



Blue Mountain Community College *Administrative Procedures*

Procedure Title: College Mail Services
Procedure Number: 01-2005-0013
Board Policy Reference: IV.A.

Accountable Administrator: Vice President, Operations
Position responsible for updating: Bookstore Manager
Original Date: 12-14-05
Date Approved by Cabinet: 1-10-06
Authorized Signature: *Signed original of file*
Dated: 1-11-06
Date Posted on Web: 09-24-10
Revised: 08-06
Reviewed: 08-13

Purpose/Principle/Definitions:

The purpose of College mail services is to provide for the collection and distribution of all College mail. The College address is for College-related business only and shall not be used by a person as an address for personal mail.

Legal References:

[ORS 341.290 \(2\)](#)

Perry Education Association v. Perry Local Educator's Association, 460 U.S. 37 (1983).
University of California v. PERB, 485 U.S. 589 (1988).