

From: [Alyssa Mireles](#) on behalf of [Erin Campos](#)
To: [Andrea Barrera Ingley](#)
Cc: [Laura Barroso](#); [Erin Campos](#); [Gloria Banuelos](#)
Subject: Classified Employee Evaluations ~Andrea Ingley~ Rating Period: July 1, 2022 - June 30, 2023
Date: Friday, June 30, 2023 10:38:27 AM
Attachments: [DAC Evaluations- Ingley, Andrea FY2022-2023_06.30.23.xlsx](#)

Hi Andrea,

It's that time again! The due date for Classified Employee Evaluations for the rating period of July 1, 2022 through June 30, 2023 is quickly approaching. To assist you in tracking evaluations, attached is an Excel spreadsheet that includes information regarding the status of evaluations for your employees. If there are discrepancies on the spreadsheet, please advise me so that I can make the necessary corrections.

Please note a final evaluation includes the employee's signature acknowledging review/discussion, supervisor signature, and 2nd level supervisor (President or Vice Chancellor) signature. Once all signatures are obtained, the final evaluation should be forwarded to Human Resources (HR) for processing. Final evaluations may be submitted to HR electronically or via mail. Electronic evaluations are preferred and can be scanned/submitted to HRTech@vcccd.edu. Hard copy evaluations can be submitted to:

Attn: Erin Campos
Ventura County Community College District
Human Resources Department
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

Please be advised that all completed evaluations for 2022-2023 are due to HR by **August 31, 2023**. I will be providing status updates for each campus to Vice Chancellor Barroso throughout the months of July and August, and she will share that information with the Presidents.

If you have any questions, please contact me.

Thank you,

Erin Campos
Human Resources
Ventura County Community College District
(805) 652-5515