Ivy Tech Community College
New Employee Orientation
Welcome from President Thomas J. Snyder
Objectives

By the end of this orientation, you will be able to:

• Identify the mission, values, purpose, and core values of Ivy Tech Community College
• Explain how your role is essential in helping the College meet the objectives of the strategic plan
• Demonstrate an awareness of the College policies and procedures
• Recognize where to find assistance and information
Introduction

In an effort to meet the objectives on the previous slide, we will cover a variety of topics here.
Orientation Outline

Ivy Tech Community College

Human Resources

- Benefits
- Policies and Procedures
- Training
- Talent Development

Technology

Connecting and Communicating
Orientation Outline

Ivy Tech Community College

Human Resources

Technology

- Ivy Market
- Banner
- Helpdesk Tickets

Connecting and Communicating
Connecting and Communicating

- Computer and Email
- Campus Connect
- Ivy News
- Ivy Tech Alert
- Campus Tour
Ivy Tech Community College

Ivy Tech Community College is the state's largest public postsecondary institution and the nation's largest singly accredited statewide community college system serving more than 150,000 students annually. Ivy Tech has campuses throughout Indiana. We serve as the state's engine of workforce development, offering affordable degree programs and training that are aligned with the needs of our communities. In addition, many of our courses and programs transfer to other colleges and universities in Indiana. We are accredited by the Higher Learning Commission and we are a member of the North Central Association.

Changing Lives. Making Indiana Great
Ivy Tech Mission Statement

Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional, technical, transfer, and lifelong education. Through its affordable, open-access education and training programs, the College enhances the development of Indiana’s citizens and communities and strengthens its economy.
Student Centered

Students find personal attention close to home at Ivy Tech Community College. The average class size is only about 22 students, but we also offer the benefits of a large institution in terms of accessibility. You can earn a degree at one of the 32 degree granting locations throughout the state, and take classes in more than 75 communities. No matter where you live, or where you're headed, Ivy Tech Community College can help prepare you for tomorrow's opportunities.
Affordable

Ivy Tech is the state's most affordable college. Students can earn a degree for around $3,500 a year. And with credits that transfer, students can save money by completing the first two years of a four-year degree at Ivy Tech Community College.

Ivy Tech's Corporate College offers local, affordable solutions for Indiana business and industry training needs.
## Vision, Purpose, and Diversity

<table>
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<th><strong>VISION</strong></th>
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<td>Changing Lives. Making Indiana Great</td>
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<th><strong>PURPOSE</strong></th>
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<td>Ivy Tech Community College changes lives and changes Indiana through education and workforce development.</td>
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<th><strong>DIVERSITY STATEMENT</strong></th>
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<td>Ivy Tech Community College is committed to a diverse and inclusive educational environment that extends beyond tolerance to respect and affirm human difference. Therefore, diversity, as defined by Ivy Tech, includes, but is not limited to, differences in race, ethnicity, religious beliefs, regional and national origin, color, gender, sexual orientation, gender identity, socioeconomic status, age, disability, and political affiliation. By encouraging free and open discourse, providing educational opportunities within and outside its classrooms, and intentionally recruiting and retaining a diverse assembly of students, faculty and staff, the College endeavors to graduate culturally literate individuals who will make positive contributions to a local, national, and global society.</td>
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Ivy Tech Community College operates based on its core values.
Core Values

Student

We value:

- Our students' right to reach their potential
- Educational and personal goals
- The diverse life experiences of each student
- Behavior that will enhance the dignity and worth of all students
- Student need for lifelong learning skills

- Community Engagement
- Faculty and Staff focused
- Diversity
- Innovation
- Excellence

Student
Core Values

Faculty and Staff focused

We value:

- The individual and collective contributions of all faculty and staff
- The diverse life experiences of each employee
- The importance of investing in personal and professional development of all employees
- Openness, honesty and integrity in all employee interactions
Diversity

- Diversity of thought and opinion
- The uniqueness of all of our students and employees
- Cultural experiences of all students and employees
- An inclusive climate that recognizes and supports a diverse learning and work environment
- Curricular and co-curricular experiences that enrich student
Integrity

- Honest and forthright communications with all constituencies
- Ethical conduct
- Full and direct disclosure in all print and electronic materials
- Ethical business practices with all partners
- Accountable and responsible stewardship of all College resources
Community Engagement

We value:

- Being a responsible corporate citizen
- A strong spirit of volunteerism among students and employees
- Collaborative partnerships
- Campuses that are catalysts for service to the community
- Active engagement and leadership in the community
Innovation

- The creation and application of knowledge
- Keeping an open mind to new ideas
- A spirit of entrepreneurialism
- Responsible risk-taking
- The recognition and celebration of innovative initiatives
- Continuous improvement
Core Values

Excellence

We value:

- High academic expectations
- A teaching and learning environment that allows students and faculty to achieve their full potential
- Development of our students as confident, capable people contributing to family, workplace and society
- High-quality programs and services
Do your values align with Ivy Tech Community College?

Now that you have a better understanding about the core values of the College, where do your values align with those of Ivy Tech Community College?

- Student Centered
- Faculty and Staff Focused
- Diversity
- Integrity
- Community Engagement
- Innovation
- Excellence
President Thomas Snyder

Appointed in 2007, President Snyder leads the strategic, academic and operational processes of Indiana's largest and fastest growing college, serving more than 150,000 students annually on more than 32 campuses and in 75 communities that provide a full-spectrum of educational resources, transfer credits, associate degrees, workforce training and professional certification.
Presidents Cabinet

The President's Cabinet is comprised of all the Regional Chancellors as well as all the Vice Presidents. This group meets regularly to establish a strategic plan, and to work toward the goals of the strategic plan.
Regional Chancellor's Cabinet

The regional Chancellors Cabinet is comprised of all the Campus Presidents as well as all the Executive Directors within the region. The regional Chancellor works with this group to guide regional operations and implement components of the strategic plan within the region.
Campus Presidents

The Campus Presidents work with department leaders to lead campus operations and ensure that their campus is working toward the goals of the College's strategic plan.
The Ivy Tech Strategic Plan, **Focused on Student Success 2025** strives to build on the success the College has enjoyed in recent years and make improvements where needed.

**Strategic Plan Executive Summary**

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<th>Strategy:</th>
<th>• Ensure students meet their educational objectives</th>
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<td>Strategy:</td>
<td>• Ensure a sustainable financial resource base</td>
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<td>Strategy:</td>
<td>• Ensure effective and efficient processes</td>
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<td>Strategy:</td>
<td>• Ensure a sustainable human and technical resource base</td>
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Your Role and the College Strategic Plan

Your supervisor will explain how your role helps the College to achieve the goals within the strategic plan. Be sure to learn how you will help Ivy Tech Community College Focus on Student Success 2025. You are an essential piece of the puzzle.
Human Resources

The Human Resources Department is available to assist you with

• Benefits
• Policies and Procedures
• Training
• Talent Development

Visit the Human Resources website at any time to read more about how Human Resources can meet your needs.
Benefits

Ivy Tech Community College offers full-time employees a compensation package including health, dental, vision, and life insurance benefits. But that’s not all - see what else the College offers that makes it one of Indiana’s premier employers. To learn more about these benefits, visit http://ivytech.gabenefits.net/
Employment at ITCC

As an employee of Ivy Tech Community College, you need to understand the employment policies.

A complete listing of all Ivy Tech Community College policies and procedures can be found on the College website or by clicking here.

EEO/AA Policy

The College employs qualified persons and provides equal opportunities for the advancement of employees. The College employs, promotes, transfers, reclassifies, and trains in a manner which will not discriminate against any person because of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, physical or mental disability, or age, per the College EEO/AA policies. The College is committed to providing a work environment free of discrimination.

If you believe you have been discriminated against or harassed by a coworker, supervisor, or agent of the College, you should promptly report the facts of the occurrence and the names of the individuals involved to your supervisor, the Human Resources Administrator, or an Affirmative Action Officer. Your Supervisor, Human Resources Administrator, or Affirmative Action Officer will look into all reported
Harassment

Ivy Tech will not tolerate harassment based on race, color, creed, religion, gender, sexual orientation, gender identity, national origin, physical or mental disability or age, and/or opposition to prohibited discrimination or participation in this or any other complaint procedure. This prohibition covers harassment against any Ivy Tech employee by anyone (supervisors, co-workers, students, or non-employees) in or related to an Ivy Tech campus. The policy prohibiting harassment includes adverse treatment of employees because they report harassment or provide information related to such complaints.
Sexual Harassment

Ivy Tech Community College does not tolerate sexual harassment. Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and other oral, written or physical conduct of a sexual nature where:

1. Submission to the conduct is an explicit or implicit term of employment;
2. Submission or rejection of the conduct is the basis for any employment decision affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment would include, but not be limited to, actions such as: 1) sex-oriented oral or written (including electronic) "kidding" or abuse, 2) displaying or circulating photographs, drawings or
**Reporting Complaints**

Employees are encouraged to report inappropriate behavior before it becomes severe or pervasive. An employee who thinks that he or she has been a victim of harassment and who desires to file a complaint to that effect should complain first to his/her immediate supervisor unless that supervisor is the subject of the complaint. Under this circumstance or under any other circumstance where the employee prefers not to complain to their immediate supervision, the employee may file a complaint with the Human Resources Administrator or anyone else in a managerial role. All supervisors and members of management to whom a complaint of harassment is brought or who independently observe behavior prohibited by the harassment policy are to report the complaint of harassment or information about harassment promptly to the highest ranking official at the respective facility who is not the alleged harasser or to the Human
Americans with Disabilities Act

The College is committed to full compliance with the Americans with Disabilities Act (ADA). In order for the College to meet this commitment, it is the responsibility of the employee to notify the immediate supervisor and the Human Resources Administrator, in writing, of any special accommodation which may be required. The College also requires your participation in discussing the accommodation and possible alternatives.
Standards of Conduct

As a public institution, the College must conduct its business in a manner which is beyond reproach. The actions of College employees must be, and must appear to be, proper. There are rules for accepting gifts, protecting confidential information, and participating in opinion polls. The College does not allow solicitation or distribution by employees during working time; similarly, employees must avoid conflicts of interest and refrain from conducting personal business on college time.

The rules of conduct are fully explained in the Employee Handbook. Click here to read about Confidentiality, Opinion Polls and Social Media, Political Activities, No Solicitation or Distribution, Conflicts of Interest, Employee Authored Texts, and College Assets and Personal Business.
Performance Evaluations

It is the policy of the College that all employees will receive an annual performance evaluation. While the evaluation of employee performance is an ongoing process throughout the year, the formal written process takes place annually. Newly hired employees are evaluated at the conclusion of the probationary period and again during the annual process (providing there is a sufficient lapse of time). An employee who voluntarily applies for a different position and is selected for that position shall receive a performance evaluation at the conclusion of sixty (60) working days (or at the end of first full semester if a faculty member) to assess performance in the new position. An employee transferred by the College to a position of equal or lesser classification may not be subject to a performance evaluation until the next annual cycle. The goal of the College's evaluation process is to make certain that all employees understand their duties and
Policies and Procedures

Payroll & Time Off Requests

The College has developed certain procedures for reporting time worked and for receiving a paycheck.

Please check with your supervisor for specific information about payroll. You can also click here for more information.

The College benefit package allows you to have paid time off from work under certain conditions. Time off benefits include paid faculty release days, holidays, earned vacation days, and income protection through sick days. Your eligibility for these benefits will vary based on your employment group and years of service with the College. Your supervisor and the Human Resources Administrator can more fully explain your time off benefits.

You can also click here to read about time off requests.
As a new employee, Human Resources will want to ensure you have completed all required trainings as well as any job specific trainings. Making sure you are properly trained will:

• Ensure you are aware of Ivy Tech Community College policies and procedures
• Ensure a safe environment for employees and students
• Increase your productivity
• Increase your job satisfaction
Required Training

- Prohibition Against Harassment
- Data and Information Security
- Information Security User Awareness
- Safety Awareness
- Sexual Violence Awareness and Prevention
- Adjunct Faculty Orientation (Adjunct Only)
To access each of these training modules, take the following steps:

1. Log on to Campus Connect
2. Select the “Employee Services” tab
3. Click on the “Ivy Tech Training Portal” link located in the “Training” Channel
4. Select the “My Training” tab
5. Select the “CBTs and Webinars” tab
6. Click the “Launch” link next to the appropriate CBT to start the module (you may need to scroll to the right on your screen)
Talent Development

Ivy Tech Community College offers our employees statewide and local opportunities for professional development. In addition to fee remission and tuition reimbursement benefits, we also offer role specific trainings, leadership development opportunities, and seminars designed to increase the knowledge, skills, and abilities of our employees.

Visit [Team Ivy Talent Development](#) to learn more about these programs.
Communication

Because Ivy Tech Community College has campuses throughout the State of Indiana, The College must be intentional in its communication methods. Below are three tools that can be used to stay informed and to find information. We will discuss each in the next few slides.

- Campus Connect
- Ivy News
- Ivy Alert
Campus Connect

Campus Connect is Ivy Tech’s online portal. You can use Campus Connect – **Home** tab to access the College calendar, quicklinks, and My Ivy Tech which contains employee links. You can also use Campus Connect – **Employee Services** tab to access infonet, benefits information, and the training portal.

Visit Campus Connect at [https://cc.ivytech.edu](https://cc.ivytech.edu)
Ivy News is your source of information for the College. Here you will find All News, Statewide News, and Regional News.

You will also find links specific to your region and links to Institutional Research requests, Information Technology requests, Team Ivy - Human Resources, and Helpdesk requests.

Ivy News uses the same username and password as Campus Connect.

https://ivynews.ivytech.edu/Login
Infonet

Infonet is the official repository for employee-related documentation, including forms, policies and procedures, committees and calendars. This site also contains departmental information and resources.

Visit Campus Connect at https://cc.ivytech.edu and login to find Infonet under the “Employee” tab.
Ivy Tech Alert

As part of Ivy Tech Community College's ongoing effort to safeguard students, faculty, and staff, the College has implemented an emergency communications system. Ivy Tech Alert allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail and text messages.

All students, faculty, and staff are encouraged to sign up for Ivy Alert. Please visit Ivy Tech Safety & Security web page at http://www.ivytech.edu/security-safety/ to learn more about Ivy Tech safety and security related to your campus.

You can also visit http://www.ivytech.edu/alert/ to sign up for Ivy Alert.
Technology

All employees within the College have been assigned an email address and have been given access to online resources.

• Computer Use
• Technical support via IT tickets or Help Desk

Beyond training and event registration, your role may require that you use other systems within the college.

• Banner – our enterprise solution for student finances, human resources and payroll applications
• Ivy Market – our procurement system

In the next few slides, we will discuss the computer use policy, getting assistance via an IT ticket, accessing Banner and Ivy Market.
Computer Use Policy

Acceptable Use of College Computer Resources

College computing resources are to be used to advance the College's mission of education, research, and public service. These resources are provided to employees and other authorized users for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other college authorized activities.

Please refer to the Employee Handbook for impermissible computer use.
Getting Assistance

The following tabs can be found on Ivy News homepage.

1. Infonet
2. Submit Helpdesk Ticket
3. White pages
Banner is our enterprise solution for student finances, and human resources and payroll applications.

Use of Banner will depend on your role within the College.
Ivy Market is our procurement system. It allows us to track our purchase spending. If your job description includes making or approving purchases, you will need to gain access to this system.

Use of Ivy Market will depend on your role within the College.
Campus Tour

Places to locate on your campus:

✓ Office of the Chancellor
✓ Office of the Campus President
✓ Human Resources Department
✓ Safety and Security
✓ Academic Affairs
✓ Express Enrollment
✓ Academic Advising
✓ Student Affairs
✓ Online Technology
✓ Corporate College
✓ Business Office
✓ Library Services
✓ Information Technology

*Not every campus / site will have all of these offices.
Thank You

Thank you for taking the time to complete the Ivy Tech Community College New Employee Orientation. We are glad that you decided to become a member of Team Ivy. We look forward to the meaningful contributions you will make to our team!

If you have further questions about Ivy Tech Community College, please speak with your supervisor. You may also contact the Human Resources Department within your region at any time to further discuss benefits, policies and procedures, training, and talent development.
Confirmation of Completion

Read instructions below then click on New Employee Orientation Confirmation box to continue

- Log on to TC Exam using your Campus Connect ID and Password
- Select “New Employee Orientation Confirmation”
- Select the appropriate response
- Click Submit to enter your response
- Click Submit again to confirm
- Log out of TC Exam and close your browser window when finished