

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 7.2.3.2
Related Policy: 7.2.3
Title: College-Wide Announcements
Responsibility: Vice President of Information Technology

Date Approved: 04-10-2002
Last Cabinet Review: 08-03-2022
Last Revision: 08-03-2022

President

In order to efficiently coordinate electronic communications within the College, all College-wide, general email announcements will be distributed by appointed designees in the following offices. College-wide distribution announcements are to be emailed to the appropriate account (not to the person) for subsequent distribution. To reduce the number of unnecessary mass e-mailings sent to employees, the announcement functionality found within the College portal should be utilized for announcements that are informational only, non-critical, or do not have relevance to a majority of the members on the distribution list.

Type of Announcement	Distribution Office/ Email Announcement Account
General institution/administrative,	President's Office Presidential Announcements
General human resources and employee announcements such as births/ deaths	Vice President for Human Resources Human Resources Announcements
Faculty, library, academic support, Workforce Development Grand Strand Campus, and Georgetown Campus	Executive Vice President for Academic and Workforce Development Academic Affairs Announcements
Student services, admissions, registration, student success	Vice President for Student Affairs Student Affairs Announcements
Institutional planning and evaluation, and institutional research and assessment	Vice President for Institutional Effectiveness and Development Institutional Planning Announcements
Accounting and finance, buildings and grounds, procurement, financial aid, bookstore, food services, and security	Vice President for Finance and Administration Finance/Business Affairs Announcements
Network, Internet, administrative information systems, technical support, telecommunications, and distance learning support	VP for Technology Solutions TECH Solutions Announcements
IT Security Awareness, tips, and updates	TECH Solutions Announcements

The official college email announcement distribution lists are as follows:

Distribution Lists

- HGTC-Faculty
- HGTC-Adjuncts
- HGTC-Staff
- HGTC-Part-Time Staff
- Supervisors
- HGTC-ALL
- HGTC-Student
- HGTC-WorkStudy