GUIDED PATHWAY: ONBOARDING CHARTER

Mission & Objectives

We are dedicated to creating a supportive and inclusive environment where everyone feels valued and empowered to thrive. Our commitment to a strong sense of belonging ensures that new employees feel welcomed, accepted and connected from day one. We believe in the power of collaboration and mentorship to inspire and guide individuals toward their full potential, working together across teams to achieve shared goals.

We value unity and care, supporting one another, and promoting a healthy work-life balance. Trust and transparent communication are the cornerstones of our culture, ensuring everyone is informed and heard. By providing resources and support for personal and professional growth, we help our employees achieve their career goals effectively. Together, we create a cohesive, respectful, and thriving work environment.

Values and Beliefs

- Sense of belonging: We believe that a strong sense of belonging is crucial to both individual and organizational success. Our onboarding process is designed to welcome new team members with open arms, ensuring they feel valued, accepted, and connected from day one.
- Collaboration: We work together across teams to achieve shared goals.
- Mentorship: We believe in the power of mentorship to inspire, guide, and empower individuals to reach their full potential. We believe in working together as a cohesive team, supporting each other like family and respecting one another.
- Care: We genuinely care about the well-being and success of our team members. We believe in promoting a healthy work-life balance.
- Personal and Professional Growth: We believe in providing resources and supporting employees in achieving their career goals effectively.
- Communication: We value clear, honest, transparent, open communication to ensure everyone is informed and heard.

Projects and Goals

- Onboarding:
  - Create and implement an effective onboarding process for employees, faculty, and adjunct faculty that emphasizes the information they need to know to fulfill their roles and support students effectively.
  - Create a team of department liaisons to serve as point people to inform new employees on the workings of the college departments.
  - Utilize an onboarding checklist to ensure all new employees get the mentorship, training, and support they need from HR, their supervisor, and their mentor.
  - Utilize a department- based directory to help identify employee roles at MTC.

- Mentorship:
    - Bring the Nursing Program's Mentoring Program to scale for all new, and transitioning employees.
    - Determine best practices in a mentorship program through attendance at national meetings

Team Members

Kristy Taylor – Chair

Lindsey Knapp – Chair (Faculty)

Cretia Johnson – HR Director

Chelsea Glezen – Interim Director Disability Services - Caring Campus

Jessica MCCaulley – Admissions – Caring Campus

Amy Stahl – Faculty – Adjunct Development

Stacie Groll – Faculty – Nursing Mentorship Program

Kristy Walters – Business Office – Professional Staff

Deb Langdon – FA Director - Administrative Staff

Responsibilities

- Put the good of the student and employee first.
- Create an implementation plan for onboarding and mentorship using best practices.
- Apply the values and project goals to all work
- Member Responsibilities
    - Attend meetings
    - Timely communication
    - Represent workgroup in daily work and conversations?

Communication Guidelines

- Meeting Frequency – every other month
- Communication Methods – email, Microsoft Teams, meetings
- Meet with Guided Pathway Steering Council – every other month
    - Co-Chairs will report back go Council on progress and feedback
- Communicate with the college community at large through the Marion Tech Minute monthly newsletter about progress and plans.