

Nancy Bailey

From: "Susan Cheu" <scheu@gavilan.edu>
To: "Nancy Bailey" <nbailey@gavilan.edu>
Sent: Monday, June 22, 2009 4:03 PM
Subject: Fw: New Banner Finance Self Service Training Times

Hello Nancy - the first set of Self Service Trainings.

Susan

----- Original Message -----

From: Susan Cheu
To: Pilar Conaway ; Teresa Iasin ; Rose Hernandez ; Randy Brown ; Victor Robinson
Sent: Monday, July 14, 2008 11:35 AM
Subject: New Banner Finance Self Service Training Times

Hello All,

The Banner sessions have all been filled. However, I'm opening up the following sessions. Please let me know if any of these will work for you.

8/18 at 10:00 AM and 2:00 PM
9/05 at 10:00 AM and 2:00 PM
9/22 at 10:00 AM and 2:00 PM

Regards,

Susan Cheu
Director, Business Services
Gavilan Community College
(408) 848-4739

Nancy Bailey

From: "Susan Cheu" <scheu@gavilan.edu>
To: "Nancy Bailey" <nbailey@gavilan.edu>
Sent: Monday, June 22, 2009 4:04 PM
Subject: Fw: Additional Finance Self Service Trainings

Hello Nancy,

The second set of trainings..

----- Original Message -----

From: Susan Cheu
To: [Supervisors](#) ; [Erin Crook](#) ; [Susan Dodd](#) ; [Ellen Venable](#) ; [Shuk Chun Auyeung](#) ; [Christina Salvin](#) ; [Leslie Tenney](#) ; [Arturo Rosette](#) ; [Kaye Bedell](#) ; [Russell Lee](#) ; [Rose Hernandez](#) ; [Enrique Luna](#) ; [Jane Maringer](#) ; [Marc Turetzky](#) ; [Bea Lawn](#) ; [admin@gavilan.edu](#)
Sent: Monday, July 21, 2008 1:16 PM
Subject: Additional Finance Self Service Trainings

Hello All,

The previous Finance sessions have all been filled. However, I'm opening up the following sessions. Please let me know if you or your staff would like to attend.

The sessions will take place in OE113 and last about an hour. We will cover how to access your program's financial information, drilldown to detail and export the information to Excel.

8/18 at 10:00 AM and 2:00 PM
9/05 at 10:00 AM and 2:00 PM
9/22 at 10:00 AM and 2:00 PM

Regards,

Susan Cheu
Director, Business Services
Gavilan Community College
(408) 848-4739

Nancy Bailey

From: "Susan Cheu" <scheu@gavilan.edu>
To: "Nancy Bailey" <nbailey@gavilan.edu>
Sent: Monday, June 22, 2009 4:06 PM
Subject: Fw: Finance Self Service Refresher Training

The third set...

----- Original Message -----

From: Susan Cheu
To: admin@gavilan.edu ; [SupvConf](#) ; [Erin Crook](#) ; [Susan Dodd](#) ; [Ellen Venable](#) ; [Shuk Chun Auyeung](#) ; [Christina Salvin](#) ; [Leslie Tenney](#) ; [Arturo Rosette](#) ; [Kaye Bedell](#) ; [Russell Lee](#) ; [Rose Hernandez](#) ; [Enrique Luna](#) ; [Jane Maringer](#) ; [Marc Turetzky](#) ; [Bea Lawn](#)
Cc: [Cathy Scattini](#) ; [Katie Day](#) ; [Michele Cortes](#) ; [Michelle Lopez](#) ; [Johanna Stewart](#) ; [Beverly Fisher](#)
Sent: Monday, March 02, 2009 10:41 AM
Subject: Finance Self Service Refresher Training

Hello All,

Many people have requested "refresher" training for Finance Self Service. I'll be offering additional Finance Self Service training sessions on Monday, March 9th:

1:00 PM to 2:00 PM
2:30 PM to 3:30 PM

If you would like to attend, please let me know. The session will consist of approximately 20 minutes of presentation/questions with the remainder of the time used for hands on training.

Regards,

Susan Cheu
Director, Business Services
Gavilan Community College
(408) 848-4739

Nancy Bailey

From: "Susan Cheu" <scheu@gavilan.edu>
To: "Nancy Bailey" <nbailey@gavilan.edu>
Sent: Monday, June 22, 2009 4:12 PM
Attach: Banner Self Service Training Schedule.xls
Subject: Finane Self Service Training - Attendees

Hello Nancy,

Attached is the list of attendees for the training sessions - please note there are two worksheets. The classes were limited to 8 so everyone could have access to a computer during training. I usually trained my own staff in any open slots.

I also have done number one-on-one sessions with various staff, including but not limited to: Jeff Gopp, Enrique Luna, John Lawton-Haehl, Candice Whitney, Joy Parker and Veronica Martinez.

Let me know if you need further information.

Regards,

Susan Cheu
Director, Business Services
Gavilan Community College
(408) 848-4739

7/21/08 @ 10:00 AM
1 Cindy Gonzales
2 Irma Bannuelos
3 Jan Bernstein-Chargin
4 Susan Alonzo
5 Cathy Scattini
6 Lucy Olivares
7 Delva Zamarron
8 Ron Hannon

8/18/08 @ 10:00 AM
1 Sherrean Carr
2 Randy Brown
3 Gloria Luna
4 Cindy Starr
5 Rachel Perez
6 Beverly Fisher
7
8 Katie Day

9/5/08 @ 10:00 AM
1 Jamie Chambers
2 Lilibeth Iba
3 Ozzy Zamora
4 Michael Giovannini
5 Shuk Au-Yeung
6 Diana Hanks
7 Christina Salvin
8 Connie Campos

9/22/08 @ 10:00 AM
1 Rosie Armstrong
2 Marie Janecka
3 Eddie Cervantes
4 Virginia Estrada
5 Rosalinda Barbosa
6 Shaesta Razaqi
7 Leslie Tenney
8
10:30 AM

7/21/08 @ 2:00 PM
1 Richard Alfaro
2 Ellen Venable
3 Orallis Magana
4 Ana Hipol
5 Russell Lee
6 Terry Newman
7 Susan Sweaney
8 Shannon Bishop

8/18/08 @ 2:00 PM
1 Lorraine Welk
2 Shaaron Williams
3 Teresa Ijasin
4 Pilar Conaway
5 Maribel Galvez
6 Ellen Venable
7 Fran Lozano
8 Michele Cortes

9/22/08 @ 2:00 PM
1 Gary Cribb
2 Rose Hernandez
3 Johanna Stewart
4 Celia Marquez
5
6
7
8
Puente/Ambassador Club

8/11/08 @ 2:00 PM
1 Arturo Rosette
2 Judy Rodriguez
3 Fran Lopez
4 Lupe Alfaro
5 Bea Lawn
6 Diane Stone
7 Virginia Estrada
8 Anne Ratto

Self Train
1 Eddie Cervantes
2 Alice Dufresne-Reyes
3 Leslie Tenney

March 9 Banner Self Service Training

1:00 PM to 2:00 PM

- 1 Hope Jukl
- 2 Terry Newman
- 3 Diane Stone
- 4 Susan Alonzo
- 5 Shuk Au-Yeung
- 6 Lucy Olivares
- 7 Fran Lozano
- 8 Vic Krimsley
- 9 Michael Giovannini

2:30 PM to 3:30 PM

- 1 Cathy Scattini
- 2 John Lawton-Haehl
- 3 Nancy Bailey
- 4 Ana Hipol
- 5 Gary Cribb
- 6 Michele Cortes
- 7 Christina Salvin
- 8 Rose Hernandez
- 9 Marlene Bumgarner