

Email	Policy Number	8.1
	Effective Date	May 12, 2009

1.0 POLICY & PURPOSE

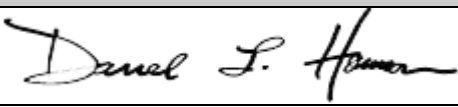

Email is the official tool for relaying immediate, need-to-know Laramie County Community College (LCCC) institutional information to all LCCC employees. Therefore, each LCCC employee is accountable for checking email daily to ensure receiving the most current institutional information.

2.0 REVISION HISTORY

Adopted on: 9/1/08
 Revised on: 5/12/09

3.0 PERSONS AFFECTED

All Laramie County Community College Employees

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Communications Team, Co-chaired by Maryellen Tast, Lynn Stalnaker	Jan 2008
Approval by President's Cabinet		5/12/09
Approval by President (Signature)		5/12/09
Approval by Trustees (Signature)		11/28/12