



CONTRA COSTA COMMUNITY COLLEGE DISTRICT

NEW EMPLOYEE ORIENTATION

Location: Board Room, District Office

Agenda for September 18th, 2013

Time	Topics	Presenter
8:30 am - 8:45 am	Welcome and Introductions	Andrea Gonzalez-Lewis
8:45 am – 9:45 am	Benefits	Reed Rawlinson
9:45 am – 10:00 am	CCCCD Policies and Procedures Workers Compensation	Reed Rawlinson
10:00am – 10:30am	Overview of Contra Costa Community College District	Mojdeh Mehdizadeh
10:30 am – 10:40 am	BREAK	
10:40 am – 11:10 am	Payroll	Michael Todd
11:10 am – 12:15 pm	Emergency Preparedness	Michael Hotton
12:15 pm - 1:15 pm	LUNCH	
1:15 pm – 2:15 pm	Information Technology	Greg Evilsizer Kat Ogden
2:15 pm – 2:45 pm	Purchasing	Dave Wetmore Ben Cayabyab
2:45 pm - 2:55 pm	BREAK	
2:55 pm – 3:10 pm	Accounting	Jonah Nicholas Arzu Smith
3:10pm – 4:10 pm	Environmental Health and Safety	Steve Webber Mike Griffith
4:10 pm – 4:20 pm	Professional Development	Andrea Gonzalez-Lewis
4:20 pm - 4:25 pm	Wrap Up and Evaluations	Andrea Gonzalez-Lewis