Employee List-Serv Guidelines

What is a list-serv? A simple system that Blue Ridge CTC uses to allow departments/employees to actively communicate with a larger group of employees. The College’s employee list-servs are designated as follows: All Employee, Faculty ONLY, and Classified ONLY. Employees are automatically “subscribers” based on their classification. This is a closed list designed specifically for employees for topics related to or affiliated with the College.

For the Sender:

To post a message:

1. Send an email to announcements@blueridgectc.edu. An HR team member will take action on the email by the end of the next business day.
2. Provide a specific but concise topic explanation in the subject area.
3. Indicate which list-serv for which the communication is desired: All Employee, Faculty Only, or Classified Only.
4. In the message area, provide information that you wish to share with the desired employee population. The information should be related to Blue Ridge CTC business or its affiliations. Remember to include the “who, what, where, and when” as applicable.

Note: The College’s list-serv administrators (HR personnel) will not circulate incomplete messages, solicitation, or general information that is inconsistent with College business or its mission. If the subject matter is questionable as to whether it is business related, please provide an explanation with the remittance that identifies how it relates to Blue Ridge CTC. The final decision for circulation of the information resides with the Head of Human Resources.

Acceptable email examples:

- Course scheduling
- School events
- Notifications
- School/division/department news
- Personnel updates
- Safety and security updates
- Foundation information
- Bookstore information
- Auxiliary functions
- Facilities/maintenance updates on building/grounds
- Information deemed important to share with students or that has been shared with students
- General business
Unacceptable email examples:

- Fundraising/solicitation/good will that is not an activity or event sponsored or endorsed by the College
- Community activities with no Blue Ridge CTC relatedness or affiliation
- Personal emails or personal news
- Forwarded emails from external parties/organizations with no defined relationship with the College
- Opinion or commentary
- Incomplete emails lacking the information needed to understand purpose or source. The receiver should know who it is from and what to do next if they have questions or action is necessary
- Any other email deemed not related or affiliated with Blue Ridge CTC