

CAADO-ALL Listserv Guideline

Communications to/from the CAADO-ALL@rccd.edu email will be distributed to every employee with a physical location assignment of the CAADO building and the Board of Trustees. Current employees will automatically be added to the distribution list.

Messages are intended to communicate to or address college faculty, classified professionals and managers in the area, as well as, the Board of Trustees. All new, current, or transferred employees that have a physical location assignment of CAADO will be automatically added to this distribution list.

Messages sent to CAADO-ALL@lists.rccd.edu will go through a moderator within the Institutional Advancement and Economic Development office at the District, once approved, the message will be sent to the distribution list. Messages sent during a regular business day are generally posted the same day before close of business, however, allow up to 48 business hours for review. Items sent after the regular business day, or on holidays or weekends, may be posted on the next regular business day.

- 1) Messages must be composed for, or relevant to, all District CAADO employees and the Board of Trustees.
- 2) Messages can be sent from *members of the District's Executive Cabinet or District Departments that serve all District personnel (i.e.: Human Resources, Risk Management and Safety)*.
- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.
- 5) Messages that are directed to specific colleges, departments, offices, groups, or individuals should not be sent via *CAADO-ALL*, another more appropriate listserv or other distribution method should be used instead. Alternative listserv emails include OPT-discuss

If a message does not meet these guidelines, [Board Policies](#), and is not released, a moderator will send an email to the original sender with the reason for the denial and if applicable, an alternative Listserv server.

Responses to CAADO-ALL@lists.rccd.edu messages may only be sent to the original author of the messages. "REPLY TO ALL" messages will not be released.