

From: Brown, Alyssa
To: Kalfsbeek, Jennifer; Lee, Claudia; Vu, Tim; Randall, Meredith; Verduzco, Gisela
Cc: Retes, Diana; Brown, Alyssa
Subject: RE: EA Behavioral Surveys
Date: Friday, August 30, 2024 8:54:32 AM
Attachments: image001.png
Manager Evaluation Form (8).doc
Manager Goal Setting Form (2).doc
Manager Self Eval Form (3).doc
Importance: High

Good morning, we received the timeline for these evaluations and renewal memos to be submitted.

Friday, October 4 Completed evaluation packet (Goal Setting Form, Self-Evaluation, Manager Evaluation, and Behavioral Survey Results) as a single PDF emailed to Diana Retes and cc me

Please remember all 4 items in the packet.
Friday, October 11 Evaluations and Contract Recommendations Due to the VC of HR
October 11 – 25 Evaluations and Contract Recommendations Reviewed by the Chancellor
Wed, November 20 Contract Renewal Recommendations in Closed Session
Wed, December 11 Contract Renewals Recommended to the Board (Open)

@Kalfsbeek, Jennifer: you, me and Meredith can discuss the best approach to completing the evaluations of your Deans.

CID	NAME	POSITION	Supervisor	Behavioral Survey	POSN	CAMPUS	ECLS	CONTRACT START	CONTRACT END
C02025437	Brooks, Dorsie E.	Dean	Jen Kalfsbeek	Completed	GM9945	GWC	DD	5/18/2023	6/30/2025
C00448918	Davis Sosenko, Lauren J.	Dean	Meredith Randall	Completed	GM9986	GWC	DD	5/8/2023	6/30/2025
C02045629	Martinez, Carla R.	Dean	Claudia Lee	Completed	GM9993	GWC	DD	7/1/2023	6/30/2025
C02469478	Miranda, Alexis O.	Dean	Jen Kalfsbeek	Completed	GM9995	GWC	DD	7/1/2023	6/30/2025
C02691843	Ryan Rodriguez, Christina J.	Dean	Claudia Lee	Completed	GM9992	GWC	DD	7/1/2023	6/30/2025
C00569368	Timpson, Natalie J.	Dir EOPS	Gisela Verduzco	Completed	GM9984	GWC	DD	7/1/2023	6/30/2025
C02090762	Wolfe, John P.	Criminal Justice Trg Ctr Coord	Tim Vu	In progress	GM9949	GWC	DD	7/1/2023	6/30/2025
C02850799	Ju-Ong, Linda	Program Dir Adult Ed Program	TBD	TBD	GM9997	GWC	DD	7/1/2024	6/30/2025
C02387836	Nguyen, Kay V.	Dean	Jen Kalfsbeek	TBD	GM9946	GWC	DD	7/1/2024	6/30/2025

From: Brown, Alyssa <abrown275@cccd.edu>
Sent: Friday, March 15, 2024 11:48 AM
To: Nguyen, Kay <knnguyen@gwc.cccd.edu>; Lee, Claudia <clee243@cccd.edu>; Vu, Tim <tvu88@cccd.edu>; Randall, Meredith <mrandal12@gwc.cccd.edu>; Verduzco, Gisela <gverduzco@cccd.edu>
Cc: Retes, Diana <dretes@gwc.cccd.edu>; Brown, Alyssa <abrown275@cccd.edu>
Subject: FW: EA Behavioral Surveys

Hi all, the individuals below will have an evaluation due in early October corresponding with their contract renewal. Bre will be starting the behavioral survey step by reaching out to them asking who they would like invited to respond to the survey. Their direct reports are automatically invited and we ask them to identify at least 10 managers or additional employees that they work closely with. Bre will show you the list for your review/approval before sending the survey out.

The evaluatee will be encouraged to start their self-evaluation this summer so then you can start your evaluations in September. I encourage you to add time to complete the evaluation to your calendar now . The completed evaluation packets and renewal memos are typically due to the district the second week of October.

Alyssa

From: Ritter, Bre <britter1@gwc.cccd.edu>
Sent: Friday, March 15, 2024 11:31 AM
To: Brown, Alyssa <abrown275@cccd.edu>
Subject: EA Behavioral Surveys

Hi,

Hope your Friday is going well! Below are the educational Administrators that are coming due for their Behavioral Evaluations. If it is okay with you, I would like to reach out today and start sending the surveys out next week.

Linda did not show up on the report but I can reach out to her as well.

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C02025437	Brooks, Dorsie E.	Dean	Jen Kalfsbeek	Completed	GM9945	GWC	DD	5/18/2023	6/30/2025
C00448918	Davis Sosenko, Lauren J.	Dean	Meredith Randall	Completed	GM9986	GWC	DD	5/8/2023	6/30/2025
C02045629	Martinez, Carla R.	Dean	Claudia Lee	Completed	GM9993	GWC	DD	7/1/2023	6/30/2025
C02469478	Miranda, Alexis O.	Dean	Jen Kalfsbeek	Completed	GM9995	GWC	DD	7/1/2023	6/30/2025
C02691843	Ryan Rodriguez, Christina J.	Dean	Claudia Lee	Completed	GM9992	GWC	DD	7/1/2023	6/30/2025
C00569368	Timpson, Natalie J.	Dir EOPS	Gisela Verduzco	Completed	GM9984	GWC	DD	7/1/2023	6/30/2025
C02090762	Wolfe, John P.	Criminal Justice Trg Ctr Coord	Tim Vu	No	GM9949	GWC	DD	7/1/2023	6/30/2025

Thank you,



Bre Ritter
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[GWC HUMAN RESOURCES WEBSITE](#)