

## RCC-CLASSIFIED-PROFESSIONALS-DL Listserv Guideline

### (Unmoderated)

Communications to or from the [RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu](mailto:RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu) email will be distributed to every classified professional employee with a physical location assignment of Riverside City College (RCC) or nearby satellite location (RCC, Centennial Plaza, Rubidoux Annex, etc. - Riverside region).

Messages are intended to communicate to or address classified professionals in the area. All new, current, or transferred employees that have a physical location assignment of RCC or nearby satellite location will be automatically added to this list.

Messages sent to [RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu](mailto:RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu) do not go through a moderator and are released to all enrolled immediately.

- 1) Messages must be composed for, or relevant to, all RCC classified professionals.
- 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 that are directed to specific colleges, departments, offices, groups, or individuals should not be sent via [RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu](mailto:RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu), another more appropriate listserv or other distribution method should be used instead.

All messages must follow [APs and BPs](#)

Responses to [RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu](mailto:RCC-CLASSIFIED-PROFESSIONALS-DL@rcc.edu) 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.