

Meeting Minutes

Committee	Postdoctoral Affairs Advisory Committee	Date	Monday, Apr 16, 2012
Facilitator	Kim Pace	Time	Called to order at 3:02 P.M.
Location	239 Tigert Hall Provost's Conference Room	Scribe	Ellen Sattler Office of the Provost
Attendees	Kim Pace, Brian Harfe, Thierry Dubroca, Aaron Dossey, Sobha Jaishankar, Celine Baligand, Ashley Seifert, Alvina Mehinto		

Key Points Discussed

No.	Agenda Topic	Highlights
1.	Minutes	The March meeting minutes were approved
2.	<p>Updates:</p> <p>Postdoc Profiles Update</p> <p>Grants Workshop Meeting</p> <p>National Postdoctoral Association (NPA) Membership</p> <p>HR and Healthcare</p> <p>Workshops</p>	<p>Profiles of UF postdocs will be featured on the Postdoc Web site as a new feature called Postdoc Profiles. Should be published within the next few weeks and will be publicized in the next Postdoc Newsletter.</p> <p>Issue of some postdocs not having a departmental Web page. Have option of having a professional page in LinkedIn or Pivot.com. Kim will ask the IT group for suggestions and advice.</p> <p>Kim met w/IFAS research deans group (John Hayes, Mary Duryea, Douglas Archer and Nancy Wilkinson (finance)) on April 9 to discuss sending postdocs to next year's grants workshop. The group was agreeable to accommodating 50 postdocs at next year's workshop. IFAS plans to run the workshop registration and payments through the UF Conferences department next year. The Provost's Office will pay for half the registrations, the colleges will be asked to pay for the other half. The colleges will determine which postdocs to send. Deans will be sent a memo from the provost notifying them of this opportunity.</p> <p>Institutional membership can be established once the NPA is approved as a membership institution in the UF system. Should be within a week or two. Kim will notify when membership is available and will highlight membership benefits in the information sent to the postdoc community.</p> <p>Kim went to the HR forum and talked to the UF HR managers about the OPA. Kim will also meet with HR staff to discuss the new Health Care plan (GatorCare) and what it means for postdocs.</p> <p>Thierry discussed possible workshop on "Managing Up" - how to improve the postdoc-PI relationship. Thierry will continue to look into possible workshop presenters.</p> <p>Career Resource Center Workshops: Helpful to get feedback from postdocs who attend the workshops.</p>

<p>3.</p>	<p>Outstanding Postdoctoral Mentor Awards</p> <p>Discussion:</p> <p>Individual Development Plan / Mentoring Plans</p> <p>“Postdoc Life” Web Site</p> <p>Postdoc Salary Data</p> <p>NPA Mentoring Plans and Guides</p> <p>Ethics Training</p>	<p>The plan for Outstanding Postdoctoral Mentoring Awards has been approved. 3 awardees will be selected each year. The group of awardees will form a consulting/working group to work on postdoctoral mentoring resources.</p> <p>The Individual Development Plan template by FASEB was approved by the committee as an appropriate resource to offer on the Postdoc Web site. The plan template will be retitled to be called the Postdoctoral Professional Development Plan (PPDP) to avoid confusion with the UF Interdisciplinary Program in Biomedical Sciences (IDP).</p> <p>Discussion of developing a position description template for postdoc hires. Any template provided by HR would need to be very broad to cover the various postdoc positions in different labs, departments, disciplines.</p> <p>“Postdoc Life” Web site being developed by Alvina and Kim to provide information for postdoc newcomers to Gainesville and UF. This site can be publicized in the Faculty Update as information that can be sent to postdoc candidates.</p> <p>Kim will ask HR to provide Postdoc salary data so can provide departmental salary averages. Hope it will be helpful to PIs who wish to know the average postdoc salaries in their department or colleges. Can also provide NIH salary guidelines in a Data section of the OPA Web site.</p> <p>Other mentoring plan examples and resources available on NPA Web site are helpful and will be provided on the OPA Web site in the Mentoring Resources section. Will assess later what resources are most helpful to the postdoc community.</p> <p>Kim has asked Jodi Gentry (HR Director, UF Training and Organizational Development) to see if an online ethics training could be developed and offered for postdocs and/or grad students. Will follow up.</p>
	<p>Future meetings</p>	<p>The next committee meeting will be in May. Date/time TBA upon completion of the meeting poll.</p>

Meeting adjourned at: 4:35 P.M.