Mentoring Sub-Committee Meeting

November 9, 2011

Present: Carolyn Fallahi, Myrna Garcia-Bowen, Ellen Retelle. Bobbi Koplowitz

Guests Present: Anne Alling,, Laurie Dunn

Absent: Kathy Poirier (excused), Susan Slaga

We met following a meeting that Carolyn had with Anne a few weeks ago. She wondered whether or not this group might be able to help with a project that she is working on for departmental chairs. The chairs have asked for a complete calendar with deadline information for all of the things that they need to be aware of. After some discussion, it seemed that this wasn’t really something that fell under the purview of our committee.

Anne also talked about coming up with ways to reward employees, other than competitive awards. Again, this did not seem to fall under the purview of this committee. Carolyn and Ellen volunteered to become part of another committee with HR examining these issues.

Instead, we focused on our concerns that not everyone has the same level of mentoring. Anne noted that every department has to have mentoring, but the equity 2 survey results noted that not everyone is experiencing the same level of mentoring experiences.

Mentoring …. Another problem is staffing. 5-10 people who volunteer for things that come up frequently. Sometimes it is easier to talk with someone from another department. Get more information. Anne suggested that we may want to go to the senate as a committee and say that WE are interested in this topic of mentoring. We want to expand on the mentoring programs put in place for the tenure and promotion policies. Want to do a better job to mentor everybody. Template could be used for everybody. Everyone could use it…. Trying to generate new ideas. Best practices. Why important to have different mentors.

Maybe the first step…

Travel, HR questions, promotion?, what is it about these things? Create page that is already there. Come up with the questions. We can point in the direction of where to find the answer.

Establishing a relationship with new incoming employees. Takes a full semester to find your way at CCSU. Have also tried a new employee orientation… for everyone other than the faculty. HR does one for everybody else. Only do it quarterly… don’t hire that many people. End up with 12-25 people every quarter. Two years ago had them stay for lunch and talk informally. Did it for a couple of years…. Petered out. If took the people who came to new employee orientation and hooked them up with someone. Way to take that group and get them together in some other venue or format. Sooner than 4 months after they’ve been there.

If this was being done… 6 months later asked for all those employees to come to the subsequent one. Nobody came. Or a questionnaire… Follow-up. Do an evaluation right after the orientation. Follow up questionnaire…. Directly related to the orientation program. What do you wish you knew… What would have been helpful? What would you have found helpful?

Employee handbook…. Faculty handbook is completed. Completed by Candace. Contractual.

Anne: agree that people don’t get the mentoring one on one attention that would be helpful when they first come to work here. Better job of orienting people within their department. As the committee, could send something to departments…. Call it something else? Transitioning to the work force?

Create a list… what are the questions. Where can we find answers to the most frequently asked questions?… FAQ for new faculty and staff. Who do I call if…..????? Questions where you to find things don’t know about. Come up with a laundry list of questions, categorize them. Send those questions from the committee to the department. As a committee, we are trying to come up with an FAQ to orient new employees. Other questions? Then could categorize the FAQs so they could find things easily. Could be posted in different places. Our website, work life balance website. Divide up work amongst committee members.

Come up with a different name for the sub-committee. Setting up a mentoring program because they can’t figure it out either.

CCW Mentoring…. For women, more general things, not just P&T. CCW… all women on campus. We want to set up some kind of program where we can match people up who need help. Interested? Come up with a list…. Super secretaries… show how to do a travel authorization in a heartbeat. Way to hook people up.

Get a group of people interested in doing this. Can’t really set up mentors. People go to people they like. Informal gathering of anyone interested in being there for newcomers. Make a social thing…. Before or after new employee orientation…. Social thing.. People who have volunteered would come to that luncheon. They would come and we incorporate them into the process. If can tie it in…. jointly sponsored by CCW and HR, they could pay for the food. AAUP co-sponsor? And Suoaff?

Last orientation early September. Not a lot of hiring since then. Next one will probably be next semester. January. Maybe by then we would have time to pull this together.

If doing this 2x per year, worth it to have people who are volunteering to help newcomers? When they have that hour meeting in personnel, give them a list. These are the people who are interested in mentoring. Feel free to call. Give them a call. Happy to help you out. Call them volunteer mentors.