



<p>REFERENCE</p> <p>1.10 E-Mail Communication</p>	<p>Adopted: October 12, 2010</p> <p>Reviewed: September 14, 2010</p> <p>Revised:</p>

Kishwaukee College Board of Trustees Policy Manual – 1.10 (E-Mail Communication - Page 1 of 2)

The Board of Trustees of Kishwaukee College recognizes technological means and methods of communicating and disseminating information among the general public, among members of Kishwaukee College, including administrators, faculty and other employees, among the student body of the College and among the members of the College’s Board of Trustees.

The Board of Trustees recognizes that e-mail communications can and do effectively (y e)1 duty to uphold the provisions of the Illinois Open Meetings Act

violates the Illinois Open Meetings Act

2. Board members and administrators may use e-mail to send messages or forward information to other either on an individual or group basis
3. Board members and administrators shall not discuss College business in a “chat room” setting where fewer than three members participate in the chat room. This policy shall apply to Board committees which are made up of less than seven Board members. Under such circumstances, except in accordance with this Policy, no College public business shall be discussed by Board members in a chat room which is germane to the purpose of such committee unless such discussion occurs with a quorum of more than a majority of a quorum

