Policy on College-wide and Campus Email Distribution Lists
November 16, 2006

There are four basic types of college-wide and campus Email distribution lists:

a. All Faculty and Staff, All Teaching Faculty, All Adjunct Faculty, etc.
b. All NVCC Students
c. All Faculty and Staff at a particular campus
d. All Students taking courses at a particular campus

Use of College-wide and Campus Email distribution lists

College email is only for official college business. Use of College-wide email distribution lists should only be used for information important to all members of the college community.

- Email primarily of interest to a particular campus should use the individual Campus distribution list instead.
- Announcements of fitness center schedules, art shows, music performances, etc. should be sent to the individual Campus email distribution list.
- If distribution on other campuses is desired, the request should be sent to the Provost of the other campus(es) who will decide whether or not to send it to their Campus list.

Access to College-wide Email Distribution Lists

The following individuals have access to the use of College-wide Email distribution lists:

Members of Administrative Council
Associate Vice Presidents
Myrtho Blanchard, Director of Human Resources
Cathy Simpson, Director of the Technology Applications Center
Deborah Rosen, Director of Grants Development
The IT Help Desk
Corinne Hurst, Office of the President
Brenda Miller, Office of the Executive Vice President
Dale Seward, Office of Instructional and Information Technology
Janice Shellington, Office of Workforce Development
LuAnn Ekstrom, Office of Financial and Administrative Services

Members of Administrative Council may approve permanent or temporary access to a College-wide Email Distribution List for another faculty or staff member by notifying the IT Help Desk by email or memo. The IT Help Desk will notify IT Engineers to set the appropriate access. Giving temporary access for someone to use a College-wide email distribution list will allow email replies to go directly to that individual.
Access to an Individual Campus-wide Email Distribution List

Each Provost and the Director of ELI can determine who will have access to their Campus faculty/staff and student Email distribution lists. They may control access to the Campus Email distribution lists by notifying the IT Help Desk. The IT Help Desk will notify IT Engineers to set the appropriate access. Access to the lists can be set for any of the following:

- The Provost alone
- The Provost and selected individuals
- The Provost, Provost’s staff, and selected individuals
- All faculty and staff that are members of the particular list

The following individuals will also have access to the Campus Email distribution lists:

- Members of Administrative Council
- Associate Vice Presidents
- Myrtho Blanchard, Director of Human Resources
- Cathy Simpson, Director of the Technology Applications Center
- The IT Help Desk
- Corinna Hurst, Office of the President
- Brenda Miller, Office of the Executive Vice President
- Dale Seward, Office of Instructional and Information Technology
- Janice Shellington, Office of Workforce Development
- LuAnn Ekstrom, Office of Financial and Administrative Services

Separate access can be granted for the Campus faculty/staff and student lists. Unless the Provost or Director of ELI specifies otherwise, the default access for both Campus Email distribution lists will be the Provost and Provost Staff for that particular campus. The Provost or Director of ELI can request access changes or request temporary access for an individual at any time. Giving temporary access for someone to use a College-wide email distribution list will allow email replies to go directly to that individual.