

# COMMUNICATION PROCEDURES

## **News Releases**

All activities, honors, etc., about MCC students or staff are publicized to the area news media via the Public Information Office. Anyone desiring publicity on an event, honor, or other newsworthy activity must contact the Public Information Coordinator.

## **Highland Herald**

MCC publishes a bimonthly campus newspaper, the Highland Herald. The newspaper is operated as a laboratory experience for journalism students, and serves as a means of communication for the general campus. Story ideas should be submitted to the student editors who make the assignments for the paper, care of the journalism department.

## **Special Bulletins**

Special bulletins are issued from time to time by the President or other administrative offices.

## **Mail Service**

**U.S. Postal Service:** Mail is picked up from U.S. Postal Service once per day: 8:30 a.m., Monday through Friday (except recognized holidays).

Mail is picked up from the box in front of the Student Services Building by the U.S. Postal Service daily Monday through Friday.

**On Campus Services:** The mailroom was established to serve the mailing departments of all divisions and offices of the College. The Coordinator, Purchasing/Central Services is responsible for the day-to-day operation of the mailroom and will serve as liaison between the mailroom personnel and all users of the mailroom to insure that the best possible service is provided.

**Incoming U.S. mail** which arrives on campus at 8:30 a.m. should be delivered to the various buildings by 12:00 a.m., Monday through Friday.

**On-campus and off-campus mail** is picked up once daily in the various buildings.

**Mail with off-campus** destination that is picked up on the daily scheduled circuit will leave the campus at 4:00 p.m. All off-campus mail should be identified with the departmental account number. Mail without a departmental account number will not be sent.

**Parcel Post Shipments** can be left at the regular building mail distribution center or brought to the mailroom for processing. Packages should be properly packed, wrapped, and labeled. Accompanying the package should be a note containing:

1. Departmental account number.
2. Description of Contents-to enable determination of the proper postage rate.
3. Value-if package is to be insured or registered.
4. Premium Transportation Request-if other than regular 4th class parcel post is required; i.e., air mail, registered, special delivery, certified mail - return receipt requested.
5. Special Handling Requirements-if contents are of a delicate or perishable nature.

UPS shipments should be left at the mailroom properly packed, wrapped, and with a completed information form. UPS will pick up the packages the following day.

Individuals with bulk mailing should contact the mailroom (ext. 8774) or the Coordinator, Purchasing/Central Services (ext. 8700).

**Billing for Mail Services:** The Coordinator, Purchasing/Central Services reports the total amount charged, by account code, on a monthly basis to the appropriate departments. It is the responsibility of the user to insure that budgeted amounts are not exceeded.