

Memorandum



*Term v. editor applications for
m to editor -
April - to help
by transition
To: Dr. Scott Ralls
President
training
deadline
By May 4th*

*(w/ group)
mtg.*

To: Mr. Don Brinkley
Chair-Personnel & Policy Committee
Board of Trustees

From: Dr. Cindy Hess
Executive Vice President
Chief Academic Officer

Mr. Sandy Wall
Community Relations Coordinator

*If ea
job -
committee
hasnt
assembled -
Sandy -*

Date: May 2, 2005
Subject: Campus Communicator Recommendations

As you are aware, Sandy and I have been working with representatives from The Campus Communicator and Student Council to create guidelines that serve to support a strong student newspaper and that protect First Amendment rights of our students.

We are in agreement on the following:

- The Campus Communicator is "editorially independent."
- The Campus Communicator is a forum by, for, and of students, faculty, and staff of Craven Community College, as submission of content is limited to currently enrolled students and currently employed faculty and staff of CCC.
- When called upon, an Advisory Committee will provide non-binding advice related to the newspaper. The Advisory Committee will also meet twice annually to provide feedback to the Editor and staff regarding opportunities for improvement of the paper.
- The Advisory Committee will be composed of the following nine members, each with a vote:
 - Adviser to The Campus Communicator who serves as Chair. Dean of Student Services.
 - Two (2) students appointed by Student Council President in consultation with the Adviser. These students may not be current or incoming Student Council officers nor may they be Campus Communicator staff.
 - Two (2) Faculty appointed by the Executive Vice President. Preferably w/ journalism background. One from New Bern Campus. One from Havelock Campus.
 - Two (2) Media professionals from the community, at least one (1) from print media.
 - Two (2) students on Campus Communicator staff. One appointed by Editor. One appointed by Adviser.
- One role of the Advisory Committee is to select the editor in April (except this year). An editor may be removed upon Adviser recommendation and a binding simple majority vote by the Advisory Committee for breach of newspaper's operational guidelines.
- The editor should maintain satisfactory progress in at least nine (9) credit hours per semester, and maintain a GPA of at least 2.5. Should the editor drop below the recommended GPA/credit hours, an interim editor will be appointed by the adviser until such time as a new Editor can be selected by the Advisory Committee. The editor will serve no more than two years. A year of service as Editor is from July 1-June 30.

*student
faculty
media
professionals*

The Adviser will work proactively with staff, give counsel to the staff related to story ideas and other matters. The Editor is strongly encouraged to submit material to the Adviser prior to publication and seek his/her counsel.

- If there is a disagreement between Editor and Adviser related to newspaper content or other matters within the Editor's purview, either party may call the Advisory Committee together within five (5) working days to discuss the issue, and to make a non-binding recommendation. If the editor sees fit to not follow the recommendation, the adviser or his/her designee may include in that issue an article explaining the Advisory Committee's recommendation. The editor may include an article explaining his/her rationale for going against the Advisory Committee's recommendation. (similar to Point-Counterpoint)
- College Counsel will develop a contract to be used for advertising.
- College Counsel will develop a "disclaimer" statement to be a part of each issue freeing the college from liability. The Campus Communicator may not use CCC logo unless authorized by the Community Relations coordinator, and must replace or remove current distribution stands that display the college logo.
- Summer 05 newspaper schedule is as follows:
 - June/July issue. Content submitted to adviser at editor's discretion by May 16.
 - August/September issue to be in racks by, but not prior to 1st day of classes August 22, 2005.
- The Communicator staff will have access to a college office including computer, printer, and furniture during regular college hours Monday through Thursday from 7:00 a.m. to 10:00 p.m. and on Friday from 7:00 a.m. to 5:00 p.m. when the college is not closed. The Adviser will maintain inventory related to the office including keys. Failure by Communicator staff to observe established policies and procedures related to the office and equipment may result in the loss of privileges at the discretion of the Adviser.
- The current Editor will continue to work with Sandy Wall to make changes (based on, but not limited to input gathered through these meetings) to the manual currently referred to as their "Editorial Policy." The current Editor's revisions should be completed by May 10, and the Editor selected for 2005-2006 will submit a final draft of the manual to the Adviser by June 1. The Advisory Committee may at that time make suggestions related to the content of the manual.

We, the undersigned, agree that the guidelines outlined in this memo will provide for a strong student newspaper and will protect First Amendment rights of students.

 Corey Friedman
 Editor-04-05 The Campus Communicator

 Stacy Coleman
 Student Council President 04-05

 Mitzi Ponce
 Staff Writer, Deputy Managing Editor
The Campus Communicator

 Vernee Mason
 Student Council President 03-06

 Dawn Whitmore
 Advertising Manager, The Campus Communicator

Please let me know if you need additional information related to this memo. Thank you.