



Training continues for Workday

The Workday training provided as the system went live Jan. 11 focused on orientations; business office functions, including Purchasing and Accounting departments; and manager and supervisor training. The orientation consisted of 25 sessions for a total 1,192 employees; the business office trainings consisted of 16 sessions for a total 212 employees; and the managers' and supervisors' training consisted of six sessions for a total 60 employees.

Phase 1 of the training is complete, with Phase 2 now underway with the implementation of additional functionality, including timesheets, time-off requests and approvals, and some items in benefits. A phased-in approach for timesheets is recommended, with employee groups receiving notification one month in advance about the training startup.

Campus and Parking Services assists students during Welcome Week



Campus and Parking Services set up a booth at Grossmont College during the first week of classes to provide students with information about parking rules. Two free student parking permits were raffled off among more than 300 entries.

Campus and Parking Services: The Year in Review

Campus and Parking Services had a busy year in 2016. The activities for CAPS specialists included:

- 2,155 room locks and unlocks
- 2,171 lost and found items
- 852 escorts
- 745 burglary alarms
- 282 vehicle battery jumps
- 221 vehicle unlocks
- 201 event set-ups and
- 52 animals (everything from snakes to stray dogs to birds that flew into classrooms)

Welcome to New District Services employees



- **Blanca Cummings**, Human Resources Technician. Blanca, who previously worked for 2 ½ years as a senior recruiter, assists with legal compliance and provides assistance to management, students, staff and the public as it relates to the operations and activities of the Human Resources Department.



- **Sean Malone**, Fiscal Services Internal Auditor. Sean, who previously worked as an IRS auditor for seven years, now evaluates the financial operations of the college district to ensure compliance with rules and regulations for disbursements.



- **Jessica McKean** (left) and **Asma AbuShadi**, Information Systems Technology Programs Managers. Jessica previously worked as the business analyst and system administrator for Alliant International University and Jenzabar Inc. for 11 years. Asma also worked for Alliant and Jenzabar for 15 years, last as a senior business analyst and director of Business Process Re-engineering.