

**Dan McMichael**

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**From:** Laura Galvan on behalf of Terry Cobos  
**Sent:** Friday, August 6, 2021 3:53 PM  
**To:** AllManagers; AllSupervisors  
**Cc:** Brenda Griego; Allam Elhussini; James Zavas; Lisa Sorensen; Michele Perry; Jeanine Day  
**Subject:** BANNER FINANCE ORIENTATION AND REQUISITION TRAINING - SEPTEMBER 2021

**Importance:** High

**Banner Trainings are scheduled for September!**

Individuals responsible for managing a Division budget, project, or other cost center should attend training. To that end, the following Banner Trainings have been scheduled:

Training	Date	Time
Banner Finance Orientation	Wednesday, September 15, 2021	8:30 a.m. to noon
Banner Requisition Training <i>(New users only)</i>	Wednesday, September 22, 2021 <b>AND</b> Thursday, September 23, 2021 <b>*2-Day Training</b>	8:30 a.m. to noon 8:30 a.m. to noon

**All trainings are currently planned to be in-person at the District Administrative Center in Camarillo. Masks will be required.**

Any training requests must come to us through your site's Business Services Department Fiscal/Budget Tech or Fiscal Supervisor so that they may evaluate the need; please be sure your employee does not contact us directly with a request to attend.

Please indicate the following information in your employee training requests:

- Employee name
- Banner User Name
- Employee 900 #
- Employee Title
- ORG AND **FULL** FOAP (one they can access during the training)
- Type of training(s)
- Reason for training (please be sure that this is articulated so that your campus VP, Business may evaluate the training request)

Please note the requested information. By providing this information in advance, it will, hopefully, prevent delays in trainees' access on training day.

Please send the above information to Laura Galvan at [lgalvan@vcccd.edu](mailto:lgalvan@vcccd.edu). Signups AND BANNER SECURITY FORMS must be submitted by Thursday, September 9, 2021.

Terry Cobos  
Director, General Services  
Business and Administrative Services  
Ventura County Community College District  
761 East Daily Drive, Suite 200  
Camarillo, CA 93010  
Tel: 805/652-5558 Fax: 805/652-7700

Think green!



Please consider the environment before printing this e-mail. Thank you.

## Dan McMichael

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**Subject:** HyFlex Training in T-114  
**Location:** T-114

**Start:** Mon 8/9/2021 10:30 AM  
**End:** Mon 8/9/2021 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Tiffany Pawluk

**Required Attendees:** Noel D'Angelo; Mary Rees; Farisa Morales; Dan McMichael; Alicia Hoffman

Hello! I look forward to meeting with you for HyFlex training Monday at 10:30 am in T-114.

Tiffany

## Dan McMichael

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**From:** Alexander Fredell  
**Sent:** Wednesday, October 13, 2021 4:37 PM  
**Subject:** Drupal Training - October 27th, 2021

Colleagues,

We will be offering the following Drupal Training:

[Drupal Introduction and Accessibility Overview](#)  
With Alexander Rock Fredell and Matthew Spinneberg  
Wednesday, October 27<sup>th</sup>, 2021 from 12:00 – 2:00 p.m.

Folks can sign-up using the [Online Sign-up Form](#). Form will close on Monday, October 25<sup>th</sup>, 2021 at 3:00 p.m.

Regards,

### [Alexander Rock Fredell](#)

Marketing, Communications and Web Design Coordinator  
*Websites, Accessibility and Online Relations (WEBACOR)*  
Ventura County Community College District – Public Affairs and Marketing

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