

# New Staff Orientation and Onboarding

In-Person Session



## **CCRI's Division of Institutional Equity, Human Resources, and Organizational Development**

General Information for New Hires

# Institutional Equity, Human Resources, and Organizational Development



## Hours

Monday – Friday  
8:00 a.m. - 4:00 p.m.



## Phone

Phone: 401-825-2311  
Fax: 401-825-2345



## Main Office

Room 3118  
Knight Campus



## Email

[humanresources@ccri.edu](mailto:humanresources@ccri.edu)  
(general)  
  
[hiring@ccri.edu](mailto:hiring@ccri.edu)  
(talent acquisition)

# Institutional Equity, Human Resources, and Organizational Development Leadership

Employee	Title
Alix Ogden	VP, Institutional Equity, Human Resources, and Organizational Development
Sybil Bailey	Executive Director, Labor and Personnel Relations
Andréa Ray	Director, Organizational Development & Diversity, Equity and Inclusion
Terri-Ann Milligan	Associate Director, Human Resources
Kara DiPaola	Assistant Director, Affirmative Action & Equal Opportunity
Mickey Dargon	Associate Director, Labor and Employee Relations
Carlin Weirick	Manager, Talent Acquisition & Diversity Recruiting

# Institutional Equity, Human Resources, and Organizational Development Staff

Employee	Title	Email	Focus
Carely Brens	Talent Acquisition Specialist	cbrens1@ccri.edu	Classified recruiting Part-time recruiting Part-time payroll and reauthorization Employment verification
Kristen Boyorek	HR Assistant	kmboyorek@ccri.edu	General questions
Robin Donnelly	Data Specialist	rdonnelly@ccri.edu	Personnel data entry and management
Raekwon Grace	Facilitator	rmgrace@ccri.edu	Diversity, Equity and Inclusion
Jacqueline Hogan	Executive Assistant	jhogan1@ccri.edu	Scheduling General questions
Nelsi Melo	Talent Acquisition Specialist	nfmelofeliz@ccri.edu	Staff/faculty recruiting Tuition waivers Loan forgiveness
Amy Zervas	HR Coordinator	azervas1@ccri.edu	New hire paperwork and employee updates

# Pay Schedules

First paychecks are mailed  
Subsequent paychecks are  
direct-deposited.

Visit <https://www.ccri.edu/payroll/>  
to view your pay schedule.







# Civil Rights & Title IX

Kara DiPaola, Esq.  
Title IX Coordinator  
ADA/504 Coordinator

## TITLE IX

Prohibits discrimination and harassment on the basis of sex, gender, gender identity & expression, and sexual orientation

Sexual violence is a type of sexual harassment.

Policy can be found on CCRI website

Applies to all within the CCRI community- faculty, staff and students.

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."*

All forms of unlawful sexual harassment occurring within CCRI's educational programs or activities are prohibited.

Sexual harassment, which includes acts of sexual violence, is a form of gender-based discrimination prohibited by Title IX. It creates a hostile environment that has no place on our campus. It is something we take very seriously.



# Title IX - Prohibited Conduct

- Sexual harassment: conduct on the basis of sex (incl. gender/gender identity/sexual orientation) that constitutes quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, or stalking.
  - Quid pro quo sexual harassment: a person conditions giving an aid, benefit or service on another person's participation in unwelcome sexual conduct
  - Hostile environment sexual harassment: conduct that is severe, pervasive and objectively offensive, effectively denies a person access to CCRI's educational program or activities
    - Does not have to be of a sexual nature (e.g., bullying, physical aggression, intimidation, hostility, etc.)
    - Can be shown by a pattern targeting individuals of the same sex, gender, gender identity, sexual orientation

# Title IX- Prohibited Conduct

## Sexual assault

- Sexual touching/actions without consent

## Domestic Violence & Dating Violence

- Violence committed by someone in a romantic or intimate relationship with the victim

## Stalking

- Course of conduct that causes a person fear of harm; acts that follow or monitor someone, including on social media, in a way that causes fear or emotional distress

# Pregnancy Accommodations

- Title IX protections & support for pregnant individuals
  - Protection from discrimination
  - Support in continuing their education/work
- Entitled to medically necessary accommodations
  - Excused absence
  - Breaks from work
  - Equipment modifications
- Lactation Rooms on each campus, available for all
- To request, contact Kara DiPaola [kddipaola@ccri.edu](mailto:kddipaola@ccri.edu)
  - Knight Campus in Warwick, room 3118
  - 401-825-1126, 401-895-1095

# Nondiscrimination Policy

- CCRI prohibits discrimination and harassment based on any individual's race, color, creed, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status, veteran status, and any other legally protected characteristic.
- Can be found on CCRI's website
- Applies to all within the CCRI community- faculty, staff and students.



# Nondiscrimination Policy- Prohibited Conduct

## Harassment

- Verbal or physical conduct (including using technology) directed towards an individual because of their membership in a protected class that has the purpose or effect of interfering with their educational performance, or creating an intimidating, hostile or offensive academic environment

## Discrimination

- Treating someone differently because of their membership in a protected class; there is a negative impact on their educational environment, individuals outside the protected class receive more favorable treatment, and there is no legitimate reason for the action

# Nondiscrimination Policy- Prohibited Conduct

- Sexual Misconduct
  - Sexual assault
    - Sexual action/touching without consent
  - Non-consensual sexual contact
    - Sexual touching without consent
  - Sexual exploitation
    - Taking advantage of someone in a sexual manner without consent
    - Ex: sharing private photos/videos without consent
  - Dating/domestic violence
    - Violence committed by someone in a romantic or intimate relationship with the victim
  - Stalking
    - Course of conduct that causes a person fear of harm; acts that follow or monitor someone, including on social media, in a way that causes fear or emotional distress



# Intervention

- When it is safe to do so, you can intervene if you witness an instance of harassment or discrimination.
  - Direct
    - Directly address this conduct in the moment. Saying something like, “That’s enough.” or “That isn’t funny.”
  - Delegate
    - If you don’t feel comfortable engaging, you can ‘delegate’ to an authority figure, like supervisor, Title IX Coordinator, or Campus Police.
    - **Employees must report instances reported to them or witnessed by them to the Title IX Coordinator or to Campus Police.**
  - Distract
    - Changing the subject or help remove the target of the harassment/discrimination from the situation.
  - Delay
    - Sometimes you’re not able to do something in the moment. You can follow up with the targeted person later to share that you witnessed the situation and thought it was wrong, You can offer to accompany them to report.

## Resources

### Campus Police

- Non-emergencies: 401-825-2109; emergencies: 401-825-2000
- Can report a crime or make a confidential report

### Title IX Coordinator

- Kara DiPaola
- Knight Campus in Warwick, room 3118
- 401-825-1126, 401-895-1095
- Investigation, non-criminal discipline

### Faculty/Staff

- Must report to the Title IX Coordinator and/or Campus Police
- Provide reporter my information

# Americans with Disabilities Act/Sec. 504

- Employees are entitled to reasonable accommodations on the basis of a disability
- Case-by-case, individualized analysis of need and solution
- Process
  - Submit request
  - Physician form
  - Medical records
  - Discussion with you, your supervisor
- A *reasonable accommodation* is any change to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities.
- Accommodations that generally are considered reasonable include:
  - Provide reserved parking.
  - Improve accessibility in a work area.
  - Change the presentation of tests and training materials.
  - Provide or adjust a product, equipment, or software.
  - Allow a flexible work schedule.
  - Provide an aid or a service to increase access.

Contact Kara DiPaola

Knight Campus, room 3118

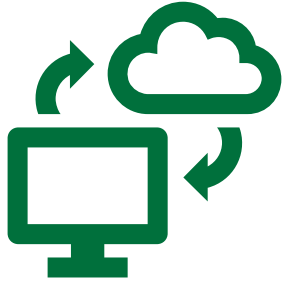
401-825-1126, 401-895-1095



# IT New Employee Orientation

Michael Hudspeth  
Director, IT Customer Support &  
Quality Assurance

# IT Department



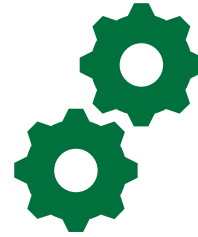
C.I.O

Dennis  
Thibeault  
dthibeault3  
@ccri.edu



IT User  
Services

Michael Hudspeth  
mhudspeth  
@ccri.edu



Operations

Shawn Tivnan  
stivnan  
@ccri.edu



Security

David Robotham  
drowbotham  
@ccri.edu

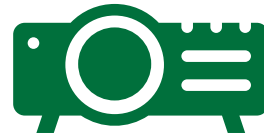
# IT User Services



Helpdesk



Desktop  
Computer  
Support



Audio Visual  
Support



Software  
Distribution  
and Updates





#### ABOUT

Mission of the College

Title IX

Annual Security Report (Clery Act)

Privacy Policy

Public Records Request Guidelines

Jobs at CCRI

#### FOR STUDENTS

Catalog

Login to MyCCRI

Login to Email

Find your username

Reset Forgotten Password

View your schedule

CCRI Radio

IT Help Desk

# Helpdesk

Helpdesk can be accessed using a link at the bottom of our website.

# Submitting an IT Request & Viewing Tickets

The screenshot shows the CCRI IT Help Desk Portal homepage. At the top left is the logo for the Community College of Rhode Island IT Help Desk Portal. To the right is a search bar and a 'Sign In' link. Below the header is a navigation bar with 'Home', 'Services', and 'Knowledge Base'. The main content area is divided into three columns. The left column, titled 'I want to...', contains four buttons: 'Reset Password', 'Submit IT Request', 'View My Tickets', and 'Knowledge Base'. The middle column, titled 'CCRI IT Help Desk', features a welcome message, a photo of a woman using a laptop, and instructions on how to use the 'Submit IT Request' and 'Knowledge Base' features. The right column, titled 'Help Desk Information', lists the office hours for the fall semester, including days like Monday-Thursday, Friday, and Saturday, and notes when the desk is closed for holidays like Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. At the bottom of the right column is the phone number 401-825-1112. Below the main content area, there is a section for 'Changes to Printing Services' with a refresh icon and a sub-section 'What's Changed?'.

COMMUNITY COLLEGE OF RHODE ISLAND  
**ITHELPPORTAL**

Home Services Knowledge Base

I want to...

- Reset Password
- Submit IT Request
- View My Tickets
- Knowledge Base

Location & Staff

**Knight Campus**  
Suite 2113  
400 East Ave  
Warwick, RI 02886

**IT Staff Directory**  
[Lynn Gudeczauskas](#)  
Manager, Help Desk

## CCRI IT Help Desk

**Welcome!** Whether you have a simple or complex IT question or you just want to look up a quick answer, we can assist. We offer help that ranges from basic information to personal expert support.

Use **Submit IT Request** to pick the category you need assistance with, fill out a short form and get quick results!

Use **Knowledge Base** to read how-to guides, training resources, troubleshooting information, common questions, information about ongoing problems and more!

Changes to Printing Services

### Changes to Printing Services

What's Changed?  
We've made an upgrade to our print server. As a result, direct IP printing is no longer

### Help Desk Information

**Fall Semester Hours**

- Monday - Thursday  
8:00am - 8:00pm
- Friday  
8:00am - 4:00pm
- Saturday  
8:00am - 1:00pm

**CLOSED**


- Labor Day - Monday, Sept. 4th
- Columbus Day - Monday, Oct. 9th
- Veterans Day - Monday, Nov. 13th
- Thanksgiving Day - Thursday, Nov. 23rd
- Christmas Day - Monday, Dec. 25th


401-825-1112

Can also submit ticket by emailing

- [helpdesk@ccri.edu](mailto:helpdesk@ccri.edu)
- (401) 825-1112

# When is helpdesk available?

Help Desk Information 

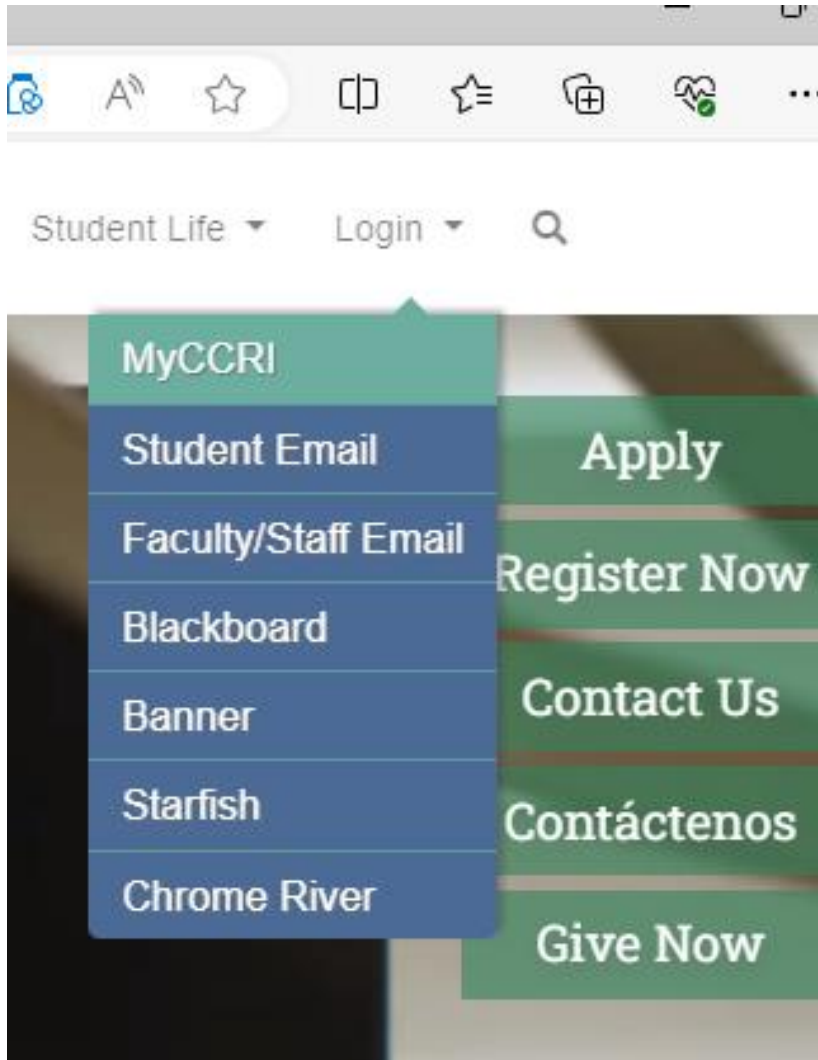
 **Fall Semester Hours**

Monday - Thursday  
8:00am - 8:00pm

Friday  
8:00am - 4:00pm

Saturday  
8:00am - 1:00pm

# My CCRI



Available at

[www.ccri.edu](http://www.ccri.edu)

Click on Login from top-right corner and select MyCCRI

# My CCRI

The screenshot shows the 'SECURE INFORMATION SYSTEM' login page for MyCCRI. The page has a yellow header with the text 'SECURE INFORMATION SYSTEM' and a breadcrumb trail 'CCRI > System Login'. Below the header, there are four main sections:

- Single Sign-on Login to MyCCRI:** Features a yellow arrow icon pointing right. Below the icon are links for 'MyCCRI', 'Blackboard', and 'Banner'. A note states: 'When your activity is complete, always log out of the system and close your browser. This will help to ensure the security of your account information.'
- Login to Office 365:** Features the Office 365 logo. Below it are links for 'For Students' and 'For Faculty and Staff'. At the bottom, there are icons for Office 365 applications: Outlook, Word, Excel, PowerPoint, OneNote, and Teams.
- Forgot login info?:** Features a yellow key icon. Below it are links for 'Find Username', 'Change Password', and 'Reset Password'.
- View My Schedule:** Features a yellow clock icon. Below it is the text 'Get a list of the classes you are taking today including campus, room and time.' and a link 'View schedule here'.

Links to

- Blackboard (LMS)
- Banner
- Office 365
- Forgot Login Info

Questions?





COMMUNITY COLLEGE  

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OF RHODE ISLAND

**Office of Organizational Development and  
Diversity Equity & Inclusion at CCRI**

# OFFICE OF ORGANIZATIONAL DEVELOPMENT AND DEI

## Purpose

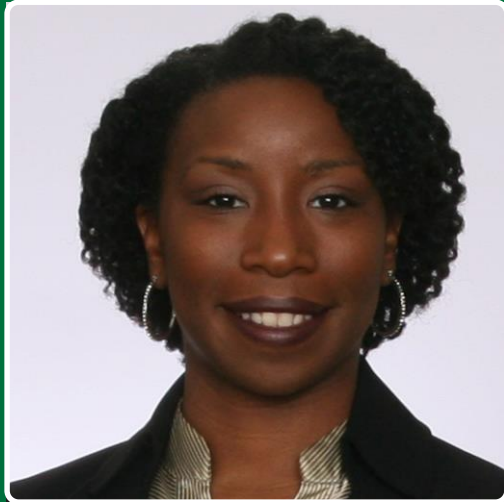
Serve to create an environment that welcomes and champions the success of all CCRI community members.

## Goal

Identify and execute OD and DEI priorities that will achieve our strategic goals and increase overall engagement.

OUR DEPARTMENT

# OFFICE OF DEI & OD TEAM



**Andrea V. Ray**  
*Director, OD and DEI*



**Raekwon Grace**  
*Facilitator, OD and DEI*



**TBD**  
*Facilitator, OD*



# Organizational Development at CCRI

Building the capacity to change and achieve greater performance, by developing, improving, and reinforcing ***strategies, structures, people and processes*** at CCRI.

# Centers for Employee Success

1. **JEDI** (justice, equity, diversity and inclusion) – a structure to provide consultation and build processes that will achieve equitable outcomes and build inclusive environments college-wide.
2. **Performance Management and Evaluations** – a process that establishes department goals, evaluations and development plans that will optimize employee performance
3. **Learning and Development** – an infrastructure that enables colleagues to participate in professional development and to boost engagement and retention
4. **Equitable Systems** – a process for continuous improvement and innovation that will enable transformational equity.

# OD Centers for Success – Scope of Work

## JEDI

- DEI Council activity
- Cultural Training (monthly)
- Diversity recruiting strategy
- Student belonging strategy
- Equity resource alignment
- Reporting and analytics
- Affinity build out and engagement

## Performance Management

- Performance management program
- Performance evaluation process
- Coaching and feedback support
- Reporting and analytics

## Engagement and Development

- Climate survey and action planning
- LMS build out and management
- New hire orientation and onboarding
- Professional development
- Reporting and analytics
- Event planning and coordination

## Equitable Systems

- Bias incident reporting, tracking and response
- EEO reporting and analytics for recruiting strategy
- JEDI dashboard
- Policy review, updates and creation





# **Inclusive Excellence at CCRI**

We are strengthened by the diversity of our community, and committed to building an inclusive culture that focuses on advancing equitable practices, to drive student success and employee engagement



# JEDI-B: Building Inclusive Excellence at CCRI

## Inclusive Excellence Framework at CCRI

- ❖ **Cultural Competence** - the ability to function effectively across cultures, to think and act appropriately, and to communicate and work with people from different cultural backgrounds
- ❖ **Cultural Humility** - a commitment to self-evaluation and self-critique of one's own beliefs and cultural identities, and the ability to learn about and from other cultures
- ❖ **Cultural Safety** - the act of creating spaces and advocating for anyone to think and act authentically within shared environments.
- ❖ **Inclusive Language** – using words and phrases that avoid biases, and expressions that discriminate against groups of people based on their identity
- ❖ **Inclusive Leadership** – being aware of own biases and actively seek out and consider different perspectives to inform decision-making and collaborate more effectively with others.

# JEDI-B Partnership Structure

## **DEI Council (DEIC) Members**

- Serves to identify and execute program and education sessions related to building cultural awareness and sense of belonging
- Advocates to address JEDIB-related needs and works to prioritize shared goals related to building inclusive excellence

## **DEIC Campus Champions**

- Serve as a DEIC lead for all campus activity related to building cultural awareness and inclusive excellence
- Serves on the Diversity Advisory Team (DAT)
- Up to (2) per campus

## **Diversity Advisory Team (DAT)**

- A cross governance body of DEI leaders that focus on driving JEDI-B forward throughout the institution, including all governing bodies – Faculty Senate and Staff Assembly and DEI Council
- Meets to align on shared priorities and identifies opportunities to collaborate on JEDI-B activity

# Diversity, Equity and Inclusion Council (DEIC)

- DEIC is made up of CCRI faculty and staff who develop ways for the community to build our cultural competence and address JEDI-B\* matters.
- We are committed to increasing equitable outcomes for all and build inclusive excellence by focusing on:
  - Accessibility and Belonging
  - Data and Incident Reporting
  - Safety and Prevention
  - Student Engagement and Retention
  - Employee Engagement and Retention



# Partner with Us!

1. Build program or initiatives that focus on integrating JEDI-B practice and concepts into how we work
2. Cultural trainings to build inclusive excellence within division/dept/team
3. Build performance and development opportunities for employees and students
4. External JEDI-B initiatives and community partnerships
5. Create and improve policies and practices to increase equitable outcomes



# CONNECT WITH US!

Website: [Office of Diversity, Equity, Inclusion and Organizational Development – CCRI](#)

Email: [dei@ccri.edu](mailto:dei@ccri.edu)

## **Andréa V. Ray**

Director of Diversity, Equity and Inclusion & Organizational Development  
[aray2@ccri.edu](mailto:aray2@ccri.edu)

## **Raekwon Grace**

Facilitator of Diversity, Equity and Inclusion & Organizational Development  
[rmgrace@ccri.edu](mailto:rmgrace@ccri.edu)



# Questions, Comments, Feedback

