

GLENDALE COMMUNITY COLLEGE DISTRICT

**Email-List User Guidelines**

March 24, 2020

When using the Glendale Community College email system, all users must follow AR 3720: Using Technology Resources at Glendale Community College.

The following guidelines are to assist college employees in understanding the various email distribution lists available within the college email system and the appropriate use of those lists.

The guidelines are distributed once each semester to all users and are available on the college website. The Superintendent/President's Office will monitor appropriate use of the email distribution lists as outlined in these guidelines.

Glendale Community Email Distribution Lists

The following four college wide email distribution lists have been established by the college for distribution of information within the college. In addition there is a fifth category that includes more specific group distribution lists.

Prior to determining which email distribution list to use, college employees should determine the intent of the communication and the appropriate audience of the college for which the information is to be shared.

- 1. Everyone:** This distribution list is to be used to send important information and announcements related to college business. Only the Superintendent/President's Office, College Police, Vice Presidents, Communications Office, and ITS may send to this list.

Those included on this list are: anyone who has a GCC email account including all current employees, retirees, temporary workers, governing board (3079 users on list currently).

Those included on this list cannot opt out and will receive all email communications in this category.

Recipients of emails in this category may reply to the sender of the email if additional information is needed or forward a response to an appropriate person but may not "reply all" as the "reply all" option is blocked.

- 2. GCC:** This distribution list is to be used to send college-related event information and college related significant accomplishments of employees and students. Those sending college-related information shall limit the number of times information is sent about a specific event. **It is recommended those using the GCC distribution list place the "GCC" notation in the "bcc" address line. This will block the "reply all" option.**

Those included on this list are: anyone who has a GCC email account including all current employees, retirees, temporary workers, governing board (2376 users on list currently because can opt out).

Those included on this list can affirmatively act through IT to opt out of receiving emails in this category. GCC administrators and managers may not opt out.

Recipients of emails in this category may reply to the sender of the email if additional information is needed or forward a response to an appropriate person. The “reply all” option cannot be blocked by the District but “reply all” should not be used. Those who send e-mails to the “GCC” list are encouraged to use the bcc address line rather than the “to” line so as to eliminate the option for receivers of the message to use “reply all.”

- 3. Issues:** This distribution list is to be used to send commentary and opinions regarding issues related to any subject.

Those who may use this list include: anyone who has a GCC email account including all current employees, retirees, temporary workers, and governing board. Anyone authorized to use this list and who has opted-in can send to this list (1081 on list currently because you must opt in).

Those authorized to be included on this list must affirmatively act through IT to opt in to the list. Those who have not opted in will not receive email communications in this category.

Participants in this category of email distribution are not to engage in defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable laws. Those using the issues list may not engage in partisan political activities prohibited by law. The district is not responsible for the information distributed in this category.

- 4. Personal:** This distribution list is to be used to post the sale of personal items, to make or request business recommendations, and to carry on personal discussions. Those who may use this list include anyone who has a GCC email account including all current employees, retirees, temporary workers, and governing board. Anyone authorized to use this list and who has opted in can send to this list (1255 on list currently because you must opt in).

Those authorized to be included on this list must affirmatively act through IT to opt in to the list. Those who have not opted in will not receive email communication in this category.

Participants in this category of email distribution are not to engage in commercial business activity. The District is not responsible for the information distributed in this category.

5. Glendale Community College Designated Group Email Distribution Lists

The following email distribution lists are available to be used to communicate college-related business to designated groups of college wide personnel. Prior to determining which group email distribution list to use, college employees should determine the intent of the communication and the appropriate audience of the college for which the information is to be shared. Reminder: **“reply all” should not be used for these email lists.**

[ftf@glendale.edu](mailto:ftf@glendale.edu): Full time faculty

[ptf@glendale.edu](mailto:ptf@glendale.edu): Part time faculty

[managers@glendale.edu](mailto:managers@glendale.edu): Managers

[class@glendale.edu](mailto:class@glendale.edu): Classified staff

Guidelines approved: College Executive Committee 03/14/2017