Procedures Update for CC

January 24, 2019

Proposed to revise:

5030.01	Mail and Communication Systems
6101.01	College Memorial Services

DVC Procedure 5030.01

MAIL AND COMMUNICATION SYSTEMS

Mail and Communication Systems

All college mail and communication systems are to be used for college business only. While employees may expect reasonable privacy, the college reserves the right to monitor these systems ~~in an emergency or in cases of suspected abuse.~~

General Mail

Incoming or outgoing personal mail such as bank statements, credit card billings, and utility bills will not be processed through the college mailroom.

Commercial advertisements or non-profit solicitations may not be placed in campus mailboxes. ~~However, appropriate commercial endorsements as reviewed and endorsed by the Marketing Director, not related to a DVC program, may be placed in the display rack in the hallway between central services and the graphics department.~~

Commercial endorsements or non-profit solicitations related to a DVC program may be distributed by mailroom personnel upon the approval by the director of business services or the vice president of academic affairs.

~~Political items related to DVC may be placed in faculty/staff mailboxes by members of the faculty/staff only between the hours of 7:00-8:00 a.m. and after 5:00 p.m. daily.~~
Items from the UF or Local 1 related to DVC may be placed in faculty/staff mailboxes by members of the faculty/staff.

Commented [OR1]: New in italics

Each item shall bear the name of the distributor and must be clearly labeled "Not duplicated (printed) at college expense." If the central services manager has a question as to the appropriateness of the item, they will refer the distributor to the appropriate vice president, the president or the designee.

Voice Mail

Procedures to be followed when requesting mass voice mail distribution:

- Broadcast – A voice mail message sent to all college employees. All broadcast messages must be written in advance and approved by the college president or designee.

- Distribution lists – Specialized distribution lists of more than 25 mailboxes may be established by applying to the central services manager or designee. The appropriate leadership group or supervisor will approve access to such distribution lists.

~~Five permanent distribution lists have been established: a general list, full-time faculty, part- time faculty, classified staff, and managers. These lists will be under the direction of the appropriate leadership areas. To transmit messages on one or more of the specialized distribution lists, applicants must receive written approval of the text from their appropriate leadership group. After receiving approval to transmit a message on a specialized distribution list, the applicant will take the approved text to central services where the applicant may record and distribute the message. The central services manager or designee will enter the appropriate code for the person who has received approval to transmit the message.~~

~~Each distribution list will be assigned an administrative mailbox and all messages transmitted on a distribution list will be copied to this administrative mailbox.~~

~~Employees who receive threatening or harassing messages by phone or voicemail may request that police service record such messages.~~

~~E-Mail~~

~~Faculty and staff users of the college's email system must understand that because of the nature of electronic mail and because of the college's obligation to comply with the California Public Records Act, email may be less private than the users might expect. Email intended for one recipient may be widely circulated without the knowledge of the sender through forwarding actions of the recipient. In addition, even after a user deletes an e-mail message from a personal computer, that message may reside on system backup facilities.~~

~~Users are expected to act responsibly and with the same professional and personal courtesy, they would exhibit in carrying out other forms of communication.~~

~~Users may not create large distribution lists or do mass mailings in order to advertise non- college goods or activities or to disseminate correspondence of an offensive nature.~~

Commented [OR2]: Chris Knox notes that this is currently only available to all admins

Commented [OR3]: Chris Knox notes we don't have any of these lists now

Commented [OR4]: Chris notes this is not true and should be deleted.

Commented [OR5]: Chris Knox asks – do we want to establish guidelines for "everybody" email lists?

Commented [OR6]: All of this section on email can be deleted, BP on acceptable tech use policy replaces it.

~~Users must adhere to relevant sections of the district governing board's policy 5030, Acceptable Technology Use Policy.~~

~~Access to the college's system may be revoked by the system administrator without prior notice in the event of a system problem or suspected misuse of the system. If the user is not contributing to the misuse, he or she will receive a new account.~~

~~The college is unable to protect its users from receiving advertising or offensive messages, but the system administrator will respond to complaints and channel them to the appropriate authority.~~

Compliance/References:

Board Policy 5030

Approval History:

ADOPTION: May 17, 2004

DVC Procedure 6101.01

College MEMORIAL SERVICES

College Memorial Services

Arrangements for the use of DVC facilities for a memorial service shall be made through business services.

The following organizations may request the use of DVC facilities for *college* memorial services: the DVC Retiree Association, the DVC Foundation, the *Academic* ~~Faculty~~ Senate, the Classified Senate, or the college president.

Any costs (labor, food, etc.) must be paid by the association, foundation, or employee voluntary funds.

At the discretion of the president, the flag may be lowered to half-staff during the service and reception.

The memorial service shall be suitable as a general campus event and shall not be a religious ceremony.

Compliance/References:

Approval History:

ADOPTION: May 17, 2004