

Central Virginia Community College Policies
II - General Administrative Policies
The Daily Bulletin



Policy #:	CVCC0015
Effective:	__/__/__
Last Reviewed/Revised:	10/17/2022
Responsible Dept.:	President's Office
Other Policy References:	NA

The Daily Bulletin

The Daily Bulletin is the responsibility of the General Administration Coordinator of the President's Office and has been designed for routine, non-emergency campus notices. The Daily Bulletin will contain but not be limited to the following information: upcoming events, service interruptions, College news, employment opportunities, and important dates.

The Daily Bulletin will be compiled and published each morning and emailed to all faculty, staff, CVCC Local Board members, and retirees.

All submissions should be emailed to the General Administration Coordinator no later than 2 p.m. on the day before the information needs to appear. Any articles that have questionable subjects will be sent to the President for review and approval.

Articles will remain on the Daily Bulletin until the event date is past, removal is requested by the person submitting the article, or at the discretion of the General Administration Coordinator.