
Procedure: Use of Campus Wide E-Mail

Reference No.: 5.9.1

Authority: College President

Cross Reference: Policy 1.3

Approved: April 19, 2005

Revised:

1. Campus-wide notifications should be posted with the SUNY Broome Community College Focus Newsletter.
2. Campus notifications which do not meet the SUNY Broome Community College Focus deadlines, and may be considered urgent, must be forwarded to the appropriate Vice President for possible individual "entire campus" mailing.
3. The Vice President will determine if the e-mail should be sent or if an alternative posting method should be used.