

**New Employee Orientation
 Phase II Agenda**

9:00 – 10:15 a.m.	WELCOME AND TRUE COLORS Nikki Thomsen, Human Resources William Atkinson, Room 202 (Collaboratorium)
10:15-10:45 a.m.	HOW JCC OPERATES: BUSINESS OFFICE PROCESSES Melinda Gieseke, Controller William Atkinson, Room 202 (Collaboratorium)
10:45 -11:00 a.m.	BREAK
11:00 – 11:30 a.m.	ACCREDITATION Kristi Trader, Quality Improvement Manager William Atkinson, Room 202 (Collaboratorium)
11:30 – 12:00 a.m.	SUSTAINABILITY Mark Rabinsky, Director of Sustainability William Atkinson, Room 202 (Collaboratorium)
12: – 12:30 p.m.	NEW EMPLOYEE LUNCHEON Valerie Schuette, Executive Director of Human Resources & Workforce Development Kristen Buttigieg, Director of Institutional Research Atkinson Dining Room, George E. Potter Center
12:45 – 1:30 p.m.	ORGANIZATION STRUCTURE AND DEPARTMENTS Valerie Schuette, Executive Director of Human Resources & Workforce Development William Atkinson, Room 202 (Collaboratorium)
1:30– 2:30 p.m.	ETHICS AND FERPA Diane Fenby, Executive Director , Institutional Effectiveness & Legal Affairs William Atkinson, Room 202 (Collaboratorium)
2:30 – 2:45 p.m.	BREAK
2:45 – 3:45 p.m.	DIVERSITY AT JCC Lee Hampton, Director of Multi-Cultural Relations William Atkinson, Room 202 (Collaboratorium)
3:45 – 4:00 p.m.	FINAL REMARKS AND EVALUATION Nikki Thomsen, Human Resources William Atkinson, Room 202 (Collaboratorium)