

Harrison, Susan

From: Harrison, Susan
Sent: Friday, October 21, 2011 11:09 AM
To: Joel, Harry
Cc: Nunez, Jose; Blackwood, Kathy; Luan, Jing
Subject: District Office Program Review - Survey

Harry – could you please send this out to all employees?
Thanks. Sue

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The following information is being distributed on behalf of Jing Luan, Kathy Blackwood and José Nuñez. Please direct all inquiries to harrisons@smccd.edu

Dear SMCCCD Employee –

As part of a program review process required by accreditation, the District is asking users of the administrative services (accounting, payroll, and purchasing) and facilities departments to answer a brief survey about their experiences using these services. The survey will take approximately 10 minutes to complete. The results will help the District continue to improve its services to the Colleges. *(Please note that if you received and completed this survey earlier this month you will not be able to complete it a second time.)*

To complete the survey, simply click on the link below
<http://www.smccd.edu/accounts/smccd/websurvey/login.asp?surveyID=108>

Your user name is your complete email address xxxxx@smccd.edu
Your password is your six digit birth date **mmddyy**

Note that the survey results are anonymous. Your email and password are not attached to your survey responses ... they are only used to access the survey website.

Please contact Sue Harrison at harrisons@smccd.edu or 650-358-6755 if you have any difficulty logging in or other problems when completing the survey.

Thanks very much for your participation.

Kathy Blackwood, Interim Executive Vice Chancellor
Jing Luan, Vice Chancellor, Educational Services and Planning
José Nuñez, Vice Chancellor, Facilities Planning and Operations