**Minutes**

**Academic Staff Mentoring Committee**

**Tuesday, September 29**

**11:00am – 12:30 pm**

**Hiram Smith Hall, Room 225**

**Present: Weltin, Gustafson, Hoffman, Stephens, Gehrke, Burk, Klarkowski**

**11:00 am – Welcome & new business**

Klarkowski will be on leave starting late March. Co-chair structure will be discussed at a future meeting.

**11:05 am** – **Discussion of Aug 27 & Sep 8 ASMC meetings + approve minutes**

Aug 27 minutes – approved, Gehrke –1, Burk – 2.

Sept 8 minutes – approved, Gehrke – 1, Burk – 2.

**11:10 am -- Mentor Match program update**

**  Events Sub-Committee:** **(Burk, Gehrke, Gustafson)**

location - confirmed, Gordon Commons

time+day - confirmed, Weds, Oct 21 event 11am-1:30pm, set up for ASMC arrive early (time TBD)

catering - ordered + confirmed with SOAS office

on-site needs (signage, etc.) *please see Box for past examples*

nametags – *SOAS will provide once OHRD reg link is closed.*

work assignments for ASMC members - *please see Box for past examples*

event registration thru OHRD site – *almost finalized – Burk forwarding final information today*

IT/AV/Mic needs - podium, panel set-up, mics, projector, computer – request, Burk will double-check.

other?

**  Resources Sub-Committee:  (Weltin, Klarkowski, Gehrke)**

agenda - Box has prior examples

handouts - meet to discuss and confirm – Klarkowski will request copy help from SOAS

training materials printing & distribution - meet to discuss and confirm - request copy help from SOAS

presentation(s) - coordinate presentations with finalized speakers (OHRD rep... others) for display on screen + handouts

resources posted to ASMC site -- finalize via email, request SOAS to post online

other?

**  Campus Collaborations Sub-Committee: (Hoffman, Stephens, Gustafson)**

communication templates to matched pairs - *please see Box for past examples, update to include OHRD reg link once finalized, share out with all ASMC for delegated communication to matched pairs after 9/29 meeting*

invite guests (panel) - names of confirmed panelists:

coordinate with CoP leads to attend event

**11:15 am – mentor/mentee match**

* 53 matched pairs currently
* “groups” of unmatched
  + Scientists/Reasearchers – Klarkowski will contact SOAS for ideas, ASMC member will contact Scientists CoP leads
  + Clinical/Medical from SMPH – Klarkowski/Gehrke will reach out to past ASMC members Scott Ferguson and Kelly Manion for ideas.
  + Marketing/Communication – Klarkowski will contact SOAS for ideas, ASMC members will generate possible leads
  + Hoffman will create template email and send to ASMC for feedback regarding “Unmatched” status and plans for alternatives for the year, invitation to Fall Kickoff + ongoing ASMC attempt to make a match (with no guarantees)
* Gustafson will email ASMC members with spreadsheet with communication assignments for all members to communicate directly with matched pairs
* Gustafson will finalize template email that is being sent to all matched pairs and will send to ASMC – email will include how matches were made, invitation + link to OHRD reg link for Fall Kickoff event.

**12:30 pm Adjourn Next meeting: Tues, 10/13 9:30-10:30 am**