

# North Lake College New Employee Orientation

## Description

North Lake College's New Employee Orientation is designed to provide new employees access to essential tools to support their work efforts and to promote success in their professional pursuits. Our orientation encourages employees to provide well-rounded support not only to their department but more so to our students through acquiring knowledge of various essential resources.

In this session, attendees are introduced to essential employee-related support, services, and procedures. Participants will correlate the importance of professional development to the value of student success. Attendees will also have an opportunity to get involved in North Lake's major initiatives. We encourage all new employees to attend this orientation and essentially put their best foot forward on the path to upholding the standards set forth in our mission.

## Outcomes

At the end of this program, employees will be able to:

- identify essential campus services and locations
- initiate procedures to access all employee-related resources
- engage in existing North Lake College/District initiatives and professional development
- reflect on their role in promoting our mission, vision, and goals
- establish connections with fellow new employees

## Agenda

9:00am – 10:00am: NLC Orientation

NLC facts; mission, values, and strategic priorities, administrator name matching, employee services, getting involved

10:00am – 10:30am: HR Overview: Benefits and discounts

10:30am – 11:00am: New Employee Computer Use Policy & IT Overview

11:00am – 12:00pm: "Blazer Stories" – Meet with student representatives

12:00pm – 1:00pm: Lunch with President's Team

1:00pm – 3:00pm: Campus Safety/Active Shooter Training

## Course Prep

- Update President's Team cards for activity
- Update photos in NEO slideshow for any leadership and Association officer changes
- Confirm student stats with IR team
- Update poverty data from Data Depot
- Confirm operating budget info with VPBS group
- Confirm employee data with HR
- Prep handouts: IT quick cards, IT one-pager, Blazer magazine, College quick facts, strategic plan pamphlet, facilities handout, name tents, Wildfire mugs

## Session Outline

10 minutes - Introductions and Ice Breaker

### **Who's Who?**

**Group Size: 4 or more**

**Materials: Name Tags for every Attendee**

Upon arrival, give attendee someone else's name tag. Attendee must find person whose name they have, interview them and then introduce to the group.

15 minutes - DCCCD and North Lake

One College Preface: We understand that this will be a year of transition - until they flip the switch - these are the facts as they stand today.

### DCCCD facts

- founded in 1965
- served more than 1.5 million people
- largest undergraduate institution in Texas
- 3<sup>rd</sup> largest in the country

### North Lake Facts - Switch to image and map slide

- est. 1977
- We primarily serve Irving and surrounding communities
- North Lake College is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate's degree.
- North Lake College is recognized and sanctioned by the Coordinating Board of the Texas Higher Education Agency.
- Approximately 378 full-time and 727 part-time employees
- Operating Budget of approximately \$45 million.
  - Revenue sources:
    - tuition (24%)
    - local taxes (54%)
    - state appropriations (20%)
    - other (2%)

### North, West, and South Campuses - Community Campuses

#### West Campus

- Home of College's Construction Programs – Construction Management; Construction Technology; Electrical; and Plumbing & Pipefitting programs
- Training partner with Construction Education Foundation (CEF)

## North Campus

- Located in Coppell off of Highway 121 and Sandy Lake Road.
- A one-stop shop for Admissions, Academic Advising, and registration
- Testing and Learning Resource Center
- Hosts Logistics Technology Program, Coppell ISD Dual Credit, and the future home of the West Campus construction programs.
- Has several credit classes available applicable towards an associate degree or transfer to a university.

## South Campus

- North Lake College's southernmost campus located near the heart of historic downtown Irving.
- South Campus offers:
  - North Lake College Collegiate Academy with DISD
  - Bilingual staff in both English and Spanish
  - Credit classes applicable towards an associate degree or transfer to a university
  - Advising, registration, testing, and a learning resource center

## Our Students

Approximately 10,746 credit and 4,095 non-credit students (per term)

52% Freshman - 38% Sophomore - remaining are transfer students

75% - Dallas County residents (We primarily serve Dallas county students)

52% - First Generation College Student

9.6% - First Time in College, (doesn't include dual credit students)

24 years - Average age of our students

59.5% female, 40.5% Male

78.9% are part-time students, 21.1% full-time students

42.8% Hispanic Population - We are a hispanic serving institution (HSI), which means that meet specific criteria that makes us eligible for additional federal appropriations.

34.4% White; 18.4% African-American; 14.6% Asian/Pacific Islander; 26.6% Other/Unknown

International Students (75+ countries): 2.1%

- Nepal
- Mexico
- El Salvador
- India

- Afghanistan
- South Korea

Our students come from all over. Each dot represents the home area (zip code) of at least one of our students.

Our students face many challenges or barriers to success.

- Student Poverty Level - 26.8% of NLC students are living at or below the poverty level, which is above the average for DCCCD schools of 21.8%. (Down about 10% from last year) A recent study by the Hope Center, 42% of community college students felt food insecure.

We hope this gives you a more accurate representation of the students we serve. They are a bit of a departure from what one typically considers a “traditional” college student.

## 15 minutes - What we value at North Lake College? (Mission, Values and Strategic Priorities)

- Our Mission (give them a minute to read the mission)

North Lake College, created as a part of the Dallas County Community College District (DCCCD) in 1977, is a two-year public community college located in Irving, Texas. In addition to the Central Campus, three community campuses provide access to diverse communities in the service delivery area. The college utilizes an open-door admission policy which anticipates and responds to the educational, training, and employment needs of the community. The college prepares people for successful living and responsible citizenship through quality educational programs.

We invite dynamic partnerships with all our constituencies: students, community, business and industry, public schools, and government; we celebrate a supportive environment in all aspects of the college experience. We are committed to providing equal access and quality learning experiences to a diverse student population in an environment characterized by excellence in service and responsible use of resources.

The “Why” = prepares people for successful living and responsible citizenship

The “What” = providing equal access and quality learning experiences

The “Who” = diverse student population

The “How” = dynamic partnerships, supportive environment, excellence in service, responsible use of resources

The “When” = open-door admission policy, educational, training, and employment needs

- Our Values

- ask employees to guess the North Lake values from the wordle (Excellence, Integrity, Innovation, Inclusiveness, Perseverance)



**We demonstrate our understanding of these core values and strive to uphold them in our daily actions and decision-making.**

### **Excellence**

We seek to exceed expectations and achieve exceptional results; to foster student success in and outside the classroom; to promote professional development for all our employees; and to provide a quality teaching and learning environment.

### **Integrity**

We are committed to the principles of honesty, responsibility, and accountability. We inspire trust by saying what we mean, matching our behaviors to our words, and communicating with openness and transparency.

### **Innovation**

We champion new ideas and encourage creativity and informed risk-taking. We strive continuously to develop outstanding programs and processes with the firm belief that forward-thinking agility will shape our best future.

### **Inclusiveness**

We appreciate and embrace our diversity. We believe in the value of varying opinions, perspectives, and styles because this benefits all of us even as it challenges us to grow and

think differently. Our community is built on respect. We are kind and compassionate to others and welcoming to newcomers.

### **Perseverance**

We have the tenacity and determination to work as hard and as long as it takes to achieve success in spite of any obstacles that stand in our way. We have grit and model it for our students and for each other.

### **North Lake College Equity Statement**

- Only school thus far in DCCCD to have a written equity statement
- Can be seen on our website for full statement text
- Re-emphasizes our value of inclusiveness

### **Strategic Priorities**

\*\*\*point out handout with information provided on strategic priorities\*\*\*

In order to focus our work, the President's thematic priorities are organized into four areas in direct alignment with the DCCCD Board of Trustees mission, priorities, and strategic objectives.

- Impact Income Disparity Throughout Our Community
- Streamline Navigation to and Through Our System and Beyond
- Implement the Integrated Higher Education Network
- Serve as the Primary Provider in the Talent Supply Chain Throughout the Region
- Create a Diverse and Inclusive High-Performing Work and Learning Environment Leading to Employee and Student Success

### **Thematic Priorities**

**Employee Success** – we are committed to attracting, retaining, and developing top talent in order to provide a healthy, positive, inspiring, and productive work environment for the educators who support, teach, and serve our students, our community, and each other.

**Student Success and Completion** – we are committed to meeting the educational needs of Dallas County by providing equitable support to ensure that each student receives the services they need to be successful, persistent, and achieve their educational and career goals.

**Community Engagement** – we are committed to serving and supporting our richly diverse community by connecting individuals, communities, schools, and employers in Dallas County and the North Texas region.

**Institutional Effectiveness** – we are committed to living our mission of high quality, accountability, and continuous improvement by teaching, learning, innovating, and showcasing our best people, programs, and processes.

## 15 minutes - Administrative / Department Matching Activity (Ixchel)

- In groups

## 10 minutes - Present Deans, Directors

- before every slide ask if they can identify the VP/Exec. Dean

## 5 minute - Break

## 5 minutes - Quick Overview of Campus Employee Services (Prezi) Ixchel

- Employee ID
- Keys
- Parking Permit
- Food
- Professional Development
  - Services (Events, Consultations, Programs, Initiatives)
  - Facilities (Computers, Meeting Rooms, etc.)
  - Programs (NEO, NFO, NSO)
  - Resources (Lynda.com, district)
  - Communication Channels (e-mail, FB, Twitter)
  - How can we assist with your success at North Lake?
- Human Resources\* (discuss what information can be obtained through their office i.e. Benefits) -- ERS Discount Purchase System
- furniture
- facilities
- copies

Student version as well - can be sent out as part of follow up?

Point out to save contact information for district police in phone in case of emergency

## 10 minutes Getting Involved

There are many ways to get involved through NLC. There are first various administrative councils, and if you wanted to join or look for more information, you can connect with these individuals:

- PSSA
- FAA
- Admin Council

There are also many other organizations that you can join or support. Here are just a few:

- Trio and Upward Bound - Upward Bound is a free, year-round college preparatory program for high school students. It is 100% grant-funded by the federal government. The goal of the program is to prepare low income, first generation college bound students for success in postsecondary education.
- Sustainable Blazers
- QEP
- Athletics
- SVA
- Service Learning

We encourage you to find something that fits your interests or passion to continue to stay engaged here at North Lake.

#### Campus Events

- Blue/Green (All College Day)
- District Conference Day
- Employee Recognition
- Commencement
- Employee Holiday Party
- Green Initiatives and Recycling Programs
- Food Truck Fridays (Summer)
- ...Just to name a few...

#### 10 minutes Stay Informed

How do we receive communication here with North Lake outside of your email? There are a few ways:

- NLC social media
- NLC blog
- NLC MyPortal
  - Check out the “Tools and Resources” tab for access to employee discounts

#### Get to know Wildfire

- Show updated website
  - point out subscribe options to get notifications of upcoming news and events
- Monthly newsletter communication via email
- Contact information
- Upcoming events list

## Parking Lot

5 minutes - IT Support - Hand out the quick guide (Ixchel)

- eConnect
- Colleague
- eCampus
- myPortal
- Copy code
- Miscellaneous Software or Technical Issues
- Website or communication access
- phone support

5 minutes - Campus Safety and Emergencies (Ixchel)

Police Communication Center, 24/7, 365 days

Officers are sworn Texas police officers.

Hazardous materials training

Weather advisories

Emergencies, including medical

Campus Amenities Include:

- a jogging trail (.5 miles)
- Gym Hours for Employees
- Outdoor Learning Center
- Wildfire for professional development resources

Employee Amenities:

- Credit classes – Tuition Free \*
- Non-credit Classes – Tuition Free \*
- On-going training and development opportunities on-campus and district-wide
  - Leadership academy, conferences, and memberships in professional organizations
- Lynda.com
- Discounts on tickets to the movies
- Discount on State Fair tickets
- Degree program discounts with Capella University

\* See HR policies for eligibility requirements.

### Estimated Budgetary Costs

Not including event costs (food etc.)

Items	2017	2018	2019	2020
NLC Promotional Items (Cups, T-shirts, etc.)	\$1000	\$1000	\$1000	\$1000
Giveaways (Tote bags, candy, etc..)	\$100	\$100	\$100	\$100
Resources (Org Cards, Games, etc.)	\$100	\$100	\$100	\$100
	\$1200	\$1200	\$1200	\$1200

### Parking Lot

#### 2017-2018 Academic Year Performance Goals

- Increase Credit Enrollment by 2%
- Improve In-Course Student Success rates for Developmental Education by 3%.
- Increase dual credit enrollment by 7%

- Increase the number of Associate of Arts, Associate of Science, or Associate of Applied Science degrees by 50 awards.
- Decrease Average Time to Degree and Average Credit Hours at Degree by 3%.
- Increase the number of students who complete their 15th, 30th, and 45th college-level credit hours.

