

**Mission, Advocacy and Orientation Committee – Staff Council**  
**Meeting Minutes 5/12/15**

The Mission, Advocacy and Orientation Committee met on Tuesday, May 12<sup>th</sup>, 2015.

Present were committee members Autumn Petti, Eddie Carreon and Brian Hurd. Absent: Ross Carbone. Also present was Samantha Guarnieri from the Center for Service and Social Action.

Leslie Beck from Human Resources attended the meeting at our invitation to talk about the new staff orientation. Leslie explained the new structure of her department instituted by HR Director Alex Teodosio. Each division has its own HR rep for all issues, and each HR rep also has an area of specialty. Leslie's specialty is employment, and therefore she is leading the orientation effort. She explained that for the session May 27<sup>th</sup>, all employees hired since August 1<sup>st</sup> of 2014 will be invited. Another is planned for early fall and then more regularly thereafter.

Leslie explained that the orientation is to be a ½ day long, and that it was to contain several key elements. A copy of the orientation agenda was provided. HR also wanted to include a buddy/mentoring component and a campus tour. HR wants to partner with Staff Council to help determine what is needed/wanted in an orientation.

Autumn asked that practical items be addressed, like getting keys, access to Banner and parking. Leslie explained that as of now, orientation session will not be presented often enough to address these more immediate needs, that these things should be handled by HR in the hiring process.

Eddie asked about the orientation for faculty and contract employees, and if there is any overlap. Leslie answered that HR presents at faculty orientation and contract staff get some Title IX training. It seems they will stay separate for now.

Brian suggested that this committee could assist with providing a tour guide for the campus tour, and help with forming a buddy system. The committee and Leslie approved this suggestion. There was some general discussion about what the buddy system is meant to be, and what to name it. The term mentor has a different meaning than what is envisioned, a campus resource rather than true career mentoring. The buddy would be a volunteer assigned to a new employee, they would be at the employee's orientation session, perhaps meet on the first day of work, and have a couple specified connection points. There is also hope that the buddy could be an ongoing point of contact and resource to the employee. Suggestions for a name included: Campus Colleague and Campus Companion. It was decided that we will further discuss the buddy system at our next meeting.

Leslie also shared that she has a draft of an assessment/evaluation for the orientation, and asked if our committee could look it over and make recommendations. The committee agreed to do so.

The next meeting of the committee will be Tuesday, June 23<sup>rd</sup>, at 3:30pm in the Campus Ministry Conference room.