**Agenda**

**Academic Staff Mentoring Committee**

**Tuesday, August 8, 9:30-10:30 am**

**New Location: Steenbock Library, Room 240**

**Attendance: Weltin, Elder, Gustafson, Rooney,**

**Absent: Marohl, Gill, Sebrosky, and Solcz**

**9:30am Welcome & Introductions to New Members**

New members: Mark Marohl, Frank Rooney, Sarah Sebrosky

**9:35am – 9:45 pm Vote on new Co-chairs**

**9:45am - 10:00am Schedule and Preferred Location for Meetings**

Second Tuesday of the month from 9:30-10:30 am in room 55 Bascom

**10:00am – 10:15am Plan for Kick-Off Event in October**

* Kick-Off schedule:
	+ October 18, 2017 noon-1:30pm in Memorial Union. Although we said snacks were fine, given the cost threshold we need to meet they will probably include a lunch.
	+ We have also booked next year (Pyle Center) to save a space. The event will be October 16, 2018. Going forward Jake will book the following year at the start of each year.
* Calendar:
	+ First match email was sent June 1, 2017. Sent the following August 1, 2017, keep open until September 15 with matches to follow.

New Schedule:

* 45 minutes break out with lunch and each room for mentors and mentee –
	+ 10 minutes someone from our group does expectations and resources while getting lunch.
	+ 20 (with 10 minutes for questions) minutes for presentation
	+ Wrap-up with self assessment
* 45 minutes for mentor/mentees to work together - Then they can discuss the worksheets we have and program folks can circulate to encourage conversations. There would be no panel this year.

Speakers:

Need two trainers one for mentors and one for mentees which included training on what is means to be a good mentor/mentee. Then someone to discuss best practices.

* Don Schute could potentially be one of the speakers for half the group (if he can’t do it could someone else).
* Someone from Thrive@UW could do mentee ones about building and managing work relationships (Jacob.klett@wisc.edu).

ACTION: Heather will reach out to them

**10:15am – 10:30pm Sub-Committee**

**Events Sub-Committee (Barnes, Burk, Weltin)**

**Resources Sub-Committee (Elder, Gill, Weltin)**

**Mentoring Community of Practice Sub-Committee (renamed from Campus Collaborations Sub-Committee) (Solcz)**

**10:30 am Adjourn**

**Next ASMC meeting: 9/12/17 in 55 Bascom**