

UPDA Meeting
7-18-13

Attendance: Martine Green-Rogers (Theatre), Mary Anne Berzins (HR), Jennifer Mabey (Graduate School), John O'Shea (Oncological Sciences), Hadi Javan (Molecular Medicine), Catherine Loc-Carrillo (Orthopedics), Gemma Robinson (Oncological Sciences) and Natasha Naylor (Law and Social Sciences)

Via Skype: Nelly Volland (Radiology Research)

Planned Absences: MariadelMar González-González (Art History), Jessica Pearson (Modern Dance),

1. Approve minutes from 5.23.2013 (Martine)
 - A. Approved!

2. Need for more Board Members/Positions to be replaced (Martine)
 - A. Catherine needs to step down in the near future, so she needs a Communications Officer-in-Training.
 - i. Her position's time commitment - 2 hours a month.
 - ii. Jennifer added that the Grad Office is moving their website to Wordpress in order to make it more user friendly. We could do something similar in order to help with the time commitment.
 1. We will move forward with this change.
 - B. Hadi is leaving the country and depending on his VISA situation may, or may not, be able to get back in so we may need to replace him.
 - C. Ashley (Sec/Treasurer) has left and we need to replace her.
 - D. Nelly (Jr. Chair) is leaving her position and probably the board since her time commitments means she is no longer available.
 - i. Catherine will (for the moment) take on her communication responsibilities to new postdocs. Jennifer will send her the email with new postdoc info.
 - ii. Nelly will also write down her responsibilities to help us with the transition.
 - E. Essentially, all of the Executive positions on the board need to be replaced.
 - F. We need to recruit more board members and Mary Anne suggested we all bring a friend to the next meeting.
 - i. Martine asked Natasha and Gemma to take a look at the board and Executive Committee responsibilities and decide if they are interested. If so, we will discuss and vote at the next meeting about their joining and filling vacancies.
 - ii. Martine and Natasha will brainstorm how to get new Social Sciences and Humanities Postdocs to attend.

- iii. Jennifer mentioned mining the UPDA social media sites for Board members. John brought up that we do not have a lot of members via our social media since people want to keep work separate from personal lives. Therefore, several people suggested using LinkedIn as the place to recruit new Board Members.
 - 1. Natasha mentioned she had difficulty finding us on social media and that it was more by accident she found us than on purpose.
 - 2. Hadi mentioned that we once had plans of more "aggressive" social media recruiting but that was abandoned at some point.
 - 3. Catherine voiced concerns that we don't want to move into "spamming" the postdocs since that will backfire on us.
- 3. Postdoc Awareness Week Brainstorm (Martine)
 - A. Mary Anne brought up that an In-person Postdoc Orientation may help with our board recruiting.
 - B. National Postdoc Awareness Week is Sept 16-20, 2013.
 - C. John and Mary Anne brought up previously discussed plans of incorporating this Orientation and a social into the Postdoc Awareness Week/AGM plans.
 - a. John thinks we should do the picnic again this year and then it is flops to not continue the event. Natasha asked whom the invite for this event goes to and John replied our listserv.
 - i. Natasha suggested sending an email specifically to all the new Postdocs to invite them to the picnic.
 - b. This brought up questions about the listserv.
 - i. A list is generated every month.
 - ii. John asked how certain postdocs appear to not receive the email. Mary Anne says it is an issue with job coding- if you are not coded with the specific job codes we pull for the list it is possible for this person to not end up on our list.
 - iii. Jennifer believes we are on an opt-in model for our listserv and that we should think about an opt-out model instead.
 - iv. Catherine agreed but informed us this would be more time consuming for the Communications officer since these people would have to be manually added to the email list.
 - D. Martine will work with Mary Anne on the Orientation aspect of the Sept 19th event.
 - E. John suggested Gracie's. Martine will contact Ashley to find out who the contact is for Gracie's and arrange reserving the place and ordering food.
 - a. Mary Anne suggested we invite the new Dean of the Grad School to the event and Jennifer will help arrange that.
 - F. Martine will present at the AGM.
 - a. What needs to be discussed:
 - i. By-Laws - they exist!
 - 1. Catherine will place them on the website as a

downloadable PDF link.

- a. Hadi asked about sending our by-laws to the NPA. Martine will check into this.
- ii. Need more Board members.
- iii. Calendar of Events: Trainings, Career Development, Socials.
 1. Mary Anne brought up that departments have come to her looking for training events, such as resume building, industry hiring and academic hiring. Do we have suggestions for people? They should be local hiring managers (due to financial constraints).
 2. Jennifer suggested that we keep the format of alternating training/career development and socials.
 - a. Catherine volunteered to look into different webinars
 - b. Jennifer suggested that we could also run the same ones from last year again since not everyone could attend last year's webinars
 3. Mary Anne suggested an event with the Office of Sponsored Projects and Martine will check into a room for the event
 4. Picnic Update - Fairmont Park (Sugarhouse) Aug 23rd
 - a. Hadi suggested an RSVP. Mary Anne suggested Evite. John will create one in Evite and pass the link on to Catherine.
 - b. Catherine suggested we place a map in the Save the Date and the Evite.
 - c. John will create a Costco list for Jennifer to give to the magical fairy person who will grab these items.
 - d. Catherine will send out a Save the Date immediately and then on Aug 1st more details with the Evite link.
 - e. John wanted to know who will be there: Jennifer, Natasha, MdM (?), Jessica (?), Catherine, Hadi (?), Gemma, Nelly (?), Mary Anne
 5. Discussed Calendar of Events
 - a. Aug 23- Picnic - Fairmont Park.
 - b. Sept 19 – AGM (3-4pm)/Orientation (4-5pm) Gracie's Social (6-9pm).
 - c. Oct 24- Noon - needs a snazzy title but a lecture/talk with the Office of Sponsored Projects about grants and funding.
 - d. Nov 14th 6-8pm Lumpy's (and then people

can stay for Geeks Who Drink Trivia Game).

- e. Dec 5- How To Give A Great Job Talk. concurrent sessions - one for the Humanities and one for the Sciences. In HSEB and Marriott Library. Noon. Locations TBA.

4. General Report of Past Activities

A. 5 week summer program (Mary Anne)

- a. Five week summer program went well, averaged 15 and they were all engaged.

5. Addition to the Post Doc Bylaws ? (Hadi)

- A. Hadi feels that it would be more useful for this to be a subcommittee than an officer position.
- B. Hadi will lead this subcommittee if he is in the country.
- C. Martine will remove from bylaws and send updated version to Catherine.

6. Mentoring Agreements (Martine) Ongoing/tabled

7. Counseling Center. Survey for Services (Jennifer)

- A. The counseling center wants to create a support group (or something else - such as a topic for a lecture or discussion) if there is a need for it for Postdocs (to help with stress and work/life balance). Will require intake, etc if it is a set group.
- B. Jennifer proposed a subcommittee to create a survey (with help from the people on campus whose job is to create surveys) to establish the need since the Counseling center requires this **and** a formal invitation asking them to partner with us on this.
- C. The timetable on this may be as early as Fall. Just depends on when we get the info to them.
- D. Hadi (if he is here) and Natasha volunteered for this subcommittee.

8. Additional Points of Discussion?

- A. Hadi asked Mary Anne about the hiring/firing process for Postdocs in terms of VISA's - ex H1 VISA's.
 - a. Mary Anne replied that it depends on the job code of the specific postdoc and how it aligns with the VISA process.
 - b. Hadi will find out more and will work with Catherine to place on the post doc website since it may be helpful to other/future postdocs

9. End of Meeting /Next Meeting

September 12, 2013, HSEB 4100 A, 11:30 AM- 1:30 PM