

COMMUNICATION

ADMINISTRATIVE RULE NUMBER: B018

LAST APPROVED: December 02, 2011, January 2017

RELATED TO POLICY SERIES NUMBER: 203

GENERAL GUIDELINES

Tillamook Bay Community College (TBCC) will use electronic communication as the primary method to conduct official and legal College business. (There will be exceptions as needed to speed up the transition to all electronic communication.) Communicating to TBCC admissions candidates, students, employees and business partners through electronic communication will speed the delivery and consistency of information and will also offer fiscal savings to the College by reducing mailing costs. Every admissions candidate, student, and employee is given the appropriate account(s) to access these communications. All business partners will be asked for their business email address. Where there is a legal or fiscal reason to communicate in a non-electronic method the college will do so.

Recipients will be expected to read all electronic communication relating to TBCC college business and when necessary take action as a result of communications received from the College. It is expected that recipients will monitor their College electronic accounts often during their scheduled work hours or as appropriate for their supervisory role to receive the most up-to-date information from the College.

Email services are available for admissions candidates, students, and employees to support learning and for communication by and between TBCC and themselves. Email users are advised that electronic data (and communications using the TBCC network for transmission or storage) may be reviewed and/or accessed in accordance with this rule. TBCC has the authority to access and inspect the contents of any equipment, files or email under its control systems.

The college will monitor this administrative rule and will suggest improvements as technology changes.