

**Agenda Item Details**

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| Meeting | Mar 05, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES |
| Category | 6. ADMINISTRATIVE REPORTS |
| Subject | 6.3 Vice President of Administrative Services - Ms. Julia Morrison |
| Type | Information |

BACKGROUND**Business Office 2019 Spring Training**

The Business Office will host a training on Thursday, March 7, 2019 in the Boardroom from 10:00am to 4:00pm. The topics will include:

- Year-End Processes, etc.
- Purchasing
- Shutting Down Cal-Cards
- Budget
- Running Various Reports
- Fixed Expenses

Two of the topics to be covered are related to year-end closing. This will assist the Business Office in closing the books as soon as possible, as well as preparing for the next fiscal year.

The Business Office will also provide Datatel tips and tricks, and encourage participants to bring their own to share.

Professional Development for Business Office Staff

Several Business Office staff members have been taking advantage of professional development opportunities provided by the District. These opportunities include:

- Training Front Office Staff: Handling Difficult and Disruptive Behaviors. This training was a webinar hosted by Human Resources.
- Active Shooter Training presented by Burk McBride.
- MS Excel Pivot Table Training presented by Jose Ramirez in response to a request by the Business Office.

BUDGET IMPLICATIONS

None.

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