

U of U Postdoctoral Association Board Meeting

December 18th, 2014

HSEB 3515D

12:00 - 1:00 PM

Attendance: John O'Shea (Oncological Sciences), Catherine Loc-Carrillo (Orthopedics), Jennifer Mabey (Graduate School), Mary Anne Berzins (HR), Lars Laurentius (Nano Institute), Jen Nichols (Orthopaedics),

Known Absences: Simran Sidhu (School of Medicine), Swapna Gudipaty (Oncological Sciences)

Unplanned Absences: Venkata Neti (Chemistry), Hadi Javan (Molecular Medicine), Yen Wang (Oncological Sciences)

Agenda

1. Approve minutes from last meeting (John)

- Minutes were approved

2. Board Member Update (John)

- Junior chair and secretary is vacant. Jen is willing to fill junior chair and Lars would like to be secretary. Motion put forward for Jen as junior chair and Lars as secretary. Board voted in favor, and Jen is now Junior Chair Lars is now Secretary.
- Simran will be too busy to hold the communication officer position in the future and Swapna has shown interest in filling this position. Due to the absence of both individuals, this will be brought up at next meeting.

3. General Report of Past Activities

- Two events were held at the Marriott library on grant funding (writing and finding secondary sources) by Peter Kraus. Mary Anne set these up and both events were well attended (20-25 attendees). Peter has agreed to hold these grant-writing workshops again in the spring. Will be waiting for available dates from him.
- We had to move the Christmas social at Gracies from December 11th to December 20th due to unforeseen circumstances.

4. UPDA Upcoming events

- Holiday Social (December 20th):
 - Will hold Christmas social at Gracies from 7-9pm. We will supply finger food, but not have a separate room this time and order food based on the number of attendees. We cannot take pictures without each individual attendee's consent, therefore will most

likely not have pictures for our website. The board members attending (Catherine and Lars) have given their consent for pictures.

Action: Both Catherine and Lars will attend Gracies to represent the UPDA, and Catherine will buy the finger food and get reimbursed by Jennifer.

- Career Panel:

- About 2 years ago a professor in pharmacology hosted a career panel as part of her class and allowed postdocs to attend. This event was well attended. Can we organize a similar career panel in the spring? Mary Anne to contact HR personnel and Career Services regarding Alternative Career Panel workshop for spring 2015. Initially March came up, but Mary Anne is advising against the month of March due to various events already taking place. The end of February (23-27) is a possibility. It would consist out of a 2-step approach: a resume session followed by the career panel. We would be able to provide lunch, if it were held during lunchtime, but if it were held after work we could not provide food. The panel would mainly be focused on science, as the majority of postdocs are in science. Jennifer can help with spreading the news of a career panel to graduate students as well. We need to make sure this event will be well attended.

Action: Mary Anne will contact Career Services to inquire about the possibility of setting up a career panel with an employer representation that is generic enough to appeal to a wide range of graduate students and postdocs. Ideally this would be from companies that are hiring. We need to provide dates for such a workshop to Mary Anne. The UPDA would be in charge of administering and advertising the event.

- Other events planned:

- Jennifer will schedule a H1-B (visa) information session provided through the Office of General Counsel planned for spring semester (January, February or April).
- Jennifer is also trying to bring somebody in from the National Postdoc Association to talk about individual development plans (IDP). There is an increasing need to have IDP's in academia and industry.

Action: Jennifer will schedule immigration information session and individual development plan session.

5. UPDA Social Media Accounts

- Facebook, LinkedIn, Twitter, Instagram.

- We have the login information for the various social media sites. Simran will not have time to take on these responsibilities any longer and Swapna has shown interest in this area.

Action: John needs to approach Swapna about the communications office position and see, if she is willing to run the various social media sites for the UPDA.

6. Social Event Survey (Jen and Swapna)

- Jen has put together an initial draft for a social survey that addresses the various aspects of hosting events for the postdoc community. The goal of the survey will be to engage the postdocs and determine what kind of events are of interest (professional development and social), what locations are best, and what times are most convenient. It will be a survey available through Google forms, and there will be room for any additional comments the survey taker has.
- As an incentive for the survey, we will offer a raffle price of one out of two Amazon gift cards (25-50\$ value).
- The plan is to conduct the survey in the 2nd week of January, so we will have the results for the next board meeting. The survey will run from mid-week to mid-week with a reminder email sent on Monday to complete the survey. Mary Anne suggested that leaving the survey up for too long does not improve the number of survey-takers.

Action: Jen will create the social survey and together with Simran send out a general email announcing the survey followed by a reminder email the Monday after the initial email. We will have the results of the survey by next board meeting.

7. Additional Points of Discussion?

- National Postdoc Conference (NPA):
 - Jennifer would like to bring a UPDA board member to the conference in Baltimore (March 13-15). In the past, Jennifer and a member of the UPDA board attended (John went last year). Topics include day-to-day operations of a postdoc association including retention, organizing events and getting people on board. It is a mix of postdocs and University staff such as postdoctoral affairs office.

Action: We need to decide who is going, ideally before the next meeting. Jennifer will send out another reminder email in late January/early February.

Note: John reminded the board that we could become members in the National Postdoc Association free of charge as the UPDA already paid an affiliation cost to the NPA.

- Providing access to Dropbox files for new board members (Jen and Lars).

Action: Catherine will provide access to the Dropbox folder.

8. End of Meeting

Next Meetings: Thursday February 19th; Thursday April 23rd HSEB 3515B 12:00-1:00 pm.
 Thursday June 18th 2015 TBA

Documents Sent: Minutes from December meeting & Agenda.