

Information Technology Services

Definitions of Frequently Used Email Distribution Groups

Email Distribution List	Definition (list includes)	How to Use
College of the Desert	Leadership/Management, Classified Employees, and All Faculty	Communicate with all COD employees
Leadership/Management	Certificated and Classified Administrators and Foundation Directors	Communicate with Managers
Classified Employees	Full-time and part-time classified employees including Confidential & non-leadership Foundation employees	Communicate with all Classified employees
All Faculty	Full-time and Adjunct Faculty	Communicate with all Faculty
Board of Trustees	Five elected Board Members	Communicate with elected Board Members
ASCOD Student Trustee	Elected Student Trustee	Add to Board of Trustees as appropriate
Full-time Faculty	Full-time Faculty	As needed
Adjunct Faculty	Adjunct Faculty	As needed
Classified Bargaining Unit	CSEA Members	Primarily used by CSEA
Confidential Employees	Confidential Employees	As needed
Foundation	Foundation employees and others identified by the Foundation Office	Primarily used by Foundation employees
Bond Team	Bond Team employees identified by the Bond Team	Communicate with the Bond Team
Contract Employees	Short term, substitutes, contract employees	As needed/appropriate