

Policy Title: COMMUNICATIONS

With the guiding principle of transparency and open communications, Mid-State Technical College will work diligently to inform its stakeholders about board and administrative action, district issues, educational programming, admissions procedures, financial support opportunities, academic standards, district finance, health, safety and security matters, events and overall college initiatives. Information pertaining to these topics will be routinely distributed via electronic communication methods to central Wisconsin media, college employees, students and key constituents.

- It is the College's policy that when a student is enrolled at the college, Mid-State email will be the approved method of communicating official college business.
- Communicating to college employees and students via electronic communication methods will speed the delivery of information and offer fiscal savings to the College by reducing mailing costs. Every student and employee is given the appropriate account(s) to access these communications.
- Recipients will be expected to read all electronic communication relating to college business and when necessary take action as a result of communications received. It is expected that students and employees will monitor their electronic accounts often to receive the most up-to-date information from the College.

Adopted: August 2011
Last Reviewed: January 2021
Last Revised: January 2021