



Information Technology Services

# E-mail Distribution List Guidelines

SAMUEL MERRITT COLLEGE

October 2006

## Purpose

To define the appropriate use of Samuel Merritt College e-mail distribution lists for official College communications, list owners, e-mail message content, and limits on attachment size. These guidelines were established to address the growing number of complaints from members of the College community regarding the maintenance of email distribution lists and to ensure that email distribution lists remain an effective means of communication.

## Definitions

### E-mail distribution list

A list of e-mail addresses for a specific group maintained by Samuel Merritt College's Information Technology Services.

### Attachment

Any electronic file included in an e-mail message. You should refrain from sending attachments to distribution lists when possible. Maximum allowable file size is 5Mb.

### List Owner

The person(s) identified as the owner of the e-mail list. The owner is responsible for determining list permissions. Information Technology Services is responsible for the creation of distribution lists and maintains general, department, and student distribution lists. List owners of Committee distribution lists are responsible for maintaining their list membership.

### Temporary lists

A temporary email distribution list created on request for special, short-term use.

### Approved Senders

An individual or a group of individuals authorized by the list owner to use a specific e-mail list. Only list owners and approved senders will be permitted to send email to distribution lists.

## Guidelines

Samuel Merritt College's Information Technology Services maintains a range of e-mail distribution lists to enable efficient communication to different audiences within and outside Samuel Merritt College.

The matrix below is the master roster of list categories, including those individuals or groups authorized to use them. List owners are defined below. To issue a message through one of the lists, contact the appropriate list owner or approved senders.

1. Messages cannot include attachments larger than **5Mb**. Files over 5MB should be uploaded to the [www.samuelmerritt.edu](http://www.samuelmerritt.edu) College website in order to email the link to the document.
2. Messages that communicate approved policy for Samuel Merritt College must be issued by the Office of the President.
3. Messages to Samuel Merritt College alumni must be approved and issued by the Alumni Development Office.
4. Messages to the SMC community regarding all fund raising related events must be approved and issued by the Alumni Development office.
5. Messages to the entire Samuel Merritt College community (All Staff/Faculty) or General Distribution Lists must be approved and issued by one of the following: a member of President's Council, Associate Vice President, Dean, Program Chair, or Director.
6. Distribution lists should be used for official communications about news, activities, events or policies related to the College's educational services and business. Messages sent to distribution lists must be related to the group being mailed. Distribution lists are not intended to be used for personal or commercial gain.
7. Use BCC to send to distribution lists when you do not require a reply all response or wish to keep the email address of the list members private.
8. Information Technology Services is responsible for the creation of distribution lists and maintains general, department, and student distribution lists. List owners of Committee distribution lists are responsible for maintaining their list membership.

*Note: These guidelines apply to College-wide system distribution lists and do not apply to personal distribution lists. Please contact the Helpdesk at 510-869-6836 or email [helpdesk@samuelmerritt.edu](mailto:helpdesk@samuelmerritt.edu) if you would like additional information or assistance creating a personal distribution list.*

## Guidelines Point of Contact

### Information Technology Services

Blair Simmons, Director of Information Technology (Interim), (510) 869-1592, [bsimmons@samuelmerritt.edu](mailto:bsimmons@samuelmerritt.edu)

### How to obtain a distribution list:

To request the creation of an official College distribution list contact the Information Technology Services Helpdesk at 510-869-6836 or email [helpdesk@samuelmerritt.edu](mailto:helpdesk@samuelmerritt.edu).

### E-mail Distribution Lists

List Name	Approved Sender(s)	List Owner
<b>General</b>		
All Faculty/Staff	See guideline #5	President's Council
All Faculty	See guideline #5	President's Council
All Students	See guideline #5	President's Council
All Staff	See guideline #5	President's Council
Part-Time Faculty	See guideline #5	President's Council
Full-Time Faculty	See guideline #5	President's Council
<b>Committees &amp;</b>		

<b>Other</b>		
Supervisors & Managers	All List Members	Stephanie Bangert
Technology Committee	All List Members	Vicki Davis
PowerCampus	All List Members	Jacqueline Peter
PowerCampus Team Leaders	All List Members	Jacqueline Peter
PowerCampus Users Group	All List Members	Jacqueline Peter
President's Council	All List Members	Sharon Diaz
CPAC	All List Members	Sharon Diaz
Academic Council	All List Members	Scot Foster
Colleague Users	All List Members	Jacqueline Peter
Experience of Work	All List Members	John Garten-Shuman
Staff Council	All List Members	Janessa Reinblatt
IRB	All List Members	Jamie Hirota
Communications	All List Members	Stephanie Bangert
Diversity	All List Members	Craig Elliott
Faculty Organization	All List Members	Donna Breger-Stranton
Multicultural	All List Members	Craig Elliot
Assessment	All List Members	Scot Foster
WASC Steering	All List Members	Scot Foster
Student Body Organization	All List Members	Craig Elliot
Peralta Pavilion	All List Members	Lillian Harvin
Providence Pavilion	All List Members	Lillian Harvin
Hawthorne	All List Members	Lillian Harvin
Bechtell Hall	All List Members	Lillian Harvin
Residence Advisors	All List Members	Craig Elliot
HSSC	All List Members	Celeste Villanueva
Safety Committee	All List Members	Lillian Harvin
<b>Departments</b>		
Finance and Administration	All List Members	Greg Gingras
ASU Distribution	All List Members	Katherine Henderson
Student Accounts	All List Members	Tami Bechtle
PT	All List Members	Terry Nordstrom Nathan Urioste
OT	All List Members	Kate Hayner
Podiatric Medicine	All List Members	Irma Walker-Adame
Library	All List Members	Barbara Ryken
Nursing	All List Members	Audrey Berman
Facilities	All List Members	Lillian Harvin
Finance	All List Members	Greg Gingras
Financial Aid	All List Members	Mary Robinson
HR	All List Members	Elaine Lemay
IR	All List Members	Nandini Dasgupta
Information Technology	All List Members	Marcus Walton
PA	All List Members	Lorraine Petti
San Francisco Local Learning Center Staff	All List Members	Richard MacIntyre Mary Anne Broker
Sacramento Staff	All List Members	Richard MacIntyre Rene Engelhart
<b>Faculty</b>		
CRNA-Faculty	All List Members Arlene Sargent	Celeste Villanueva
CRNA-Clinical Coordinators	CRNA Faculty	Celeste Villanueva

	CRNA Students Arlene Sargent	
CSPM Faculty	All List Members Peggy Griffith	Irma Walker-Adame
<b>Students</b>		
OAK Students		John Garten-Shuman
Nursing Students	Arlene Sargent	Audrey Berman
MSNOnline Students		Fusae Abbott
Sacramento Learning Center Students		Richard MacIntyre Rene Engelhart
San Francisco Local Learning Center Students		Richard MacIntyre Mary Anne Broker
Work Study Students	Robin Tilley	Mary Robinson
CSPM Students	All CSPM Faculty Teresa Wang	Irma Walker-Adame
MSN-CM	All List Members Arlene Sargent	Fusae Abbott
MSN-FNP	All List Members Arlene Sargent	Suzanne August-Schwartz
OT-HT	All List Members	Kate Hayner
OT-2006 (Class of)	All List Members	Kate Hayner
OT-2007 (Class of)	All List Members	Kate Hayner
ABSN-05 (Class of)	All List Members Richard MacIntyre	Michele Fixel
PT-2005 (Class of)	All List Members	Terry Nordstrom Nathan Urioste
PT-2006 (Class of)	All List Members	Terry Nordstrom Nathan Urioste
PT-2007 (Class of)	All List Members	Terry Nordstrom Nathan Urioste
PA-2005 (Class of)	Mike DeRosa, Lauri Paolinetti, Tana Rhodes, Mark Lederer, Sanjay Parekh, Eugenia Berdali, Cyril Kulka, Monica Rosenthal	Lorraine Petti
PA-2006 (Class of)	Mike DeRosa, Lauri Paolinetti, Tana Rhodes, Mark Lederer, Sanjay Parekh, Eugenia Berdali, Cyril Kulka, Monica Rosenthal	Lorraine Petti
PA-2007 (Class of)	Mike DeRosa, Lauri Paolinetti, Tana Rhodes, Mark Lederer, Sanjay Parekh, Eugenia Berdali, Cyril Kulka, Monica Rosenthal	Lorraine Petti
CRNA-2006 (Class of)	All List Members Arlene Sargent	Celeste Villanueva
CRNA-2007 (Class of)	All List Members Arlene Sargent	Celeste Villanueva
CRNA-2008 (Class of)	All List Members Arlene Sargent	Celeste Villanueva
CSPM-2007 (Class of)	All List Members Teresa Wang	Irma Walker-Adame
CSPM-2008 (Class of)	All List Members Teresa Wang	Irma Walker-Adame
CSPM-2009 (Class of)	All List Members	Irma Walker-Adame

	Teresa Wang	
CSPM-2010 (Class of)	All List Members Teresa Wang	Irma Walker-Adame
ELMSN-1 (SRC Class)	All List Members Richard MacIntyre	Rene Engelhart
ELMSN-1-OAK	All List Members Richard MacIntyre	Teri Gwin
ELMSN-2 (SRC Class)	All List Members Richard MacIntyre	Rene Engelhart
ELMSN-2-OAK	All List Members Richard MacIntyre	Teri Gwin
ELMSN-CM	All List Members Richard MacIntyre	Fusae Abbott
BSN-Dec06 (Class of)	Dawn Eaglin, Chandra Kendrix, Arlene Sargent	Margaret Early
BSN-Dec07 (Class of)	Dawn Eaglin, Chandra Kendrix, Arlene Sargent	Margaret Early
BSN-Dec08 (Class of)	Dawn Eaglin, Chandra Kendrix, Arlene Sargent	Margaret Early
BSN-May06 (Class of)	Dawn Eaglin, Chandra Kendrix, Arlene Sargent	Margaret Early
BSN-May07 (Class of)	Dawn Eaglin, Chandra Kendrix, Arlene Sargent	Margaret Early
BSN-May08 (Class of)	Dawn Eaglin, Chandra Kendrix, Arlene Sargent	Margaret Early