

Welcome!

Student Publication Orientation



Garden City Community College

Laura R. York, publications adviser



Agenda/Topics to be Covered

- History of Student Publications & Our Vision
- Who's Who
- Organization Policies
- Benefits Review
- Performance Reviews
- Other Resources
- Required Paperwork
- Summary



History of Company

- When were the publications founded
- Publication vision and charter/mission statement
- Publication deadlines/services



Who's Who



College Organization:

Board of Trustees

President, Carol Ballantyne

President's Council



Bill Hammond
Dean of
Administrative



Clayton Tatro
Dean of
Instruction



Beth Tedrow
Dean of Student
Services



Judy Crymble
Director of
Technical Education



Dennis Perryman
Director of Athletics



Marilyn Mahan
Director of Evening,
Outreach & Distance
Learning



Dee Wigner
Director of
Human
Resources/
Payroll



Student Publications Policies

- ▣ Highlight most important policies and review
- ▣ Review lab hours
- ▣ Talk about expectations of staff
- ▣ Distribute staff handbook



Benefits Review

- ▣ Scholarships
- ▣ Vacation/Sick/Holidays
- ▣ Conference Travel
- ▣ Training/educational opportunities
- ▣ Transfer



Performance Reviews

- ▣ Purpose of reviews
- ▣ Frequency and timing of reviews
- ▣ Outline the review process
- ▣ Distribute and review the forms



Other Resources

- 📖 College Handbook
- 📖 Other policy documents
- 📖 Contact name/phone for each area



Required Paperwork

- Review any forms needing immediate action
- Present timeframe for completing new staff member paperwork



Summary

- ▣ Discuss topics covered
- ▣ Reiterate welcome
- ▣ Reminder to submit paperwork
- ▣ Wrap-up