



**Randolph Community College**

**Staff Mentoring Program**

# Program Guidelines

**Sponsored and Coordinated by**

**The RCC Staff Association**

*Developing you for a successful future at RCC!*

### What is the Staff Association Mentor Program?

The mentoring program offered by the Staff Association is meant to establish an additional route for success at Randolph Community College by providing a formal and professional relationship between newly hired Staff members and those Staff members who have served 5 years or more.

#### Benefits of Being a Mentee

- Receive in-depth orientation to college departments
- Development of professional relationships
- Support by colleague who is available to answer questions about RCC
- Access to understanding RCC Staff and becoming a member of this community quickly

#### Benefits of Being a Mentor

- Gain personal satisfaction from enriching a new employee's experience
- Enhance coaching, feedback, and leadership skills
- Give back to the college through orientation of new employees
- Provide a welcoming experience to new employees that will help build a stronger, more cohesive community in the college
- Gain fresh perspectives

---

### Some Do's and Don'ts of Being a Mentor

#### DO

- Challenge, motivate, inspire and encourage
- Be patient and build trust
- Let the mentee know about developmental, social, or recreational opportunities on campus
- Offer a one-on-one relationship that is supportive and non-judgmental
- Encourage self-directed reflection, analysis, and problem solving
- Establish boundaries with your mentee
- Prepare for mentoring by thinking ahead to identify important information that a new employee might benefit from
- Ask the mentee what they need to know

#### DON'T

- Assume responsibility for the new employee's career success
- Simply provide solutions, but advise or identify resources to assist the employee to learn their job and be successful
- Offer "personal" counseling
- Neglect scheduled commitments without explanation.
- Hesitate to contact your mentee if you have not heard from him/her for a while.
- Engage in gossip

### SOME Do's and Don'ts of Being a Mentee

#### Do

- Ask questions
- Be committed
- Prepare ahead by thinking of what information would be most helpful
- Communicate openly in a professional way.
- Be open-minded to opportunities, new experiences and different ideas
- Accept feedback and learn from it

#### DON'T

- Have unrealistic expectations
- Neglect scheduled commitments without explanation
- Hesitate to contact your mentor if you have not heard from him/her for a while
- Gossip

#### Ending the Mentoring partnership

The mentoring partnership will last for one quarter----3 months.

After that time the mentor can be identified as available for questions as they arise if the mentee would like. The mentor can follow up in a month or two to see how the mentee is doing.

### **What should you talk about during your first meeting?**

- Explain the purpose and focus of the mentoring program
- Emphasize the “Good to Great” initiative
- Discuss what you can offer: information, experience, referrals, etc.
- Decide how you will interact
- Discuss any questions or concerns

### **Examples of Mentoring Activities**

- Tour of campus - visit library, photography department, Petty Center, Cosmetology Center, as well as administrative areas such as Business Office, Purchasing, Facilities, etc.
- Discuss professional development opportunities and organizations
- Attend a cultural arts activity together
- Go out for lunch or have lunch together in the Armadillo Café
- Provide feedback
- Provide referrals to others who can assist in areas where you lack knowledge

### **Participation Requirements**

To fit the needs of both the mentor and the mentee the program is designed to be flexible and to allow both the mentor and the mentee to choose the method of communication that works best for their schedules.

Once you are notified about your mentoring partner, you must adhere to the following guidelines:

- Communicate with each other to establish expectations, set goals, and complete a formal mentoring agreement. (Need location and name of mentoring agreement).
- Work together on setting a schedule that best fits both the mentor and the mentee's needs and plan to meet at least once a month. Please include your scheduled meeting time in your mentoring agreement.
- Provide the Staff Association Executive Committee and your supervisor a copy of the signed mentoring agreement.
- If either the mentor or the mentee has a change in schedule, please provide advanced notice of any changes (if possible) and be sure to reschedule your meeting.
- In order to evaluate the Mentoring Program, the Staff Association Executive Committee may ask for you to participate in an evaluation of the program. The purpose of this evaluation is to measure the progress toward the completion of your goals and satisfaction with the mentoring program.
- If you are experiencing any changes or concerns in your mentoring relationship, please be sure to contact the Staff Association Executive Committee.

It is extremely important that you keep all meetings confidential and behave in such a way that is professional and appropriate. You should never disclose information about your mentoring partner unless the two of you have previously discussed and agreed that the information is okay to share with others. Be sure that your meetings are in a central location and in a professional area.

**What is the process to participate?**

1. Employees wishing to be mentors or mentees should register for the program by using the Application Agreement Form provided at the end of this document. This document can also be accessed at <https://www.randolph.edu/staffmentor>

Eligibility for mentees are employees hired with two years or less of service to the College. Eligibility for mentors are employees who have at least 5 years or more of service to the College.

2. Once the Application Agreement Form is completed, and all applicants received, the Staff Association Program Coordinator will match participants based on information provided in the initial form. The review will include consideration of items such as educational background, career goals, professional interests, leadership experience, schedule availability, and applicable locations. All effort will be made to match a mentee with a mentor who is best able to assist. The program will not guarantee that participants will always be matched with someone in the optimal field of interest, but will be matched with someone with at least 5 years of experience at the College.
3. After the initial match process is completed, mentees and mentors are notified of the match with each other. The Staff Association Program Coordinator will provide each participant with contact details for their match. Information stating details of the mentor program along with guidelines will be provided. It is the mentee's responsibility to contact the mentor to initiate the process. However, it is acceptable for contact to be initiated by either the mentor or mentee.
4. The Application Agreement Form will be reviewed and signed at the first meeting between the Mentor and Mentee. The Mentoring Agreement is very important, as it will build the foundation of a relationship by establishing communication and expectations on objectives.
5. A successful mentoring experience requires an effort-based relationship between a mentor and mentee. If a reason should surface that the mentor and mentee are unable to build a mentoring relationship, then the Staff Association Program Coordinator will re-match as an opportunity becomes open.

**Item to note:** *Availability of the Staff Association Mentoring Program depends on the availability of mentors/mentees. If a match is not available at the start of the program, then the Program Coordinator will notify you and ask to retain your information and will contact you as soon as a match is available.*

## **Resource Guide For Activities**

### **The Student Leadership Academy**

([http://www.randolph.edu/studentlife/leadership\\_academy.php](http://www.randolph.edu/studentlife/leadership_academy.php))

The Student Leadership Academy will offer students the opportunity to learn about leadership from local and regional leaders. Participants will have the chance to identify their own leadership styles and learn how to use these styles effectively.

### **The Cultural Arts Committee**

([http://www.randolph.edu/administration/standing\\_committees.php](http://www.randolph.edu/administration/standing_committees.php))

The Cultural Arts Committee plans and coordinates cultural arts events intended to provide enrichment and entertainment to our students and to the greater community.

### **JobLink Career Center** (<http://www.randolph.edu/continuinged/joblink/index.php>)

JobLink Career Center at RCC is a user friendly facility that provides job seekers, training seekers, and employers access to a variety of employment and training services and information all under one roof.

### **Common Threads** ([http://www.randolph.edu/studentlife/clubs/common\\_threads.php](http://www.randolph.edu/studentlife/clubs/common_threads.php))

Common Threads is the oldest student organization on campus, beginning in 1992. It is a roundtable discussion group that explores prejudice and diversity issues. The group is open to all students and meets every Wednesday at noon in the Student Services Conference Room (bring your lunch).

### **RCC Alumni Association** (<http://www.randolph.edu/alumni.php>)

Randolph Community College wants to keep in touch with alumni and provide a means for you to keep in touch with each other.

### **Student Government Association** (<http://www.randolph.edu/studentlife/clubs/sga.php>)

The SGA organizes many activities to broaden your student experiences, utilizing your student activity fees.

### **Campus Crusaders** ([http://www.randolph.edu/studentlife/clubs/campus\\_crusaders.php](http://www.randolph.edu/studentlife/clubs/campus_crusaders.php))

Campus Crusaders is open discussion group meeting to have a truthful dialogue regarding The Way to a right relationship.

### **RCC Library** (<http://library.randolph.edu/>)

### **RCC Relay For Life** (<http://www.randolph.edu/administration/trackers.php>)

### **CampusCruiser** (<http://cruiser.randolph.edu>)

**Program Contacts\***

Matt Dixon  
President  
RCC Staff Association  
Mentoring Program Liaison  
336.633.0274  
[mjdixon@randolph.edu](mailto:mjdixon@randolph.edu)

Joel Trogdon  
Vice President  
RCC Staff Association  
Mentoring Program Coordinator  
336.633.0376  
[jbrogdon@randolph.edu](mailto:jbrogdon@randolph.edu)

Susan Rice  
Treasurer  
RCC Staff Association  
Mentoring Program Applicant Review  
336.633.0282  
[sirice@randolph.edu](mailto:sirice@randolph.edu)

Cathy Chi  
Secretary  
RCC Staff Association  
Mentoring Program Applicant Review  
336.633.0369  
[cdchi@randolph.edu](mailto:cdchi@randolph.edu)

**\*Contacts to be updated by July 15<sup>th</sup> of new Executive Committee starting.**