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**Procedure:** Communications  
**Authority:** College President  
**Approved:** November 27, 1990  
**Revised:**

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**Reference No.:** 5.8  
**Cross Reference:** Policy 1.2

1. General Guidelines:

With the exception of the summer semester and some holiday periods, the College publishes a weekly newsletter for all employees: Focus. The newsletter is a publication of the College administration and is designed primarily to inform all employees of policy and procedural matters and to allow various campus offices and individuals to communicate notices and items of interest to each other.

2. Secondary Purpose:

The campus newsletter also exists to discourage campus employees from sending out individual notices, announcements, thank yous, etc., etc.

A secondary purpose of the newsletter is to reduce the expensive volume of paper sent amongst offices.

The Copy Center will attempt to direct all such notices to the Focus for inclusion in the newsletter.

3. Editor

The Publications Center Director is the editor of the Focus and will arrange for the publication of submitted items. He/She might edit for space limitation purposes; all other editorial concerns will be brought to the Director's supervisor for consideration.