policy Reference No.:	GA2005
Procedure Owner:	<i>General Administration</i>	Responsible Party:	<i>Copy Center</i>
Approved:	November 27, 1990		
Revised:	(DATE)		

General Guidelines:

1. The College's Publications Center exists primarily to manage the College's publications aimed at external audiences:
 - A. General Catalog - Semester Schedules
 - B. Community Education Schedules
 - C. Viewbook
 - D. Program and Office Brochures
(and display advertising designs)
2. The Center also produces routine campus wide materials: the newsletter, telephone directories, special event signage, etc.
3. The Center also provides some expertise in assisting instructors in projects that require a graphics component.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Reclassification</i>	01/26/2021	DL	<i>Assistant to the President</i>