



VCCCD ***Training &*** ***Organizational*** ***Development***



2025-26

Moorpark • Oxnard • Ventura • DAC

Letter from the Chancellor

Dear Colleagues,

A thriving community college system embraces continuous learning and development, not only for students, but for employees as well. Last year, our District established a new division within Human Resources focused on Training & Organizational Development. This work is helping us streamline and centralize training, identify opportunities to meet employees’ developmental needs, enhance our culture, and advance our Modern Think ScoreCards.

- I’m proud of the progress we have made on this important, districtwide effort, including
- Reviewing mandatory training to ensure safety, quality, and legal compliance
 - Assessing development needs and offering new districtwide trainings each semester—including well-being support
 - Launching the Leadership Essentials Series to strengthen leadership, communication, and inclusion
 - Piloting an onboarding system and supervisor checklist to improve the new hire experience
 - Expanding Vision Resource Center use to increase access, support growth, and help employees track training progress

This Fall, we’re launching *The Leadership Collaborative at CCVC*, a new districtwide cohort program designed to support leadership development across roles and campuses. All faculty, classified professionals, supervisors, and administrators are encouraged to apply.

This guide outlines opportunities to support your professional growth. As we commit to continuous learning, we help shape a stronger culture, more inclusive workplace, and better student experience. I invite you to reflect on your goals and grow in your role as a vital member of our District community.

Sincerely,



Rick MacLennan
Chancellor



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the Community Colleges of Ventura County

Training & Development

At the Ventura County Community College District (VCCCD), we believe that learning doesn't stop once you've graduated from school. Training and growth opportunities are how we invest in our employees, foster growth, and strengthen our community. Whether you're just starting out in your new role, deepening your skills, or looking for new ways to stay engaged and inspired, ongoing learning is a key part of your journey here.

In addition to the learning opportunities offered through each college's professional development efforts, this guide is here to help you discover and pursue the districtwide trainings available to support your growth wherever you work. It includes a wide range of offerings—from required trainings that ensure compliance and safety, to live workshops that help you grow new skills, to self-paced options you can complete on your own time. Whether you're teaching in the classroom, working behind the scenes in an office, or connecting with our future students in the community, your growth matters—and there's something here for everyone.



Our commitment to employee growth also means supporting the whole person. That's why our offerings include resources to strengthen leadership at every level—not just for supervisors—and workshops that support mental, emotional, and physical wellbeing. We believe that confident, healthy, and empowered employees are essential to the success of our students and our district.

Training at VCCCD is flexible, collaborative, and personal. We encourage you to reflect on your goals, talk with your supervisor, and make a plan that supports your role, your team, and your future. Whether you participate in a session this week or outline a year-long learning path, it's all part of the same commitment: growing together in service of our mission.

Let's get started.



How to Enroll in Districtwide Training

Creating a **professional development plan** is a collaboration between an employee and their supervisor. Be sure to discuss your development goals with your supervisor and gain approval to enroll in trainings available districtwide and at your campus or the District Administrative Center.

Vision Resource Center

Vision Resource Center (VRC) is a customized learning management system that serves as a valuable learning and collaboration platform for Ventura County Community College District employees.

As a part of the statewide California Community Colleges System, VCCCD employees have complete access to the VRC's more than 5,000 online training courses and events on a wide array of topics. The VRC also serves as a space to connect with other community college professionals around the state in online communities to ask questions and engage in discussions.

Additionally, the VRC is where employees can register for most districtwide, VCCCD instructor-led training events and view their training transcript.

This resource supports your professional development by helping you connect with others, create a personalized learning plan, and achieve your growth and development goals.

Access VRC Trainings

There are several ways to find and enroll in trainings through your VRC dashboard:

MyVCCCD Portal

Log in and navigate to Resources for Staff > Professional Development

VCCCD Website

Navigate to the [Districtwide Trainings and Workshops page](#) and find the login link under Accessing Online Training

Direct Access

Log in to the [Vision Resource Center dashboard](#) directly



Navigating the VRC Dashboard

Your personal VRC dashboard provides several tools to help you manage your learning experience:

Learner Home

Selecting the Learner Home lightbulb icon takes you to a central hub where you can search for topics of interest or browse suggested courses.

On this screen, you can also track course completions, choose/edit your preferred learning subjects, create new playlists of trainings you're interested in, and see assigned trainings.

Calendar

Selecting the Calendar icon takes you to the California Community Colleges System master calendar. This event calendar showcases upcoming statewide workshops as well as upcoming VCCCD instructor-led trainings.



My Transcript



Learner Home



Calendar



Training Search

Training Search

Selecting Training Search magnifying glass icon will direct you to the full database of more than 5,000 trainings of varying topics and lengths. You can search by keyword and use filters to narrow down your search results.

My Transcript

Selecting the My Transcript mortarboard icon takes you to your complete VRC training history, which you can sort by Active, Completed, or Archived status.

From this screen, you can easily jump back into a training where you left off or download the course certificate after the training is complete.

Video Training

When you find a video training you're interested in, click Launch to begin your course in a new window. Some courses have quizzes and resource materials after the video, so be sure to complete all portions of the training to ensure that it appears on your VCCCD transcript. You can save trainings for later or add them to a playlist. To replay a completed session, just select Launch from the dropdown menu again.

VCCCD Training

To enroll in a VCCCD training session, navigate to its event page through the calendar or a direct link. You can then access the Session Details screen by clicking the View

Details button and register using the Request button.

Statewide Workshops

If you are interested in a statewide workshop or webinar listed on the master calendar, select the title and view the Session Details. If the session is open to all employees, you can enroll by pressing the Request button.

Enrollment and waitlist confirmation emails are sent to your VCCCD email address automatically from the Vision Resource Center. You can also add yourself to a waitlist for a training or workshop when the session is full, and you will be contacted if a space becomes available.

If you have trouble accessing the VRC, [please submit a ticket with our Districtwide IT HelpDesk!](#)

Go2Knowledge

Go2Knowledge offers a selection of on-demand video trainings and webinars for employees at all three campuses and the District Administrative Center. These resources cover a variety of topics to support your professional development.

To access Go2Knowledge, log in to the MyVCCCD Employee Portal and go to Professional Development. Then under the Go2Knowledge section, select your campus location.

Once you're on the site, you can search the Digital Library for topics of interest, explore the Live Events section for upcoming webinars, or browse through the On-Demand webinars and podcasts, which you can view at any time.



Keenan SafeColleges

All districtwide mandatory training is provided through **Keenan SafeColleges, an online training platform**. When you are newly hired, you will receive an email with instructions on how to log in for the first time.

When it's time to complete a required training, you'll receive an email with direct links and due dates. After logging in at vcccd-keenan.safecolleges.com, you'll be taken to your My Assignments dashboard, where all of your mandatory trainings will be listed.

You can also access your Training History, a transcript of all training courses you have taken in Keenan SafeColleges, making it easy to download and save your training certificates.

In addition to mandatory trainings, Keenan SafeColleges offers a library of optional courses on various topics, such as Stress Management and Office Ergonomics, allowing you to explore additional learning opportunities at your own pace. Supervisors may also request customized trainings to meet their team's needs.

Training Completion and Verification

College and District leadership are responsible for ensuring that all required trainings are completed by their employees. Supervisors may ask you to provide training certificates or a copy of your Training History page as proof of completion.

Classified professionals, professional experts, provisional employees, and student workers should complete trainings during regular working hours.

Contract faculty should incorporate trainings into their college service hour plans or self-assigned flex day contracts.

Non-contract faculty should include these trainings in their self-assigned flex day contracts.

Mandatory Trainings

All VCCCD employees are required to complete mandatory training within 30 days upon hire, with some trainings repeated annually or every two years based on Federal and State laws. Supervisory staff are required to complete additional trainings. Depending on your role and location, your supervisor or division may also require you to complete additional trainings to support your responsibilities.

The table below outlines the districtwide training requirements provided through Keenan SafeColleges, including the required audience and frequency. Your supervisor will provide you with a list of any additional trainings for your position beyond those listed here.

Training Name & Length*	Required Audience	Frequency
Sexual Harassment Prevention – Employees <ul style="list-style-type: none">Sexual Harassment Prevention for Non-Managers (SB 1343) – 60 min.Sexual Harassment: Staff-to-Staff – 37 min.	All employees, except supervisory staff	Upon hire; then every two years
Sexual Harassment Prevention – Supervisory <ul style="list-style-type: none">Sexual Harassment: Policy and Prevention – 120 min.Sexual Violence Awareness for Employees (AB 2683) – 39 min.	All supervisory staff	Upon hire; then every two years
Title IX <ul style="list-style-type: none">Title IX: Role of Employees – 24 min.	All employees	Upon hire; then annually
Cybersecurity <ul style="list-style-type: none">Browser Security Basics – 17 min.Email Messaging Safety – 23 min.Password Security Basics – 10 min.Protection Against Malware – 17 min.	All employees	Upon hire; then annually
Mandated Reporter Training <ul style="list-style-type: none">Mandated Reporter: Child Abuse and Neglect – 51 min.	All employees**	Upon hire; then annually
Workplace Violence Prevention <ul style="list-style-type: none">Clery Act Overview – 40 min.Workplace Violence: Awareness and Prevention – 22 min.	All employees	Upon hire; then annually
Injury & Illness Prevention <ul style="list-style-type: none">New Hire Orientation – 27 min.	All employees	Upon hire
Management <ul style="list-style-type: none">Supervisor's Role in Safety – 30 min.Managing Difficult Behaviors – 20 min.Performance Management – 33 min.	All supervisory staff	Upon hire

*Training lengths may change slightly due to updates by Keenan SafeColleges.
**Child Development Center staff will also continue to complete the State-issued 4-hour Mandated Reporter Training upon hire, and then the State-issued 2-hour Mandated Reporter Training every two years.

If you have any questions about mandatory training, please contact HRtraining@vcccd.edu.

Districtwide Training & Development Opportunities

To support your professional development at VCCCD, an array of districtwide live, instructor-led trainings are provided to all employees across the District either in person or online. Dates, times, and registration links for each session are listed in the Districtwide Training Schedule, found in Appendix A. The following sections provide an overview of our current and upcoming Districtwide training offerings.

Finance

Banner Finance Training

A prerequisite for Requisition Training, this session provides an introduction to the Banner Finance system, designed for both new users and those needing a refresher. The training covers system navigation, understanding the chart of accounts and FOAPs, and accessing key Banner screens. Supervisory staff receive customized training tailored to their responsibilities, including running reports, managing approvals, and related tasks.

To join an upcoming session and receive Banner access, contact the Fiscal Services Supervisor at your location:

Moorpark College—Lisa Smith, lsmith@vcccd.edu

Oxnard College—Brenda Griego, bgriego@vcccd.edu

Ventura College—David Casas, dcasas@vcccd.edu

District Administrative Center—Richard Hullum, District Budget Director, rhullum@vcccd.edu

Banner Requisition Training

This training is designed for employees responsible for initiating purchase requisitions in Banner Finance. Participants must have completed the introductory Banner Finance Training and have active Banner Finance access before attending. The session provides step-by-step guidance on entering, tracking, and managing requisitions within the system. Topics include navigating key requisition screens, understanding required fields, ensuring FOAP accuracy, and submitting requests for approval. Best practices for efficiency, compliance, and common troubleshooting tips will also be covered.

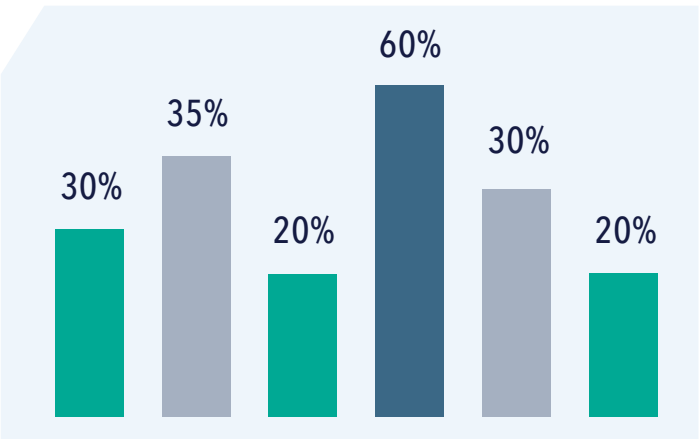
Chrome River and Procurement Card (P-Card) Trainings

These two trainings provide an overview of Chrome River and P-Card guidelines, including travel policies, allowable and unallowable expenses, reconciliation procedures, and documentation requirements. Participants will learn how to submit expense reports, attach receipts, allocate expenses correctly, and follow district compliance procedures to ensure accurate and timely processing. For questions or additional support, please contact your Fiscal Services Supervisor.

Excel Training Series

Enhance your Excel skills with the Zoom training series led by Richard Hullum, District Budget Director. Each session features instruction on a highlighted topic followed by Q&A, covering different aspects of Excel's functionality and practical applications. Attend one, some, or all sessions based on your skill level and interests, including sessions on

- Excel Basic Knowledge
- Formulas and Functions
- Pivot Tables
- And more!



Information Technology & Distance Education

Accessibility Basics for Digital Content

These sessions cover key practices for creating digital content that is usable and accessible to all—including people with disabilities who use assistive technologies. Learn practical ways to improve the accessibility of your emails, Word documents, PDFs, and more to help ensure equity and compliance across the District.

Advanced Microsoft Teams

Expand your Teams skills in this one-hour Zoom session led by Jon Gallagher, District Systems Administrator. You'll review some basic topics like how to transfer calls, how to opt-in and out of a departmental call queue, and how to set custom notifications for group chats and channels. You'll also explore more advanced topics like how to setup a transfer option to from your voicemail to go to a general department number, how to use SharePoint inside Teams, how to use Copilot in Teams, and more.

Advanced Zoom AI

Explore Zoom's newest AI tools in this one-hour online training led by Jon Gallagher, District Systems Administrator. You'll learn how to generate meeting summaries, tag key sections of recordings, chat with Zoom AI during a meeting, deal with intrusive third-party AI notetakers, and use features like an AI-powered whiteboard and meeting coach. The session also covers upcoming Zoom storage restrictions from the state tech center. The session includes 45 minutes of instruction and 15 minutes of Q&A.

Learning the Language: How to Craft AI Prompts for Desired Results

This session is designed to empower staff with the knowledge and techniques needed to create AI prompts that produce specific desired outcomes. Participants will gain insights into the inner workings of AI language models and learn how to use this understanding to generate targeted AI responses. Multiple AI tools will be covered in this session.

Drupal User Training

Learn the fundamentals of Drupal—the content management system used to update VCCCD websites. This training is intended for employees approved to manage their department webpages and will cover how to create and edit pages, upload photos and graphics, and apply best practices for web content and accessibility compliance.

To gain access to the Drupal CMS for website content management, you must first complete a self-paced training program. To enroll in the training, submit a [Service Request form](#). Make sure to indicate your campus and your supervisor's name & email address.

VCCCD Distance Education Summit

The VCCCD Distance Education Summit is an annual virtual event open to faculty, classified professionals, and administrators across the district, offering practical strategies to enhance online teaching and learning. The summits, hosted in rotation by each college, feature keynote speakers and sessions focused on annual themes, with lightning rounds, student panels, and more.

Human Resources

Districtwide Title IX/SB 493 and Trauma-Informed Practices

This training covers state and federal updates and compliance requirements, with a special focus on trauma-informed practices critical to ensuring safe, fair, and equitable environments in matters involving sexual harassment or misconduct.

Equity-Mindedness and Faculty Hiring Workshop

Designed for faculty hiring committees, participants reflect on bias, examine past experiences, and develop criteria to support equity-minded hiring practices. Led by Dr. Román Liera from Montclair State University.

Exploring Career Pathways at VCCCD

This workshop introduces employees to potential career growth opportunities within VCCCD. Learn about job families, advancement pathways, and planning professional development for future roles.

Real Colors® Fundamentals Workshop

Discover your unique personality strengths and improve communication with colleagues through the Real Colors® framework. This workshop helps you better understand yourself and others, fostering inclusion, teamwork, and appreciation of diverse working styles. Facilitated by Wendy Saunders and Rebeca Lopez.

Title V Equal Employment Opportunity (EEO) Training for Selection Committees

Required every two years for all employees serving on interview panels or hiring committees. Covers legal requirements, benefits of workforce diversity, identification and elimination of bias in hiring, cultural competence, and best practices for hiring committees.

Understanding the VCCCD Interview and Selection Process

This training demystifies VCCCD's structured hiring process and helps you prepare for success when applying for internal positions. Learn about interview formats, the role of raters, common question types, and how to navigate the eligibility and selection process.

Team Development

CliftonStrengths® for Teams

This interactive team workshop helps departments identify and leverage the unique talents of each member using the CliftonStrengths® assessment. Teams will explore how to invest in their collective strengths to improve collaboration, engagement, and project success. Departments purchase assessments, and the process begins with a goal-setting consultation.

Real Colors® Workshops for Teams

Designed for departments seeking to enhance communication and collaboration, this workshop guides teams through the Real Colors® personality framework. Team members gain insight into each other's strengths and motivators, fostering inclusion, appreciation, and stronger teamwork. Departments purchase assessments, and the process begins with a consultation call.

Wellbeing

Wellness Benefits Beyond Healthcare with Burnham

SISC healthcare plan members (Anthem or Kaiser) have access to a range of wellness resources beyond traditional medical care. This virtual workshop, presented by Burnham Benefits, highlights these additional benefits and how to take advantage of them.

Introduction to Mindfulness for Stress Relief

Explore the foundations of mindfulness and how it can support mental well-being, reduce stress, and improve focus and sleep. This session includes simple techniques to help you feel more present, calm, and grounded. Led by certified mindfulness teacher Wendy Saunders.

Introduction to Box Breathing to Relieve Anxiety

Learn a simple, effective breathing technique used by Navy SEALs to reduce anxiety and improve focus. This session introduces the practice of box breathing and offers tools to make it accessible and easy to use. Led by certified mindfulness teacher Wendy Saunders.

Leadership Development

The Ventura County Community College District offers a variety of leadership development opportunities for employees of every level. Whether you're new to supervision or looking to strengthen your existing leadership practices, the workshops in this section provide practical tools and strategies to help you lead effectively across the district.

Leadership Essentials

The Leadership Essentials trainings are designed to support those in formal leadership roles as they navigate performance management, team development, labor relations, and more. If you are currently in a supervisory role at VCCCD, you can register for the following sessions designed to provide foundational leadership training for supervisory staff.

Effective Labor Relations

This training introduces VCCCD supervisors to best practices in building collaborative, trust-based relationships with classified and academic unions. Led by the District's Chief Negotiator, the session explores strategies for effective communication, interest-based negotiation, and conflict resolution. Participants will gain practical tools to foster mutual respect and support a positive workplace culture. Held at the District Office Boardroom with a lunch break

FRISK® Trainings

This workshop trains participants on the FRISK® model for documenting below-standard employee performance. Presented by the law firm Atkinson, Andelson, Loya, Ruud & Romo (AALRR), the training will define the FRISK acronym, provide practical examples of its application, and strengthen participants' documentation skills in supervisory contexts. Refresher sessions are also made available via Zoom.

To request a FRISK® book or additional resources, contact:
Moorpark College—Dr. Jennifer J. Clark, jclark@vcccd.edu
Oxnard College—Karla L. Banks, kbanks@vcccd.edu
Ventura College—Andrea Rambo, vcpresoffice@vcccd.edu
District Office—Training & Organizational Development, HRTraining@vcccd.edu

Introduction to Performance Management and the Classified Evaluation Process

This training introduces year-round performance management strategies connected to district and campus goals. Supervisors will practice writing clear, measurable goals and evaluation narratives using the C-E-I-J method. Includes a review of classified evaluation guidelines. Held at the District Office Boardroom with a lunch break.

Leadership & Management Basics

This training explores the differences between leading and managing, the role of employee engagement in higher education, and research-based strategies for effective communication. Participants will practice coaching and delivering feedback through real-world scenarios. Held at the District Office Boardroom with a lunch break

Team Building & Development

Learn what makes a high-performing team and how to build one. This session covers trust-building, team belonging, psychological safety, and appreciation and recognition strategies. Supervisors will explore practical ways to foster collaboration and support open communication. Held at the District Office Boardroom with a lunch break

Understanding Employee Leaves: Guidance for Supervisory Staff

This workshop, facilitated by our HR team, will help supervisory staff navigate the processes for and responsibilities involved when employees request leaves of absence—whether for medical, family, military, or personal reasons. Participants will gain clarity on eligibility, documentation, timelines, and how to support their teams while maintaining compliance with district policies and state and federal regulations. Q&A included.

Liebert Cassidy Whitmore Workshops for Supervisory Staff

In partnership with the law firm Liebert Cassidy Whitmore (LCW), VCCCD offers a series of virtual Zoom workshops to help supervisors and managers navigate employee relations, legal responsibilities, and performance documentation. These sessions provide practical guidance grounded in employment and education law. **Information presented in these course offerings is critical to effective supervision of employees. Anyone working in a supervisory assignment is strongly encouraged to attend.**

An Employment Relations Primer for Community College District Administrators and Supervisors

This workshop provides district managers with an overview of employment relations issues including past practice, grievances, discipline, evaluation and discrimination. This is an excellent workshop for first time managers or as a refresher to seasoned managers

Evaluation, Discipline and Non Re-employment of Contract Faculty

This workshop will explore the correct procedures for evaluation of new faculty and will discuss the options available if a new faculty member does not meet expectations.

Name that Section: Frequently Used Education Code and Title 5 Sections for Community College Districts

This workshop will be a survey into many of the more common (and perhaps less common) sections/topics with which our clients have struggled, addressing the tenure review process, temporary academic employees, the 67% law, proper use of short term, substitute and limited term classified employees, classified and academic leaves of absence provisions, Title 5 issues regarding recruitment, records retention, proper use of criminal records, and student records.

Prevention and Control of Absenteeism and Abuse of Leave

This workshop provides effective solutions to the most persistent and vexing problems of employee absenteeism and/or abuse of leave privileges.

Privacy, Technology, and Online Activities: Where’s the Line?

This training explores employee responsibilities and privacy expectations when using workplace technology. Topics will include use of AI, chat, and text communications, using personal devices for work, and review of real case studies. Participants will gain practical guidance on maintaining professional conduct, potential disciplinary risks in a digital environment, and accountability in today’s digital work environment.

Public Sector Employment Law Update

An informative review of new laws and court cases to keep you on top of significant changes in labor and employment law.

Retirement Issues for California’s Community College and K-12 School Districts

This workshop helps employers navigate retirement benefits and the public retirement systems focusing on the Public Employees’ Retirement Law (PERS) and the State Teachers’ Retirement System (STRS). Topics include compulsory and optional membership, retirement formulas, special and pensionable compensation, service credit, compensation creditable to the STRS defined benefit plan versus the defined benefit supplement plan, and employer and member contributions. It will also cover retiree medical, vested rights, modifying pension benefits, employment after retirement for both PERS and STRS annuitants, and early retirement incentives.

Temporary Faculty Members

This workshop will unravel the mysteries of this important employment action. The topics that will be discussed include: when & how faculty can acquire tenure, the “67 % rule,” and the differences between persons employed before 1967 and after 1967.

Office Hours

This unique, town hall-style workshop gives supervisors, managers, and HR staff the opportunity to ask employment, labor, and education law questions directly to legal experts. Participants may submit questions in advance or bring them to the session for live discussion.



Leadership Growth at Every Level

Leadership is not the same as management. You don't need a supervisory title to be a leader. At VCCCD, we encourage employees in every role to take initiative, inspire others, and lead with integrity. If you're looking to grow your leadership skills, there are many ways to expand your knowledge:

- Reading books, articles, or watching videos on leadership and related topics
- Taking self-paced leadership-related trainings
- Participating in The Leadership Collaborative at CCVC leadership development program
- Attending a higher education conference or training
- Setting up an informational interview with someone in a leadership role you're interested in
- Participating in a governance or advisory committee, council, or work group
- Pursuing a leadership role with the Classified or Academic Senate
- Exploring stretch assignments within your classification to build new skills
- Taking a business management course or workshop at a local college, university, or organization
- Pursuing an MBA or other graduate degree

The Leadership Collaborative at CCVC

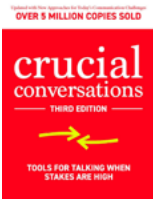
The Leadership Collaborative at CCVC is a leadership development offering for faculty, staff, supervisors, and administrators. Over the course of this 7-month, cohort-based program, participants will explore and strengthen the leadership competencies, skills, and mindsets needed in today's higher education landscape—alongside colleagues from across the District with diverse roles and perspectives. The program will include monthly in-person sessions, a blend of collaborative and independent learning experiences, and practical assignments paired with guided reflection. Participants will leave the program with deeper insights and practical tools to strengthen their leadership, motivate and inspire others, and contribute to innovative, collaborative, and community-focused work throughout our District. Applications are due annually in August, and notifications of acceptance are sent in September.



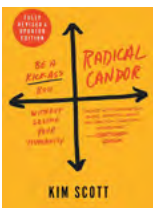
Recommended Reading

Reading is a powerful way to explore leadership, communication, and equity on your own terms. The titles below are grouped by theme and include short descriptions to help you find what resonates. These books are available to be borrowed from the Training & Organizational Development department in Human Resources. To check availability, email HRtraining@vcccd.edu. Many titles are also available through your campus library or can be purchased online or from a local bookstore.

Communication & Feedback



Crucial Conversations: Tools for Talking When Stakes are High
by Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler, and Emily Gregory
A practical guide to navigating high-stakes conversations with confidence, clarity, and emotional intelligence. Useful for supervisors and team members alike.

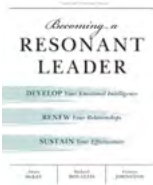


Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity
by Kim Scott
Encourages leaders to give feedback that is both direct and caring, helping to build stronger relationships, foster accountability, and create high-performing teams.

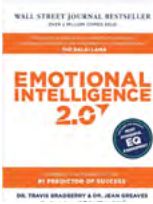


Thanks for the Feedback: The Science and Art of Receiving Feedback Well
by Douglas Stone and Sheila Heen
This book offers a practical framework for turning evaluations, coaching, and criticism into opportunities for growth, making it especially valuable for leaders navigating performance management and professional development.

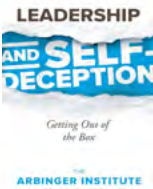
Emotional Intelligence & Personal Growth



Becoming a Resonant Leader: Develop Your Emotional Intelligence, Renew Your Relationships, Sustain Your Effectiveness
by Richard Boyatzis, Annie McKee, and Fran Johnston
Explores how leaders can foster connection and resilience by managing emotions, building relationships, and leading with purpose and mindfulness.

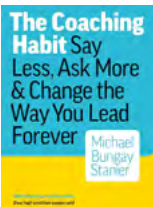


Emotional Intelligence 2.0
by Travis Bradberry and Jean Greaves
Breaks down emotional intelligence into four key skills and offers strategies for strengthening self-awareness and relationship-building at work.

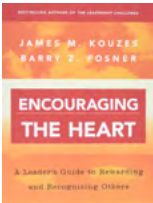


Leadership and Self-Deception: Getting Out of the Box
by The Arbinger Institute
Reveals how unconscious self-deception can undermine leadership and offers a framework for shifting toward accountability, empathy, and trust.

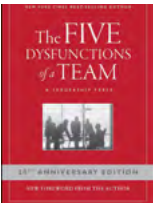
Building & Leading Teams



The Coaching Habit: Say Less, Ask More & Change the Way You Lead Forever
by Michael Bungay Stanier
Introduces seven powerful questions that help leaders shift from advice-giving to curiosity-driven coaching. With practical tips and a conversational tone, this book equips supervisors to develop their teams' potential through everyday coaching moments.



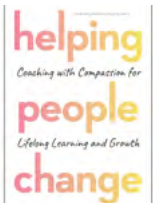
Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others
by James Kouzes and Barry Posner
Focuses on the human side of leadership—recognizing contributions, celebrating values, and building morale through genuine appreciation.



The Five Dysfunctions of a Team: A Leadership Fable
by Patrick Lencioni
A leadership fable that identifies common pitfalls that teams face, such as absence of trust and fear of conflict, and offers a model for building a cohesive, effective team.



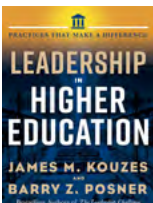
The Fearless Organization: Creating Psychological Safety in the Workplace for Learning, Innovation, and Growth by Amy C. Edmondson
Explores the concept of psychological safety in the workplace, providing strategies for creating environments where employees feel safe to take risks and voice their ideas without fear of retribution.



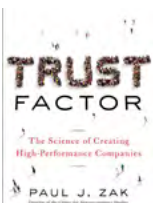
Helping People Change: Coaching with Compassion for Lifelong Learning and Growth
by Richard Boyatzis, Melvin L. Smith, and Ellen Van Oosten
Focuses on the power of coaching with compassion, emphasizing how leaders can connect with others on a deeper level to inspire and sustain personal and professional growth.



It's the Manager: Moving from Boss to Coach
by Jim Clifton and Jim Harter
Highlights the shift from traditional management practices to a coaching approach, providing insights on how managers can develop employees' strengths and improve team performance.



Leadership in Higher Education: Practices that Make a Difference
by James M. Kouzes and Barry Z. Posner
Applies well-known leadership principles to the context of colleges and universities, offering case studies and practical strategies for leaders in academic settings.



Trust Factor: The Science of Creating High-Performance Companies
by Paul J. Zak
Explores the neuroscience behind trust in the workplace and offers evidence-based practices leaders can use to build a culture of trust, collaboration, and performance.

Organizational Change & Strategy



HBR Guide to Critical Thinking

by Harvard Business Review

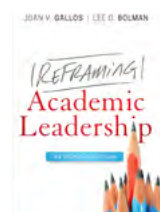
Provides practical tools to evaluate information, recognize biases, and make sound decisions—essential skills for leaders navigating complex problems.



Leading Change

by John P. Kotter

A classic guide to organizational change, presenting an eight-step model for leading successful transformations with urgency, vision, and strong coalition-building.

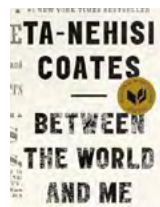


Reframing Academic Leadership

by Joan V. Gallos and Lee G. Bolman

Offers a thoughtful, practical framework for navigating the unique complexities of leadership in higher education, with real-world examples and strategies especially relevant for those leading in today's rapidly evolving academic environment.

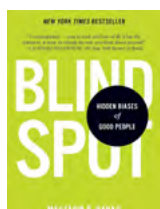
Diversity, Equity, Inclusion, and Belonging



Between the World and Me

by Ta-Nehisi Coates

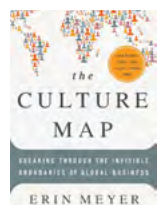
A personal and powerful reflection on race in America, written as a letter from a father to his son. This book offers valuable perspective on lived experience and systemic racism, helping educators and staff build empathy and awareness.



Blindspot: Hidden Biases of Good People

by Mahzarin R. Banaji and Anthony G. Greenwald

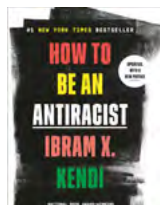
Explores how implicit biases shape behavior—even in well-intentioned people. A helpful resource for understanding how unconscious attitudes affect workplace interactions, decision-making, and equity efforts.



The Culture Map: Breaking Through the Invisible Boundaries of Global Business

By Erin Meyer

Provides a smart analytical framework with practical, actionable advice for decoding cultural differences and how people from starkly different backgrounds are expected to work harmoniously together.



How to Be an Antiracist

by Ibram X. Kendi

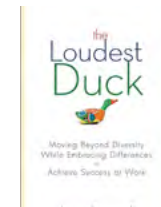
Combines memoir and scholarship to explore the difference between being “not racist” and being actively antiracist. Offers a compelling framework for addressing systemic inequity both personally and professionally.



Just Mercy: A Story of Justice and Redemption

by Bryan Stevenson

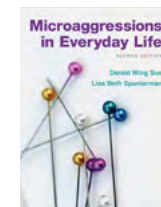
A gripping true story about injustice in the U.S. legal system, focused on the power of compassion, advocacy, and reform. This book is especially relevant for those working with system-impacted students or interested in restorative justice.



The Loudest Duck: Moving Beyond Diversity While Embracing Differences to Achieve Success at Work

by Laura Liswood

Uses workplace parables to highlight how cultural differences impact communication, power, and inclusion. A practical and accessible read for teams working to build more inclusive and equitable environments.



Microaggressions in Everyday Life

by Derald Wing Sue and Lisa Spanierman

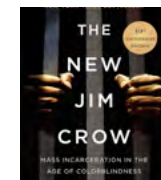
Examines the subtle, often unintentional behaviors and comments that can marginalize individuals based on race, gender, sexual orientation, and other identities. Explores the psychological and social impact of microaggressions, and offers practical strategies for recognizing, addressing, and preventing them in educational, workplace, and community settings.



My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies

by Resmaa Menakem

Explores how racialized trauma lives in the body and is passed down across generations. Offers body-based healing practices especially relevant for those doing equity work or supporting student and employee wellbeing.



The New Jim Crow: Mass Incarceration in the Age of Colorblindness

by Michelle Alexander

A deeply researched examination of how mass incarceration functions as a system of racial control. Offers context for understanding structural inequality and its effects on communities we serve.



Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do

by Claude M. Steele

Introduces the concept of stereotype threat and its impact on performance, identity, and opportunity. Highly relevant for anyone working in education or student support roles.



White Fragility

by Robin DiAngelo

Explores the defensive responses white people often have when discussing race, and how these reactions can hinder productive dialogue. Offers strategies for engaging in honest, reflective conversations about racism in the workplace and beyond.



White Rage: The Unspoken Truth of Our Racial Divide

by Carol Anderson

Analyzes how progress toward racial equity in the U.S. has often been met with systemic backlash. A powerful read for understanding the historical patterns that continue to shape policy, education, and social structures today.

Independent Learning & Development

Professional growth doesn't always happen in a classroom or live session. Sometimes the most meaningful learning happens when you set your own pace and apply new knowledge directly to your work. The resources below offer recommended self-guided options available to all VCCCD employees—but they're just a starting point. As you collaborate with your supervisor on your professional development goals, you're encouraged to explore these platforms and create a customized learning pathway that supports your role, interests, and personal growth.

Accessibility

Accessibility for California Community Colleges

(4 hours, VRC)

This learning pathway is made up of modules developed in partnership with the California Community Colleges Accessibility Standard Working Group. This pathway covers introductions to Sections 504 and 508, reporting for accessibility, universal design for learning, accessible instructional materials, and accessible presentations, websites, and technology.

Accessibility Center Canvas Courses

(40+ micro-courses, CCCAC)

The Accessibility Center has designed a series of free, online micro-courses in Canvas in collaboration with @ONE. These courses focus on accessibility best practices across a variety of areas to support access for students, staff, and faculty with disabilities and all other members of the campus community. Topics include alternative text for images, color contrast, accessible links and captions, Braille, and more.

Accessible Document Training

(10 hours, WebAIM)

This 10-hour self-paced training program, sponsored by the CCC Accessibility Center, equips participants with the skills to create, evaluate, and optimize accessible Word, PowerPoint, and PDF documents. This training is offered free for CCC employees. Participants who complete the course and assessments will receive a Certificate of Completion and ongoing access to course materials.

Canvas

Introduction to Teaching with Canvas

(40 hours, VRC and Canvas)

This course will introduce you to the beauties of using Canvas in online, hybrid, and face-to-face classes. These simple, hands-on lessons give you the chance to master Canvas in your own practice course to build a home page, content page, discussion, and quiz, while also exploring how to use Canvas communication tools. If you're new to Canvas or just want a powerful refresher on the basics, this course is a great starting point, and you get to keep your sandbox to play in, experiment, and build your online material!

Self-Paced Canvas Courses

The California Virtual Campus' Online Network of Educators (CVC@ONE) provides high-quality professional development opportunities designed to improve online teaching and learning in the California Community Colleges. This playlist includes five micro-courses (1-2 hours each) on designing and organizing your Canvas course, as well as ensuring that your course is accessible to all students.



Communication & Conflict Resolution

Communication Toolkit

(1 hour, VRC)

This course introduces key communication skills to help you strengthen verbal and non-verbal interactions in the workplace and better understand different styles and systems. Topics include transparency, overcommunicating, non-verbal and body language, and best practices.

Conflict Management Microlearning Series

(0.5 hour, VRC)

This short video series covers how to handle your own emotions during conflicts, understand what you can do when others' emotions are running high, learn the EASY conflict management process, and explore special situations when you've done everything you can, but the conflict persists.

Conflict Resolution for Beginners

(1.5 hours, VRC)

This course explores the costs of conflict avoidance in the workplace and offers practical strategies to address disputes directly. Learn how to improve your listening and communication skills while working toward effective, lasting resolution.

Diversity, Equity, Inclusion, & Belonging

Anti-Racist Learning Modules: Implicit Bias and Cultural Competency

(2.25 hours, VRC)

This series of two professional development learning modules focuses on cultural competency and implicit bias. They are meant to serve as a resource to engage in meaningful conversation and gain a deeper understanding of structural racism and institutional biases that exist and create challenges for our historically marginalized communities. Recognizing that the racial diversity of our students is one of our system's strongest assets, these learning modules are intended to support California community college employees in obtaining the knowledge needed to lead local DEI efforts, take personal and institutional responsibility for the success of students, and help to retain diverse faculty and staff.

A Seat at the Table Conversation Series

(20 talks, each 10-15 minutes in length, VRC)

Welcome to the Cornerstone Original Learning Series, A Seat at the Table. In this series, people from diverse backgrounds have vulnerable conversations about how social issues have impacted them in the workplace. Pull up a chair as real people share personal experiences about the most relevant social issues in the workplace today. Table talk topics explored include addiction, age, belonging, burnout, code-switching, depression, imposter syndrome, Latin identity, politics, wearing hijab, and others.

California Land Acknowledgement and Tribal Consultation Toolkit for Serving AIAN Students

(2 hours, VRC)

The purpose of this tribal consultation toolkit is to encourage all faculty, staff, administrators and students to acknowledge the original Nations on whose land we work, learn, and live. The California Community Colleges recognize that land acknowledgements provide a foundation for consultation and relationship building with Tribal governments and partners throughout the state. This toolkit was created in collaboration with the National Indian Justice Center, California Indian Museum and Cultural Center, California Indian Culture and Sovereignty Center, Naqmayam Communications and Foundation for California Community Colleges. Most importantly, this training provides historical and political context, important demographics and the processes and protocols for meaningful and consistent consultation with California Indian Tribes.

Creating an Equitable and Anti-Racist Syllabus

(1.5 hours, VRC)

In this recorded session, explore what it means to create an equitable and anti-racist syllabus. Presenters define terms and share ways to incorporate diverse perspectives and consider the equitable integration of materials into course syllabi. Presenters encourage participants to explore their own biases and areas of growth to improve and build upon their own existing syllabi.

Diversity, Equity, Inclusion, and Accessibility for Basic Needs Professionals Curriculum (4 hours, VRC)

This series developed by California Community Colleges is designed for professionals in basic needs. It follows the theme of building inclusive spaces and interactions by applying solutions focused on DEIA and covers topics such as definitions, challenging the stigma of poverty, creating a culture of care, basic needs infrastructure, and policy design and advocacy.

Diversity, Equity, Inclusion, and Accessibility for Enrollment Management Professionals Curriculum (4 hours, VRC)

This series developed by California Community Colleges is designed for professionals in enrollment management. It follows the theme of building inclusive spaces and interactions by applying solutions focused on DEIA and covers topics such as definitions, stigma of community college, impact of unconscious bias, equity and cultural responsiveness, and enrollment management frameworks.

Diversity, Equity, Inclusion, and Accessibility for Financial Aid Professionals Curriculum (4 hours, VRC)

This series developed by California Community Colleges is designed for financial aid professionals. It follows the theme of building inclusive spaces and interactions by applying solutions focused on DEIA and covers topics such as definitions, addressing socio-economic barriers by adopting payment language, cultivating belonging through refinement of institutional practices, and navigating continuous DEIA improvement through intentional design.

Equitable Hiring Practices Curriculum (3 hours, VRC)

Equitable hiring supports student success. Every stage in the hiring process is an opportunity to increase the diversity of faculty, staff and administrators. Divided into three stages, pre-hiring, hiring and post-hiring, the EEO Hiring Curriculum reviews equitable hiring practices designed to increase the diversity of professionals across the campus. Concrete examples, scenarios and directed reflections are provided to help you adopt and adapt these practices to fit your needs.

Equity-Centered Counseling Curriculum (6 hours, VRC)

Equity-centered counseling is critical to student success. By focusing on the core skills necessary for effective counseling, we can create an inclusive and supportive environment for all students. This learning pathway covers the fundamentals, including recognizing and working against implicit bias, developing cultural humility, practicing soft skills to improve interactions, recognizing and working against countertransference, and developing practices of self-care.

For Starters: DEIB in the Workplace (1 hour, VRC)

In this self-guided learning pathway, you'll be introduced to the basic definitions and concepts of Diversity, Equity, Inclusion, and Belonging through a series of 19 short (3-minute) videos covering fundamental topics like equality versus equity, intersectionality, neurodivergence, belonging, and more. This series supports productive conversations in the workplace by building a shared understanding of key terms.

Generational Diversity in the Workplace (1 hour, VRC)

Five different generations serve in today's workforce, and you want to know how to best collaborate with colleagues of all ages to achieve success. This self-guided learning session will teach you to how to recognize generational characteristics and the role generational inclusion plays in the workplace. You'll learn what comprises a generation, how they differ, and how intergenerational collaboration creates a successful outcome. You'll identify the working styles and qualities each group offers and explore common misunderstandings between generations along with ways to prevent exclusion.

How to Be a DEIB Ally at Work-Compilation Series (2.5 hours, VRC)

Do you want to learn how to be seen as a true ally by those who face discrimination at work based on race, gender, sexual orientation, religion, or other dimensions of diversity? This self-guided learning pathway includes several videos available through the Vision Resource Center to help you understand what allyship is and learn best practices for being a DEIB ally in the workplace.

Implicit Bias and Microaggression Awareness (0.5 hours, VRC)

This learning session introduces the concepts of implicit bias and microaggressions. It provides background and research on the science of implicit bias and stereotypes, race as a social construct, the harmful consequences of implicit bias in workplaces and higher education settings, as well as society at large, and behavioral tendencies related to in-group and out-group bias.

LGBTQ Inclusion (1 hour, VRC)

This self-guided learning pathway will help you create an environment where employees feel safe, included, and heard. Regardless of who they love or what they look like, everyone deserves to be seen and valued for who they are. Topics include use of pronouns, microaggressions, recognizing exclusive norms, rights and protections of LGBTQ employees, and actions to support LGBTQ inclusion.

Generative Artificial Intelligence

Generative AI in a Nutshell (18 minutes, YouTube)
This short video provides a clear, engaging overview of generative AI—what it is, how it works, and why it matters. A great starting point for anyone new to the topic.

Exploring the Potential of Generative AI (3 hours, VRC)

Generative Artificial Intelligence (AI) has emerged as a powerful tool in various domains, including e-learning. In this field, generative AI offers exciting content creation and audio narration possibilities. This self-guided learning pathway explores the benefits and drawbacks of using AI in e-learning, explores the potential of ChatGPT, Education Copilot, PrepAI, Tome, and Wisdolia in educational settings, and provides several resources for AI voice generation.

Generative AI Prompt Writing for Beginners (0.5 hours, VRC)

Unleash the power of generative AI in content creation by mastering prompt writing with Forrest Johnson. In this beginner-friendly course, Forrest introduces the fundamentals of generative AI and its applications in writing. Through hands-on exercises, you'll learn how to craft effective prompts that elicit high-quality responses from AI. Forrest also explores creative approaches for prompt writing, helping you achieve varied and innovative results.

Teaching with AI Series, Presented by José Antonio Bowen through CVC@ONE (6 hours, VRC)

AI is rapidly changing how humans work, think, and communicate: it could improve or destroy human relationships. In this series of four 90-minute recorded webinars presented by José Antonio Bowen, co-author of Teaching with AI: A Practical Guide to a New Era of Human Learning, you'll explore the use of AI in instruction, assignments, assessments, grading, detection, policies and prompt engineering.

Writing with AI Series (0.5 hours, VRC)

In this series of 11 short videos (just 3 minutes each!), you'll learn how you can leverage AI chatbots, like ChatGPT, while you work. There are many different AI chatbots, but at their core, generative AI chatbots are simply computer programs designed to simulate human conversation. Through advanced algorithms and language processing, these chatbots can help employees work and become invaluable in the workplace. This self-guided learning pathway examines the many uses of AI chatbots in the writing process.



Photo generated by AI.

Microsoft

Excel 365 (20 hours, VRC)

Semester after semester, Excel proficiency has been among California community college employees’ most sought-after skill. No matter where you are on your Excel journey, we have modules built to provide additional training. This self-guided learning pathway provides a beginner, intermediate, and advanced module, as well as classes on creating dashboards, visualizing data in Excel, and useful tips.

Microsoft Teams (Varies, Microsoft)

Microsoft Support provides a suite of free online microlearning videos on the basics of MS Teams that you can access anytime. Topics include setting up and customizing your team, collaborating in teams and channels, working with posts and messages, managing meetings, finding files, using apps, and more.

Time Management

Time Management Toolkit (.75 hours, VRC)

There are many strategies for better managing your time in the workplace and prioritizing tasks more effectively. In this self-guided learning pathway, you’ll be introduced to seven popular time management techniques, so you can determine which might be most helpful for you and begin to apply it right away.

There are more than 5,000 training videos available through the Vision Resource Center on a wide array of topics, many tailored to specific roles in the community college system. Use the “Training Search” tool to explore topics that align with your interests, responsibilities, or growth goals.

VCCCD Training Library

Access these training recordings at your convenience for a self-paced training experience.

Chrome River Training

Procurement Card (PCard) and Travel Training

VCCCD Excel Basics:

[Basic Excel Knowledge](#)

[Formulas and Functions](#)

[Pivot Tables](#)

Wellness Benefits Beyond Healthcare (All SISC Healthcare Plan Members, **Passcode:** X6w#1MSC)

District Classified Professional Development Committee

The District Classified Professional Development Committee (DCPDC) was established to create equitable access to professional development for all classified employees—no matter your role or location. The committee is made up of classified professionals from each college and the District Administrative Center, and its work is guided by a shared commitment to collaboration, transparency, and continuous improvement. The DCPDC offers districtwide trainings and resources that focus on personal and professional growth, career planning, collaboration across departments, and workplace wellbeing.

Training & Tours

Training & Tours is a workshop series offered 2–3 times each year through the DCPDC. These events are open to all classified professionals and classified supervisors and are designed to support growth, build districtwide connections, and promote understanding of the work happening throughout the district. Each event includes a professional development workshop followed by an in-person tour of a featured department, program, or facility, offering a behind-the-scenes look at how we support students and each other. Session topics have included workplace communication, equity and inclusion, and digital accessibility, among others.

Classified Employee of the Year

Each year, one classified professional from each college and the District Administrative Center is recognized for exceptional service and contributions to the VCCCD community. From these four honorees, one is selected to be elevated to the statewide Classified Employee of the Year recognition through the California Community Colleges. Honorees are nominated by colleagues, selected by the DCPDC, and celebrated at a Board of Trustees meeting in the spring.

Personal Professional Development Plan

Your growth matters—and planning for it can help you stay motivated, focused, and supported in your career journey. The Personal Professional Development Plan (PPDP) is an optional tool to help you identify your goals, explore learning opportunities, and connect with your supervisor about how to align development with your current role and future aspirations. Some employees choose to align their PPDP with their annual evaluation cycle; others use it as a standalone tool to guide learning throughout the year.

Not sure where to start? Talk with your supervisor or reach out to your campus DCPDC representative. You can also view completed sample plans on the District Classified Professional Development Committee website to see how others have approached the process.

To learn more about these and other opportunities offered through the District Classified Professional Development Committee, [visit the DCPDC webpage](#).

Frequently Accessed Resources

These self-service tools and reference materials are here to support your daily work, planning, and professional development at VCCCD. From benefits and payroll to governance, safety, and training systems, you'll find key links to platforms and documents used across the district.

Employment & Contracts

Benefits

Overview of health, dental, vision, and other employee benefits available to VCCCD employees.

Careers

Job listings and application information for Academic, Classified, and temporary employment opportunities across the District.

Collective Bargaining Agreements

Webpage that houses the AFT (American Federation of Teachers) and SEIU (Service Employees International Union) contracts outlining terms of employment, including compensation, working conditions, and rights as well as workload, and employment rights for full-time and part-time faculty.

Salary Schedules

Current salary schedules for Academic, Classified, and Management positions at VCCCD.

Districtwide Training Portal

This SharePoint site available to all employees houses training recordings, links to training-related resources, commonly used resources, and articles of interest.

Professional Development Plan Template

Template for outlining and documenting annual professional development goals in collaboration with your supervisor.

Governance & District Leadership

Board of Trustees

Overview of the elected board members responsible for districtwide governance and policy oversight. Includes access to **Boardable**, the new public platform for Board of Trustees and participatory governance committee meeting agendas, minutes, and policies.

Committees

Directory of districtwide governance and advisory committees, including purpose, membership, and meeting information.

Participatory Governance Handbook

Guide to the structure, principles, and processes of participatory governance at VCCCD.

Rules of the Personnel Commission

Governing rules of the Personnel Commission, which oversees the Merit System for classified employment at VCCCD.

Portal Tools

Business Tools

SharePoint site with access to commonly used district systems, forms, and resources for finance, purchasing, travel, and budget tools.

Districtwide IT HelpDesk

Submit and track IT support tickets using the FreshService portal or the Teams HelpBot. Access forms for common requests, view ticket updates, and find quick solutions to tech issues.

HR Tools

SharePoint site containing HR-related procedures, forms, and resources for hiring, onboarding, classification, and more.

ChromeRiver Travel & PCard

Platform for submitting travel pre-approval requests, reimbursements, and P-Card reconciliations.

Economic & Workforce Development Toolkit

SharePoint site containing procedures and forms related to Economic & Workforce Development.

Public Websites (Drupal)

Tool for managing content on public-facing VCCCD websites via the Drupal CMS.

Employee Services

Portal for accessing timesheets, pay stubs, W-2 forms, time off balances, and benefit information.

Employee Parking Permit

Access parking permit management and application system for employees.

Departments

Dual Enrollment

Districtwide hub for information on dual enrollment partnerships, eligibility, and opportunities for high school and GED students to earn college credit while completing high school requirements.

Economic & Workforce Development

Connects local businesses with VCCCD's colleges and students through graduate hiring, employee upskilling, and strategic workforce partnerships that support regional economic growth.

Outreach & Marketing

This page connects you with the District and college Outreach and Marketing teams for support with projects that involve strategic communications, public outreach, or coordinated marketing efforts. You can also access [the District Branding Guide](#) for logos, templates, and style guidelines.

Payroll

View payroll schedules and contact the Payroll department for inquiries about pay dates, deductions, and related matters.

Purchasing

Access procurement guidelines, requisition procedures, and resources for making district purchases.

Health & Safety

Ergonomics

Resources for maintaining workplace safety, comfort, and health through ergonomic practices.

Title IX and SB-493

Information on non-discrimination, sexual harassment, and rights under Title IX and SB-493.

Emergency Procedures

Procedures and resources for responding to emergencies on campus, including evacuation plans and emergency contact information.

Information Security

VCCCD is committed to safeguarding the privacy and security of information and electronic resources. Stay informed about cybersecurity threats, best practices, and policies. Learn how you can contribute to protecting district data and report any suspicious activity.

VCCCD Police

Districtwide law enforcement providing 24/7 safety services at Moorpark, Oxnard, and Ventura Colleges. Officers are fully sworn and supported by safety staff and student cadets. The department emphasizes community policing, emergency response, and compliance with state mandates.

Districtwide Training Schedule

Fall 2025

VCCCD offers a variety of live, instructor-led trainings to support your professional growth, available in person and via Zoom or Teams. These districtwide trainings complement the professional development opportunities at your campus each semester. Professional development planning is a collaboration between you and your supervisor, so be sure to discuss your goals and get approval before enrolling.

To register, select a training title below to access the registration page. Spaces may be limited, so sign up soon!

Training Name	Host	Audience	Date/Time	Location
Name that Section: Frequently Used Education Code and Title 5 Sections for Community College Districts	LCW	Supervisors, Managers, & Administrators; HR	Fri., Sept. 5 9 a.m.–12 p.m.	Zoom
Advanced Microsoft Teams	Jon Gallagher	All Employees	Wed., Sept. 17 2–3 p.m.	MS Teams
Introduction to Mindfulness for Stress Relief: Loving Kindness Meditation	Wendy Saunders	All Employees	Thurs., Sept. 18 1–2 p.m.	Zoom
Districtwide Title IX/SB493 and Trauma Informed Practices	Grand River Solutions	All Employees	Fri, Sept. 19 8:30 a.m.–4:30 p.m.	MC Campus Center Dining Hall
Banner Finance Training	Richard Hullum	New & Existing Banner Finance Users	Fri, Sept. 19 9 a.m.–12 p.m.	MC LL-121
Banner Finance Training	Richard Hullum	New & Existing Banner Finance Users	Mon., Sept. 22 9 a.m.–12 p.m.	VC ELC/Testing Center
Learning the Language: How to Craft AI Prompts for Desired Results	Danielle Kaprelian & Trudi Radtke	All Employees	Mon., Sept. 22 2–3 p.m.	Zoom
Banner Finance Training	Richard Hullum	New & Existing Banner Finance Users	Tues., Sept. 25 9 a.m.–12 p.m.	OC CH342
Title V Equal Employment Opportunity (EEO) Training for Selection Committees	LCW	All Employees	Fri, Sept. 26 9 a.m.–12 p.m.	Zoom
Banner Requisition Training	Purchasing Team	Banner Finance Users	Wed., Oct. 1 8:30 a.m.–12 p.m.	DAC Training Room A
Accessibility Basics for Digital Content: Email Communications	Nate Streeper	All Employees	Wed., Oct. 1 2–3 p.m.	Zoom
Real Colors® Fundamentals Workshop	Wendy Saunders & Rebeca Lopez	All Employees	Fri, Oct. 3 9 a.m.–12:30 p.m.	DAC Boardroom

Training Name	Host	Audience	Date/Time	Location
An Employment Relations Primer for Community College District Administrators and Supervisors	LCW	Supervisors, Managers, & Administrators	Fri, Oct. 10 9 a.m.–12:00 p.m.	Zoom
Excel Training Series: Exploring Practical Examples	Richard Hullum	All Employees	Wed., Oct. 22 1:30–3 p.m.	Zoom
Leadership & Management Basics	Wendy Saunders	Supervisors, Managers, & Administrators	Thurs., Oct. 23 9 a.m.–3:30 p.m.	DAC Boardroom
Accessibility Basics for Digital Content: Get to Know PDFs	Shirley Ruiz	All Employees	Fri, Oct. 24 10:30 a.m.–12 p.m.	Zoom
Basic FRISK®	Atkinson, Andelson, Loya, Ruud & Romo	Supervisors, Managers, & Administrators	Thurs., Nov. 6 8:30–11:30 a.m.	DAC Boardroom
FRISK® Communication and Advanced FRISK®	Atkinson, Andelson, Loya, Ruud & Romo	Supervisors, Managers, & Administrators	Thurs., Nov. 6 12:30–4:30 p.m.	DAC Boardroom
Office Hours	LCW	Supervisors, Managers, & Administrators; HR	Fri, Nov. 14 9 a.m.–12 p.m.	Zoom
Strengthening Emotional Intelligence	Wendy Saunders	All Employees	Thurs., Nov. 20 9 a.m.–12 p.m.	DAC Boardroom
Introduction to Performance Management and the Classified Evaluation Process	John Forbes, Scott Pilch, and Wendy Saunders	Supervisors, Managers, & Administrators	Fri, Nov. 21 9 a.m.–3:30 p.m.	DAC Boardroom
Team Building and Development	Wendy Saunders	Supervisors, Managers, & Administrators	Fri, Dec. 5 9 a.m.–3:30 p.m.	DAC Boardroom
Understanding Employee Leaves: Guidance for Supervisory Staff	Human Resources	Supervisors, Managers, & Administrators	Thurs., Dec. 11 2–3 p.m.	Zoom
Prevention and Control of Absenteeism and Abuse of Leave	LCW	Supervisors, Managers, & Administrators	Fri, Dec. 19 9 a.m.–12 p.m.	Zoom

Questions about Banner Finance, Chrome River, or PCard and Travel Trainings? Contact your Fiscal Services Supervisor:

Moorpark College—Lisa Smith, lsmith@vcccd.edu

Oxnard College—Brenda Griego, bgriego@vcccd.edu

Ventura College—David Casas, dcasas@vcccd.edu

District Office—Richard Hullum, District Budget Director, rhullum@vcccd.edu

Our VCCCD Human Resources team
is always here to help!

Our Mission:

Expertise.

Integrity.

Compassion.

Service.

Contact Us

Our Team

Laura Barroso, Vice Chancellor of Human Resources

Mayra Campos, Executive Assistant to the Vice Chancellor of Human Resources

Andrea Barrera Ingley, Associate Vice Chancellor of Human Resources and Compliance

Sabrina Canola-Sanchez, Administrative Assistant

Jessica Lemus Ceballos, Human Resources Technician II

Gloria Mayorga-Bañuelos, Director of Employee Relations and Human Resources Operations

Celestina Chavez, Executive Assistant, Office of the Personnel Commission

Katy Lyon, Benefits Analyst

Janice Endo, Benefits Technician

Erin Campos, Human Resources Specialist

Nubia Lopez-Villegas, Human Resources Technician II

Rebeca Lopez, Human Resources Technician I

Anai Moreno, Human Resources Technician I

Scott Pilch, Acting Director of Employment Services and the Personnel Commission

Celestina Chavez, Executive Assistant, Office of the Personnel Commission

Emma Mosbergen, Acting Senior Human Resources Analyst

Judy Caballero, Human Resources Analyst I

Kelly Barton, Human Resources Assistant

Anthony Chavez, Human Resources Assistant

Natalie Mendez, Human Resources Assistant

Wendy Saunders, Director of Training and Organizational Development

Sabrina Canola-Sanchez, Administrative Assistant

Have questions?

Equal Employment Opportunity (EEO): Visit [the DEEO Advisory Committee webpage](#)

Title IX: Contact your campus Deputy Title IX/Intake Coordinator listed on [the Title IX webpage](#)

Benefits, leaves, employment policies, employee orientation, or employee relations: HRTech@vcccd.edu

Recruitment, testing, certification of eligibility lists, and classification: HRMail@vcccd.edu

Training, organizational development, or the Vision Resource Center: HRTraining@vcccd.edu or [visit the Training & Organizational Development webpage](#)

To arrange a CliftonStrengths® and/or Real Colors® workshop for your team, please contact Wendy Saunders at wsaunders1@vcccd.edu.



COMMUNITY COLLEGES
OF VENTURA COUNTY

**Training & Organizational
Development**

District Administrative Center • 761 E Daily Dr, Camarillo, CA 93010

Moorpark College • 7075 Campus Rd, Moorpark, CA 93021

Oxnard College • 4900 S Rose Ave, Oxnard, CA 93036

Ventura College • 4667 Telegraph Rd, Ventura, CA 93003