

RE: Email for staff

Jan Bernstein-Chargin <jbchargin@gavilan.edu>

Sent: Fri 11/2/2018 5:02 PM

To: all@gavilan.edu

To all staff:

It is time to review each of your webpages to make sure the content posted there is accurate and up to date. Also look for broken links and images that are not showing.

Contact the webmaster at ksachtleban@gavilan.edu if:

- You don't know who manages your department's page
- You don't know how to edit your page
- You need a new page
- You need to have an old page removed
- You have verified that everything on your page is accurate and correct

Please complete this review prior to finals week. Pages that have not been verified, are not in the process of being updated, and that no one has claimed may be removed (www not hhh)

Thank you for your help!

-Webheads

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Gavilan College is one of California's 114 community colleges, serving a 2,700- square-mile area from South San Jose through most of San Benito County. The main campus, with a park-like setting, is located in Gilroy, CA. Additional instructional sites are located in Coyote Valley, Morgan Hill, San Martin (Aviation Maintenance Technology), and Hollister. Gavilan College offers courses and programs that satisfy the transfer requirements of four-year colleges and universities; job skill and career training programs; Basic Skills and English as a Second Language (ESL); Noncredit and Community Education.