



Announcement Structure

The goal of the Announcement Structure is to improve communication with the Riverland Community and to establish consistency of how messages are communicated by Riverland Leadership. This list will evolve.

All public information should be communicated to the Riverland community prior to informing external audiences and media outlets in our city communities. The Executive Director of Communications, Media Relations and Marketing will not send news releases until after the announcement has been made to our internal community. Sensitive announcements should be discussed with the Executive Director of Communications, Media Relations and Marketing prior to any public announcement who will seek proper counsel if necessary.

To further streamline the timing of messages, work with Executive Director of Communications, Media Relations and Marketing to coordinate the preparation and timely release of both internal and external announcements. Further, the Executive Director of Communications, Media Relations and Marketing is willing to assist with message content.

Communicator	Type of Communication
President (Include assistant in all requests)	<ul style="list-style-type: none"> • All College State and National Awards* • All New Administration and Supervisor Hires (Management Teams)* • Presidential Communications • State, Federal, Corporate Grants* • System Office Communications
Vice President of Academic and Student Affairs (Include assistant in all requests)	<ul style="list-style-type: none"> • All Faculty Academic Accomplishments* • Faculty Local Recognition* • Faculty Assignments • System Office ASA Communications
Vice President of Employee and Human Resources Officer (Include assistant in all requests)	<ul style="list-style-type: none"> • All Staff Local Accomplishments* • Position Postings • Payroll/Retirement/Benefit Information • System Office HR Communications • All Separation of Service Announcements
Vice President of Finance and Operations	<ul style="list-style-type: none"> • Budget Reports • Semester Enrollment Reports as FYE • New Information that affects Operations • Overall Facilities Information • System Office Finance Information



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Vice President of Technology and Learning Resources	<ul style="list-style-type: none"> • All Technology related concerns • All Cybersecurity concerns • An outages and/or timed services that affect operations • All system office Technology Communications
Dean of Institutional Advancement	<ul style="list-style-type: none"> • Foundation Awards and Scholarships* • Campaigns • Donations (Equipment and Cash) • Grants* (under \$100,000) • Alumni • System Office Foundation Communications
Dean of Student Affairs	<ul style="list-style-type: none"> • Student Announcements/Communications • All Departmental hires (unless supervisors) • All Student Athletes Messaging • System Office Student Affairs Messaging
Supervisors	<ul style="list-style-type: none"> • Assist Dean of Students with your department's Hires (Direct Reports) • Department news that affects all employees
Executive Director of Communications, Media Relations and Marketing	<ul style="list-style-type: none"> • College Communications • Media Notifications • Assist with Communications for all listed above • System Office Key Communications

* = Messages that may be announced to external audiences. Coordinate any external message with the Executive Director of Communications Media Relations and Marketing so the content matches the internal announcement.

Updated: May 2023