

OFFICE OF THE CHANCELLOR

In District

Leadership/Staff Development Training

- 2012 Administrative Leadership Training – 07/17/13, Kathy Espinoza (Keenan & Associates)
- 2013 Prevent Harassment Training – 06/27/13, Karen L. Martin, SPHR (ASCIP)
- 2013 Summer Staff Development – 07/16/13, Kathy Espinoza (Keenan & Associates)

Board of Trustees Training

- 2013 Affordable Care Act: Health Care Reform Preparing for 2013 and 2014 – 06/04/13, Thomas M. Morrison, Jr. (SEGAL)

FISCAL SERVICES

In District

Executive Vice Chancellor

- Unit Managers Trainings
- 2012-13 Budget Review to District Council – 2/22/12
- 2012-13 Budget Review to Trustees – 3/2/12 Board Study Session
- 2012-13 Budget Forums to Staff – 3/7/12, 3/12/12, and 3/13/12
- 2012-13 Final Budget to Trustees – 9/12/12 Board Meeting
- 2012-13 Budget Forums to Staff – 2/4/13 and 2/19/13
- 2012-13 Budget Forum to MJC Academic Senate – 4/4/13
- 2013-14 Tentative Budget Review to Trustees – 6/12/13 Board Meeting

Payroll

- People Admin Administrator Training
- People Admin Hiring Committee Training for Online Application Viewing
- PowerPoint presentation - Online Training for Adjunct Hiring Committees
- Equal Opportunity Employment Practices Training
- PowerPoint Hiring Process Training

Controller

- Review cash advance and direct pay process with Athletic Coaches

Accounting

Created numerous on-line training modules for Datatel Users:

- New Employee Modules
 - General Ledger Overview
 - Account Number Structure
 - Inquiry Screens and Reports
 - Accounting Forms
 - Accounting Reports
 - Accounts Payable Training
 - Requisitions
 - Requisitions Approvals
 - Physical Plant

- Employee Review Modules
 - GL Overview
 - GL Account Number Structure
 - GL Datatel Inquiry Screens
 - GL Datatel Reports
 - GL Accounting Forms
 - GL Budget Summary
 - GL Budget Revision
 - GL Expenditure and Revenue Transfer
 - GL Salary Transfer
 - GL Accounting Reports
 - Accounts Payable Review
 - Requisition Review
 - Facilities, Planning & Operations Review

Purchasing

- Requisition Training for New Staff
- Requisition Approvals Training for Budget Managers

Transportation

Training mostly required by law (either OSHA or CHP), or when requested:

- Training on commercial type vehicles
- Training on non-commercial vehicles
- Training on Grounds Equipment
- Training on Livestock Trailers
- Training on Golf Carts
- Training on Forklifts

Outside District

- Community College Finance, at Asilomar for Statewide Academic Senate

HUMAN RESOURCES

In District

- EEO Training to Screening Committees
- Individual or whole committee
- On-line Application Screening via People Admin

Outside District

- Western Region Council on Black American Affairs Conference
- Employment opportunities and Professional/Career Development in California Community Colleges, September 2012
- 2012 Reduction in Staffing, September 2012, Liebert Cassidy Whitmore
- 2013 The Disability Interactive Process for Community Colleges, March 2013, Liebert Cassidy Whitmore

- 2013 California Community College Chancellor's Office EEO Advisory Committee Meeting and Presentation from the Office of Civil Rights and what they look for when investigating claims, May 2013
- ACHRO Fall Conferences yearly which provide a multitude of workshops and presentations specific to Human Resources
- APAHE (Asian Pacific Islander's in Higher Education) Conference - workshops related to cultural diversity and competency, April 2013

COLUMBIA COLLEGE

In District

Technology

- Omni Update
- SharePoint
- Cisco Phone Videoconferencing
- iPad Training

Leadership

- Employee Engagement
- Wired that Way

Outside District

Health Services

- Health Services Association Executive Board Retreat, May 2013
- CCC SMHP Campus-based Grant Meeting, April 2013
- Mental Health First Aid Training, September 2012

EOPS

- EOPS/Care Spring Technical Assistance Training, March 2013
- CCC EOPSA Conference, October 2012
- Region 5 Directors Meeting, September 2012

DSPS

- Region V DSPS Meeting, March 2013 & December 2012

Counseling

- ETS Conference, May 2013
- Transfer Counselor Website Training, April 2013
- Region V Career Development for Counselors Workshop, April 2013
- Student Success Workshop, October 2012
- Liberal Studies Ad Hoc Advisory Meeting, October 2012
- CSU Community College Counselor Conference, September 2012
- Train the Trainer Workshop, August 2012

Financial Aid

- CCCSFAAA Conference, April 2013

Articulation

- HECCC Meeting, May 2013
- Statewide Articulation Conference, April 2013
- NCIAC Spring Conference, March 2013
- Region V Articulation Meeting, March 2013 and October 2012
- Northern CA Inter-segmental Articulation Council, October 2012

MODESTO JUNIOR COLLEGE

Course Instruction and Evaluation

- Technology Trainings
- CurricuWEB Trainings
- Institute Day Workshops and Trainings
- Classroom Assessment Workshops
- Outcomes Assessment Workshops
- Blackboard Trainings
- Division Trainings
- PRNet (Program Review) Trainings and Workshops
- Student Learning Outcomes Workshops

Staff Development, In-Service Training and Instructional Improvement

- Grant Writing Trainings & Workshops
- Student Success Workshops
- CTE (Career & Technical Ed) trainings
- Adjunct Faculty Orientations and Workshops
- Technology Institute Days

Program and Course Curriculum or Learning Resource Development and Evaluation

- Inter-college Collaborations
- Curriculum Development and training on CurricuWEB (MJC's in-house curriculum management system)
- CA Science Standards Review Workshop
- Blackboard Trainings & Workshops
- MJC Online Summer Academy
- Microsoft Outlook, Word, Excel Trainings
- Windows 7 Overview

Student Personnel Services

- Student Success Follow-up Workshop
- My MathLab Demonstration
- Transfer Model Curriculum Workshop
- Student Success Act of 2012 Webinar
- Veterans Interactive Training
- Disability Services: Accommodating Student Veterans Workshop
- PRNet Trainings & Workshops

- Student Services Workshops
- Student Advising Trainings
- SLO Workshops

Learning Resource Services

- Technology Inservices
- Diversity Trainings
- Omni Update Trainings (our MJC website and webpages for individual departments)
- Blackboard Trainings for Online Classes
- Institute Day (Week) Technology Trainings & Workshops
- Microsoft Office, Project, Excel, Cisco IP Phones, Datatel, SharePoint, Windows 7, etc. Trainings
- Technology Resources Demo: Making Teaching Easier Seminar
- State/Federal/YCCD Training on Disaster Preparedness
- Annual CEOP Trainings
- My MathLab Demonstrations
- iPad & Splashtop Beginning & Advanced Trainings
- Introduction to Faculty Evaluation training

Related Activities, such as Student Advising, Guidance, Orientation, Matriculation Services, and Student, Faculty, and Staff Diversity

- Student Advising Trainings
- Student Learning Outcomes/Objectives Trainings & Workshops
- Diversity Training
- Student Success Follow-up Workshop
- Adjunct Faculty & New Faculty Orientations
- Veterans Interactive Training
- Student Success Follow-up Workshop
- Student Services Workshops
- Creating an FYE Student Success Course for Men of Color
- Student Success Act of 2012 Webinar

Departmental or Division Meetings, Conferences and Workshops, and Institutional Research

- Curriculum Training AD-T Degrees
- Program Review Training
- Student Learning Objectives & Outcomes Trainings & Workshops
- Division Orientations & Inservices
- Institutional Learning Outcomes Workshops
- Technology Trainings

Related to Other Duties as Assigned by the District

- Mental Health Workshop: Stress
- Continuing the Conversation-Embracing Diversity Workshop
- Behavioral Intervention Training

- Chemical Hygiene Training
- Sexual Harrassment Awareness Training
- Grant Writing Workshops
- Emergency Preparedness (CEOP & EOC Trainings, Disaster Preparedness, etc.)
- Ergonomics Trainings & Demonstrations
- Injury & Illness Training
- Bloodborne Pathogen Training
- Utility Cart Safety
- Back Safety Training
- Active Shooter, Exterminator Trainings & Demonstrations & Drills
- Accreditation & Training Workshops
- Career & Technical Education (CTE) Trainings
- Managing Federal Programs Trainings
- Accreditation & Institutional Effectiveness Workshops

Dean Development

- Managing Change Workshop
- Dealing with Difficult People Workshop
- Budget Management and Reports
- Employee Evaluation Fundamentals Training
- Progressive Discipline Basic Training
- Schedule Development Workshop
- Understanding FTES Training