

Districtwide Training Schedule

Spring 2026

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	Host	Audience	Date/Time	Location
State of AI	Trudi Radtke and Danielle Kaprelian	All Employees	Thursday, February 12 1:30 p.m.–2:00 p.m.	Zoom
EEO at VCCCD: Equity-Mindedness and Faculty Hiring	Dr. Román Liera	Faculty, Managers, and Administrators	Wed., February 18 1:00 p.m.–4:00 p.m.	Zoom
EEO at VCCCD: Equity-Mindedness and Faculty Hiring	Dr. Román Liera	Faculty, Managers, and Administrators	Friday, February 20 9:00 a.m.–12:00 p.m.	Zoom
Introduction to Mindfulness for Stress Relief	Wendy Saunders	All Employees	Friday, February 20 1:00 p.m.–2:00 p.m.	Zoom
Banner Finance Training	Richard Hullum	New and Existing Banner Finance Users	Monday, February 23 9:00 a.m.–12:00 p.m.	District Office Training Room A
EEO at VCCCD: Decolonized: The Matriarchs	Ventura College	All Employees	Wed., February 25 12:00 p.m.–1:30 p.m.	Ventura College Performing Arts Center
Privacy, Technology and Online Activities: Where's the Line?	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, February 27 9:00 a.m.–12:00 p.m.	Zoom
Banner Requisition Training	Purchasing Team	Banner Finance Users	Wednesday, March 4 8:30 a.m.–12:00 p.m.	District Office Training Room A
VCCCD Virtual DE Summit Embrace Your Robot Overlords: The Challenges of AI in Education	Distance Education and Education Technology Advisory Committee (DEETAC)	All Employees	Thursday, March 12 8:30 a.m.–12:00 p.m.	Zoom
State of AI	Trudi Radtke and Danielle Kaprelian	All Employees	Thursday, March 12 1:30 p.m.–2:00 p.m.	Zoom



Training	Host	Audience	Date/Time	Location
<u>Temporary Faculty Members</u>	Liebert Cassidy Whitmore	Department Chairs and Academic Administrators who oversee faculty	Friday, March 13 9:00 a.m.–12:00 p.m.	Zoom
<u>Retirement Benefit Basics</u>	CalPERS	All CalPERS Members	Wednesday, March 18, 10:00 a.m.–11:00 a.m.	Zoom
<u>Real Colors® Fundamentals Workshop</u>	Wendy Saunders and Rebeca Lopez	All Employees	Friday, March 20 9:00 a.m.–12:30 p.m.	District Office Boardroom
<u>Retirement Planning: A Guide for the Early & Mid-Career Employees</u>	CalPERS	All CalPERS Members	Friday, March 20 1:00 p.m.–3:00 p.m.	Zoom
<u>Intro to Performance Management and the Classified Evaluation Process</u>	Wendy Saunders, Scott Pilch, John Forbes	Supervisors, Managers, and Administrators	Friday, April 3 9:00 a.m.–3:30 p.m.	District Office Boardroom
<u>State of AI</u>	Trudi Radtke and Danielle Kaprelian	All Employees	Thursday, April 9 1:30 p.m.–2:00 p.m.	Zoom
EEO at VCCCD: <u>Title V Equal Employment Opportunity (EEO Training for Selection Committees)</u>	Liebert Cassidy Whitmore	All Employees	Friday, April 10 9:00 a.m.–12:00 p.m.	Zoom
<u>Understanding the VCCCD Interview and Selection Process</u>	Human Resources Team	All Employees	Wednesday, April 15 2:00 p.m.–3:00 p.m.	Zoom
<u>Deans and Directors Institute</u>	Deans and Directors Institute Working Group	All Vice Presidents, Deans, and Directors	Friday, April 24 8:00 a.m.–4:00 p.m.	Moorpark College, CC Dining Hall
<u>Office Hours</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, April 24 9:00 a.m.–12:00 p.m.	Zoom
<u>Leadership and Management Basics</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, April 30 9:00 a.m.–3:30 p.m.	District Office Boardroom
<u>Retirement Issues for California's Community College and K-12 School Districts</u>	Liebert Cassidy Whitmore	Human Resources and Payroll Staff	Friday, May 1 9:00 a.m.–12:00 p.m.	Zoom
<u>State of AI</u>	Trudi Radtke and Danielle Kaprelian	All Employees	Thursday, May 14 1:30 p.m.–2:00 p.m.	Zoom
<u>Team Building and Development</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, May 28 9:00 a.m.–3:30 p.m.	District Office Boardroom



Training	Host	Audience	Date/Time	Location
Deans and Directors Institute	Deans and Directors Institute Working Group	All Vice Presidents, Deans, and Directors	Thursday, June 4 and Friday, June 5 8:00 a.m.–4:00 p.m.	TBD
Evaluation, Discipline, and Non Re-Employment of Contract Faculty	Liebert Cassidy Whitmore	Department Chairs and Academic Administrators who oversee faculty	Friday, June 5 9:00 a.m.–12:00 p.m.	Zoom

If you have questions about or are unable to attend the Banner Finance Trainings listed above, please 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 Office—Richard Hullum, District Budget Director, rhullum@vcccd.edu

Accessibility & Digital Content Compliance

Accessibility is everyone's responsibility! Effective April 24, 2026, new ADA Title II regulations issued by the U.S. Department of Justice require state and local governments—including public colleges—to ensure that web content and mobile applications meet WCAG 2.1 Level AA accessibility standards. These requirements apply to digital materials such as websites, online forms, PDFs, email communications, and instructional content, ensuring access for individuals with disabilities.

To support employees in meeting these requirements, the following accessibility-focused training opportunities are available:

Self-paced courses through the California Community Colleges Accessibility Center

- [Accessibility Basics](#) covering topics such as document structure, color, contrast, links and email accessibility.
- [PDF Accessibility](#) focused on creating and remediating accessible PDF documents
- [WebAIM Accessible Document Training](#) available to employees with a valid CCC email address and suitable for supervisor-recommended participation.
- Additional courses available through the [California Community Colleges Accessibility Center](#)

Virtual workshop recordings led by VCCCD subject-matter experts

- [Accessibility Basics for Digital Content: Email Communications](#)
Led in October 2025 by Alternate Media Specialist Nate Streeper, this workshop covered foundational accessibility practices for crafting work email communications that are usable and inclusive for all recipients.
- [Accessibility Basics for Digital Content: Getting to Know PDFs](#)
Led in October 2025 by Alternate Media Specialist Shirley Ruiz, participants learned key accessibility considerations and simple techniques to ensure public-facing PDFs are readable, navigable, and compliant.

Districtwide Training Descriptions Spring 2026

Banner Finance Training

A prerequisite for Requisition Training, this session orients new users and refreshes existing ones on Banner Finance. Participants must verify their Banner responsibilities and FOAP access beforehand.

Banner Requisition Training

For Banner Finance users who have already completed introductory Banner Finance Training, have Banner Finance access, and need to learn how to enter requisitions into Banner.

Deans and Directors Institute

This institute provides Deans and Directors an opportunity to collaborate across the colleges on key functions of their roles. Each session focuses on a new topic, with space for shared learning and discussion. Connect with colleagues across campuses to strengthen collaboration, communication, and effective practice.

EEO at VCCCD: Decolonized: The Matriarchs

Ventura College and Stagebound, Inc. present an immersive, multi-artist journey into the heart of American music and history. Celebrate the legacy of Black and Native American women—the original architects of our cultural landscape. Through a powerful blend of live performance, archival visuals, and historical storytelling, this "performance-lecture" examines how Indigenous and Black artistry has been influenced, misappropriated, and ultimately reclaimed. This cultural masterclass is designed to challenge, inspire, and honor the matriarchs who paved the way.

EEO at VCCCD: Equity-Mindedness and Faculty Hiring Workshop

Designed for faculty hiring committee members, this workshop with Dr. Román Liera explores equity in hiring, addressing bias, and creating fair, inclusive hiring criteria.

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

Required for all employees serving on classified interview panels or academic hiring committees. Review legal and regulatory framework, equity in hiring, address bias, creating fair, inclusive hiring criteria, avoiding discriminatory practices, and promoting a diverse workforce.

Introduction to Mindfulness for Stress Relief

Discover mindfulness and meditation techniques to manage stress, improve focus, and support better sleep in this engaging workshop.

Introduction to Performance Management and the Classified Evaluation Process

Supervisors and Department Chairs will receive an overview of laws and court decisions of employee rights to privacy and management's right to information. Emphasis is placed on a continuously developing area of law - privacy issues in the computerized workplace.

LCW Workshop Series: Privacy, Technology and Online Activities: Where's the Line?

Supervisors will review key issues related to online instruction, including privacy, participatory governance, negotiable items, public records requirements, use of chats/breakout rooms, camera and recording expectations, FERPA compliance, and student discipline issues in virtual settings.

LCW Workshop Series: Temporary Faculty Members

Supervisors and Department Chairs will review important employment actions, such as the “67 % rule,” when & how faculty can acquire tenure, and the differences between persons employed before 1967 and after 1967.

LCW Workshop Series: Office Hours

A town hall-style session where supervisors and HR staff can ask employment, labor, and education law questions directly to legal experts.

LCW Workshop Series: Retirement Issues for California’s Community College and K-12 Districts

HR staff will review retirement issues in public education, with emphasis on benefits under CalPERS and CalSTRS, and topics related to membership, pensionable compensation, service credit, post-retirement employment, and the impact of the Public Employees’ Pension Reform Act of 2013.

LCW Workshop Series: Evaluation, Discipline and Non Re-Employment of Contract Faculty

Supervisors will explore correct procedures for evaluation of new faculty and discuss available options if new faculty does not meet expectations of the college administration and/or fellow faculty.

Leadership & Management Basics

Explore core differences between leadership and management, engagement strategies in higher ed, and how to enhance communication and coaching skills through this highly interactive session.

Real Colors® Fundamentals Workshop

Discover your personality strengths using the Real Colors framework and learn to communicate more effectively, foster inclusion, and strengthen appreciation of the diverse traits of colleagues.

Retirement Benefits Basics

Hosted by CalPERS, this class provides a general overview of your CalPERS benefits and the choices you have to maximize your retirement security.

Retirement Planning: A Guide for Early- and Mid-Career Employees

Hosted by CalPERS, this session reviews how your retirement benefit is calculated, the options you have to set aside money for retirement in addition to your pension, what happens if you pass away or leave your employer before you retire, power of attorney, what you can find and do in your myCalPERS account and more.

State of AI

Stay current on AI without the noise. Join Trudi Radtke and Danielle Kaprelian for State of AI, a monthly snapshot of the most relevant AI news, research, and deployment—and what it means for higher education. 15-minute update, plus 15 minutes of Q&A.

Team Building & Development

Supervisors will explore characteristics of high-performing teams, trust-building strategies, and ways to foster a supportive, engaged team environment through this highly interactive training session.

VCCCD Virtual DE Summit: Embrace Your Robot Overlords:

A districtwide online summit featuring expert insights on navigating the challenges of Artificial Intelligence (AI) in education, with topics on AI ethics, automated teaching, low scores, and privacy.

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.

Questions about these trainings? Contact HRTraining@vcccd.edu



COMMUNITY COLLEGES
OF VENTURA COUNTY
Human Resources