



Title: REGULAR COMMUNICATION AND
ANNOUNCEMENTS

Code: AA0200

Policy Reference: A0202-1, Delegation of Authority

Throughout the course of an academic year, there is need for regular communication to both students and employees and numerous occasions when an official, districtwide announcement or communication of information is needed. These announcements are typically of a shorter-term usefulness.

Purpose

For students and employees to be aware of relevant information, the Department of Marketing & Communications produces weekly email newsletters for both employees and students. In comparison to policy and procedure, the purpose of these communications is generally to communicate official information that has a known limited life and therefore is inappropriate for the MATC Policy or Administrative Regulation and Procedure Manuals but is important to transmit districtwide.

Responsibility and Format

The Department of Marketing & Communications prepares the regular weekly newsletters in partnership with teams throughout the college.

Additionally, the following individuals/departments are authorized to send collegewide email messages to all employees (and students):

- Office of the President (can send to students)
- Finance/Payroll (for timesheet messages)
- Human Resources
- Information Technology (for system outages) (can send to students)
- Public Safety (for safety messages) (can send to students)
- Student Services general mailbox (can send only to students)

Distribution

Messages to be sent to either all employees or all students are sent using "listservs" created by Information Technology that include all active employees and all students who are registered for classes (their access expires 180 days after their last class ends).

Office of Responsibility: Department of Marketing & Communications
Last reviewed date: October 31, 2022