

U of U Postdoctoral Association Board Meeting

12:00 - 1:00 PM on January 5, 2018

HSEB 5100A

Attendance: Natalia Torres (CVRTI), Marta Szulik (CVRTI), Gaele Batot (Biochemistry), Jennifer Mabey (Graduate School), Heather Clifton (VA), Erin Young (Huntsman Cancer Institute), Raziye Mohammadpour (School of Pharmacy), Malini Rajan (Molecular Medicine), and Sharanya Kalasekar (HCI) .

Known Absences: Daniel Mendoza (Atmospheric Sciences/GCSC)

Absences: Suwendu Biswas (College of Pharmacy), Emilio Cortes Sanchez (Medicinal Chemistry, Skaggs).

Agenda

12:00 pm Approve minutes from last meeting [5 min]

Minute approved.

Action: Gaëlle still need to remove Jen Nichols, Indranil and Lars from the members.

12:05 pm Lunch & Learn [15 min]

- Recap – December L&L - “How to stay motivated at work as a postdoc” with Mary Anne Berzins. 24 people RSVP'd and 21 attended.

Mary Anne is working on the summary to upload on the website.

- January 17th, Negotiations with Francine Mahak

Action: Gaëlle will contact Francine to give her information before the L&L

Action: the previous day, Gaëlle will give Jen the number of participants to order pizza.

- February 14th, Postdoc Rights & Benefits – panel with :
Mary Anne Berzins, Assistant Vice President of Workforce Planning for Human Resources,
Jennifer Mabey, Assistant Dean, Office of Postdoctoral Affairs,
Mandy Britt, HR Manager,
Amy Tolman, HR Manager (she did L&L on retirement and was really helpful)
- March 14th, Meet the UPDA board – panel

We will discuss the details at the next meeting. We hope for all the board members to come in and present themselves. We would like to have past board members. Any suggestion is welcome.

Action: Marta will contact Tim Dahlem.

- April 18th, Immigration with Gen. Counsel.

They can't do it at that date so we will aim for Monday 16th instead.

Action: Jen will confirm the date with them and change the room reservation.

- May 16th, Mary Anne to talk about “Creating your own network”

Mary Anne proposed a L&L on networking, building your relationships at work or in local environment.

12:15 pm Postdoc Winter Workshop Series – Natalia/Marta update [10 min]

Marta is in contact with Jude for the next one. The plan is to contact David Derezotes from TCIC (Teaching & learning excellence) for a third one on Dialogue-skills-Managing difficult conversation.

Action: Marta/Natalia are contacting the speakers and asking for money from the office of inclusion excellence.

12:20 pm Postdoc Holiday Gathering update [10 min]

It was a success and will replace the winter social from now on.

12:25 pm Postdoc Social [10 min]

Morning event in February with coffee and bagels and will invite Gary Schoenwolf to facilitate discussions about fellowships, grants, and any other kind of writing. Details will be discussed on the next UPDA board meeting.

Action: Natalia will discuss about it with Gary and ask him for his availabilities in the morning the first week of February (any day but Wednesday).

12:30 pm Additional Points of Discussion [10 min]

- UPDA Board open position

Social event coordinator

Secretary

Webmaster

- Assign person for taking notes on next L&L

We discussed the interest of sending the summary to the speaker. It permits them to agree with what is publicly available, and to had information they might not have time to cover during the presentation.

Action: Erin will take the notes.

- UPDA website

Heather got good feedback about then UPDA website.

- *Preparing your application package*

Idea to have a L&L in June or July as an introduction, followed by a workshop in 5 parts: Cover letter- CV- Teaching statement- Research Statement-Diversity statement. We will discuss the plan at the next meeting.

Action: board members think about it and suggest speakers to contact for the workshop and what form should it have.

- *To be more attractive, we decided that from now on events will be created on facebook for all the UPDA events. Erin is in charge.*
- *Marta ask that mails go through her before to be sent to all the postdocs through the UPDA account.*
- *Marta will work on the Resources page on the UPDA website. If you think about anything to add in the resources, let her know.*

1:00 pm Summary of Assigned Tasks & End of Meeting

Next Meeting: 12:00 - 1:00 PM on Friday. February 2, in HSEB 5100A

Documents Sent: Agenda, Minutes from December Meeting