

## **CUL Mentoring Committee Annual Report 2010-2011**

Prepared by Peter DelaCuadra and Ana Guimaraes, co-chairs

### **Committee Members:**

Linda Bryan (Library HR Liaison)  
Peter DelaCuadra (co-chair)  
Gwen Glazer  
Ana Guimaraes (co-chair)  
Eileen Keating  
Boaz Nadav-Manes (Career Development Committee Liaison)  
Lydia Pettis  
Neely Tang  
Lynn Thitchener (Career Development Committee Liaison)

### **Overview**

Cornell University Library's Mentoring Committee has much to be proud of this year. A product of the newly formed Library Forum, the committee began as a group of like-minded staff from various departments and career paths, committed to giving back to their community at CUL.

With a lot of hard work and a little ingenuity, the committee created a six-month pilot phase that had the highest participation rate for a program of its kind in the history of Cornell. The pilot program boasted 58 participants and 32 pairings.

It was a year of tremendous growth, and we hope to see this spirit of community participation endure in the Library.

### **Funding**

As a new committee, we could not easily estimate the amount of funding we would need for the pilot program. In early fall, the committee was informed by an attending Career Development Committee liaison that we were given a budget of \$500.00 for the 2010-2011 academic year. Uncertain if \$500.00 would be enough, the committee proceeded to develop the pilot and stayed close to the \$500.00 budget allotted to us. Committee members were quite frugal, even providing home-baked items for events during the course of the year.

We spent a total of \$531.18, plus \$168.00 from human resources, for the academic year. With the committee's experience, we can now estimate that the current budget of \$500.00 is not sufficient for the future development of the mentoring program.

The committee would like to increase its budget request to \$1,000.00 for the 2011-2012 academic year.

We believe this sum would cover mentoring activities for a full year — as opposed to the half-year pilot program in 2010-2011 — and allow us to plan more structured, appealing events and explore professional publications, tools and materials that would help support participants throughout the year.

### **Rebuilding the Program**

In 2009, the Library Forum was formed to promote inclusiveness by providing all CUL staff with "the opportunity to enhance their understanding of how CUL operates in the context of the greater information environment and its goals and priorities, to be heard on issues important to CUL staff and the library, and to be engaged in the life of the broader library and university communities." Although CUL had once offered a mentoring program to academic staff, it had lapsed and remained inactive for years; the formation of the Library Forum spurred the reformation of the Mentoring Committee as a subset of the Career Development Committee.

According to the Mentoring Committee's charge, its mission "is to facilitate and support the development of mentoring opportunities for all interested staff members. The Committee will be responsible for (1) recruiting members; (2) matching mentors and mentees for both academic and non-academic staff, based on individual needs and interests; (3) supporting mentoring relationships to ensure mutual benefit, (4) scheduling networking and learning events; and (5) conducting an annual assessment of overall program and review of the charge." Given the compressed timeframe of the 2010-2011 program, this year's Mentoring Committee members have made tremendous strides toward meet those challenges.

Among the successful work done by the committee this year was defining the idea of mentorship within CUL; creating Dos and Don'ts for program participants; assessing other organizations' programs and identifying best practices; marketing the program to staff; and organizing an information session, an orientation and training session to introduce participants to the program, and a social to mark the end of the pilot program.

Inclusivity — engaging staff at every level and in every part of the Library — emerged as a major theme, partly in response to concerns that the previous mentoring program had been limited to academic staff. The committee made serious efforts in this direction, speaking individually with every AUL and the University Librarian to ensure that they understood and felt comfortable with the newly created program. Their response was gratifying, and not only did they encourage staff members to participate, six out of eight members of the Library's top leadership team participated as mentors and mentees themselves.

#### **Future Plans**

At the conclusion of this year's pilot program, the committee is launching a survey of all participants. This assessment will allow us to collect feedback from program participants about their experiences this year, which will be used to improve the program in subsequent years. This 11-question survey, developed in collaboration with the Research and Assessment Unit, will allow the committee to collect both hard data about participants' experiences and constructive criticism and general impressions about what could be improved.

This year's pilot program operated under a condensed timeframe, from February through June. Next year's program will begin in the fall semester and terminate at the end of the spring semester, running for a full academic term. This year's committee members also propose that next year's members should decide how to modify the structure of the program as necessary.

In accordance with the terms of its formation, the Mentoring Committee should conduct an annual review of the goals established in its charge.

#### **Events**

- June 2010: Mentoring Committee members were notified that they were selected.
- July 2010: Linda Bryan, ex-officio member, sent an email initiating the start of the newly created committee. The use of the wiki to aid in our communication was also implemented.
- August 2010: The committee met for the very first time with a retreat at the ILR Conference Center, to meet other committee members for the first time. the committee also began its regular meetings to brainstorm about ideas for the new and improved, all-inclusive mentoring program. We decided the committee would meet every two weeks for discovery, structure, program development, and planning.
- September 2010: Ana Guimaraes and Peter DelaCuadra were elected co-chairs for the first year of the committee, ending June 30, 2011.
- October 2010: The committee agrees on a definition of "mentoring" in the context of CUL and begins to structure and develop the pilot program.

- November 2010: Creation and development of the program’s application and brochure begin.
- December 2010: 2010: Before the winter break, a CUL wide “save-the-date” email was sent out to advertise the program. The application brochure was completed and sent out for printing. 400 copies were printed.
- January 2011: A second CUL-wide “save-the-date” email was sent to further promote the information session and kick-off program. The application and information about the upcoming events were mailed to all CUL employees. The University Librarian encouraged at an all-staff meeting to participate. An information session for potential mentors and mentees kicked off the program.
- February 2011: All applications for the program were received, and the committee created 31 pairings of 58 individual mentors and mentees. (Some people were both a mentor and a mentee in with different pairs.) The committee made headlines in Kaleidoscope for the successful kick-off event. The committee provided an orientation and training session where most pairs met for the first time and discussed expectations and ideas for their relationships.
- March, April & May 2011: Pairs continued to meet, and the committee continued discussing the program, sending out emails to ensure the pairs were progressing smoothly. The committee began planning an end-of-year social. The committee decided to seek feedback through a comprehensive online survey at the end of the program.
- June 2011: The pilot program ends with the social — celebrating current and future success and sharing ideas for the future.

## Budget

Mentoring Committee expenditures for fiscal year 2010-2011:

Date	Transaction	Amount	Balance	Attendees, Count or Copies
1-Jul-10	Budget allotment from CDC <sup>1</sup>	\$500.00	\$500.00	
27-Aug-10	Mentoring Committee Retreat <sup>2</sup>	(\$168.00)	\$332.00	7
27-Aug-10	Funding provided by Human Resources	\$168.00	\$500.00	
6-Jan-11	Application/Brochure <sup>3</sup>	(\$295.00)	\$205.00	400 ct.
11-Jan-11	Handouts for committee - Mentoring Tips	(\$2.50)	\$202.50	50 copies
13-Jan-11	Initial Information Session - Refreshments	(\$96.68)	\$105.82	approx. 40 people
16-Feb-11	Orientation/Training Session	\$0.00	\$105.82	approx. 50 people
16-Jun-11	Mentoring Committee End-of-Program Social	(\$137.00)	(\$31.18)	approx. 50 people
16-Jun-11	Additional funding provided by CDC	\$31.18	\$0.00	
<b>TOTAL</b>		<b>\$699.18</b>		

## Notes:

1. CDC = Career Development Committee.
2. Consulting Fee = \$88  
ILR Conference Center = \$80  
Funding for this retreat was generously made possible by Human Resources.
3. This amount included the design, layout and printing of 400 applications/brochures.