

POLICY TYPE: Strategic Advancement

POLICY TITLE: Mass Email Policy

Responsible Administrator: Vice President for Strategic Advancement

Location of Related Procedures: Office of Communications

MATC strives to protect employees from unsolicited spam email. College employees may not send spam email messages from or to college email accounts. Spam is defined as any unsolicited electronic communications sent by an individual or group email account to a mass and undefined group of recipients without using the MATC mass email vetting process.

The mass email policy and vetting process is in support of college wide goals to improve internal communications practices.

February 2006