**Minutes**

**Academic Staff Mentoring Committee**

**Tuesday, February 9, 2016**

**9:30am – 10:30am**

**Room 225 Hiram Smith Hall**

**Present: Burk, Gustafson, Elder, Stephens, Barnes, Gehrke, Klarkowski**

**Absent: Weltin**

**09:30 am – Welcome, Discussion of Jan 12 minutes**

**Change to January meeting minutes regarding scheduling one event vs. two for the spring; ASMC will plan for a late-April event.**

**Approve January Minutes, Gustafson – 1, Elder – 2. Approved.**

**Update – Heather Weltin received word from Jake Smith that updates to ASMC web page will be loaded on 2/8/16 or 2/9/16.**

**Burk will follow-up with SoAS to request the CoP link also be added to ASMC web page. Stephens will send the goals/purpose information to Burk as well.**

**09:35 am – Ombuds Office visit**

**Consider sharing the Ombuds Office resource with Mentoring group; possible joint event for the future with “case study” of their success in helping employees.**

**10:00 am – Next events & other year-ahead planning**

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

Spring Event

* Timeline: April 26, 3-4:30pm @Union South, networking discussion 3-3:30 (coffee and refreshments), program 3:30-4:30.
* Topic: Individual Development Plans, while using Supervisors and Mentors to help create SMART goals for performance reviews.
* Location: Union South
* Promotional plan: Waiting on confirmation of catering.
* Other: Amy Fruchtman, Assistant Director for Professional Development, UW-Madison Graduate School

Other events? Target “end of year” event carefully, with a good hook topic.

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

* Continue posting resources to LinkedIN – pursue features of LinkedIN groups further.
* Update ASMC website with resources – Weltin working with SoAS to complete.
* Resolve split website pages (contact SOAS)
* Look for additional opportunities to share with listserves

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

* Continue CoP meetings and outreach
  + Meeting last week, minutes from meeting posted in BOX.
* Include CoP in future events
  + Invite CoP to ASMC April event?
  + Promote Mentoring CoP on Office of Talent of Development page?

**New meeting location starting March 8, 2016 – Room 338 “Berkowitz Room,” Brogden Psychology Building, 1202 West Johnson Street (across the street from Union South)**

**10:30 am Adjourn**

**Next ASMC meeting: Tues, 3/8/16 9:30-10:30 am**