

ME STAFF ME

March 9, 2023

AGENDA

- Welcome— Julia
- Share a Value, Make a Point— Darrin
- ME Events— Betsy
- ME Staff Advisory Committee— Julia, Betsy
- ME School Updates— Eckhard
- New ME Staff Hires— Munty, Monica, Jessie
- Featured Department: ME Connections— Jared
- Updates— Department Representatives
- Open Discussion (if time allows)— All



ME EVENTS Spring 2023

- Mar. 24 & Apr. 28 = Free Food Friday, 10am - 12pm @ ME Atrium
- Apr. 26 = ME Spring Recognition Event, 5:30pm @ L
- Apr. 28 = Malott Innovation Awards
- May 11 = UG Commencement Reception, 5:30pm @ ME Atrium
- May 14 = Grad Commencement Reception, 5:30pm @ ME Atrium



School of Mechanical Engineering



STAFF ADVISORY COMMITTEE

ME Staff Advisory Committee consists of 3 subcommittees:

- ME Staff Awards
- ME Connections & Communications
- ME Staff Leadership Council



STAFF AWARDS SUBCOMMITTEE

MEMBERS:

- Jami Butler – MEBO
- LouAnna Eichrodt – UGO
- Debbie Johnson – Zucrow
- Steve Kessler – Tech Services
- Julia King – Administration
- Sheri Tague – Chair
- TBD – Herrick

KEY INITIATIVES

- [Spring 2023 ME Staff Awards](#)
 - Mission & Core Values = \$750
 - 5 Awards; 1 Recipient per Value
 - Awards of Excellence = \$1500
 - 4 Awards
 - 1 Leadership; 3 Customer Service
 - 1 Nominator + 2 Supporters per Award
 - **Nominations due April 9**
- Congrats to ME Bravo Winners!



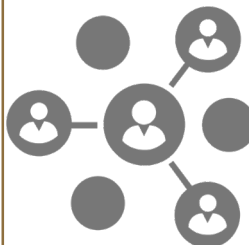
CONNECTIONS & COMMUNICATIONS

MEMBERS:

- Betsy Baxter – Chair
- Tina Denson – UGO
- Monica Embry - Admin
- Michelle Kidd – Zucrow
- Jared Pike – Communications
- John Wheeler – Machine Shop
- Sheryl Willison – Development
- Stephanie Winder – Admin
- TBD – Herrick

KEY INITIATIVES

- Free Food Friday
 - Volunteer; Remote FFFs coming soon
- 10 Minutes of Talent
 - It's back! Next up is March 28
- Service Project
 - Family Promise Homeless Shelter
- Summer Goosechase
 - New locations such as RMS, WANG, POTR, MAHA, FLEX, more



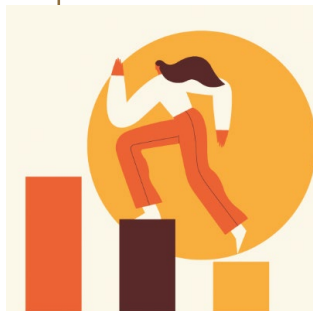
STAFF LEADERSHIP COUNCIL

MEMBERS

- Brandon Boyd – UGO
- Holly Englert – UGO
- Julia King – Chair
- Mike Logan – Tech Services
- Nancy Marianowski - MEBO
- Scott Meyer - Zucrow
- Xiaomin Qian – MEGO
- TBD – Herrick

KEY INITIATIVES

- Staff Hiring & Open Positions
- Staff Promotions & Performance Reviews
- Professional Development Program
- Strategic Initiatives
 - Recruiting Black Students
 - Recruiting Women Students



ME SCHOOL UPDATES

- Strategic Initiatives
 - IUPUI
 - ME Renovation
- University & College Leadership Changes
- Q&A – Including advance questions



WELCOME NEW STAFF M

Munty Alfadel

Instructional Support Engineer

ME Roles & Responsibilities

- Instructional Support Engineer (ME 2042 Electronics shop).
- Support ME students and faculty in the formal instructional labs for undergrad courses.
- Maintaining and troubleshooting lab equipment and software to ensure optimal performance.

Background

- Completed a Bachelor's degree in Electrical Engineering from WSU and an Associate's degree in Electrical Power Engineering Technology with a minor in Mathematics.
- Several years of experience in the electrical industries and oil field.
- I enjoy spending time with my family, going on hikes, and exploring the outdoor together.



WELCOME NEW STAFF

Monica Embry

Senior Administrative Assistant

ME Roles & Responsibilities

- Faculty search support (postings, interviews, itineraries, seminars)
- Faculty support including courses, meetings, purchasing, and travel
- Reception and Main Office support (mail, copies, supplies)

Background

- Prior to this role: worked on the medical field for over 10 years as a Unit Secretary and Liaison.
- I was born in Viña Del Mar, Chile
- My husband and I have three amazing children and a beautiful daughter in-law, Michael and Alissa (24), Gabriela (19) and Sofia (18).
- I am married to the love of my life for 21 years!
- We all love to spend time together as a family.



WELCOME NEW STAFF

Jessie Nesbitt

Business Assistant



ME Roles & Responsibilities

- Support faculty, staff and students in ME
- Account management, financial reporting, billing, and effort reporting

Background

- Proud Purdue graduate. BS in Agribusiness Management, AS in Organizational Leadership and Supervision
- Worked in the Business Services Trainee Program at Purdue before moving to St. Louis and working for St. Louis University in both Pre- and Post-Award roles for 4 years. Then decided to stay home and raise our kids.
- Along with my husband, we own and operate a grain farm in Tippecanoe County
- Our kids will be 5th generation Boilermakers

PURDUE ME CONNECTION

Executive & Administrative Assistants
Event Planners & Program Coordinators
Communications Director
Staff/Industry Director



Mechanical Engineering



We connect Purdue ME to the people and th

We work behind the scenes to solve problems, help Purdue ME function smoothly, and keep everyone happy!



“Lifesavers”

Managing Director of Staff / Industry Julia Carnes

- Represents staff on ME Cabinet & ME Leadership Team
- Serves staff on ME and Dean's Staff Advisory Committees
- Leads strategic initiatives and directs multiple programs
- Industry connections (co-op, GEARE, intern, corporate partners)

Keeping these people happy AND these people happy!



Senior Communications Director Jared P

The “voice” of the school

- Creates communication tools for both internal and external audiences
 - Videos and written stories
 - Websites & social media
 - Building décor, flatscreen TVs, signage
- Liaison to Purdue Marketing, Purdue News, and other schools’ communicators
- Created this PowerPoint



Program Coordinator Stephanie W

- Coordinates Mentorship and Undergraduate Research programs
- Supports industry relations (co-op, GEARE, corporate partners)
- Will soon supervise Administrative Assistants



Event Planner

- Coordinates all ME events, receptions, and conferences
- Organizes ME seminars and meetings (in-person and remote)
- Creates team connection initiatives (Free Food Friday, staff/ faculty retreats, lab tours, ice cream machine, etc.)

Betsy B

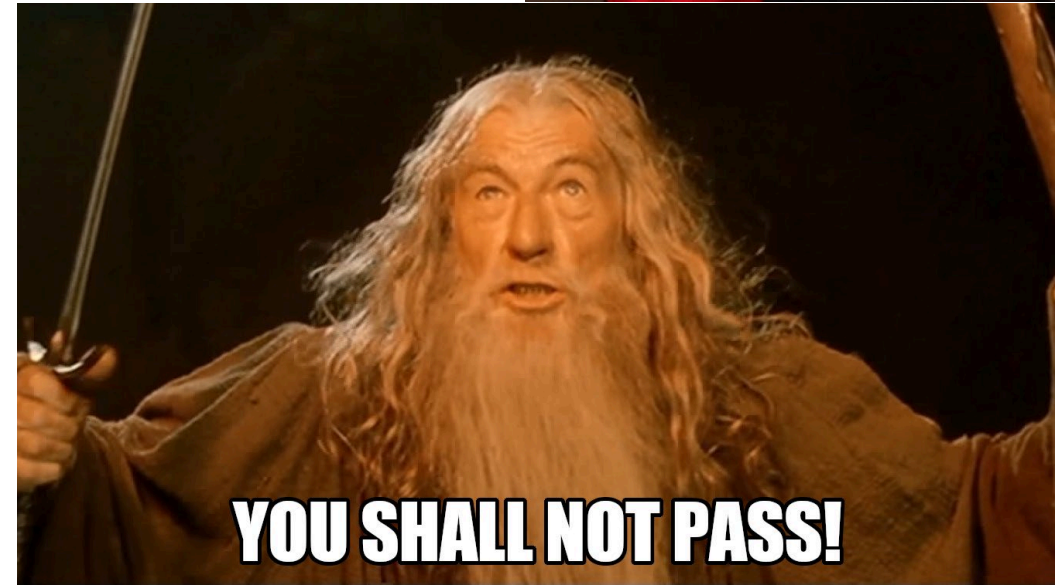


Executive Assistant

Victoria Wund

Eckhard's lifeline

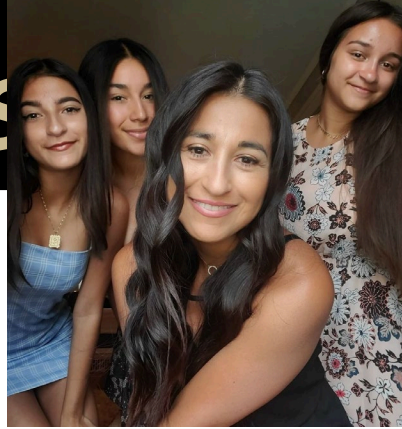
- Meeting and calendar support for the Head of the School
- Drafts and edits various documents
- Travel & expense support
- Maintains the ME Intranet
- Liaison for postdoc & visiting scholar offer letters
- Second line of defense for the Administrative Assistants



Administrative Ass

The first line of defense

- Answering questions (finding the right person, place, or thing)
- Assisting faculty with their courses (copies, scans, rosters, grades)
- Meeting and calendar support (schedules, agendas, minutes, hospitality)
- Faculty search support (postings, interviews, itineraries, seminars, more)
- Purchasing and travel support
- Office support (mail, copies, supplies)



Monica Embry



Stephanie Kelle



Martha Luch



Kay Shep



PURDUE ME CONNECTION

Executive & Administrative Assistants
Event Planners & Program Coordinators
Communications Director
Staff/Industry Director



Mechanical Engineering



DEPARTMENT UPDATES

- Head's Office – Eckhard Groll & Victoria Wunderlich
- Lecturers & Motorsports – Todd Nelson
- UG Office – Holly Englert & Brandon Boyd
- Grad Office – Xiaomin Qian
- Business Office – Nancy Marianowski
- Technical Services – Mike Logan
- Administration – Julia King
- Development – Scott Banfield
- Zucrow – Scott Meyer
- Herrick – Alex Van Allen



THANK YOU

+ Open Discussion (if time allows)