POLICY AND GOVERNANCE  
JULY 7, 2010

Attendees: Joe Helfer, Joe Cusker, Ann Marie Landel, John Beltrami, Janiece Kiedrowski, Bill Coles, Jeff Kujawa, Matt Deck

Guest: Nancy Battaglia, Chair, Mentoring Committee

Discussion of mentoring program.
In order not to duplicate programs, etc. provided by H/R, have H/R continue to provide the training and support they do, and PSS provide complimentary/additional training.

New people coming in, depending on where they are working, may or may not have divisional H/R folks to help them with what they need to learn. We would assist with filling that gap.

Our next steps.
Put together a proposal and meet with Scott Nostaja to discuss as well as ask for his support. Approach it from the “we think you need this from PSS, this is what we need from you in order to meet that need”.
Work with focus groups, and determine what key training should be provided in order to fill in gaps of knowledge to help people do their jobs better. Work with the service departments to help us determine what people need to learn about their services: H/R, Purchasing, Grants, Sponsored Projects, etc.

H/R has been teaching these types of modules periodically, on subjects such as hiring, year end requirements, summer compensation, so this type of module training isn’t new. But we should be able to pull together a more robust course offering for the entire campus and not just which comes out of H/R.
We would provide a range of modules, once or twice a year that new people/transfers could attend. We become the access point, the gate keepers, but departments would set up training.

If we were concerned about a confidential interface to send inquiries to, there is share point service, where the person could send an e-mail of inquiry and someone could retrieve the e-mail and process the request. Share Point provides a confidential interface. Al Joyner would know about this. Nancy to
contact him. We think Share Point also has calendar capabilities, so this might be beneficial.

All thought this was a great idea, but it does change the nature of the mentoring process and make it more institutionalized? There was concern expressed that we are missing the one-on-one relationships/needs, particularly about permanent appt, conflict and worklife balance. After much discussion, we are still committed to those needs, we'll just have to figure out how to address them. How does this benefit mentors, since mentoring is supposed to be a two way street. Provides the mentor the opportunity to make contact and assist with professional development. Big brother, big sister atmosphere.
Senators could fulfill this role. Would give them a planned approach with check list in greeting new employees. **Whether this should be handed off to senators still needs to be discussed a bit further**.
Our organization would become stronger, and our influence more widespread.

Mentors under this model would introduce themselves to the newbie/transfer, determine the needs of the employees (and supervisors), provide a check list to address those needs and check back to determine if they were on track, how they could assist further, etc.
We would make these modules available to a broad audience. It is feasible that clerical staff may want to check out these classes when they consider moving to a professional line. It would help them prepare, give people professional opportunities.
Could we tape these and make them available. It’s a thought, although there would be a cost involved.
Once the modules were agreed upon and the program is rolling along and out, as part of the process, PSS needs to send an invite to new employees/transfers recommending classes to take for their position. We should also be sending a similar letter to their supervisor with recommended classes for the employee.

All this continues to help build PSS’s pride, trust and comaraderie in our organization (which the perception was we are doing pretty good at) and with the university as a whole.

Janiece to contact Scott Nostaja’s office to set up an appt.

Our next PSS meeting, August 4th, 8:30 a.m.