



Please plan
approximately
1 hour to
complete
orientation!

GENERAL YC NEW EMPLOYEE ORIENTATION

The logo for Yavapai College, featuring the word "Yavapai" in a green, cursive script font and "COLLEGE" in a green, all-caps, sans-serif font below it.

Yavapai
COLLEGE

The logo for YC, featuring the letters "YC" in a large, bold, green, sans-serif font, with "You Can!" in a smaller, green, sans-serif font below it.

YC
You Can!

President's Message

Welcome to Yavapai College!

Congratulations on your new position. You are now a very important part of a special community. Our mission at YC is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County. No role at YC is insignificant in supporting our students and our community. I am very proud of this very distinctive characteristic of Yavapai College: We are a community of supportive, dedicated faculty, staff and administrators who care about our students, their education, their aspirations and we want nothing more than to see students succeed. Their success is dependent on us and our success is dependent on theirs. We also are a community that cares about and supports one another in an environment that is welcoming, respectful, supportive and inclusive. I am so glad that you are part of YC. Thank you for your service to our students and our community.

I hope to see you around campus.

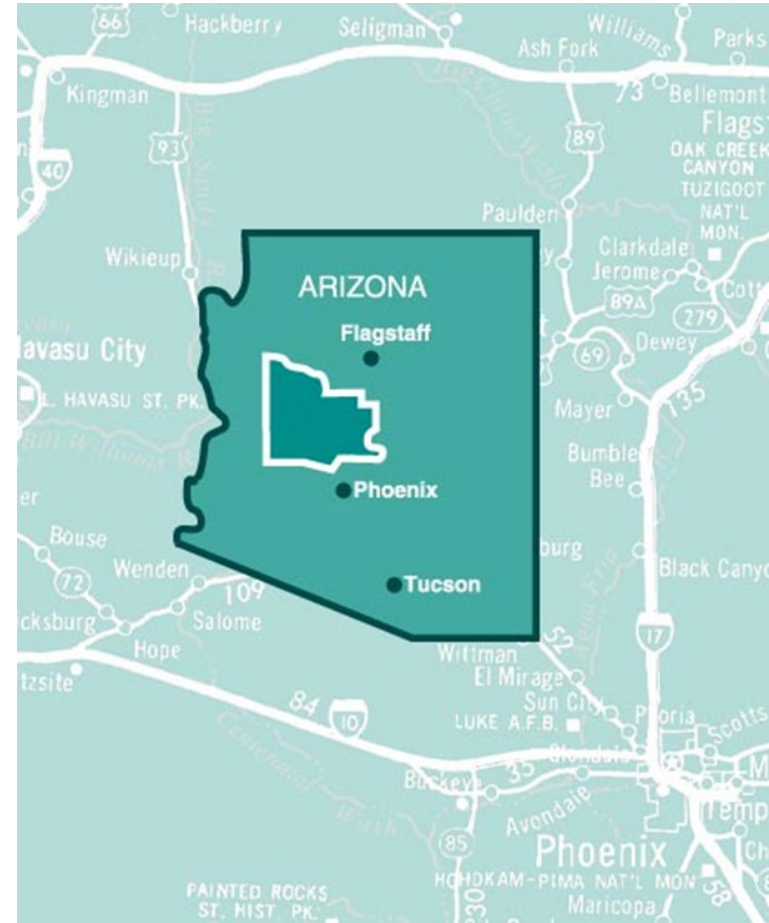
Dr. Lisa Rhine

President



Yavapai County Overview

- Centrally Located
 - North of Phoenix
 - South of Flagstaff
- Over 8,000 sq. miles
- Diverse population of nearly a quarter million people
- On average, there are 272 sunny days per year in Yavapai County, Arizona, with approx. of 16” of rainfall and 11” of snow



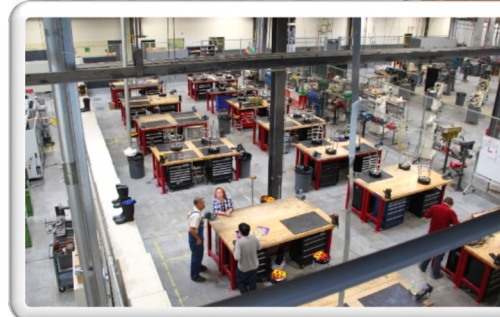
Yavapai College History

- Established in 1966 through county-wide election
- First classes held in Fall of 1969
- College District dedicated first buildings in February of 1970 on original 100-acre site in Prescott, AZ



Yavapai College Today

- **YC Mission:** The mission of the Yavapai College is to support and enhance the academic, professional, cultural and lifelong learning needs of the Yavapai College community. We do this by:
 - Providing information resources, technology and support necessary for success in teaching and learning;
 - Providing environments, services and programs that promote discovery, engagement and the value of lifelong learning.
- Now a **multi-campus** institution with specialty centers serving the various needs of the community across Yavapai County



Strategic Planning & Shared Governance

Why Shared Governance?

Shared Governance supports the integrity of collaborative decision making with open and transparent communication and mutual respect. It is process of aligning priorities, creating a culture of mutual responsibility, and establishing a system of checks and balances to ensure that the College achieves its Mission, Vision and Ends.

Shared Governance Policy found [here](#)

Yavapai
COLLEGE

Strategic Initiatives & Goals

DISTRICT GOVERNING BOARD ENDS

Education

- Students achieve their educational goals at an affordable price.
- Job seekers have the qualifications, skills, and abilities to succeed.
- Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.
- Lifelong learners have access to a variety of learning opportunities.

Economic Development

- Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.

Community

- Yavapai County residents have access to social and cultural opportunities.

MISSION AND VISION

Mission
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.

Vision
Yavapai College makes our community a premier place to learn, work, and live.

Values
Learning, Scholarship, Stewardship, Diversity.


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COLLEGE
YC 019-17

Yavapai College 2015-2020 Strategic Plan


STRATEGIC INITIATIVES AND GOALS

Student Success <ul style="list-style-type: none">A. Increase student completion rates without sacrificing academic quality• Academic Pathways• Mandatory New Student Orientation• Enhanced Early Alert• Strategic Enrollment Management	Economic Responsiveness <ul style="list-style-type: none">A. Create and implement a job placement systemB. Improve district-wide awareness of Yavapai College education and training opportunitiesC. Document and share Yavapai College's economic impact and valueD. Increase career and technical education opportunities in the Verde Valley	Engaged Community <ul style="list-style-type: none">A. Increase credit enrollmentB. Increase non-credit enrollmentC. Improve East County satisfaction with cultural programmingD. Improve community engagement	Organizational Development <ul style="list-style-type: none">A. Improve employee engagement and satisfaction	Fiscal Stewardship <ul style="list-style-type: none">A. Model fiscal stewardship throughout the districtB. Continuously evaluate the Capital Improvement Plan to support student success
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Visit the www.yc.edu/strategic-planning for more details on strategies and YC's planning process.



EDUCATION. ECONOMIC DEVELOPMENT. COMMUNITY.



YC
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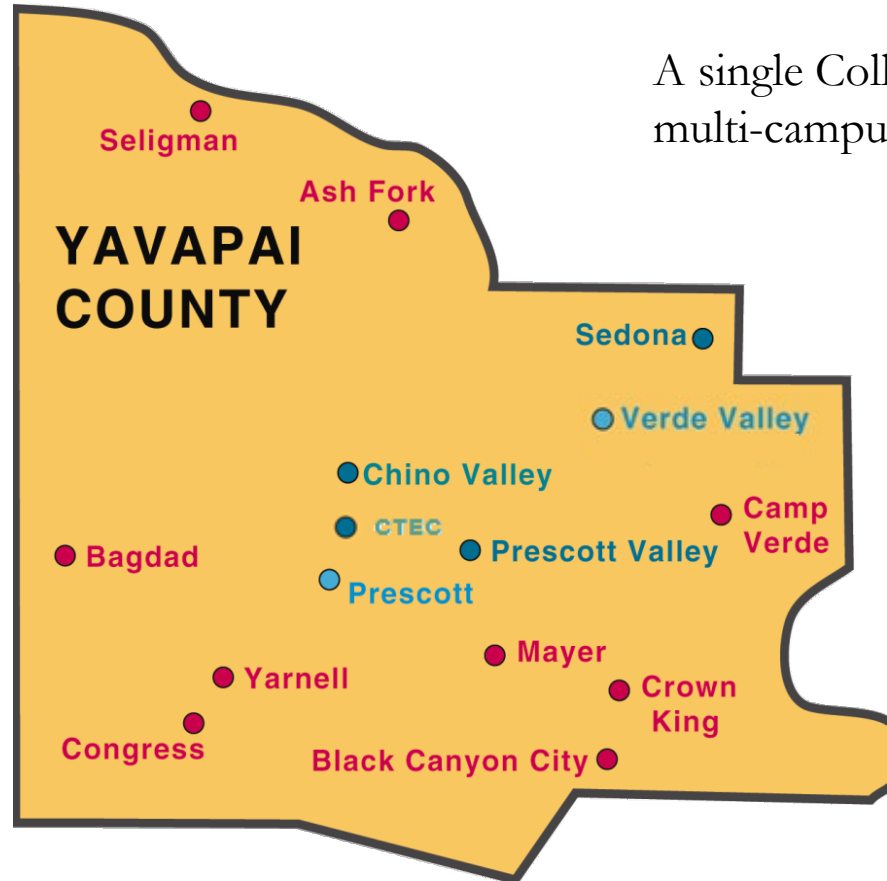
Yavapai College Campuses & Centers

Campuses

- Prescott
- Verde Valley

Centers

- Sedona Center (SC)
- Chino Valley Agribusiness & Science (CV)
- Career & Technical Education Center (CTEC)
- Prescott Valley Center (PV)



A single College,
multi-campus district

[Click Here for Campus/Center
Maps](#)

Yavapai
COLLEGE

YC
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Yavapai College Leadership Team

Dr. Lisa Rhine, Ph.D.
President



Dr. Ron Liss, Ph.D.
Vice President
Instruction &
Student Development



Dr. Clint Ewell,
Ed.D.
Vice President
Finance &
Administrative
Services



Mr. Rodney Jenkins
Vice President
Community Relations



Dr. Diane Ryan,
Ph.D.
Vice President
Strategic
Initiatives



Dr. James Percy,
Ph.D.
Executive Dean
Verde Campus



Dr. Emily Weinacker
Chief Human
Resources Officer



Students, Faculty, and Staff

• Students Enrolled:

– Credit Classes

- Over 10,000 students annually

- Full-time and part-time enrollment

– Non-Credit Classes

- Over 4,000 students combined annually:

- Community Education, College for Kids, EDventures, & Osher Lifelong Learning Institute

• Faculty:

- 107 Full-time

- 395 Adjunct

• Staff:

- 352 Regular Full-time & Part-time

- 593 Temporary Part-time

- 78 Student workers



Student Learning Opportunities

- Earn a Degree (More than 30 [programs](#))
- Obtain a Certificate (More than 75 [options](#))
- Transfer to one of our University Partners



- NAU-Yavapai:
 - Transfer options for Bachelor degrees
 - Unique partnership between Northern Arizona University and Yavapai College, with physical campus located in Prescott Valley
- Participate in Continuing Education
 - Improve or learn a new skill set
 - Personal interest and enrichment



Accreditation



- Accredited on a ten-year basis by the Higher Learning Commission (HLC)
- Assures quality by verifying that YC meets threshold standards and is engaged in continuous improvement.

We are here



Pathway Cycle	2013-14 Year 1	2014-15 Year 2	2015-16 Year 3	2016-17 Year 4	2017-18 Year 5	2018-19 Year 6	2019-20 Year 7	2020-21 Year 8	2021-22 Year 9	2022-23 Year 10
Assurance Process	Institution may contribute documents to the Evidence File			Assurance Review - June 5th (distance visit)	Institution may contribute documents to the Evidence File				Assurance Filing; Federal Compliance Requirements Assurance Review and Comprehensive Evaluation (with visit)	
Quality Initiative					Quality Initiative proposal filed (window of opportunity to submit)					
							Quality Initiative report submitted			
HLC Decision Making				Action to accept Assurance Review						Action on Comprehensive Evaluation and Reaffirmation of Accreditation
Other Monitoring	The Commission will continue to review data submitted by affiliated institutions through the annual Institutional Update, and will apply change processes as appropriate.									

Student Development

- Academic & Career Advising
- Financial Aid
- Answer Center
- Student Employment
- Testing Services
- Disability Services
- Residence Life/Halls
- Student Engagement
- Learning Centers/Tutoring
- Early College Programs
- Student Recruitment
- Registration/Registrar
- TRiO
 - Student Support Services (SSS)
 - Educational Talent Search (ETS)
 - Veteran’s Upward Bound (VUB)



Title IX & Sexual Misconduct

- Title IX is about keeping our students, faculty, staff and community members safe
- Online, federally mandated training is required of all new employees
- Training link will be sent via email to YC email address and must be completed within two weeks of receiving email



Resources & Policy

Yavapai College Foundation (YCF)

- Supports Yavapai College by enhancing educational, cultural, social and economic opportunities both on campus and in the community
 - Endowed Student Scholarships
 - Employee Development Opportunities
 - Capital and Special Program Support



College Police/Campus Safety - 311

- College Police – All Campuses
 - State Certified Police Officers
 - 24/7 coverage, Prescott & Verde campuses
 - Safety Officers
 - Coverage , Extension Campuses
- Emergency Blue Light Phones- All Campuses
- Services
 - Annual Campus Safety Reports
 - Safety Escorts
 - Safety Awareness Presentations
 - Shuttle Service
 - Disabled Vehicle Assistance
 - Jumpstarts
 - Lockouts
 - Lost & Found
 - Free Fingerprinting



Annual Campus Safety & Security Report Now Available

This report is published and made available annually for distribution by the Yavapai College Police Department in compliance with the Federal Jeanne Clery Act.

Many topics of importance to you as a student or employee at Yavapai College are put in this annual report. The College Police Department encourages you to read this report as several subjects are addressed: police authority, safety issues, police response, crime prevention, police escorts, safety presentations, weapon policies, drug and alcohol policies, Emergency Response and Evacuation procedures, Missing Student Protocol, Fire Safety Report, parking regulations, three years of crime statistics, and much more.

This report is available on the Yavapai College website, www.yc.edu/cleryreport, or in newspaper form at the College Police Department, 1100 E Sheldon Street, Building 28, or by calling (928) 776-2185.

YC003-12

Yavapai
COLLEGE
life explored

YC
You Can!



Emergency Alert System

- alertYC
 - Text message/email notification system
 - Provides information & instructions in the event of an incident or emergency on campus, campus closures, or late starts/early releases

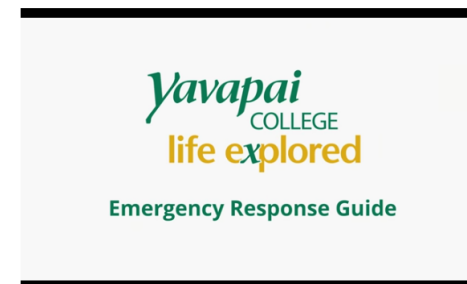
[Register for alertYC by clicking here](#)

- **REQUIRED:**

View the YC Campus Emergency Training Video



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Accident/Incident Report

- Report immediately to your supervisor
- Complete an Accident/Incident Report*
 - Employee/Volunteer **Work Related:** submit to Human Resources
 - **Employee Non-work Related, Student, or Visitor:** submit to College Police
- Review the Accident/Incident & Workers' Comp Guidelines* for additional important information



*Available online through the [Human Resources Forms](#) page

Libraries: Boyd Tenney (Prescott) & Verde Valley Campus

- Our Libraries share resources with more than 40 libraries through the Yavapai Library Network, providing access to over 1 million books and multimedia titles
- Prescott & Verde Campus libraries offer:
 - Ebooks and online articles
 - Print and audio books, music, and films
 - Cultural enrichment programs and activities
 - Customized research support for YC students, faculty, staff, and the public
 - The only Federal Depository Library (Prescott Campus) in Yavapai County
 - Library instruction at all YC campuses and dual enrollment facilities





Campus Amenities



- **Prescott Campus:**

- Rider Diner Cafeteria and Common Grounds Café
- YC Bookstore (Prescott) offers a variety of books, supplies, apparel, and more - 10% employee discount on many items
- Gym & Pool (Staff Rate \$4/day, \$20/month)
- Free Wi-fi

- **Verde Campus:**

- Thee Place offer an assortment of food, snack, and beverage options
- Gym
- Free Wi-fi

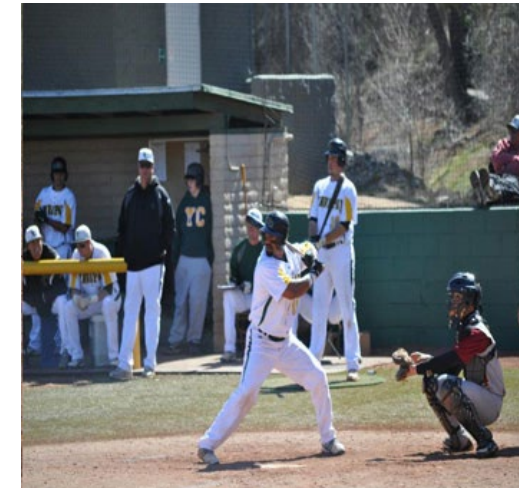


[\(All Fitness Center Rates\)](#)
[\(Cafeteria and Café Menus\)](#)
[\(Verde Campus Café Menu\)](#)



Around Campus

- Community Events offers a variety of vocal and visual shows, musical concerts/tributes, theatrical plays, and guest appearances in the Performing Arts Center (Prescott)
 - Employee discounts available for select performances
- The Art Galleries (Prescott and Verde Valley) display exhibits year-round
- The Sedona Film School at Yavapai College screens student films each Spring
- YC Roughrider Athletic Events (Prescott) include soccer, softball, baseball, and volleyball
 - School colors- Green & Gold
 - School mascot- Roughrider



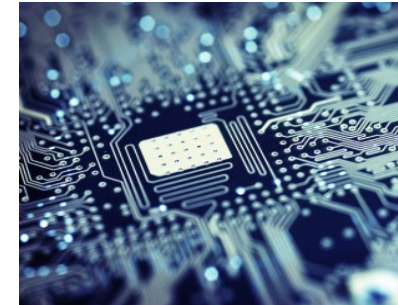


OneCard

- Serves as both Student and Employee ID card
 - Issued same day through Student Services (Prescott & Verde Valley)
 - ID delivered and available within a week (CTEC, PV, SC, & CV)
- Apply “Flexicash” to card through Cashier (Bld 1) or online
 - Campus food service locations (discounts with Flexicash purchase)
 - Mail Center
 - Bookstore
 - Learning Center Copier
- Can be used as Library card when activated by Library staff
- May be designated for door entry when requested by supervisor (if necessary)

Technology & Support Services

- **Desktop Computer Support**
 - **Help Desk:** (928) 776-2168
 - Available 24 hours a day, 7 days a week, 365 days a year
- **Microsoft Office Outlook** (email) is accessible both on-campus and off-campus through the YC Website
- **Cloud**: Allows off-campus access to computing resources that contains all of the software available in the YC general computer labs
- **WEPA** printing kiosks allow students to print school work for a small fee
- **Teaching & eLearning Support** (**TeLS**) provides resources, training, and support for educational technology to students and faculty





YC Web Site

- Enables communication both internally and externally
- Includes information for students and their parents, community and visitors, as well as faculty and staff: <http://www.yc.edu>
- Most of what you are looking for regarding the College can be found here including:
 - ✓ Upcoming Events/Dates
 - ✓ Forms
 - ✓ Policies
 - ✓ Department Information
 - ✓ People Locator
 - ✓ More...



YC Portal

Employee Login – After you have logged into **The YC Website** you will have access to timesheet, pay, and benefits information as well as updating personal information and tracking classes, teaching, etc.

The screenshot shows a grid of dashboard tiles. The 'Employees' tile is highlighted with a red circle. The tiles are:

- My Courses (book icon)
- My Account (ID card icon)
- Office 365 / Drives (cloud icon)
- Students (notebook icon)
- Academics (graduation cap icon)
- Faculty (apple icon)
- Employees (computer monitor icon)
- Applications (robot icon)
- Library (books icon)
- Need Help (HELP speech bubble icon)

The 'Employees' tile contains the following sub-menu items:

- My Timesheet
- My Pay Information
- My Tax Forms
- My Leave Balances
- Employee Main Menu
- Finance Main Menu
- Staff Association (YCSA)
- Marketing Request Form
- Access Management
- Zoom Online Meetings
- Neogov

Update your Personal Information & Emergency contacts here!



Communication

- [Mail Center](#)

- Ground Mail (External)

- USPS, UPS, FedEx

- Electronic Notices

- Newsflash
 - Duck Soup

- Intercampus courier between to the Prescott, Verde Valley, Sedona, Prescott Valley, CTEC, and Chino Valley campuses and centers

- [Employee Directory](#)

- Faculty and Staff listing & search directory

- Department telephone & fax numbers



Payroll

- Bi-weekly Payroll
 - [Payroll Calendar](#)
- Paycheck Direct Deposit
 - Available and encouraged
- Your YC Portal contains:
 - Timesheet
 - Pay Stubs
 - Earnings History
 - W2's



Policies and Procedures

- Become familiar with the policies and procedures that govern our conduct
- It is your responsibility to review, understand, and abide by YC policies
- Policies can be accessed through the YC website or by clicking below:

[Yavapai College Policies](#)



Human Resources Policies, Section 2

- If you haven't yet reviewed the Human Resources Policies, please do so now
 - **REQUIRED** as part of New Hire Orientation and before Certificate of Completion can be signed
- Contact us with any questions or comments:
 - Human Resources
(928) 776-2217
 - [HR Policies](#)



Employee Development

Opportunities available through Human Resources, Individual Departments/Divisions, TeLS, YC courses, and External Training

- First Friday Trainings
- Summer/Winter Institutes
- Online Tutorials
- More!



Register for internal training opportunities at
training.yc.edu



Performance Management

YC Policy [2.04](#) Performance Management is applicable to regular Full-time (Staff and Faculty) and regular Part-time employees

- FACULTY
 - Year-end reviews are to be completed by April 30th and returned to Human Resources by May 31st of the following year
 - Performance plans are finalized by September 15th for continuing employees
- STAFF
 - Year-end reviews are to be completed and returned to Human Resources by June 30th of the following year
 - Performance plans are finalized by July 30th for continuing employees (**within 60 days of hire for new employees**)
- NEW EMPLOYEES
 - Your supervisor will meet with you to discuss performance expectations and goals
- Learn more about the [Performance Management Review](#) process at the Human Resources website.



What's Next?

You will:

- Complete any required training within **30 days** of hire
- Meet with your supervisor/dean
- Get to know your YC colleagues and work environment

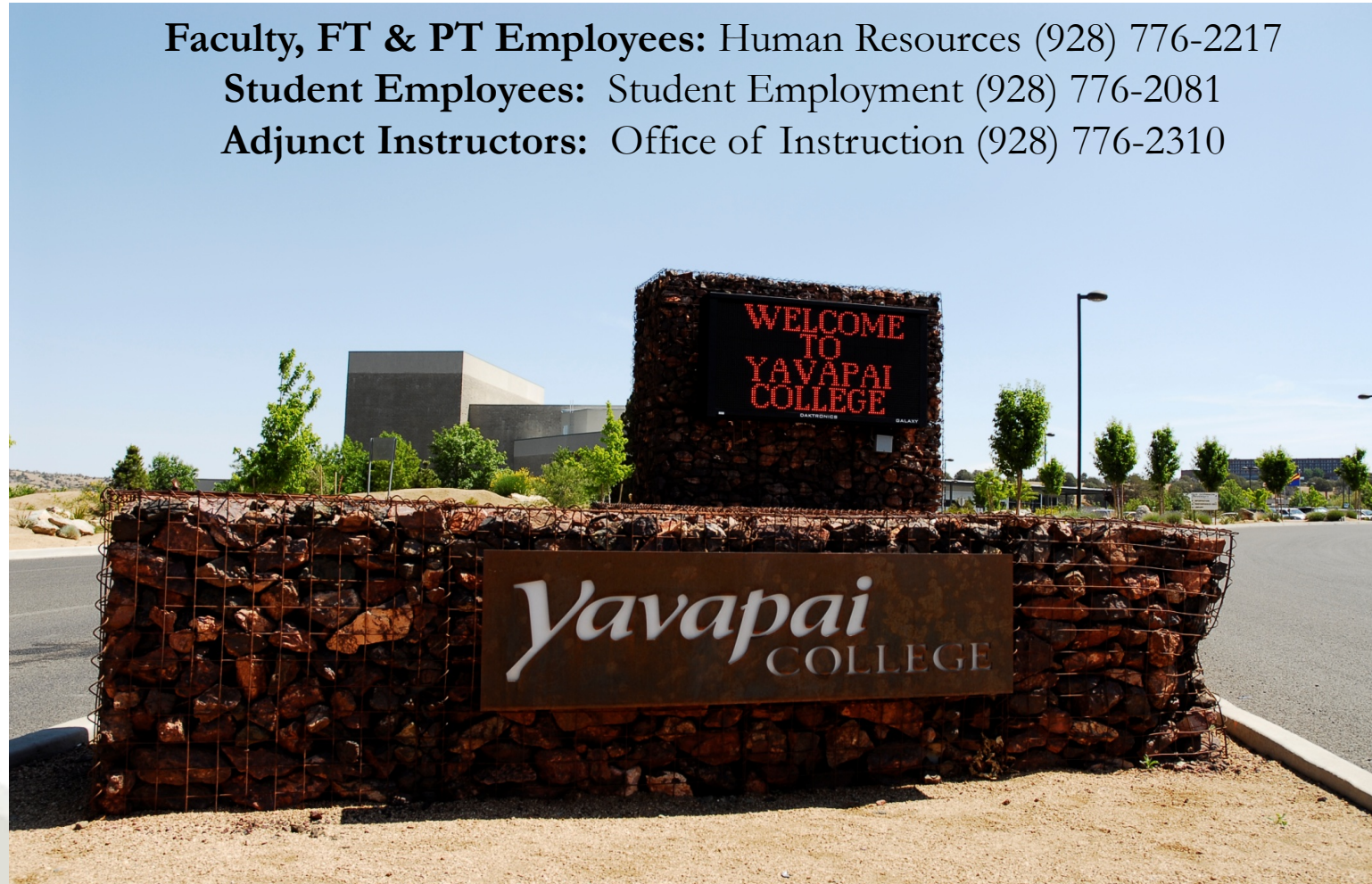


For more information. . .

Faculty, FT & PT Employees: Human Resources (928) 776-2217

Student Employees: Student Employment (928) 776-2081

Adjunct Instructors: Office of Instruction (928) 776-2310





Final Checklist



Have you:

- Reviewed the entire Welcome to YC- General Orientation (Slides #1 - 32)
- Viewed the YC Emergency Training Video (Slide #16)
- Reviewed the YC Policies, including Human Resources, Section 2 (Slides #27, 28)

✓ Once you have completed ALL of these items:

1. Complete the New Employee Orientation Certificate of Completion Task in your onboarding portal and sign your Certificate of Completion
2. If you have trouble completing the New Employee Orientation Certificate of Completion Task, proceed to the next slide to PRINT and SIGN your Certificate of Completion
3. Return to the Human Resources Office with your I-9 identification documents and your Certificate of Completion if you printed and signed

Certificate of Completion

Yavapai College New Employee Orientation (NEO)

(Name)

I acknowledge that I have **1)** Reviewed the online General YC New Employee Orientation presentation and **2)** Read and understood the Yavapai College Administrative Policies and Procedures, including Section 2, Human Resources. I have been provided contact names and numbers of my Human Resources and other administrative contacts in case I have any questions or need additional information.

Signature

Date