



North Hennepin Community College

Policy Information

Number: 5.31

Name: Use of Email for Official Communication Policy

Author: Policy Committee

Effective Date: January 8, 2018

Next Review Date: Fall 2022

Regulatory Authority

- Minnesota State Board Policy 5.22 and Procedure 5.22.1 – Acceptable Use of Computers and Information Technology Resources
 - <http://www.mnscuminnstate.edu/board/policy/522.html>
 - <http://www.minnstate.edu/board/procedure/522p1.html>
- Minnesota State Board Policy 5.25 – Use of Electronic Signatures
 - <http://www.minnstate.edu/board/policy/525.html>
- Minnesota Statutes 43A.38, Subd.4 and 43.A39, Subd.2 – State Personnel Management
 - <https://www.revisor.mn.gov/statutes/?id=43A.38>
 - <https://www.revisor.mn.gov/statutes/?id=43A.39>

Part 1. Policy Background.

North Hennepin Community College (NHCC) provides email resources to students and employees in support of its mission to enhance lifelong learning by improving students' understanding and utilization of computing resources and information technology. NHCC intends to provide the campus community with open and unrestricted avenues of communication as long as such use is in compliance with state and federal laws, and other NHCC and Minnesota State Board policies. The use of NHCC's computer systems and networks is a privilege and responsibility granted to employees, employees-like, and students. NHCC expects all members of its community to comply with all relevant laws and policies, and to use these resources appropriately. As with all electronic communication, users of the NHCC email system must adhere to Federal and State Law, Minnesota State Board Policy and System Procedures, and NHCC policy and procedure related to privacy and confidentiality in communicating sensitive material.

NHCC has designated email as the official means of communication with students and employees regarding topics of an academic or administrative nature. The college issued email address will be the only address NHCC uses when sending official communication via email. Students who are enrolled and employees who are scheduled to work are responsible for all information sent to them via their NHCC email account. Messages sent from the NHCC email account fulfill electronic signature requirements.

Part 2. Campus Review.

Review Action	Date(s)
Campus Community Review Period	06-Nov-2017 through 17-Nov-2017
AFSCME Review	28-Nov-2017
MAPE Review	29-Nov-2017
MMA Review	28-Nov-2017
Shared Governance Council Review	08-Dec-2017
Student Senate Review	30-Nov-2017
President Approval	21-Dec-2017
Campus Community Dissemination	08-Jan-2018

History

- New policy, adopted 27-Aug-2012
 - Campus Review 21-Mar-2012 through 04-Apr-2012
 - AFSCME Review 26-Apr-2012
 - MAPE Review 05-Apr-2012
 - MMA Review 05-Apr-2012
 - Shared Governance Council Review 25-May-2012
 - Student Senate Review 26-Apr-2012
 - President Approval 04-Jun-2012
 - Campus Community Dissemination Jul-2012
- Policy updated Fall 2017