

## U of U Postdoctoral Association Board Meeting

12:00 - 1:00 PM on February 2, 2018  
HSEB 5100A

Attendance: Marta Szulik (CVRTI), Gaelle Batot (Biochemistry), Jennifer Mabey (Graduate School), Erin Young (Huntsman Cancer Institute), and Sharanya Kalasekar (HCI) .

Known Absences: Natalia Torres (CVRTI), Heather Clifton (VA), Daniel Mendoza (Atmospheric Sciences/GCSC), Malini Rajan (Molecular Medicine), Suvendu Biswas (College of Pharmacy), Emilio Cortes Sanchez (Medicinal Chemistry, Skaggs), and Raziye Mohammadpour (School of Pharmacy).

### Agenda

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

12:05 pm Lunch & Learn [15 min]

- Recap - January 17<sup>th</sup>, Negotiations with Francine Mahak  
29 people RSVP'd and 27 attended.

Erin and Gaelle reported that they received good feedback for the event. Discussion on whether Facebook RSVPs should be considered, and since there will be overlap, it was decided that RSVPs will be only through the link.

- February 14<sup>th</sup>, Postdoc Rights & Benefits – panel with :  
Jennifer Mabey, Assistant Dean, Office of Postdoctoral Affairs,  
Mandy Britt, HR Manager,  
Amy Tolman, HR Manager

23 people have RSVP-ed so far. The flier is ready. Mary Anne will not be able to be part of the panel. Since last time most questions were HR-related, this time we anticipate similar scenario.

- March 14<sup>th</sup>, Meet the UPDA board – panel

It is expected that most/all board members will be able to make it. It was discussed to advertise the event as a session for giving feedback and suggestions on events.

Action: Advertise next event on Immigration as Green card help/Q&A for postdocs during the panel session.

- April 16<sup>th</sup>, Immigration with Gen. Counsel.

Room is set for this event.

Action: Advertise this event as Green card help/Q&A for postdocs during UPDA board panel discussion session and in fliers.

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

Mary Anne may not be available on the 16<sup>th</sup>, so we may be doing this event some other day during that week.

12:20 pm Postdoc Winter Workshop Series – Natalia/Marta update [10 min]

- Diversity with Jude McNeil

8 people attended, We got funding for refreshments from the Office of the Associate Vice President for Health Equity & Inclusion.

- David Derezotes to present on “A dialogue and psychodrama on how to transform difficult conversations about race, gender, religion, politics into opportunities for transforming industry and research groups into inclusive communities” on Feb 28, 3-5pm in HSEB 4100D

#### Actions:

- Gaelle will publish this event on the website.
- Marta needs to apply for funding for refreshments this event.

- Erin to add a note to reminding emails about 'Coffee & Bagels' and 'L&L' events to let people know about this upcoming event.
- Marta will prepare RSVP and flyer that officially will be distributed after Feb 15<sup>th</sup> (after L&L).

12:30 pm Postdoc Social – Natalia/Marta update [5 min]

- Coffee & Bagels with a Mentor  
Gary Schoenwolf, Feb 6<sup>th</sup>, 9-10am, HSEB 2958

**Actions:**

- Erin will send a reminder on Monday with a 'Save the Date' the footer on the next event.
- Continue to send such a Save the Date line for all future events.
- Reminder on Friday, Feb 2<sup>nd</sup>.
- Final RSVP on Monday, Feb 5<sup>th</sup>, by noon.
- Marta will convey attendee numbers to Jennifer.

12:35 pm Discussion about the event 'Preparing your application package' [20 min]

- Format: L&L and/or workshop series
- L&L panel in June
- Workshop will be every other week from June – July
- Hands-on workshop where applicants write out their sections and get feedback (if the workshop mediators agree)
- Aimed towards academic positions
- 5 segments - Cover letter- CV- Teaching statement- Research Statement-Diversity statement
  - Who do we invite?
- Teaching statement: Patrick Tripeny – and maybe he has other recommendations for the rest of the workshop
- Cover Letter/CV – contact Francine Mahak for recommendations since she herself may not be the best person as she has more expertise in industry-related careers.
- Research statement – Gary Schoenwolf – or maybe he has other recommendations
- Diversity – Katherine Stockton may have some suggestions
  - What topics do we cover? Cover letter- CV- Teaching statement- Research Statement-Diversity statement

**Actions:**

- Jennifer will contact Katherine Stockton for some suggestions for the Diversity statement
- Natalia will ask Gary for recommendations, and whether he will be willing to do the Research Statement segment
- Everyone will help co-ordinate and organize this event

12:55 pm Additional Points of Discussion [5 min]

- Next Board meeting will be on March, 2<sup>nd</sup>.
- Dr.David Kieda will be attending out next board meeting.
- Gaelle will become Senior Chair in July.
- Jennifer said March 1<sup>st</sup> is when the scheduling for the Parks/Pavilions will open up.
- Gaelle asked about the pictures from last year's poster competition for the website.
- Erin said she is using freely available clip-art for FB events, and everyone said they thought this should suffice.
- Erin suggested an L&L on chaltalks / academic interviews and we thought late November/early December will be a good time for this.

**Actions:**

- Marta will email board members about the next board meeting 'Meet the Board'
- Marta will send an invite to Dr.Kieda.

- Jennifer will reserve a Pavillon in Sunnyside Park for June 22<sup>nd</sup> for the BBQ event.
- Discuss BBQ event logistics at the June 1<sup>st</sup> board meeting.
- Upload pictures from the photo contest on the website Banner/Gallery
- Jennifer will talk to Jason to obtain pictures for Gaelle from last year's poster competition.
- We must include a Privacy protection option on all future RSVPs if we want to take pictures and post them on the UPDA website.
- We must all remember to take pictures at our future events.

- UPDA Board open position

Sharanya volunteered for the Secretary position, but this will be discussed once she is voted in as board member, when there are enough people present to vote for her board membership.

**Actions:**

- Sharanya will take minutes from this meeting, however, and also help Gaelle with website content once she is officially Secretary and can access the website for editing.
- Sharanya will send meeting minutes to Marta.

- Assign person for taking notes on next L&L

Erin will take notes on the Feb 14<sup>th</sup> L&L

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

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