

U of U Postdoctoral Association Board Meeting

February 19th, 2015

HSEB 3515B

12:00 - 1:00 PM

Attendance: John O'Shea (Oncological Sciences), Simran Sidhu (School of Medicine), Catherine Loc-Carrillo (Orthopedics), Jen Nichols (Orthopaedics), Yen Wang (Oncological Sciences), Daniel Mendoza

Known Absences: Jennifer Mabey (Graduate School), Mary Anne Berzins, (HR), Lars Laurentius (Nano Institute)

Unplanned Absences: Swapna Gudipaty (Oncological Sciences), Hadi Javan (Molecular Medicine), Venkata Neti (Chemistry)

Agenda

1. Approve minutes from last meeting (John)

- Minutes were approved

2. Board Member Update (John)

- We need to update our social media sites: Website, Facebook, LinkedIn, Twitter and Instagram. John will talk to Swapna about taking over those responsibilities.
 - We have access to Facebook.
 - Ashley will give Swapna access to LinkedIn account.
- Removal of board member Hadi Javan due to continued absence / no communication.
 - Everybody in favor: Hadi removed from UPDA board.

3. General Report of Past Activities (Catherine)

- Report on Christmas social held at Gracie's on December 20th, 2014.
 - Catherine and Lars attended from board
 - 7 postdocs attended overall.
 - We provided finger food (Catherine was reimbursed \$55.36 by Jennifer Mabey (Graduate School)).
 - Need to establish guidelines for providing food at events.
- Immigration Seminar Workshop held on February 5th, 2015.
 - Jennifer Mabey organized workshop through the Office of General Counsel.
 - General Counsel is willing to hold such workshops bi-annually or annually.

- Approximately 46 people attended and the workshop was well-received.
- Board members John, Yen, and Lars attended as well.
- The plan is to hold another workshop in the fall.

4. UPDA Upcoming events

- Future social events for spring:
 - We need to brainstorm ideas for social events.
 - Could hold monthly lunch sessions (lunch provided) with a knowledge expert that are informative and interactive on various topics including tax, faculty application, health care insurance, etc.
 - We have to create something unique to promote the UPDA and that will attract a larger number of postdocs.

Action: 1) Schedule a tax session lunch at the end of March / beginning of April. John will contact Jennifer.

2) Brainstorm topics and timing for lunch series by next meeting.

- UPDA Summer BBQ:
 - Plan for a Friday evening at Sunnyside Park in June.

Action: 1) Determine availability and schedule for a day in June. Need to finalize BBQ during next meeting.

- Career Panel:
 - We initially planned to hold career panel at the end of February since March was too busy with conflicting events.
 - Mary Anne was looking at organizing a resume session followed by a career panel.

Action: 1) John will contact Mary Anne to inquire about career panel.

- Individual Development Plan:
 - Jennifer wanted to bring in a speaker from the National Postdoc Association to talk about individual development plans to our postdoc community.

Action: 1) John will contact Jennifer to inquire about such a session.

6. Social Event Survey (Jen and Swapna)

- There was an overwhelming response to the survey with a good distribution of postdocs across campus.
- The majority of participants was not aware of the various events the UPDA holds or did not attend due to a lack of time.

- Demand for less academic events (poster sessions and research talks) more professional development workshops including career panels.
- In terms of timing there is a preference for lunch/early afternoon.
- Archiving or live streaming events would be of interest, provided we still get a good turn-out at events.
- Choice in campus location could be a potential problem due to the size of campus, but besides spreading out the events evenly, this issue cannot be overcome.
- More interest of things being held on campus.
- There is a general interest of organized off-campus activities such as outdoors, sporting, and cultural.
- It is preferred to hold social events after work on weekdays and Saturdays, but avoid Sundays.
- 5% of the participants want to help on a regular basis, 25% want to help occasionally. We have their contact information, and we can contact them for upcoming events.
- One person specifically commented on our website: It needs to be updated and kept up to date.
- We need to send out a follow-up email in regards to the results of the survey to inform the postdoc community and show that the survey results will impact UPDA's future direction.
- Jen will draw 2 survey participants randomly for the Amazon gift cards and will coordinate with Jennifer to distribute.

Action: 1) We need to update the website and refer to more appropriate sites through links such as the postdoctoral affairs office. John will ask Swapna.
 2) Organize social events.
 3) Draw/distribute Amazon gift cards.

6. National Postdoctoral Association Meeting (Jennifer)

- Yen Wang will be attending the National Postdoctoral Association meeting with Jennifer and report back to the board at the next scheduled meeting.

7. Additional Points of Discussion

Motion put forward to nominate Daniel as Communication Officer by Simran, seconded by Jen.

- Everybody in favor.
- Daniel is appointed new Communication Officer.
- Possibly hold a workshop on social media presence such as LinkedIn (Daniel).
- Providing access to Dropbox files for new board members (Daniel, Yen).
- We can switch to ubox in order to get more space and secure file sharing.
- Yen mentioned that many new postdocs have no idea what the UPDA's function is or that it even exists. We need to advertise UPDA to new postdocs more successfully. We do send out a welcome email in the beginning.

- Action: 1) Daniel will get access to various social media sites and he will update our website.
2) Board members send picture and bio to Daniel.
3) John will look at option to switch to ubox and transfer files.

8. End of Meeting

Next Meetings: Thursday April 30rd HSEB 3515A 12:00-1:30 pm.
Thursday June 18th 2015 TBA

Documents Sent: Minutes from February meeting & Agenda.