

**From:** Chris Vitelli  
**Sent:** Friday, December 20, 2013 1:22 PM  
**To:** John Leamy; Gene Womble  
**Cc:** Cari Craven; Leslie Buckalew; Coni Chavez; Michael Torok; Sheri Glynn; Randy Barton; Linda Cross; Melissa Raby; Colleen Henry; Victoria Simmons; Shelley Akiona; Lucy Munoz  
**Subject:** RE: Faculty evaluations...

Hi everyone – point of clarification, see below. The President’s Office will send out the notification to each faculty.

Happy Holidays!

Thanks,  
Chris



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**From:** Chris Vitelli  
**Sent:** Thursday, December 19, 2013 4:05 PM  
**To:** John Leamy; Gene Womble  
**Cc:** Cari Craven; Leslie Buckalew; Coni Chavez; Michael Torok; Sheri Glynn; Randy Barton; Linda Cross; Melissa Raby; Colleen Henry; Chris Vitelli; Victoria Simmons; Shelley Akiona; Lucy Munoz  
**Subject:** Faculty evaluations...

John/Gene,

Per our discussion with Victoria Simmons, District HR has agreed and established the procedure outlined below as the mechanism to inform faculty their evaluation has been received. The report will be sent to both the President’s Office and the Office of the VPSL. **Cari Craven Coni Chavez** will send each faculty a standard/confidentail email letting them know that their evaluation has been received and processed per the process outlined below. Let me know if you have any questions or concerns.

**PROCESS FOR FULL-TIME FACULTY EVALUATIONS:**

1. YCCD Human Resources will provide Columbia College a report of completed faculty evaluations on 1/31 and 8/1 to capture fall evaluations and spring evaluations submitted to HR. The evaluation report would note a reset of evaluation dates to

determine which evaluations are outstanding and who we have yet to receive evaluations on/placement of the evaluation in the personnel file.

2. Columbia College will then have a confidential employee send a template email to each faculty whose evaluation was completed (per the report) to inform them that Human Resources received the evaluation, their evaluation date has been reset in Datatel and the evaluation has been processed for placement in their personnel file. *NOTE: If an employee would like to confirm placement of the evaluations in his/her file, then they can schedule an appointment with YCCD HR to view their file.*

Thanks,  
Chris



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