

**RCCD Employee Training Schedule**  
**Diversity and Human Resources Department**  
**2008-2009**

**\*\* 0703/08 "EEO & Interview Protocols"**

*time:* 3:00 p.m.. - 4:30 p.m..  
*location:* RCCSO, DEC  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees

---

**\*\* 0716/08 "EEO & Interview Protocols"**

*time:* 10:30 a.m. - 12:00 p.m..  
*location:* Norco campus, Applied Technology 114  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees

---

**\*\* 8/7/2008 "EEO & Interview Protocols"**

*time:* 3:00 p.m.. - 4:30 p.m..  
*location:* Moreno Valley campus, Humanities 234  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees

---

**08/21/08 "Effective Teamwork Strategies"**

*time:* 9:00 a.m.. - 4:00 p.m..  
*location:* RCC, Quad, Rm 111  
*presenter:* SkillPath Seminars  
*audience:* All employees

---

**\*\* 8/28/2008 "Procedures for Handling Complaints of Unlawful Discrimination, Harassment & Retaliation"**

*time:* 2:00 p.m.. - 3:00 p.m..  
*location:* Riverside City College, MLK 124  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Administrators and Department Chairs/Co-Chairs/Assistant Chairs

---

**09/04/08 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* New Classified and Confidential Employees

---

**\*\* 9/12/2008 "Procedures for Handling Complaints of Unlawful Discrimination, Harassment & Retaliation"**

*time:* 12:00 p.m.. - 1:00 p.m..  
*location:* Riverside City College, Alumni House  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Department Chairs/Co-Chairs/Assistant Chairs

---

**09/19/08 "Handling Grievances"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors, Managers, and Administrators

---

**09/19/08 "Legal Issues for Negotiators"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Members of the District's Negotiating Team

---

**\*\* 9/23/2008 "EEO & Interview Protocols"**

*time:* 8:30 a.m. - 10:00 a.m.  
*location:* Riverside City College, Bradshaw Building Citrus Room  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees

---

**\*\* 9/24/2008 "EEO & Interview Protocols"**

*time:* 3:00 p.m.. - 4:00 p.m..  
*location:* Riverside City College, Bradshaw Building Citrus Room  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* President's Serch Committee: Facuyly, Staff, Student, Community Members

---

**\*\* 10/7/2008 "EEO & Interview Protocols"**

*time:* 9:00 a.m. - 10:30 a.m.  
*location:* Norco campus, Science & Technology 107  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees

---

**10/09/08 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* New Classified and Confidential Employees

---

**10/16/08 "Reductions in Staffing"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* District Office Administrators, Site Administrators, and HR Staff

---

**10/16/08 "Public Meeting Law and Public Records Act: Review and Update"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
Members of Legislative Bodies, Administrative Boards, Executive Managers, Human Resources  
*audience:* Staff, and Risk Managers

---

**10/28/08 "Speed Reading, How to Read Faster and Improve Retention"**

*time:* 8:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Bradshaw Building, Heritage Room  
*presenter:* SkillPath Seminars  
*audience:* All Staff

---

**\*\* 11/5/2008 "EEO & Interview Protocols"**

*time:* 8:30 a.m. - 10:00 a.m.  
*location:* Moreno Valley campus, Humanities 234  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance

*audience:* All employees

---

**11/14/08 "Managing Overlapping Leave Laws and the Discipline Process"**

*time:* 9:00 a.m. - 4:00 p.m..

*location:* Riverside City College - Digital Library 409  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107

*presenter:* Liebert Cassidy Whitmore, LLC

*audience:* Upper Level Management and Human Resources

---

**\*\* 11/21/2008 "Procedures for Handling Complaints of Unlawful Discrimination, Harassment & Retaliation"**

*time:* 10:30 a.m. - 12:00 p.m..

*location:* Moreno Valley campus, HUM 106

*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance

*audience:* Department Chairs/Co-Chairs/Assistant Chairs

---

**\*\* 12/4/2008 "Preventing Discrimination, Harassment & Retaliation in Colleges and Universities"**

*time:* 1:30 p.m.. - 3:30 p.m..

*location:* Moreno Valley campus, PSC 11

*presenter:* Chani Beeman, Director Diversity, Equity and Compliance

*audience:* All employees who supervise or direct the work of others

---

**12/04/08 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..

*location:* RCCSO, DHR Conference Room

*presenter:* Diversity and Human Resources, Gina Salazar

*audience:* New Classified and Confidential Employees

---

**\*\* 12/5/2008 "EEO & Interview Protocols"**

*time:* 9:00 a.m. - 10:30 a.m.

*location:* Riverside City College, Bradshaw Building Citrus Room

*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance

*audience:* All employees

---

**\*\* 12/18/2008 "EEO & Interview Protocols"**

*time:* 10:00 a.m. - 11:30 a.m.

*location:* RCCSO, DHR Conference Room

*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance

*audience:* All employees

---

**\*\* 12/22/2008 "EEO & Interview Protocols"**

*time:* 9:00 a.m. - 10:30 a.m.

*location:* RCCSO, DHR Conference Room

*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance

*audience:* All employees

---

**01/08/09 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..

*location:* RCCSO, DHR Conference Room

*presenter:* Diversity and Human Resources, Gina Salazar

*audience:* New Classified and Confidential Employees

---

**01/16/09 "Creating More Efficiencies from the Evaluation Process"**

*time:* 1:00 p.m. - 5:00 p.m..

*location:* RCC, Bradshaw Building, Hall of Fame

*presenter:* Pierre Towns

*audience:* Management Staff

---

**01/22/09 "Business Writing Basics for Professionals"**

*time:* 9:00 a.m. - 4:00 p.m..  
*location:* RCC, Bradshaw Building, Hall of Fame  
*presenter:* SkillPath  
*audience:* All employees

---

**\*\* 1/23/2009 "EEO & Interview Protocols"**

*time:* 8:30 a.m. - 10:00 a.m.  
*location:* Norco campus, Science & Technology 107  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees

---

**02/05/09 "Disciplinary Matrix Training"**

*time:* 1:00 p.m. - 3:00 p.m..  
*location:* Moreno Valley, HM234  
*presenter:* Director of DHR, Art Alcaraz  
*audience:* Management Staff

---

**02/05/09 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* New Classified and Confidential Employees

---

**02/12/09 "A No Holes Barred Approach to Employee Body Piercing, Tattoos, and Dress Codes"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors and Managers

---

**02/12/09 "Employee Due Process Rights and Skelly: A Guide to Implementing Public Employee Discipline"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Administrators

---

**02/19/09 "Customer Service the RCCD Way"**

*time:* 9:00 a.m. - 11:00 a.m..  
*location:* Moreno Valley, Student Activities Conference Room  
*presenter:* Director of DHR, Art Alcaraz  
*audience:* Classified/Confidential Staff

---

**\*\* 2/24/2009 "EEO & Interview Protocols"**

*time:* 10:30 a.m. - 12:00 p.m..  
*location:* Moreno Valley campus, Humanities 234  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees

---

**\*\* 2/26/2009 "Preventing Discrimination, Harassment & Retaliation in Colleges and Universities"**

*time:* 2:30 p.m. - 4:30 p.m..  
*location:* Riverside City College, Bradshaw Building Citrus Room  
*presenter:* Chani Beeman, Director Diversity, Equity and Compliance  
*audience:* All employees who supervise or direct the work of others

---

**\*\* 3/6/2008 "Faculty Recruitment & Retention: Successful Strategies for Interview Committees"**

*time:* 9:00 a.m. - 12:00 p.m..

*location:* Marriott Riverside, Salon A

*presenter:* Dr. JoAnn Moody & Chani Beeman

*audience:* Faculty members, Department Chairs and Deans of Instruction

---

**03/06/08 "Faculty Recruitment & Retention: Successful Strategies for Administrators"**

*time:* 1:30 p.m.. - 4:30 p.m..

*location:* Marriott Riverside, Salon A

*presenter:* Dr. JoAnn Moody & Chani Beeman

*audience:* Deans of Instruction and those who regularly serve on the final interview committee

---

**\*\* 3/10/2009 "Procedures for Handling Complaints of Unlawful Discrimination, Harassment & Retaliation"**

*time:* 10:00 a.m. - 12:00 p.m..

*location:* Norco campus, Science & Technology 107

*presenter:* Chani Beeman, Director of Diversity, Equity & Compliance

*audience:* Administrators and Department Chairs/Co-Chairs/Assistant Chairs

---

**03/12/09 "Legally Compliant Strategies for Diversity Enhancement"**

*time:* 9:00 a.m. - 12:00 p.m..

*location:* Riverside City College - Hall of Fame

Moreno Valley Campus - Humanities 234

Norco Campus - Science & Technology 107

*presenter:* Liebert Cassidy Whitmore, LLC

Human Resources Officers, EEO Officers, and Campus Administrators involved in the Hiring

*audience:* Process

---

**03/12/09 "Promoting Safety in Community College Districts"**

*time:* 9:00 a.m. - 12:00 p.m..

*location:* Riverside City College - Hall of Fame

Moreno Valley Campus - Humanities 234

Norco Campus - Science & Technology 107

*presenter:* Liebert Cassidy Whitmore, LLC

*audience:* Supervisors, Managers, and Administrators

---

**03/16/09 "Demystifying CalSTRS Workshop"**

*time:* 12:30 p.m. - 2:00 p.m.

*location:* Moreno Valley Campus, PSC16

*presenter:* CA State Teachers/ Retirement System Benefits Counselor

*audience:* CalSTRS Staff

---

**03/16/09 "CalSTRS Retirement Workshop"**

*time:* 3:00 p.m. - 4:30 p.m.

*location:* Moreno Valley Campus, PSC16

*presenter:* CA State Teachers/ Retirement System Benefits Counselor

*audience:* CalSTRS Staff

---

**03/17/09 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m.

*location:* RCCSO, DHR Conference Room

*presenter:* Diversity and Human Resources, Gina Salazar

*audience:* New Classified and Confidential Employees

---

**03/17/09 "Demystifying CalSTRS Workshop"**

*time:* 12:30 p.m. - 2:00 p.m.

*location:* Norco Campus, ST107

*presenter:* CA State Teachers/ Retirement System Benefits Counselor

*audience:* CalSTRS Staff

---

- 03/17/09 "CalSTRS Retirement Workshop"**  
*time:* 3:00 p.m. - 4:30 p.m.  
*location:* Norco Campus, ST107  
*presenter:* CA State Teachers/ Retirement System Benefits Counselor  
*audience:* CalSTRS Staff
- 
- 03/17/09 "Customer Service the RCCD Way"**  
*time:* 1:00 p.m. - 3:00 p.m.  
*location:* RCC, HOF  
*presenter:* Director of DHR, Art Alcaraz  
*audience:* Classified/Confidential Staff
- 
- 03/18/09 "Demystifying CalSTRS Workshop"**  
*time:* 12:30 p.m. - 2:00 p.m.  
*location:* RCC, AD109  
*presenter:* CA State Teachers/ Retirement System Benefits Counselor  
*audience:* CalSTRS Staff
- 
- 03/18/09 "CalSTRS Retirement Workshop"**  
*time:* 3:00 p.m. - 4:30 p.m.  
*location:* RCC, AD109  
*presenter:* CA State Teachers/ Retirement System Benefits Counselor  
*audience:* CalSTRS Staff
- 
- \*\* 3/18/2009 "EEO & Interview Protocols"**  
*time:* 10:30 a.m. - 12:00 p.m..  
*location:* Norco campus, ATEC 205  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees
- 
- 03/18/09 "Manager and Supervisors Conference"**  
*time:* 8:00 a.m. - 12:00 p.m..  
*location:* RCC, Bradshaw Building, Hall of Fame  
*presenter:* SkillPath  
*audience:* Management Staff
- 
- 03/24/09 "Disciplinary Matrix Training"**  
*time:* 2:00 p.m. - 4:00 p.m..  
*location:* RCC, HOF  
*presenter:* Director of DHR, Art Alcaraz  
*audience:* Management Staff
- 
- 04/02/09 "New Classified/Confidential Employee Orientation/Training"**  
*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* New Classified and Confidential Employees
- 
- \*\* 4/2/2009 "EEO & Interview Protocols"**  
*time:* 3:00 p.m.. - 4:30 p.m..  
*location:* Riverside City College, TBD  
*presenter:* Chani Beeman, Director of Diversity, Equity and Compliance  
*audience:* All employees
- 
- \*\* 4/8/2009 "Preventing Discrimination, Harassment & Retaliation in Colleges and Universities"**  
*time:* 10:00 a.m. - 12:00 p.m..  
*location:* Norco campus, Science & Technology 107  
*presenter:* Chani Beeman, Director Diversity, Equity and Compliance  
*audience:* All employees who supervise or direct the work of others
-



**04/14/09 "Disciplinary Matrix Training"**

*time:* 9:00 a.m. - 11:00 p.m..  
*location:* Norco, ST107  
*presenter:* Director of DHR, Art Alcaraz  
*audience:* Management Staff

---

**04/21/09 "Administrative Assistant's Conference"**

*time:* (2 sessions) 8:30am - 12:00pm and 1:00pm - 4:00pm  
*location:* RCC, Bradshaw Building, Hall of Fame  
*presenter:* SkillPath  
*audience:* Support Staff

---

**04/28/09 "Customer Service the RCCD Way"**

*time:* 9:00 a.m. - 11:00 a.m.  
*location:* Norco, ST107  
*presenter:* Director of DHR, Art Alcaraz  
*audience:* Classified/Confidential Staff

---

**04/30/09 "Managing the Marginal Employee"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors, Managers, and Administrators

---

**04/30/09 "Privacy Issues in Our Technological World"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors and Managers

---

**\*\* 5/6/2009 "Procedures for Handling Complaints of Unlawful Discrimination, Harassment & Retaliation"**

*time:* 3:00 p.m.. - 4:30 p.m..  
*location:* Riverside City College, Bradshaw Building Cirtus Room  
*presenter:* Chani Beeman, Director of Diversity, Equity & Compliance  
*audience:* Administrators and Department Chairs/Co-Chairs/Assistant Chairs

---

**05/07/09 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* New Classified and Confidential Employees

---

**\*\* 5/15/2009 "EEO and Interview Protocol Workshop"**

*time:* 9:00 a.m. - 10:30 a.m.  
*location:* Moreno Valley campus, PSC 14  
*presenter:* Chani Beeman, Director of Diversity, Equity & Compliance  
*audience:* All employees

---

**\*\* 6/1/2009 "EEO and Interview Protocol Workshop"**

*time:* 3:00 p.m.. - 4:30 p.m..  
*location:* Riverside City College, Bradshaw Building Cirtus Room  
*presenter:* Chani Beeman, Director of Diversity, Equity & Compliance  
*audience:* All employees

---

**06/04/09 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..

*location:* RCCSO, DHR Conference Room

*presenter:* Diversity and Human Resources, Gina Salazar

*audience:* New Classified and Confidential Employees

---

**\*\* Faculty who attended these trainings were awarded flex credit.**