

From: [Feune, David](#)
To: [All District Employees](#)
Subject: District Office Program Review
Date: Wednesday, April 29, 2015 3:56:03 PM

The following information is being distributed on behalf of Kathy Blackwood, Raymond Chow and José Nuñez

Dear SMCCCD Employee -

The District Office 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 is part of the District Office's Program Review Process. The results help guide these departments in assessing the quality of the services they offer. Results are also often used as evidence for the accreditation process. The survey will take approximately 10 minutes to complete.

We appreciate your responses. The results will help the District continue to improve its services to the Colleges.

We would appreciate it if you could complete the survey no later than May 15th, 2015.

To complete the survey, simply click on the link below

<https://surveys.smccd.edu/n/zz11c.aspx>

Your user name is your email address **xxxxxx (without the @smccd.edu)**

Your password is your **email** password.

Note that you will only be able to take the survey one time.

Also, be assured 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.

If you experience any difficulties in accessing the survey, please call Nancy Witte at 650 358 6801 or Sue Harrison at 650 358 6879.

Thank you.

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