

# VCCCD Formal Communications Survey Ventura College Results

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*Ventura County Community College District  
Administered January 2016*

**REPORT PREPARED BY  
DISTRICT COMMITTEE ON ACCREDITATION AND PLANNING  
MARCH 2016**

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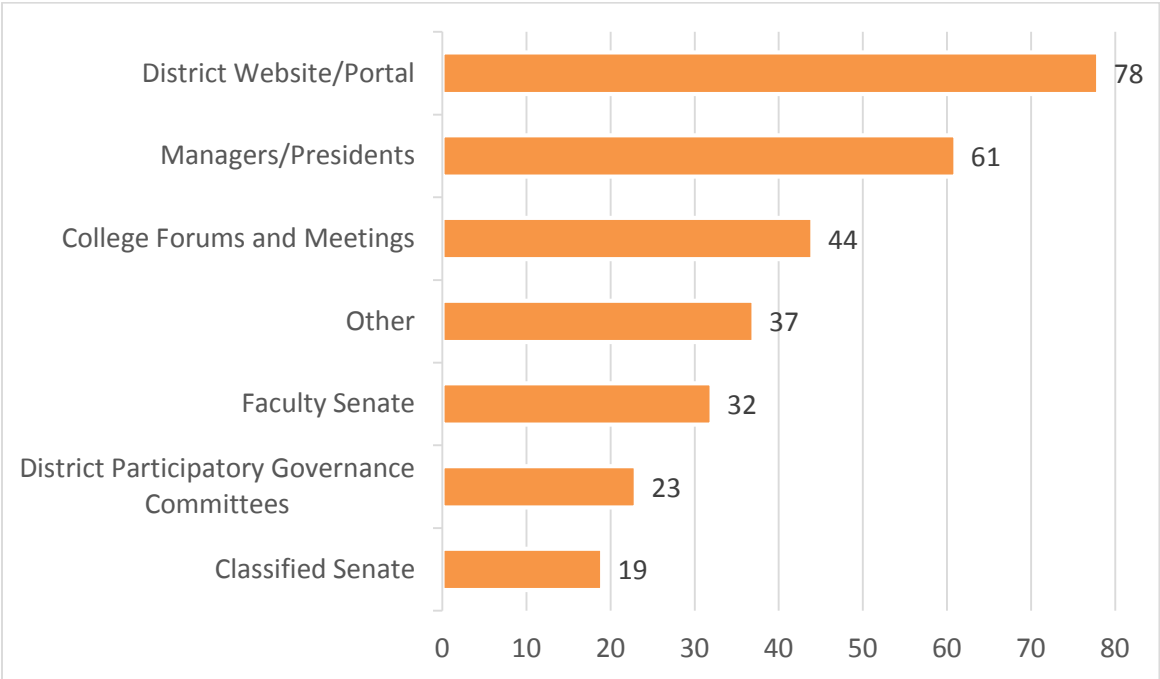
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## Overview

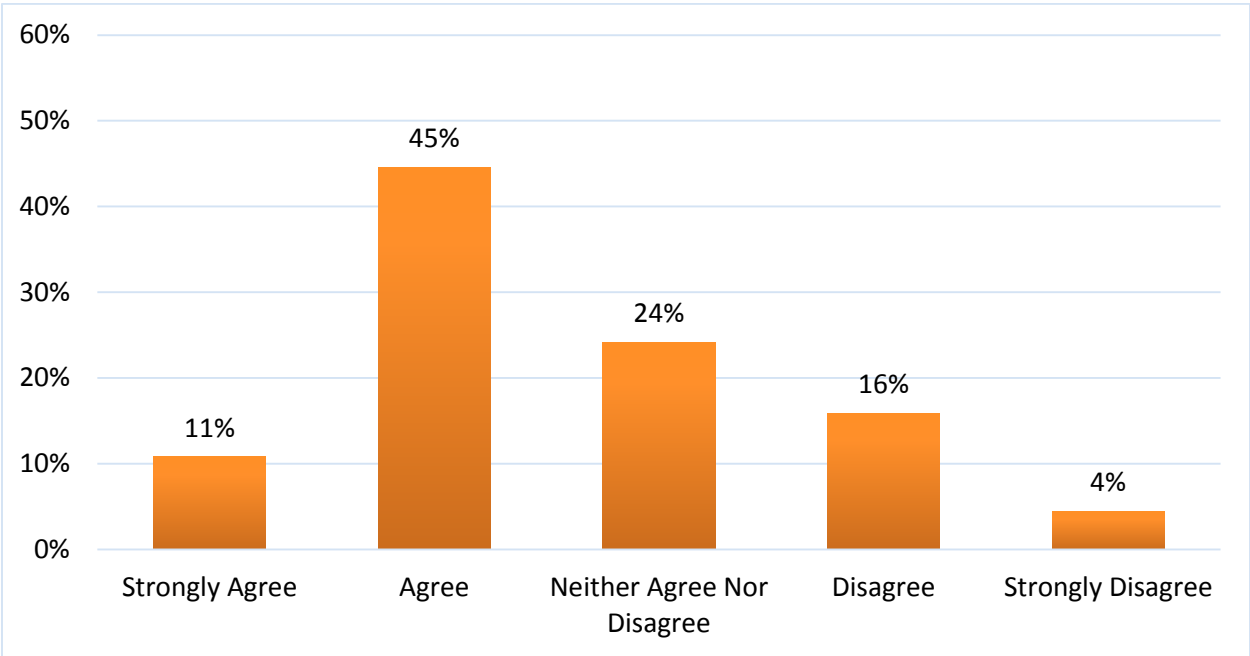
In January 2016, all VCCCD employees were invited to complete the online Formal Communications Survey. During the two week administration period, 159 employees from Ventura College submitted responses to the survey.

- ❖ The most common way that respondents receive formal communication about VCCCD policies, procedures, and practices is through the District website/ portal followed by Managers/ Presidents as the second most common way.
- ❖ About half (56 percent) of respondents Strongly Agree or Agree that the information they receive or access related to formal communications is current and timely.
- ❖ About half of the respondents (49 percent) Frequently or Sometimes access and use “BusinessTools” within the portal.
- ❖ Over half (56 percent) of the respondents Frequently or Sometimes access and use “HRToolBox” within the portal.
- ❖ A range of employee types responded to the survey. There were 51 Classified/ Confidential, 56 F/T Faculty, 15 Manager/ Supervisor, and 37 P/T Faculty respondents.

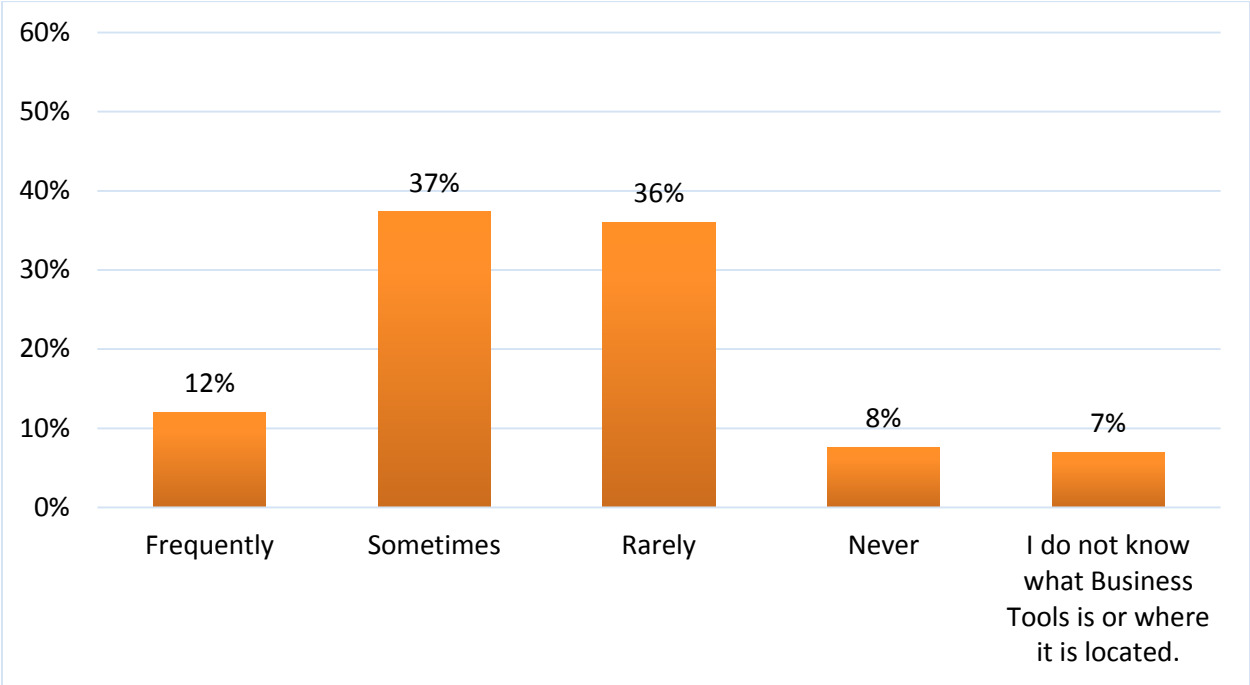
Q1. What are the main ways you receive formal communication about VCCCD policies, procedures, and operating practices? (Check all that apply.)



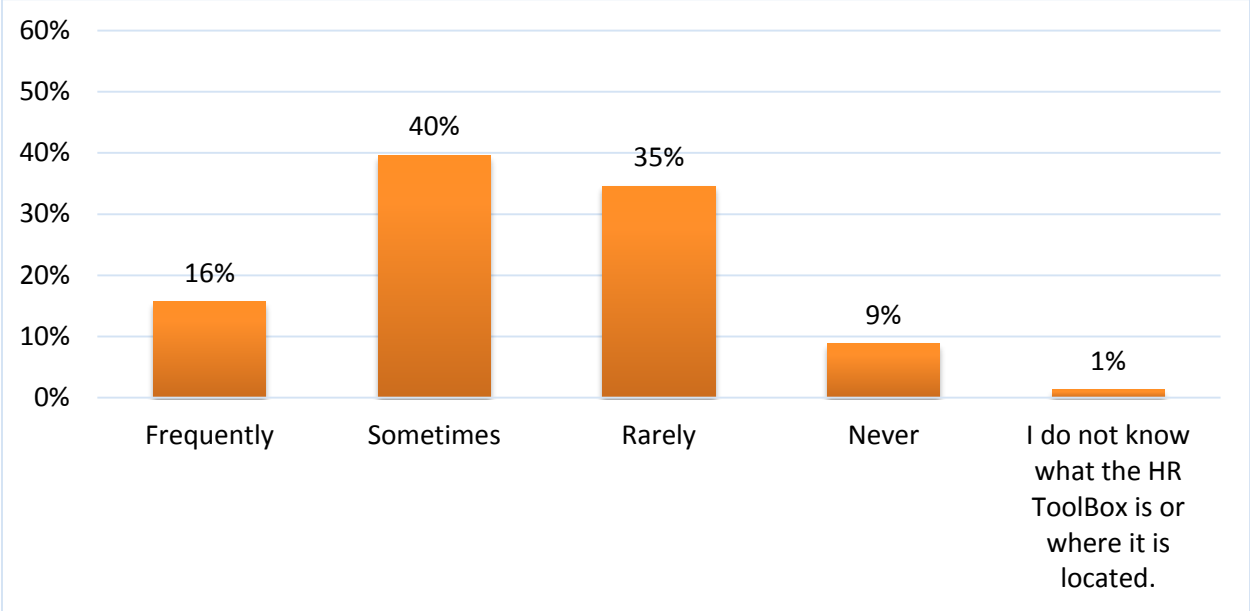
Q2. Information I receive or access related to formal communications is current and timely.



Q3. How often do you access and use "BusinessTools" information located within the employee portal that enables employee access to business-related forms/documents and contains instructions and clarification of processes?



Q4. How often do you access and use the "HR ToolBox" information located within the employee portal that enables employee access to human resources-related forms/documents and contains instructions and clarification of processes?



Q6. What is your employee type?

