OPT-DISCUSS Listserv Guideline

(Unmoderated)

Communications to/from the OPT-DISCUSS@lists.rccd.edu email will be distributed to active Riverside Community College District (RCCD) employees who decide to be a part of the distribution list.

Messages are intended to communicate with individuals who have opted into this distribution list such as: optional personnel or address college faculty, classified professionals and managers in the District.

When anyone is hired by the District they can decide to have their District or college email added to the OPT-DISCUSS Listserv distribution list by emailing postmaster@rccd.edu.

Messages sent to OPT-DISCUSS@lists.rccd.edu do not go through a moderator and are released to all employees enrolled immediately.

1) Messages must be composed for, or relevant to, optional college faculty, classified professionals and managers.
2) Messages should not disparage or defame any District/college personnel, employees, or students.
3) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.
4) Messages directed to specific colleges, departments, offices, groups, or individuals should not be sent via OPT-DISCUSS list serv, another more appropriate listserv or other distribution method should be used instead.

All messages must follow APs and BPs.

Responses to OPT-DISCUSS@lists.rccd.edu messages may be sent to the original author of the sent message or you can "REPLY TO ALL" for all members of the Listserv to view and respond, if they desire.