

New Employee Orientation Phase I Agenda

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| 9:00 – 9:30 a.m. | PROGRAMS BENEFITS AND SERVICES Camilla Carmody, Human Resources William Atkinson, Room 202 (Collaboratorium) |
| 9:30 -10:15 a.m. | WELCOME: PROGRAM OBJECTIVES AND INTRODUCTIONS Nikki Thomsen, Human Resources William Atkinson, Room 202 (Collaboratorium) |
| 10:15 – 10:45 a.m. | TECHNOLOGY Jim Jones, Director of Information Technology William Atkinson, Room 202 (Collaboratorium) |
| 10:45 – 11:00 a.m. | BREAK |
| 11:00 – 11:45 a.m. | INSIDE OUR ORGANIZATION: TOUR OF CAMPUS Rick Smith, Facilities Manager OR Denny Pierce, Team Leader |
| 12:00 – 1:00 p.m. | NEW EMPLOYEE LUNCHEON Daniel Phelan, President Valerie Schuette, Executive Director-Human Resources & Workforce Development Atkinson Dining Room, George E. Potter Center |
| 1:15 – 1:45 p.m. | SAFETY AND SECURITY David Kline, Safety and Security Liaison William Atkinson, Room 202 (Collaboratorium) |
| 1:45 – 2:30 p.m. | BACKGROUND AND PHILOSOPHY Julie Hand, Assistant Dean of Enrollment Management Katena Cain, Enrollment Services Specialist William Atkinson, Room 202 (Collaboratorium) |
| 2:30 – 2:45 p.m. | BREAK |
| 2:45 – 3:30 p.m. | GOING THE EXTRA DEGREE Tina Banach, Research Analyst Kristen Buttigieg, Director of Institutional Research William Atkinson, Room 202 (Collaboratorium) |
| 3:30 – 4:00 p.m. | ABOUT JCC: COMMUNITY, PARTNERS, CUSTOMERS, AND COMPETITORS Kathy Spring, Director of Annual Giving and Alumni Relations Anthony Rana, Director of Corporate and Continuing Education William Atkinson, Room 202 (Collaboratorium) |
| 4:00 – 4:30 p.m. | NEW EMPLOYEE WELCOME RECEPTION WITH ADMINISTRATION Cindy Allen, Executive Director, Community Relations, Performing Arts & Auxiliary Services Third Floor Tier, George E. Potter Center |