YCSA Broadcast

Guidelines

YCSA Broadcast email is intended to communicate pertinent information on critical issues related to all full-time and part-time staff at Yavapai College, for all campuses and centers.

Criteria

1. Applicable to at least 90% of all YC staff (FT, PT, district-wide)
2. Time sensitive
3. High importance
4. Communications Committee approved
5. No duplicate messages delivered via other method (e.g., Ducksoup, Newsflash)

All attachments for YCSA Broadcasts must be in .pdf format

Procedures

1. Staff member emails Communications Committee Chair/Co-Chairs with YCSA Broadcast request. (Note: staff can click the link from the YCSA Communications Committee web page).

   Chair for 2022-23: Tim Diesch (tim.diesch@yc.edu)

2. Chair/Co-Chairs will determine if the request meets the criteria, enumerated above. If it is not immediately clear whether the request meets the criteria, the Chair/Co-Chairs will send to the Communications Committee for review, and then onto the Board if additional review is warranted

3. Upon approval, the YCSA Broadcast request will be sent via the YC Mail Center.

Revised: 1.21.22