

## Policies of the A/P Staff Council

### I. Policy on Use of the A/P Listservs

- A. The AP-Announce listserv is to be used for the sole purpose of disseminating information to all A/P staff by the SIUC A/P Staff Council. A/P staff who receive these electronic announcements did not subscribe or decline participation in this listserv. Therefore, the Council has determined that **only A/P Staff Council business** deemed useful to the entire A/P constituency may be posted. Posting requests that are specific to those interested in Athletics, Professional Gender Opportunities, campus-wide events, etc., may not be posted on this list. The Secretary of the A/P Staff Council (or, in the absence of the Secretary, the Vice Chair) shall review any and all requests to post on the Announce list. If the announcement is deemed Council business, the Secretary shall instruct the Professional Constituencies Office to make the post. If the announcement is not Council business, the Secretary shall inform the requester of their opportunity to use the APSTAFF discussion list.
- B. The APSTAFF discussion listserv is a subscriber list to which all A/P staff may subscribe. Any SIUC A/P staff member who is subscribed to this listserv may post announcements or begin discussions that are related to University business only. The A/P Staff Council encourages all A/P to subscribe to this listserv. By subscribing, the staff member indicates s/he does not mind receiving electronic communications on A/P and/or University issues. [For directions on how to subscribe to the APSTAFF listserv, go to <http://www.siu.edu/~apstaff/lstserve.html>

### II. Policy on Maintenance of the A/P Staff Council Website

The SIUC A/P Staff Council website will be monitored by the Vice Chair of the A/P Staff Council. The Vice Chair will provide changes, updates, etc., to the Professional Constituencies Office so that office can physically maintain the Council's official website. The Council suggests the Vice Chair review the website on a monthly basis and report on updates at each Council meeting. This provides for the most current information being available to SIUC A/P Staff.