

# Staff Mentoring Program

Fall 2008

Parkland College Center for Excellence in Teaching and Learning

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Parkland College offers many opportunities for professional development. In the Spring of 2007, we began to pilot a staff component of the Mentoring Program, modeled after the successful Faculty Mentoring Program which enjoys strong support from senior administrators and department chairs. This component has become successful through the enthusiasm and hard work of dedicated staff. Although mentoring partnerships are especially useful for new employees, the opportunity is available to anyone who wants to participate. The primary intent of the partnerships is to enhance the quality of the work and learning environment for every employee and every student at Parkland College.

## Requirements for Mentors and Mentees

In order to be a successful partnership, mentoring partners should commit to the following:

- Discuss the opportunity with your supervisor.
- With your Supervisor's consent, contact Fay Rouseff-Baker, Associate Vice President for Teaching and Learning, to sign up for the program.
- With your Supervisor's consent, attend the Prep Week Mentoring Session in the Center for Excellence.
- To explore staff mentoring options, contact the Center for Excellence at 373-3767.
- Commit time and positive energy to help a colleague. **Note:** You cannot have evaluative responsibilities for your mentored partner the same semester you are that person's mentor.
- Share responsibility and be active for establishing a relationship and meeting regularly (informally or formally).
- Attend at least one Mentoring meeting in the Center for Excellence to learn new information about the program.
- Collaboratively discuss the *Mentoring Expectations Agreement* with your partner and write down specific expectations for this relationship. Make a copy for your professional development records. Mentoring activities should meet the needs of person being mentored and not be supervisory. Re-negotiate expectations as your mentee's needs change or become more apparent.
- Complete the *Mentoring Program Feedback and Reflections Form* and submit it to the Center for Excellence (D115) by **Noon on Friday, December 5, 2008**. You may choose to have a copy of this form forwarded to your supervisor so that they can note your professional development.
- If you choose to enjoy lunch or dinner with your mentee, you must submit a receipt (not to exceed \$50) to the Center for Excellence (D115) by **Noon on December 5, 2008**.

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**Overview of the Mentoring Program**

The Center for Excellence in Teaching and Learning has designed the Mentoring Program to accommodate staff with various degrees of training and familiarity with Parkland College. The key word in the program is **flexibility**. The following guidelines can help you get started:

**1. Make early and frequent contact with your mentee**

Those participating in the mentoring program should meet early in the semester to determine if they have adequate time to participate in a mentoring relationship. Note: Please discuss with your supervisor how much time you anticipate will be spent on the partnership.

**2. Set up regular meetings with your mentee**

Many have found it helpful to set up a regular meeting time. Please do not hesitate to contact your mentor via phone or e-mail if they are not readily available to meet with you in person.

**3. Determine what your mentee's immediate needs are**

Base mentoring activities on those needs, preferences, and requests of the mentee. If the mentored partner can't think of a starting point for discussions, the mentor can certainly offer suggestions. I

**4. Discuss your specific expectations for your partnership right away**

It is important to be clear and specific about mentoring expectations right from the beginning of the partnership. The *Mentoring Partners' Expectations Agreement* form is useful for this. Renegotiate your expectations as needed.

**5. Do not formally or informally evaluate your mentee**

Mentoring works best when the mentor does not have any evaluation responsibilities for the mentee during the semester of the mentored partnership. If you think the boundaries between mentoring and supervising/evaluating are getting blurry, feel free to discuss this with your supervisor and/or the Mentoring Coordinator.

**6. Submit requested paperwork**

At the end of the semester, both mentoring partners will be asked to submit the *Mentoring Program Feedback and Reflections Form*. Mentors requesting meal reimbursements (for lunch or dinner with their mentee) need to submit a receipt to the Center for Excellence (D115) by **Noon on Friday, December 5, 2008**.



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**Suggested Activities for Mentoring Partnerships**

**Setting up the Mentoring Partnership**

- Create methods for contact - standing appointments/e-mail/phone calls.
- Discuss what mentoring is (friendly help) vs. what it is not (supervision).
- Fill out Mentoring Expectations Agreement Form (and copy if you want to).
- Begin a dialogue about what you will do if the mentoring partnership is not working.

**Surviving at Parkland College**

- Discuss college calendar and important dates
- Review *Help* Directory
- Review Faculty-Staff Directory
- Acquire college identification card
- Discuss how to acquire business cards and other supplies
- Take walking tours of the campus. Provide key introductions on the tour. Target specific areas during each appointment.
- Make an appointment with the Center for Excellence for brief tutorials on phone usage, voice mail, and GroupWise email.
- Introduce mentored partner to department secretary, student workers, and other staff
- Introduce mentored partner to Physical Plant, Public Safety, Student Life, and Computer Technology personnel
- Discuss Department of Public Safety (emergency procedures, getting an escort to car)
- Review the Campus Technologies help line procedures
- Compare notes on departmental operating procedures: phone coverage, photocopy usage and repair

**Learning More about Parkland College**

- Attend College social activities together (Holiday Union party, cookouts, etc.)
- Tour the Center for Academic Success.
- Share contact information for the Professional Support Staff Union officers.
- Discuss the Parkland College culture (written and unwritten rules).
- Attend Professional Development Day Activities—February 28, 2008.
- Discuss a little bit of the historical perspective of college and/or respective departments.
- Discuss search committee process.
- Discuss EEO representative training.
- Discuss Parkland College unions and how they function.
- Discuss who's who in administration and their support staff; table of organization.
- Review professional development resources for staff (the Center for Excellence in Teaching and Learning, the Computer Technology Center, tuition waivers, conference funding).

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- Review Finals Week schedule/expectations.
- Review locations of in-house campus phones. Discuss securing valuables.
- Share job descriptions, job transfer and job upgrade procedures (external vs. internal job postings).
- Discuss policies regarding replacements for absences (i.e., sick, vacation, personal leave).
- Discuss the positive aspects of working with student workers and challenges of managing problematic behavior.
- Discuss FERPA.
- Discuss issues of Americans with Disabilities compliance and where to go for more information for support for students and/or colleagues with disabilities.
- Review ways to make physical space more ergonomically friendly.
- Discuss cross-cultural communication between you, students, and colleagues.
- Discuss Parkland College Core Values.
- Discuss Parkland College governance (PCA committees and councils).
- Visit outlying areas of college such as greenhouse, childcare center, etc.
- Visit the Parkland College website: <<http://www.parkland.edu>>.
- Discuss ways to make valued contributions to Parkland College.

## **Learning More about the Center for Excellence in Teaching and Learning**

- Make an appointment with the Professional Development Coordinator to visit the Center for Excellence to learn about the continuous learning opportunities available.
- Discuss staff focused sessions, workshops and discussions.
- Stop by Center for Excellence and check out book selections.
- Recommend visiting the Center for Excellence website: <[www.parkland.edu/cetl](http://www.parkland.edu/cetl)>.
- Recommend checking e-mail regularly for Center for Excellence announcements of opportunities.
- Discuss Professional Development benefit procedures (tuition and textbooks).
- Attend Center for Excellence programming together.
- Share your experiences as a facilitator in Center for Excellence.

## **Learning More about Human Resources**

- Stop by HR and check out informational forms, journals, benefits information.
- Discuss Wellness Programs such as ePHIT and employee discounts.
- Discuss HR's role in search committee process.
- Discuss EEO representative training.

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## **Learning More about District 505**

- Discuss college's mission and values statements.
- Discuss board's role, meeting schedule, and agenda.
- Discuss Parkland Foundation's role.
- Discuss high schools we serve—satellite sites.
- Discuss P-16 initiative.
- Discuss in-house scholarship programs such as PROF and SNAP ON Tool scholarships.
- Discuss protocol for contacting media.
- Discuss community events, especially those involving Parkland such as choirs and theatre.
- Discuss community partners such as the United Way, Urban League, Carle Hospital, Ford Motor Company, and Lincoln-Mercury.
- Visit Community Education and Career Center.
- Discuss Global Campus and other connections with the University of Illinois.

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**Mentoring Program Feedback and Reflections Form**

**Please submit this form to the Center for Excellence (D115)  
no later than Noon on Friday, December 5, 2008**

Mentor's Name (optional): \_\_\_\_\_

Mentee's Name (optional): \_\_\_\_\_



**A copy of this page will be sent to your Department Chair/Program Director unless you specifically check the DO NOT SEND box below.**

**Please check one:**

- Please **SEND** a copy of this page to my Department Chair/Program Director
- Please **DO NOT SEND** a copy of this page to my Department Chair/Program Director

**Reflections on the Experience:**

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**Recommendations for the Mentoring Program:**

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**Mentoring Program Meal Reimbursement Information**

As one means of encouraging early and frequent interaction between mentor and mentored partner, \$50 meal reimbursements are available. Please note the following before submitting a receipt for a **meal** reimbursement:

1. Submit your meal reimbursement receipt to the Center for Excellence (D115) by **Noon on Friday, December 5, 2008.**
2. The meal is to be shared between mentoring partners.
3. The Center for Excellence will compensate you for up to two mentees per semester.