

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to define the role, responsibility and membership of the student publications board.

Procedure

- A. Authorized student publications shall be required to maintain high standards of journalistic responsibility, consistent with the goals and objectives of the College. The Student Publications Board will have final authority and responsibility in matters relating to student publications and shall see that procedures allow for the free and responsible discussion of current issues and problems. The Associate Vice President of Student Support shall take responsibility for assuring the implementation of this procedure.
- B. Each student publication shall have a student editor and a faculty advisor who shall be responsible for the publication.
- C. The faculty advisor may approve the sale of advertising space in student publications. The Student Publications Board in cooperation with the College President will establish, or cause to be established, the procedures for developing advertising rates, receipt of funds for advertising space and for the payment of commissions. These procedures must conform to College policies and practices and applicable federal and state laws.
- D. Broadcast/electronic media will have a professional staff member in the position of authority that will work closely with the students involved and be responsible for maintaining the professional standards of protocol, law and ethics associated with that particular form of broadcast/electronic media.
- E. The Student Publication Board membership will include:
 - 1. Associate Vice President of Student Support, or designee;
 - 2. Dean of Communications, or designee;
 - 3. Faculty advisor and one (1) student editor from the College newspaper (if active);
 - 4. Faculty advisor and one (1) student editor from the College literary magazine (if active);
 - 5. Marketing and Communication Department representative;
 - 6. Associate Director of Student Success for Student Life and Leadership, or designee;

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7. Student Government President from one (1) of the College campuses/centers, and
 8. Two (2) faculty members selected to serve a three (3) year terms by the College President, or designee, in consultation with the President of the Faculty Senate. The faculty members shall be selected from disciplines such as English, Communications, Journalism or Digital Media.
- F. The Student Publications Board major responsibilities include:
1. To elect a chairperson from the Student Publications Board membership.
 2. To conduct a board meeting every semester, including summer semesters, in which student publications are active or planned to be active.
 3. To monitor all publications and to develop, implement and mediate policies of governance for Student Publications.
 4. To act as a liaison between Student Publications and the College and community at large, and to act as an advocate for the students and their publications.
 5. To develop the annual budget requests for student publications.
 6. To provide, with the help of administrative and professional staff, input for long-range planning and goals in all areas of responsibility.
 7. To develop operating bylaws and review and revise them as appropriate.
 8. To adopt grievance and appeal procedures concerning Student Publications.
 - a. The College President's Executive Leadership Team will have final approval authority over these procedures.
 9. To appoint student editors for all publications in accordance with the Operating Bylaws.

REFERNCES: F.S. 1001.64, 1001.65

Adopted Date: February 12, 2013

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