

Marlena Montague

From: Vera De Oro [vera.deoro@guamcc.edu]
Sent: Friday, December 05, 2014 3:31 PM
To: Marlena Montague
Subject: Fwd: midterm report for standard 3 aips,

3A1d - Scanning %
email from Joann

----- Forwarded message -----

From: Joann Muna <joann.muna@guamcc.edu>
Date: Fri, Dec 5, 2014 at 2:17 PM
Subject: RE: midterm report for standard 3 aips,
To: Vera De Oro <vera.deoro@guamcc.edu>

Hafa Adai Vera,

Thank you for the phone call and clarification.
As mentioned, HR is now at 63% on the scanning project for all full-time employees.
I will send you the HR SOP for scanning next week.
Backup and storage off campus should be embedded in the MIS SOP or processes.

Have a wonderful weekend!

Joann

-----Original Message-----

From: Vera De Oro [<mailto:vera.deoro@guamcc.edu>]
Sent: Thursday, December 04, 2014 4:49 PM
To: Joann Muna
Subject: midterm report for standard 3 aips,

Hi Joanne,

Im working of the final draft for the midterm report. I've attached the report with comments from Mary. please review and send me any updates. thanks.

Vera