Mentoring Resources Team

I. Budget
   a. Budgets for activities was revised and approved. It will be approximately $400,000. Budget year runs from June 1-May 31 ’06.
   b. Request from staff and student teams will go directly to Paul
   c. Money will be added for Alumni programs
   d. We expect to fund faculty/student research but not Independent Study.

II. Personnel
   a. In the case of staff and faculty funds will pay for “coordinating and planning” mentoring activities but not for the act of mentoring itself.
   b. Funds can pay a summer stipend (set amount for all) for research projects approved through our usual request process.

II. Process
   a. Anne P. will revise the request forms
   b. Form samples (filled out) will be on our website
   c. A new round will go out in March. Any communications will be linked to the faculty site. They can apply on line.
   d. Two submission dates will be March and October each year. Mini Grants can be accepted at all times with hopefully a short turnaround.
   e. Julie in the Grants office may be available for administrative help

III. Other Communications
   a. Paul can do an article/interview with Wilkes Today
   b. Stories in The Beacon
   c. Checking on other web-links, blogs, pre-set formats etc.
I. Communications

   a. Paul should meet with Beacon to get a story in on a successful project
   b. Perhaps set up an interview with Mar and Paul?
   c. Mar will announce at a faculty meeting and give updates on plans etc.
   d. Paul will check on doing a broadcast e-mail to all faculty with submission information, dates etc.
   e. In September at annual awards dinner projects funded should be recognized and highlighted. Also will promote new requests at that time.
   f. We may want to present some kind of poster session/showcase event each spring to highlight success stories

II. Other

    Paul or Anne P. will meet with Joan McDonald to get information on cost for supplementing faculty time and expenses so that we can answer that question if it arises.
Staff Mentoring Team  
February 28, 2006

I. Membership:

Several new members were added to the team. There is some interest in having Paul see if someone from Food Service could join due to the amount of student interaction they have.

II. New Staff Orientation:*

a. There should be three sessions per year, fall, mid-year and summer. This team has volunteered to plan and present.
b. Possible Content:
   Structure of the University: Who does what?
   Campus Tour
   Office functions
   Logistics: Parking, mail etc.
   History, traditions of the University

   • For next meeting Barbra and Bridget will draft a possible two-hour agenda.

III. Mentors

a. Each new staff member will be assigned a mentor for maybe the first 3 months etc.? This team volunteers to do that.
b. Role: Social connections
   Design packets of useful information to give them
   Help people network campus-wide
   Be available via e-mail/phone for questions
   Have an on-going one to one relationship

IV. Lunch and Listen Sessions:

There is some interest in having perhaps monthly brown-bag lunches with staff. There could be guest speakers, interesting topics or just social conversation. Perhaps it could be around sharing “best Practices”. One idea was to start with something on the web pages, how best to sue the campus web etc.

Also, there is some interest in an on-line “chat room” where staff could go to get help/information from each other. Each of these will be discussed further at our next meeting.
V. Needs:

There is a need to figure out who should be the coordinator for all of this. The logical place is HR. Will discuss at next meeting. For the fall, this team will be the point people.

VI. Team Assignment:

Prior to our next meeting, team members should talk with colleagues across roles on campus about the mentoring idea, content for orientation, other needs that mentoring might meet. Please bring findings to next meeting.
I. Orientation Student Mentors
   a. GPA has been changed to 2.5. to broaden the pool
   b. Selection will be complete by March 17. Team members can help if they would like. Phil will send us the schedule.
   c. All orientation workers will be “E” Mentors as well. In addition there may be some who are only E Mentors.
   d. Training will be April 22 and in June for the “e” piece.

II. Website:
   a. The webpage for the program will be something like “freshmen Network”. Phil is looking for suggestions for visuals on it etc. There will be an easy, direct link for new students to their mentors and to that site.
   b. We talked about contests, raffles etc. to get student engaged in going to the site regularly.
   c. Sandra and Phil are convinced the “e” components will do everything we need in terms of tracking etc.
   d. Students will have their first contact as soon as they are invited to orientation and will be able to access at that time.

III. Visual

   AZ will have a flowchart drawn of the student mentoring process for next time which we may use in our Mentoring Report. Also, we need to find a name for the mentors and mantes. Nicole and others will ask some students for advice on that.

IV. Budget:

   $65,000 has been set aside for the Student Mentoring program. This will cover stipends, materials, web costs, training, regular socials etc.
Mentoring Task Force
February 28, 2006

I. Student Experience Mapping:
This should be updated (Erik?) and we should add the activities and plans that mentoring sub-teams have recommended. When we create the “map”, pilots should be highlight with a “P” or some designation so people know where the ideas have come from.

II. Budget draft as submitted by Paul was “Approved” by the team. It totals approximately $400,000. For ’06-’07.

III. Measures
As part of our two year planning process (next meeting) we need to decide on what we will measure, how and who. So far we have the global measures agreed to in the initial project plans. We also need to address measures for the pilots (that’s why they are “pilots”) and for the student, staff and mini grant requests. Mar will bring some models for measures for department pilots.

Student measures are a bit easier with student satisfaction surveys, student experiences, role of mentor in their life, advising assessments etc.

Staff measures may come from the “Best Places to Work” surveys. Can we add questions to that?

IV. Benchmarking Plans

Three phases have worked in the past: search the web, visit a site, and bring them here. Will this still work?

Mar and Paul will explore hiring a Graduate Student through Joan’s office. This person’s role would be:
Look at all of Higher Education for mentoring models
Explore other venues with mentoring reputations
Check on conferences and keynoters on this topic for resources
See who uses this as their brand for recruiting etc.
(Paul and Anne P. will work on a position description for this role)

V. Criteria for a Benchmark:
Have been doing this a long time
Have some proven results
Have faculty and staff engaged

Next Meeting: Tuesday, April 4 at 4:30-6 p.m.