



OSU Postdoctoral Association
Oregon State University
300 Kerr Administration Bldg., Corvallis, Oregon 97331
<http://oregonstate.edu/opa>

Minutes from OPA Meeting 4-16-15

- I. 4:05 call to order
- II. Roll call
 - a. Attendees: board members; Ann, Katy and Jeff were absent
- III. Approval of minutes of previous meeting, all current members present voted to approve, no dissenting votes
- IV. Officer and committee reports and unfinished business
 - a. Treasurers report
 - i. We now have a detailed budget with current expenses and predicted future costs
 1. There is about \$6,300 left, we have funding to spend for upcoming events
 - b. IEP committee
 - i. April workshop had 25 attendees (12 graduate students)
 - ii. Planning for upcoming HP visit (in mid-May) is underway, email to be sent soon
 - iii. We found out that postdocs cannot get assistance from the OSU career center
 - c. Professional development committee
 - i. Upcoming event, panel discussion of research funding, May 14th Kelly Engineering room 1003
 1. OPA will provide light snacks (fruit, coffee) to attendees who can bring their own lunch
 2. Suggestion is to use the Kelly Engineering coffee shop for catering
 - a. Motion put forward to approve expenditures
 - b. Motion passed, no dissenting votes
 3. Details of the announcement for the event will be in Dorthe's newsletter along with the RSVP link
 - ii. Planning for potential upcoming event: workshop by Karen Kelsky "the Professor is in"
 1. Estimated cost of \$2,000 for her travel, plus \$500 for room rental and catering
 - a. Dorthe secured \$1,000, OPA can cover the remainder
 - b. There may be possible additional travel expenses or dinner with speaker expenses
 2. Topic of the workshop is yet to be determined
 3. We are aiming for a fall date and 2-3 hour time window (which can be split into 2 sessions to reduce the group sizes)
 - a. Estimated to occur week of Sept. 28



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- iii. Professional development awards for spring
 - 1. Application is due May 8th
 - a. As of 4-16 no applications have been submitted but most people will probably turn it in the day of the deadline
 - d. Welcome committee
 - i. Cory and Dorthe had coffee with new postdocs
 - 1. Others are welcome to join the coffee times
 - ii. The pizza lunch had new post doc attendees
 - iii. Goal is to reach new postdocs quickly
 - 1. The newsletter is now included with the welcome letter for new hires
 - e. Social events committee
 - i. Pizza lunch with Terri Fiez had 12 attendees
 - 1. Topic of leadership and strategic goals, very interactive
 - ii. Suggestion was put forth to provide beverages along with pizza at upcoming events
 - iii. Peers and Beers still has fairly low turnout
 - 1. Does location matter
 - 2. We will try providing some free appetizers at the May gathering
 - iv. Important: all food reimbursements need an attendance list
 - 1. To be sent to Sumit
 - v. Upcoming event: coffee and bagels with Dee Denver 5-7-15 at Ava's café
 - 1. Use the OPA index to order catering 1 day ahead
 - vi. July, Sept, Nov coffee with faculty events need faculty participants lined up
- V. New business
- a. Thank you gifts for panel members/speakers etc
 - i. OPA mug
 - 1. Design to be the OPA logo (high resolution) without extra text
 - b. Spring picnic planning is underway
 - 1. Motion to approve spending funds for the reservation and permit
 - a. Approved, no dissenting votes
 - c. Creating professional development award certificates
 - i. What did we use last year? We could update a template
 - d. Fall poster session
 - i. To be held in the former bookstore of the MU (same location as last year)
 - ii. Approximate date Oct 15th A Thursday from ~4-7
 - iii. We need to reserve a room/space for the speaker
 - e. Where to post job announcements and roommate/housing requests?
 - i. Yes to job announcements in the newsletter
 - ii. No to roommate/housing information in the newsletter
 - f. Jeff and Katy may be leaving (for real jobs!)



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- i. There would be 2 unfilled positions on the board, what is our policy for this situation?

VI. Adjournment



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Treasurer's Report – April 16, 2015

Submitted by Ann Sitomer

- Ann met with Aracely Arrendondo in the university's finance office on 7th April to answer the last of her questions about the OPA budget. (We discussed some of these questions at the last Board meeting.) Aracely was very helpful and Ann now better understands how a unit interacts with OSU's budget office.
- Ann set up a meet monthly with Megan prior to each board meeting to go over the OPA financial position.
- Expenditures since last OPA Board meeting:
 - 1) Pizza for leadership session with Professor Terri Fiez
 - 2) Reservation of Shelter at Avery Park for spring picnic

Renee is working directly with Megan for reimbursement.

- Financial position as of 7 April, 2015:

Index Fund	Foundation Fund
\$8229.23	\$1550.41

Expenditures since 7 April, 2015:

- \$1000.00 (Fall PD award paid 4.15.15)
- ~\$200.00 (Reimbursement to Renee)
- ~\$700.00 (IEP event)

~ \$6300.00

- Action item: Start thinking about how to manage the annual \$10,000 budget. For example, we have committed to four \$1000 professional development awards, but are there other awards we would like to sponsor. What do we want to spend on IEP and the Professional Development events? What do we want to spend on social events? Are there other types of events or activities we might to fund?



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IEP Report – April 16, 2015

Submitted by Jeff Oliver

- Career development workshop, April 14
 - The event occurred, largely as planned.
 - There were a total of 25 participants (11 postdocs, 12 graduate students, 2 instructors).
 - Registration occurred quite rapidly, with 55 registrants within hours of sending out targeted e-mails. (These 'targeted' e-mails were sent to graduate coordinators/advisors in certain departments with high post-doctoral representation.)
 - No one caught on fire.
 - Two panelists canceled within a week of the event, but the three invited speakers showed up and were quite helpful.
 - All participants have been asked to provide feedback; responses will be collected and summarized in the week of April 19-25.
- Linnéa Andersson is scheduling an on-site visit to HP for early May (7-14), with an effort to avoid overlap with the Professional Development Committee event of May 14.
 - Format:
 - Sign-in
 - Lab tour
 - Informational interviews
 - Meet with HR representatives and, if possible, hiring managers
 - Participants will be responsible for their own transportation, although some car-pooling coordination may occur.
 - Event will be limited to 10 to 15 participants



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Social Activities/Networking Committee Report – April 14, 2015

Submitted by Renee Greer, 4/14/15

1. Update of previous month's activities
 - a. Had Peers & Beers 3/19/15, Bombs Away, 8 attendees.
 - b. Had April pizza lunch event. 4/2/15. See separate event report for event details.
2. New business
 - a. Peers & Beers attendance: Red Fox had best attendance so far. Perhaps people prefer this location? Also suggest next month's event at Handlebar @ American Dream on Monroe.
 - b. Coffee with faculty: 5/7/15, 10-11am, (Ava's Café in LPI?). Dr. Dee Denver – strategies for work/life balance. Providing coffee and bagels?
 - c. Doodle pool created for volunteering to host Coffee with Faculty. This event preferably occurs on the 1st Thursday every other month, but could be adjusted if needed. For the month you select, please schedule a faculty member, location and time. The faculty member can select a topic – an interesting career experience, something personal about how they got where they are today, etc. Try to steer away from topics that fall under professional development to differentiate from pizza lunches and professional development events. The format should be a casual and interactive discussion. <http://doodle.com/67iy3yz3gusvtqz2>
 - d. Per discussion of topics of interest for pizza lunches, requested presentation on negotiation from OSU Office of Career Development for 6/4/15. Also pursuing workshop on science communication.
 - e. Spring picnic site reservation made for 6/6/15, 1-5pm, Thompson Shelter in Avery Park

Event report

Pizza lunch 4/2/15, 1126 KEC

Dr. Terri Fiez – Leadership and Strategic Goals

Attendance: The session was attended by Dorthe, four postdocs on the OPA Board, three postdocs not on the OPA board and one graduate student (a friend of a postdoc).

Overall summary: Terri shared different ways to think about leadership and told us stories that illustrate some key ideas about leadership. The session was somewhat interactive. Session was scheduled for up to 2 hours, it was suggested that maybe this was too long.



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Key points

1. Make explicit your values and lead from these
2. Be persuasive in communication: Terri shared that it is important to frame conversations with others in terms of their perspectives of the world; this requires research.



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Professional Development Committee Report – Apr. 9, 2015

Submitted by Amanda Brown

The Professional Development Committee (Amanda Brown, Cory Perkins, and Jenny Faith) met April 9 to discuss progress and proceed with PD event planning. Summary:

1. PD Event Planning

A. May 14 12-1:30pm PD Event. "So you got your PhD... How do you fund your future research?"

i. Room has been booked KEC room 1003 (capacity 66) (11:30-1:50). Cost=Free.

ii. Need to book light snacks & beverages. e.g.OSU catering

e.g. **Low count ~10 people:** cheese & crackers platter Sm. (10person) \$29.95; fruit platter Med. (20person) \$29.95; crudite platter Med. (10person) \$29.95; Coffee air-pot (8-10 cups) \$13.95; Lemonade (1 gal) \$9.95. = **\$113.75**

e.g. **High count ~30 people:** cheese & crackers platter Med. (30person) \$79.95; fruit platter Med. (20person) \$54.95; crudite platter Med. (20person) \$54.95; Coffee (3 gal = 30-40 cups) \$49.95 or air-pot (8-10 cups) \$13.95; Lemonade (1 gal) \$9.95. = **\$263.70**

iii. Working on inviting 4 Faculty Panelists with recent experience in successful grant-writing and fellowship writing.

e.g. One chemistry faculty (? Cory has a lead); One social sciences (Public Health) faculty (Dr. Marie Harvey confirmed); Two others needed (Amanda working on this).

iv. Need to post on website and send out announcements to lists (help on this?); Need to finish writing prepared questions; Need to set-up registration web-form (w 2 questions?).

B. Fall (Late September?) PD Event with Dr. Karen Kelsky of "The Professor Is In"

i. Dorte secured ~\$1000. Proposal: OPA supply ~1000 more. Dr. Kelsky has agreed to reduce cost to \$2000 for us. Would like the dates & topics and is being very flexible and helpful. Plans: hopefully attract >100 attendees, a generous mix of postdocs and grad students.

ii. Topics – options Hacking the Academic Job Market OR How To Write an Academic Job Application; I suggest some combination of these.

2. PD Award – Time to send out another announcement. Zero applications so far.