

PROCEDURE MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Guidelines and conditions for Use of "Allstaff" Electronic Mail

DATE: February 12, 2008

PURPOSE: To provide guidance for the use and management of Metropolitan Community College's Allstaff e-mail capability. This guideline establishes the process for sending e-mail messages to every e-mail account on the College's e-mail system.

To ensure the College's e-mail system remains a high performance, robust tool, capable of providing the day-to-day support required of the dynamic units within the College, the College is implementing a defined process for disseminating Allstaff e-mail messages. This process allows all faculty and staff to "get the word out" and minimizes the overall Allstaff e-mail message traffic by reducing the accidental "Reply to All" responses and sending inappropriate Allstaff e-mail messages.

SCOPE: This procedure applies to all classifications of employees at the College.

GENERAL PRINCIPLES:

Metropolitan Community College's e-mail system is a valuable resource used in the day-to-day activities of the College. All faculty and staff are provided e-mail accounts on the system at the request of their supervisor. An e-mail account is a privilege--not a right of employment. Abuse of or misuse of the College's e-mail system may result in disciplinary actions up to and including dismissal from employment.

1. Background

In 1997, Metropolitan Community College's e-mail system transitioned from a text-based product called "ELM" that ran on a Unix platform to a highly robust, efficient, and easy-to-use electronic messaging system capable of supporting multimedia and graphics attachments. During the transition to the new e-mail system, an Allstaff user account was established because it was available on the prior e-mail system (ELM). On the ELM system, any user with an e-mail account could send an Allstaff message without restriction. This practice continues on the new e-mail system, but the volume of messages is threatening the performance of the College's e-mail system.

2. Release Approval Authority

The President and/or appropriate Vice President makes the final determination as to which employees are approved to distribute Allstaff email messages. Each Allstaff e-mail message distributed must include a statement indicating the approval authority. The sender of the message will be accountable for obtaining the approval authority.

The President, the appropriate Vice President, or his or her designee shall ensure proposed Allstaff messages are promptly reviewed and disseminated or rejected. If rejected, the sender of the message should be notified of the rejection and reason.

The President, the appropriate Vice President, or his or her designee shall forward the names of his or her Allstaff approval designee(s) to the College E-mail Administrator at postmaster@mccneb.edu. The College E-mail Administrator will add or delete individuals as requested by the President and/or the appropriate Vice President.

3. Submittal Process

College personnel shall submit a proposed Allstaff e-mail message to the President, the appropriate Vice President, or his or her designee, as appropriate, for review and forwarding consideration. The President, the appropriate Vice President, or his or her designee shall distribute an approved Allstaff message.

Adopted 1/1/00; Revised 4/20/06; 6/2/06; Reviewed but no changes 2/12/08;