June 3, 2010

To: Daniel Mark Fogel, President
    Richard Cate, Vice President for Finance and Administration
    Francine Bazluke, Vice President for Legal Services and General Counsel

From: Beth Walsh, Staff Council President
      Todd Stewart, Chair, Staff Council Education and Professional Development Committee
      Eric Hoefel, Vice Chair, Staff Council Education and Professional Development Committee

Re: Recommendation for Staff Mentor Connection

The Staff Council and the Staff Council Education and Professional Development Committee recommends the creation and implementation of a mentor connection for staff employees (see Appendix I for examples of mentoring programs).

The Staff Council Education and Professional Development Committee believes that developing and implementing a mentor connection for staff at UVM would provide a very low-cost and effective professional development solution for both mentors and mentees.

The Staff Council Education and Professional Development Committee envisions a web-based Access database allowing both potential mentors and mentees to input their personal data (name, contact information, area of interest/expertise, etc.), search for potential matches, and contact possible matched individuals (see Attachment II). Once a connection has been made, both the mentor and mentee would flag their record so others cannot select them. The mentor and mentee would then sign a mentoring agreement that clearly defines how the relationship will work (see Attachment III).

Benefits to the mentee include:

- Enhanced professional development and overall knowledge of the University
- Significant influence on attitudes and professional outlook
- Guidance around major procedural obstacles and pitfalls
- Improved results through challenged assumptions
Benefits to the mentor:

- Satisfaction from seeing mentees progress and advance within the organization
- Broader knowledge of the organization
- Opportunity to develop and practice management skills
- Assistance in building networks
- Increased self-confidence and visibility within the organization

Benefits to the organization:

- Easier and more effective induction into the organization
- Retention of quality staff
- Enhanced skills transfer
- Productivity and performance gains
- Increased on-the-job learning
- Stabilizing factor during times of change
- Cost-effective method to enhance professional development

Support:

- EDPRO Committee (Eric H.):
  - Work with ETS to determine best self-sustaining web-based solution for the mentor connection
    - Access
    - Excel
    - SharePoint
  - Web site maintenance – should be minor

- Human Resource Services:
  - Communicate availability of mentor connection to UVM staff
  - Adjudicate any mentor connection related disputes

During these times of fiscal restraint, it is imperative that the University offer staff efficient and effective professional development options. Working with Human Resource Services, Enterprise Technology Services, and other stakeholders, the Staff Council Education and Professional Development Committee stands ready to assist in the implementation of this program.
Appendix I – Examples of Mentoring Programs

MentorNet – The e-mentoring net for diversity in engineering and science
http://www.mentornet.net/documents/other/help/mentorfaq.aspx

UVM Faculty Mentoring Program
http://www.uvm.edu/~mentor/

UCSD – Mentoring Guidebook
http://gort.ucsd.edu/lauc/mentoring/UCSDMentoringGuidebook.pdf
Appendix II – Draft Information Input Forms

Mentors

<table>
<thead>
<tr>
<th>UVM Staff Mentor Connection - Mentor Registration</th>
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</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>Campus Location</td>
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<tr>
<td>Extension</td>
</tr>
<tr>
<td>Currently Available</td>
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<tr>
<td><strong>Areas of Expertise</strong></td>
</tr>
<tr>
<td>1. Budget Development</td>
</tr>
<tr>
<td>2. Budget Monitoring</td>
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<tr>
<td>3. Hiring Faculty/Staff</td>
</tr>
<tr>
<td>4.</td>
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<td><strong>Submit</strong></td>
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Mentees

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<td>3.</td>
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Appendix III – Mentor/Mentee Agreement

UVM STAFF MENTOR AND MENTEE AGREEMENT

We are voluntarily entering into a mentoring relationship from which we both expect to benefit. We want this to be a rich, rewarding experience with most of our time together spent in career development activities. To this end, we have mutually agreed upon the terms and conditions of our relationship as outlined in this agreement.

Objectives
We hope to achieve: To accomplish this we will:
_________________________________  _________________________________
_________________________________  _________________________________
_________________________________  _________________________________
_________________________________  _________________________________

Confidentiality
Any sensitive issues that we discuss will be held in confidence. Issues that are off-limits in this relationship include: _______________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Frequency of Meetings
We will attempt to meet at least ______________ (fill in frequency). If we cannot attend a scheduled meeting, we agree to be responsible and notify our partner.

Duration
We have determined that our mentoring relationship will continue as long as we both agree or until:
_________________________________

No-Fault Termination
We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by the decision of our partner.

_________________________________  _________________________________
Mentor      Mentee

_________________________________  _________________________________
Date       Date