

Proposed Guidelines for Use of Listserv: BC_all

Because BC_all is a moderated list that broadcasts messages to all Bakersfield College campus and select District Office employees, users who submit messages for approval must observe the following documented rules for its use. Approval of BC_all messages can take up to 24 hours. If messages are of an urgent matter, please contact monika.scott@bakersfieldcollege.edu.

Please note the following:

- All Bakersfield College employees are automatically subscribed to the BC_all Listserv
- Students are not subscribers
- The moderator, designated by the BC President, is given the authority to determine the appropriateness of messages dispersed via the BC_all listserv with the following rules in mind.

The following are guidelines and parameters for distribution via the BC_all Listserv.

1. Messages must be for the sole purpose of college employees to communicate only work-related information to all employees and staff.
2. Messages must contain information for all employees.
 - a. Messages geared towards a certain segment of the campus community are sent via their appropriate community listserv: bc_faculty, bc_classified, bc_admincounc, etc.
 - b. Each community listserv is unmoderated and do not have set rules for use, but appropriate professional decorum is needed when using any BC listserv.
3. Allowed messages include, but not limited to:
 - a. System interruptions
 - b. Department/service closures
 - c. Non-critical campus issues/updates
 - d. Personnel announcement
 - e. Campus events and activities hosted on campus or by BC departments
 - f. Student announcements
4. Messages that would not be approved include, but not limited to:
 - a. Garage sales
 - b. Lost pets
 - c. Side businesses
 - d. Non-BC related community events
 - e. Replies or forwarded messages will not be allowed.

Directions for emailing BC_all:

1. Open a new email message in Outlook or Outlook Web Access.
2. Enter bc_all@listserv.bakersfieldcollege.edu in the "To:" box.
3. Compose your message.
4. Send your message.