

**Western New Mexico University
NEW STAFF ORIENTATION
Spring 2009**

TOPIC	TIME	PRESENTER
1. Introductions	9:00	Susie Lucero
2. Organization Charts & Campus Contacts; Quality Initiatives	9:15	Mary Billings
3. Website (Overview, IT Help Desk work orders) & Mustang Express (logon, email, calendar, etc.)	9:25	Dean Foster
4. Human Resources online (forms, pay history, leave balances, etc.)	9:45	Charlene Ashburn
5. General on Steel (general use & guidelines; Resource Room; Staff Handbook; Crisis Plan)	10:00	Mary Billings
6. Break	10:10	
7. Ombuds Office	11:20	Mary Billings
8. Travel Arrangements (procedures, Defensive Driving)	10:35	Amy Baca
9. Mentor Program	11:05	Mary Billings
10. Q & A	11:10	Committee
11. Program Evaluation	11:25	Mary Billings

Mentors: Dean Foster, Kathy Sorells, Laura Adcock, Matthew Lara, Cindy Manos, Mary Camarena-Hittle