

2025 FALL SERIES



Administrative Services 101 Series

Your guide to essential campus processes, compliance, and resources-one topic at a time

Budget and Accounting

📅 Oct. 15 | 🕒 10-11:30 a.m

- Resource Allocation Request/Program Review SOP
- Technology Replacement Plan SOP
- Commonly Used Object Codes
- Colleague & Report Repository Training



MARK REYNOSO

*Director
Campus Budget & Accounting*

Featuring Guests :



RON GONZALVES

*Director
Academic and End User Support Services*



JOHN STEFFENS

*Director
Student Information Support*

Purchasing & Contract Compliance, Classified & Management Professional Development

📅 Nov. 5 | 🕒 10-11:30 a.m

- District's Contract Templates and Processes
- Authorized Signatures-AR6150
- Contract/Agreement/MOU Approval and Recordation SOP
- **Classified and Management Professional Development**
 - PD Funding Approval Process for Managers and Classified Professionals
 - District's Conference Request Form Process



EDEN ANDOM

*Director
Administrative Services*

Featuring Guests:



ANDREW LIM

*Director
Contract Management Services*



DEBBIE PERALES

*Sr. Accounting Technician
Accounts Payable*

SAVE THE DATE

Spring Series March 18th & April 15th !