

## U of U Postdoctoral Association Board Meeting

12:00 - 1:00 PM on September 8, 2015

HSEB 4100A

**Attendance:** Jen Nichols (Orthopaedics), Natalia Torres (CVRTI), Lars Laurentius (Nano Institute), Jennifer Mabey (Graduate School).

**Known Absences:** Catherine Loc-Carillo, Mary Anne Berzins (HR), Yen Wang (Oncological Sciences), Daniel Mendoza (Atmospheric Sciences/GCSC).

### Agenda

- 12:00 pm Approve minutes from last meeting [5 min]
- minutes will be approved next meeting
- 12:05 pm Annual General Meeting (AGM) [35 min]
- a. Date: **Wednesday, September 16**
  - b. Schedule:
    - 1:00 pm – 2:15 pm Keynote Faculty Panel
    - 2:15 pm – 3:15 pm Poster Competition
    - 3:15 pm – 3:30 pm AGM and Poster Awards
    - 3:30 pm – 4:30 pm Professional Development Workshops

#### Faculty Panel:

We have 4 confirmed speakers and 1 potential. They will discuss work/life balance and give advice on managing both; each speaker will be given a 5-7 minute introduction time followed by a Q & A. The session will be recorded to make it available to postdocs unable to attend.

#### Work/Life Balance Panelists:

Carol Lim, Associate Professor, Pharmaceutical Chemistry

Richard Dorsky, Professor, Neurobiology & Anatomy

JoAnn Slama Lighty, Professor, Chemical Engineering

Matthew Kieber-Emmons, Assistant Professor, Chemistry

#### Workshops:

- 1) Julie Swaner will be leading the workshop: Turn Your CV into a Powerful Resume.
- 2) Jennifer Mabey will be presenting the workshop: Using Your Postdoctoral Experience to Prepare for Your Future.
- 3) Tracy Rees will host the workshop: communicating your research to non-specialists: How to be understood and appreciated.

Jennifer will finalize titles and Daniel will send out reminder emails.

#### Poster Session:

- We have thus far 15 posters registered. Jen categorized the poster in 2 categories: Science & Engineering, Medical.
- Jen put together a rubric to judge posters based on presentation and conveying significance of research. Each poster will be judged twice. There will only be one prize for the best poster.
- Judges will have 1 hour to evaluate posters. During the poster session snacks and drinks will be provided.

- Daniel will be in charge of organizing judging. Daniel, Lars, Yen, and 4 faculty will be judging. Poster boards will be obtained from HSEB at noon.

Miscellaneous:

- Natalia is finalizing the brochure for the event by tomorrow.
- Jen has made door signs to indicate the workshop/seminar rooms.
- Jennifer will follow up with speakers and take care of video/audio recording for the panel.
- Jennifer is in charge of food and will get snacks (cheese, veggies, fruits, crackers, cookies) and drinks (coffee, water, soda).
- Everybody from the board is helping to set up. Jen will moderate the panel.
- Jen will look into making the Facebook page open to the public, it currently is set to invite only.
- AGM portion will include a brief overview presenting the board members and the Office of Postdoctoral Affairs, summarize the services we provide and announce the lunch & learn series.

c. Review & Discuss To Do List:

*Jennifer Mabey*

- E-mail confirmed speaker / workshop list by tomorrow (Wed.) afternoon
- Coordinate recording of panel for College of Nursing
- Finalize details with Genetics Building admin
  - Need table and microphones for keynote panel
  - Need table in atrium for food
- Order food (light refreshments to include cheese and crackers, cookies/brownies, veggies and dip, coffee, and water)
- Follow-up with invited speakers as necessary

*Jen Nichols*

- E-mail confirming poster supply pick-up and drop-off time/location
- E-mails confirming poster judges
- Make workshop / event registration form
- Finalize door signs
- Finalize poster competition form

*Daniel Mendoza*

- Send e-mails (rough list below; further details provided in a follow-up e-mail soon)
  - Tues. 9/8 -- Last Chance to Register for Poster Competition (hard deadline Fri. 9/11)
  - Wed. 9/9 --- Postdoc Appreciation Day! Final Schedule. Register Now. (Registration deadline Mon. 9/14)
  - Mon. 9/14 -- Postdoc Appreciation Day! Last Chance to Register
  - Wed. 9/16 -- Day of Reminder

*Natalia Torres*

- Finalize brochure

12:40 pm

Lunch & Learn [20 min]

- Jennifer Mabey & Mary Ann are confirmed for Tues. Oct. 20
- Discuss and finalize title of lunch series
- Discuss November topic

- The first lunch & learn is confirmed (Postdoc Rights & Benefits) and will take place in HSEB.
- We can bring food into the room, but we are asked to remove any garbage afterwards.
- The room will fit approximately 20-30 people. Food will be decided next meeting.

November topic will focus on teaching resources available to postdocs on campus. Jen will contact CTLE.

Aside: David Kieda, Dean of Graduate School, wants to initiate a committee to discuss and define postdoc status on campus in terms of staff, student, faculty classification, postdoc copyrights, define postdocs as trainees for student loan purposes, wages, etc. There is a possibility that a postdoc representative will be included.

1:00 pm      End of Meeting

**Next Meeting:**      12:00 - 1:00 PM on Tues. Oct. 13 in HSEB 4100A  
**Documents Sent:**      Agenda, Minutes from August Meeting