

## Group Email Distribution Lists Access

**APPROVED - September 17, 2018**

**UPDATED - October 3, 2018**

AllFaculty = F  
 AllStaff = S  
 AllStudents = Stu

Group	Position	Existing Status			Rationale
		F	S	Stu	
<b>Cabinet</b>	Vice President of Finance and Operations	x	x	x	Cabinet
	Associate Vice President of Research & Institutional E	x	x	x	Cabinet
	Vice President of Student & Academic Affairs	x	x	x	Cabinet
	Vice President of Economic Development	x	x	x	Cabinet
	Executive Assistant to the President	x	x	x	Cabinet
	President	x	x	x	Cabinet
	Chief Human Resources Officer	x	x	x	Cabinet
	Office Administrative Specialist, Senior	x	x	x	Cabinet Asst
	Office Administrative Specialist, Senior	x	x	x	Cabinet Asst
	Office Administrative Specialist, Senior	x	x	x	Cabinet Asst
	Office Administrative Specialist, Senior	x	x	x	Cabinet Asst
<b>Administration</b>	Dean of Student Affairs	x	x	x	Dean, Title IX Coord
<b>Middle Management</b>	Director of Curriculum and Faculty Development	x	x		Faculty Liason, Inservice
	Director of Financial Aid			x	Financial Aid Communications to Students
	Bookstore/Café Manager	x			Book Order Deadlines
	Chief Diversity Officer and TRiO Director			x	Diversity/Inclusion Programming
	Director of Marketing & Public Relations	x	x	x	Connections/Crisis
	Director of IT Services	x	x	x	IT Security/Maintenance
	Registrar	x		x	Student Related Faculty Deadlines
<b>Others</b>	Scheduler	x	x	x	Primary Star Alert
	College Bookstore Coordinator Senior	x			Book Order Deadlines
	HR Generalist	x	x		Benefits/Insurance
	Counselor			x	Counseling Services Outreach
	Assessment Lead	x			Assessment Communications to Faculty
<b>Mailbox</b>	SCC President's Office	x	x	x	Office of the President Communication
	Dean of Student Affairs			x	Student Affairs Office Communication