

PDA Executive Council Meeting

3/7/2019, 1:30-3:30 PM, Fitzsimons Building, Rm 5104

Participants:

| Position | Name | Initials | Present / Absent |
|-----------------------------------|--------------------|----------|------------------|
| President (current) | Dominique Reed | DR | P |
| President (past) | Valerie Minarchick | VM | A |
| VP | Ian Cartwright | IC | A |
| CFO | Michael Dyle | MD | P |
| CCO | Shawna Matthews | SM | P |
| VCO | Sophina Taitano | ST | A |
| Outreach chair | Madeline Keleher | MK | P |
| Travel awards co-chair | Sara Coleman | SC | P |
| Travel awards co-chair | Walter Knight | WK | A |
| Seminar series chair | Natalie Hohos | NH | P |
| PDRD chair | Jenn Major | JM | P |
| PDEC chair (current) | Madeline Keleher | MK | P |
| PDEC chair (past) | Jill Daigneault | JD | A |
| Diversity and international chair | Marina Felisbimo | MF | A |
| PDEC committee | Josh Travers | JT | P |
| PDO advisor | Bruce Mandt | BM | P |
| Additional attendees: | Erin Golden | | P |
| | Dylan Verden | | P |
| | Lisbet Finseth | | P |

PDA Housekeeping:

1. Bring meeting to order (DR)
 1. Will begin implementing modified version of Robert's Rules of Order
 - b. Roll call (SM)
 - c. Action items:
 1. None

Finances:

2. Finance update (MD)
 - a. Previous action items:
 1. Head of each committee to come up with itemized budget for year and put on Google sheet (MK/JM/NH/SM/SC/WK)
 2. Status? Done
 - b. ~\$2K remaining for rest of year
 - c. Large upcoming expenditures:
 1. Town Hall
 2. Science Lounge
 3. PDEC items- happy hour \$40-50 (bump to \$60 for the remainder)

4. Coffee hour supplies have been integrated into budget
5. YHIS- do we want to sponsor this?
 1. MK- can we purchase gift cards, would allow them to purchase plants and other supplies as needed
 2. BM- gift cards in an amount, need to be signed out, no way to keep tabs (how do we know that the gift card was submitted for those items?)
6. Budget projection per MD- after accounting for town hall, one more science lounge (3/27), happy hours, about \$1K remaining (\$300 for YHIS, \$600-700 after that), need to account for award for seminar series
 1. Science lounge is ~\$300 so would free up budget if we didn't do it
 2. NH- got a lot of postdocs interested and involved

d. Action items:

1. Determine if we want to sponsor another Science Lounge (DR/all)

Community Development:

3. P2P

a. Previous action items:

1. Include topic for P2P on BM's calendar (Google calendar) (SM/ST)
2. Status? Done, but may need to be double-checked and revised (?)

b. Attendance is improving- about 10 people last meeting

c. Action items:

1. Update P2P calendar (DR)

4. PDA digest (SM)

a. Previous action items:

1. Get flyers and include upcoming PDA events in digest (SM)
2. Include PDA calendar link (SM)
3. Physical wellness for digest- put in postdoc rate (\$35) with link to wellness center (SM)
4. Status? Done, but ongoing

b. Readership is up, click rate is up proportionally as well, so overall click % is fairly static

c. Action items:

1. Give DR data for NPA meeting poster (SM)
2. Send digest content to SM by 5 pm the Tuesday before digest goes out (all)

5. Social media (SM/ST)

a. Previous action items:

1. Take pics at events to publicize the PDA initiatives (excluding P2P) (all)
2. Think about creating an online community for postdocs for things like resource sharing (i.e. "out of XX reagents") (NH/IC/all)
3. Make a survey to see what postdocs would be interested in participating in re: online community (??)
4. Make any key changes to website prior to migration (SM, ST)
5. Status? Done but ongoing

b. Website

1. When is it moving to new host?

2. Need pictures of ST, MF, plus short bio for each (dept, PI, project) to add to website
 3. Naming of positions- not really important but if we are going to change the charter, might as well reflect this
 1. Communications Committee: Digital Communications Officer, Social Media Officer (Social Engagement?), Website Design Officer?
 - c. Post photos on the PDA drive (make this consistent)
 - d. Action items:
 1. Figure out details for website migration (SM/ST)
 2. Update website with changes to PDA leadership (SM/ST)
6. Postdoc of the month (POTM) program
- a. Previous action items:
 1. Give away swag for POTM starting in March (DR)
 2. Go back and give past POTM swag (??)
 3. Update flyers and provide deadline to be considered for POTM in digest (deadline is 1/25)
 4. Keep tabs on POTM nominees and add to Google doc (SM)
 5. Status? Done but ongoing
 - b. Eligibility
 1. If they don't want it, they can reject the nomination
 2. for exec council members? PDA committee members?
 1. Ok to be on the council
 2. No need for a random number generator, keep a running list, if people are nominated but not chosen, they move up to the next available slots
 - c. Action items:
 1. Put POTM headshots on PDA drive (SM)
7. Departmental reps program
- a. Previous action items:
 1. Consider meeting with departmental reps twice per year to debrief and answer questions (DR/IC)
 2. Status? Trying to plan a meeting, waiting for responses to Doodle poll
 - b. IC and DR trying to plan a meeting
 - c. New postdoc packet- can be improved
 1. Maybe add dining options? (DR)
 2. Local guide
 3. Advertisement for rep program
 - d. Action items:
 1. Put new postdoc packet on Google drive (MK)
8. PDEC update
- a. Previous action items:
 1. Create committee signup list to pass around at coffee hour (DR/IC)
 2. Get with BM to order coffee, new tea bags, and mini creamers off Amazon (MK)
 3. Learn how to get data off computer
 4. More PDA executive council present at happy hour (all)

5. Status? Done

- b. Coffee hour
 - 1. Next is on 3/12, had 34 people last time (keep advertising Starbucks coffee), DR bring donuts next time, but didn't make enough coffee
 - 2. To get a donut, bring your mug
 - 3. Feeling that the PDA is unwelcome to postdoc events- bring a postdoc and they can get in
- c. Happy hour
 - 1. First had 10 people, second had 15 people, made a reservation for 20
- d. Action items:
 - 1. Donuts for next time (DR)

9. Other PDEC proposed activities

- a. Previous action items:
 - 1. Possible free day for postdocs at Health and Wellness Center
 - 2. Science Lounge- still ongoing?
 - 3. Status? MK met with a contact regarding free day at wellness center but problems communicating, sounded like free day might be extended to a few days or a whole week, never got back, may need to try and push it back to April
- b. Action items:
 - 1. Continue exploring free day at Health and Wellness Center (MK)

10. Young Hands in Science update

- a. Previous action items:
 - 1. Promote YHIS to faculty to get them involved (all)
 - 2. Put advertisement for 5-min video blurbs for YouTube channel in digest (SM)
 - 3. Status? Digest part not done, SM to get link from MK
- b. First high school visit was much different than elementary school (more hesitant about fully participating in activity), didn't change their minds about wanting to be scientists
- c. Number of volunteers is good, just got first faculty member
 - 1. Time slots for students to come to the lab- Wed 3/20, need 1 person for 1:50-2:10 slots, 2:15-2:30
 - 2. BM- this is part of a bigger conversation of how to bring in K-12 students about efficiency, fairness (for other schools)- need background check for those giving the tour, need to make a list of things they'll see, EHS needs to approve
- d. Action items:
 - 1. Advertise training videos in digest (SM)
 - 2. Evaluate schedules to see if any in PDA can volunteer their lab for students to come tour the lab; contact MK if possible (all)

Career Development:

11. Seminar series update (NH)

- a. Previous action items:
 - 1. Include topics in digest (SM)
 - 2. Help set up for 1/17 seminar series (JM)
 - 3. Status? Done
- b. Make seminar series more inviting? BM can advertise

1. NH- 25-30 people attending, running out of pizza already
2. BM- evaluate capacity and see if you can accommodate more people, some of our funding is specific to postdocs
3. BM- think about events where it needs to be postdoc only vs situations where PRAs, grad students can attend
- c. Do dual cycle of recruiting for seminar speakers (1 in the fall, 1 in the spring) bc a lot of people drop out in the spring
- d. Award for seminar series winner?
 1. Historically based off feedback questionnaire, winner gets a spot at PDRD, need to figure out what to give the winner since oral presentations cut out at PDRD
 2. Give award at PDRD- can use PDRD budget to provide an award for that?
 3. Maybe do large prize for first, smaller prize for second? Make it annual (JM), might help create incentive for people to sign up in the fall
- e. Action items:
 1. Consider asking Promega for additional \$ for pizza (NH)
 2. BM to include seminar series in announcements to grad students (BM)

12. Travel awards update (WK/SC)

- a. Previous action items:
 1. Email SC or WK with young faculty members who might serve as reviewers (all)
 2. Fix website and other avenues that publicize submission cycles and important deadlines (SM/ST)
 3. Finalize rubric that reviewers use to score applications (WK, SC)
 4. Status? Two new faculty members- 1 from National Jewish but not sure if that's going to work bc they need UCD credentials to log in, currently 33 judges but had 10 unique reviewers last time, ask each to judge 3
- b. Changing to 3 submission cycles makes people be more prepared, with 7 awards per cycle, so it's about a 30% success rate
- c. \$500 from School of Pharmacy
- d. 23 applicants for most recent cycle, 22 applicants valid, didn't use new rubric for this submission cycle but will use next time
- e. Action items:
 1. Prepare applications to have same language for judges and applicants for next cycle (SC/WK)

13. PDRD update (JM)

- a. Previous action items:
 1. Create PDRD blurb to include in packet to give to new postdocs to hand out at orientation or from department reps (JM)
 2. Decide how to measure faculty involvement in PDRD; what's the metric? (all)
 3. Status? Done
- b. 2019 PDRD Committee meeting will be March 18 from 12-1PM in RC2 room 8105
- c. Only two applicants so far for PDRD design but deadline will be extended
- d. Do you need to report gift cards for tax purposes on your paycheck? (SC)
 1. BM to look into it
- e. Two speakers, one about career development (selling yourself as a scientist, morning speaker), afternoon speaker (clientele is companies, productivity)

- f. Decision to drop career panel and oral presentation spots based on what? (SC) feedback from last year
 - 1. JM- each year's committee can make the changes they want
 - 2. Deciding between 3-min thesis pres and gong show (helped out by EG) to promote science communication
- g. Breakfast networking event only for postdocs- speed networking, 15min per table
 - 1. Resources on campus, career options
- h. Action items:
 - 1. Create PDRD blurb to include in packet for new postdocs at orientation (JM)
 - 2. Decide on metrics for measuring faculty involvement in PDRD (all)
 - 3. Look into whether gift cards need to be reported for tax purposes/ how they affect paycheck distribution (BM)

14. Career day discussion (JM)

- a. Previous action items:
 - 1. None
- b. Need to partner with careers in science, other groups that do similar things
- c. BM- might be difficult to squeeze another event in plus workload to put it together
 - 1. Maybe start planning it next year- do career day and NPAW in one month with incoming exec council
 - 2. BM- career days reinforce the idea that someone will tell you what to do (instant gratification vs longer term effort)- needs to be part of the culture change that we are going on
 - 3. Partner with all the groups on campus- should be a stronger partnership particularly with grad student council
 - 4. Keep in mind the reality and the perception of how much time it takes to do these things- if you want to do something new and bigger, roll it into something you're already doing (expand vs. make something new)
- d. Action items:
 - 1. None

Other PDA Projects:

15. Orientation

- a. Previous action items:
 - 1. Make a new Google sheet to track whose month it is to attend
 - 2. Status? Done
- b. Action items:
 - 1. PDA continue to sign up to attend monthly orientations so it's not the same person all the time (all)

16. Town hall

- a. Previous action items:
 - 1. Reserve room (DR)
 - 2. Implement changes discussed at the executive council meeting into the charter (DR)
 - 3. Send amended charter for review to executive council members (DR)
 - 4. Status? Done

- b. Poster for NPA meeting
 - 1. Get DR a graphic or chart or something to put on the poster
- c. Action items:
 - 1. Swag inventory (DR/IC/MK)
 - 2. Reserve food (DR)

Next Meeting of the Exec Council: Thursday, April 4, 1:30-3:30 pm, RC2 P15-9105