

- All Employees
 - Staff
 - Instructional Faculty and Staff
 - Faculty
 - Adjunct
 - Program Directors and Instructional Support Staff are also part of this list
- All Students (Labeled “student sec”)

Distribution List	Description
All Employees	This includes anyone employed by MATC.
Staff	This includes all full-time and part-time staff employees.
Instructional Faculty and Staff	This includes all full-time faculty, adjunct, program directors, and instructional support staff.
Faculty	This includes all full-time faculty employees
Adjunct	This includes all non HS adjuncts currently employed by the college during any semester.
H.S. Adjunct	This includes all HS adjuncts for MATC
All Students	This includes all students enrolled at MATC and is labeled “Student Sec” in the distribution list. It gets approved before it goes out to All Students.