

## MONTHLY INFORMATIONAL SESSIONS 2005-2006

Session	Program	Date	Time	Location
I	Peter Jayasekara/Olga Calderon:	Wednesday, October 19, 2005	2:30 – 4:00 p.m.	E-501
II	Human Resources: CUNY Office & Administrative Assistants – How to .....	Wednesday, November 2, 2005	2:30 – 4:00 p.m.	E-501
III	Business Office: Shirley Vasquez/Ron Paynter/ Karen Saca <ul style="list-style-type: none"> <li>• Types of Payment/Payment Process Factors</li> <li>• Bid Thresholds</li> <li>• Requisition &amp; Purchase Order Process</li> <li>• Travel Process &amp; Food Requisitions</li> <li>• Reimbursement Process</li> <li>• Budget Modifications</li> </ul>	Thursday, December 15, 2005	2:30-4:00 p.m.	E-501
IV	Building Operations: Denise Steeneck/Jin Lee/ Vianey Pelaez-Quinones Building Operations Implementation of major Technological Advancement: <ul style="list-style-type: none"> <li>• Web-based Work/Service Request System</li> <li>• Types of Requests/Methods of Submission</li> <li>• Access/Log-In Procedures/Changing Password/Viewing Status/Workflow Steps</li> <li>• Q &amp; A Session</li> </ul>	Wednesday, January 11, 2006	2:30-4:00 p.m.	E-501
V	504/ADA/Students with Disabilities Office: Matthew Joffe <ul style="list-style-type: none"> <li>• 504/Americans with Disabilities Act</li> <li>• Requests for accommodation from Faculty/Staff/ Student</li> </ul>	Wednesday, February 8, 2006	2:30-4:00 p.m.	E-501
VI	Irma Lynch/Ed Sisco: Workplace Violence Procedures	Wednesday, March 8, 2006	2:30-4:00 p.m.	E-501
VII	Labor & Legal Affairs Office: Jemma Robain- LaCaille <ul style="list-style-type: none"> <li>• Role and Responsibilities of the Legal/ Labor Relations Office</li> <li>• Policies/Laws &amp; Their Related Documents</li> <li>• Professional Relationships – On Campus/ Off Campus</li> </ul>	Wednesday, April 12, 2006	2:30 – 4:00 p.m.	E-501
	Writing Center: <ul style="list-style-type: none"> <li>• Basic Writing Skills</li> </ul>	Wednesday, May 10, 2006	2:30 – 4:00 p.m.	E-501
IX	Business Writing	TBD	2:30 – 4:00 p.m.	E-501

