

RCC-ALL Listserv Guideline

(Moderated)

Communications to/from the RCC-ALL@lists.rccd.edu email will be distributed to every 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 college faculty, classified professionals and managers 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-ALL@lists.rccd.edu go through a moderator, within the college before they are posted. 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 RCC employees.
- 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-ALL@lists.rccd.edu, another more appropriate listserv or other distribution method should be used instead.

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, the alternative Listserv server.

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