

# New Manager Orientation (NMO)

## What is NMO?

New Manager Orientation is a series of workshops focused on orienting new managers to the offices, people, tools, and resources that will help them succeed in their role of manager at Stockton University.

## Who is NMO for?

NMO is intended for all managers new to the role at Stockton University.

## What are the goals of NMO?

1. To orient new managers to the Stockton organizational structure including understanding the responsibilities of specific departments & divisions,
2. To connect them with specific Stockton tools, resources, and constituents, and
3. To help them to understand their role as managers around specific Stockton policies and procedures.

## What is the format of NMO?

NMO is designed as six 2-hour in-person sessions that new managers will attend during their first six months in the job. NMO sessions are typically scheduled for the 2<sup>nd</sup> Wednesday of every month from 10am-12pm. During New Hire Orientation all new managers will receive a list of all NMO sessions scheduled for an entire calendar year. New managers will also receive an Outlook calendar invitation to each NMO session scheduled during their first six months.

## Topics & Dates Spring 2024

### **Module A: Managing Performance & Human Resources**

*Wednesday, January 10, 2024, 10am-12pm, CC MR 4*

*Institutional Presenters:* President's Office, Office of Diversity & Inclusion, Ombuds Office, Office of Human Resources

- Strategic Plan: Learn about the six focuses in the 2025 Choosing Our Path strategic plan
- Office of Diversity & Inclusion: Scope & Mission of office, resources and need to knows, etc.
- Ombuds Office: Scope & Mission of office, resources and need to knows, etc.
- Time & Attendance: NE/NL employees, Comp time, overtime, etc.
- University Pensions & Benefits: Leave Procedures, EAP, Workers' Comp, etc.

### **Module B: Job Classifications, Hiring & Managing Performance**

*Wednesday, February 14, 2024, 10am-12pm, CC MR 4*

*Institutional Presenters:* Office of Human Resources

- Job Classifications/Civil Service: Classifications, Reclassifications, Promotions, etc.
- Hiring Process & Procedures: Hiring process for different job classifications, PACT, Search Committees, TES process & paperwork, etc.
- Labor Relations: Union Contracts, Grievances, etc.
- Professional Development & Training: Employee training, Retreats, Professional Development, etc.
- Performance Review Systems: PAR, MER, AFT Reappointment process

## **Module E: University Relations, Development & Alumni Affairs, Enrollment Management, and ITS**

*Wednesday, March 13, 2024, 10am-12pm, CC MR 4*

*Institutional Presenters:* University Relations & Marketing, Development & Alumni Affairs, and Information Technology Services

- University Relations & Marketing: Branding, Graphics, Media requests, etc.
- Alumni & Development: Collaborations, annual events, etc.
- Enrollment Management: Scope & mission of departments, resources, and need to know
- ITS: Cybersecurity, Technology training & support, equipment purchasing, etc.

## **Module C: Budget/Campus Services, Disbursement Services, Fiscal Affairs, Procurement/Contracting and Risk Management**

*Wednesday, April 10, 2024, 10am-12pm, CC MR 4*

*Institutional Presenters:* Administration & Finance

- Budget & Financial Planning: Budgeting, Zero-Based, Transfers, etc.
- Campus Services: Dining, Vending, Bookstore, Osprey Card, Mailroom, Copy Machines
- Disbursement Services: Travel, Pcards, Payroll, etc.
- Fiscal Affairs: Audit, Financial Statements, Tax Compliance, etc.
- Procurement & Contracting: Contracts, Vendors, Thresholds, etc.
- Risk Management: Insurance, Food Safety, International Travel, etc.

## **Module D: Facilities, Campus Public Safety, and Event Services**

*Wednesday, May 8, 2024, 10am-12pm, CC MR 4*

*Institutional Presenters:* Facilities & Operations, Campus Safety, Events & Conference Services

- Facilities & Ops: School dude, space committee, central stores, motor pool, etc.
- Campus Police: Emergency Procedures, Active Shooter resources, etc.
- Events & Conference Services: Room Reservations, Event Management, Calendar system, Guest parking, etc.

## **Module F: General Counsel, Equal Opportunity & Institutional Compliance, Academic Affairs, & Student Affairs**

*Wednesday, June 12, 2024, 10am-12pm, CC MR 4*

*Institutional Presenters:* General Counsel, Office of Equal Opportunity & Institutional Compliance, Academic Affairs, and Student Affairs

- General Counsel: Scope and mission of office, how and who managers might work with, resources and need to know for new managers, etc.
- Academic Affairs: Purpose and mission of division, how and who managers might work with the division, resources and need to know for new managers, etc.
- Student Affairs: Purpose and mission of division, how and who managers might work with the division, resources and need to know for new managers, etc.
- Equal Opportunity & Institutional Compliance: Scope and mission of office, Training expectations for employees, responsibilities of managers, etc.
- Clery Coordinator: Manager and Campus Security Authority responsibilities under the Clery Act