



CHAPTER 1	SECTION NO.
Board of Trustees	1.12
REFERENCE 1.12 Mail – Receipt and Forwarding	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

Mail received by the College which is directed to the Board will be opened at the College, unless it is addressed to an individual Board member. If addressed to an individual Board member the College will either provide the trustee with the mail at an upcoming Board meeting, forward the mail to the home address of the Board member or, at the request of the Board member, it may be read to them over the phone. E-mails that are received by the College, intended for Board members, will be forwarded to them.