Mentoring Committee

February 8, 2012

Present: Carolyn Fallahi, Kathy Poirier, Ellen Retelle

Absent/Excused: Myrna Garcia-Bowen, Kim DeMichelle, Susan Slaga, Bobbi Koplowitz

Please use this format and make sure that you have the person you interviewed checks your write up for accuracy.

Travel:  Debbie Peterson (Peterson@mail.ccsu.edu)

The travel website is:  http://www.ccsu.edu/page.cfm?p=748

Employees need authorization to travel outside of the state in case of any unexpected accidents. The forms are on-line and you can go to their website and print out travel authorization.  The forms (Travel authorization Exhibit A and Voucher Forms exhibit B) are on-line and should be submitted to Travel 2 weeks before you travel.

Employees can get up to 80% as a cash advance ahead of time.  With a cash advance you need to make sure that your paperwork is back to them within 15 business days.

State mileage needs to be done on a monthly basis and must be approved by the supervisor and the Travel Office needs a copy of the insurance card every 6 months.

Kathy: Still need to do Student Employment; Book Store; Card Office; Sodexho

Completed: Student Reservations/Central Reservations (just need to complete in the required format)

Ellen will fill hers out with the format and get back to us. Will also draft a mentoring statement for next time.

Next meeting: March 7, 2012, 1:30 p.m., Carolyn’s office (216 Marcus White Hall)