

## Harrison, Susan

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**From:** Harrison, Susan  
**Sent:** Friday, October 28, 2011 9:59 AM  
**To:** Joel, Harry  
**Cc:** Luan, Jing; Blackwood, Kathy; Nunez, Jose  
**Subject:** District Office Program Review - Survey - Final Opportunity to Respond

Harry – can you please send this out to all employees one more time ....

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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](mailto:harrisons@smccd.edu)

**FINAL OPPORTUNITY TO RESPOND TO THE DISTRICT OFFICE PROGRAM REVIEW SURVEY**  
**If you haven't yet responded to the District Office Program Review Survey and would like to do so, please respond by 5:00PM Monday, October 31.**  
**If you have already responded, thank you.**

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 have already completed this survey 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](mailto: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](mailto: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