

# *ME STAFF MEETING*

**March 5, 2024**



School of Mechanical Engineering

3/5/2024

1

# AGENDA

- Welcome – Julia
- Share a Value, Make a Point – Kyle
- ME Events – Betsy
- ME Staff Advisory Committee – Julia, Jared
- ME School Updates – Eckhard
- Featured Department: ME Technical Services – Mike
- Updates – Department Representatives
- Open Discussion (if time allows) – All



# ME EVENTS – Spring 2024

Betsy

- Mar. 26 & Apr. 23 = 10 Minutes of Talent @ ME Atrium
- Mar. 22 & Apr. 26 = Free Food Friday, 10am-12pm @ ME Atrium
- Apr. 24 = ME Spring Recognition Event, 5:30pm @ LBC
- Apr. 26 = Malott Innovation Awards
- May 11 = UG & Grad Commencement Reception, 4-5:30pm @ 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 – Staff Director
- Vivian Scott – Herrick
- Sheri Tague – MEGO + Chair

## KEY INITIATIVES:

- 2023 CoE Staff Excellence Awards:

Category	Eligibility	ME Nominee	Results
Team	M/P/S	GEARE 20th Anniversary Planning Team: Francisco Montalvo, Jared Pike + OPP	Winner
Leadership	M/P/S	Xiaomin Qian	Winner
Professional Achievement	M/P/S	Mike Logan	Finalist
Customer Service	M/P	Sheri Tague	Winner
Customer Service	S	Frank Lee	Winner
New Employee	S	Debbie Johnson	Finalist
Business Office	M/P/S	Jami Butler	Winner
Research	M/P/S	Venkat Athmanathan	Finalist

ME Finalist/Winner in 8 of 10 categories

- 2024 ME Staff Awards [link](#)
  - Mission/Value & Excellence
  - Due **April 7**



School of Mechanical Engineering

3/5/2024



# CONNECTIONS & COMMUNICATIONS SUBCOMMITTEE

JP/BB

## MEMBERS:

- Betsy Baxter – Chair
- Tina Denson – UGO
- Monica Embry – Admin
- Michelle Kidd – Zucrow
- Martha Lucht - Admin
- Jared Pike – Communications
- Ben Prickel – Herrick
- John Wheeler – Machine Shop
- Stephanie Winder – Admin

## KEY INITIATIVES:

- Eclipse Field Trip = April 8
  - Family-friendly faculty/staff event
  - 30 attendees on charter bus
  - Welcome to drive on your own
  - Schedule [link](#)
- Service Project = FIRST Robotics
  - Indiana State Championship = April 6-7
  - Volunteer [link](#)
  - Donate [link](#)
- Summer Project Planning
  - Family-Friendly event: 6/28 or 7/12
  - ME Game Day in lieu of lab tours



# STAFF LEADERSHIP COUNCIL

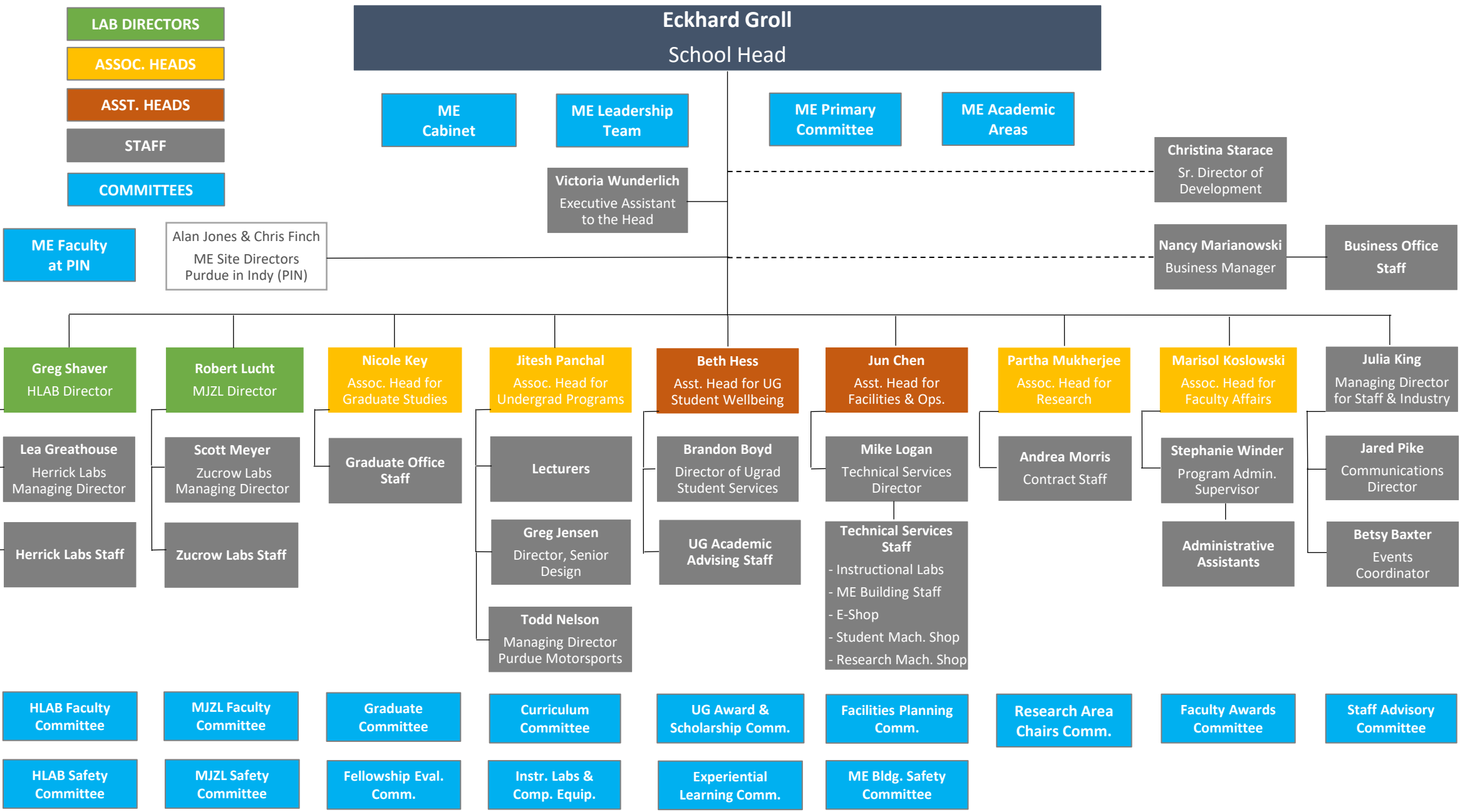
## MEMBERS:

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

## KEY INITIATIVES:

- ME Org. Chart
- Staff Hiring & Open Positions
- Staff Promotions
- Performance Appraisals
- HR Mentorship Program
- Student Recognition Awards







# STAFF HIRING

## Open ME Staff Positions:

- MEBO: Lead Business Assistant & Account Clerk
- MEUGO: Academic Advisor
- COMM: Communications Assistant
- METS: Machine Shop Educator + Lab Manager & Instr. Support Engr.
- PIN: Autonomous Racing Team Operations Manager

## Recent Hires:

- HERRICK: Suzanne Kennedy, Administrative Assistant
- PIN:
  - Jess Chen, Instructional Support Engineer
  - Kelly Gross, Sr. Administrative Assistant
  - Zach Sigafos, Executive Assistant



School of Mechanical Engineering



# ***STAFF PROMOTIONS***

## **Fall 2023 Staff Promotions effective Jan. 1, 2024:**

- Venkat Athmanathan – Sr. Research Scientist, Zucrow
- Jacob Bailey – Sr. Facilities Assistant, ME
- Lukas Inhestern – Research Scientist, PETAL
- Mike Logan – Technical Services Director, ME
- Jose Romero – Sr. Engineering Technician, Herrick

## **Spring 2024 Staff Promotion Nominations due March 8**



School of Mechanical Engineering



# STAFF PERFORMANCE APPRAISALS

## Spring 2024 Staff Appraisal Timeline:

- Performance Goals – Past due
- Self Assessments – Due March 15
- Supervisor Appraisals – Due April 5
- Performance Review Meetings – Due May 22

Create and Update Goals	Employee Self-Assessment	Manager's Assessment	Unit Calibration Sessions	Performance Review Meetings
<ul style="list-style-type: none"><li>▪ Use Purdue's Guide for Creating Goals and enter goals into the employee's SuccessFactors Goal Plan</li><li>▪ Edit and update goals throughout the performance period</li></ul>	<ul style="list-style-type: none"><li>▪ Rate each goal</li><li>▪ Rate each competency</li><li>▪ Enter comments</li></ul>	<ul style="list-style-type: none"><li>▪ Rate each goal</li><li>▪ Rate each competency</li><li>▪ Enter comments</li></ul>	<ul style="list-style-type: none"><li>▪ Ensure compliance, analyze trends, discuss development strategies</li><li>▪ Managers can initiate one-on-one annual review meetings after unit calibration sessions are completed.</li></ul>	<ul style="list-style-type: none"><li>▪ Managers meet with employees to have annual performance review discussions</li></ul>



# STAFF MENTORSHIP & STUDENT RECOGNITION

## Staff Mentorship Program:

- 9 mentee-mentor pairs
- 6-month commitment
- Monthly meetings



## New Student Recognition Program:

- Spearheaded by Herrick & SLC
- \$10 recognition gift cards for students
- Administered by Herrick Administrative Assistants
- Fall 2024 start

amazon



- Initiative Updates
  - Purdue in Indy
  - ME Renovation
  - Future Development Efforts
- Q&A – Including advance questions



***FEATURED DEPARTMENT =  
ME TECHNICAL SERVICES: E-SHOP***

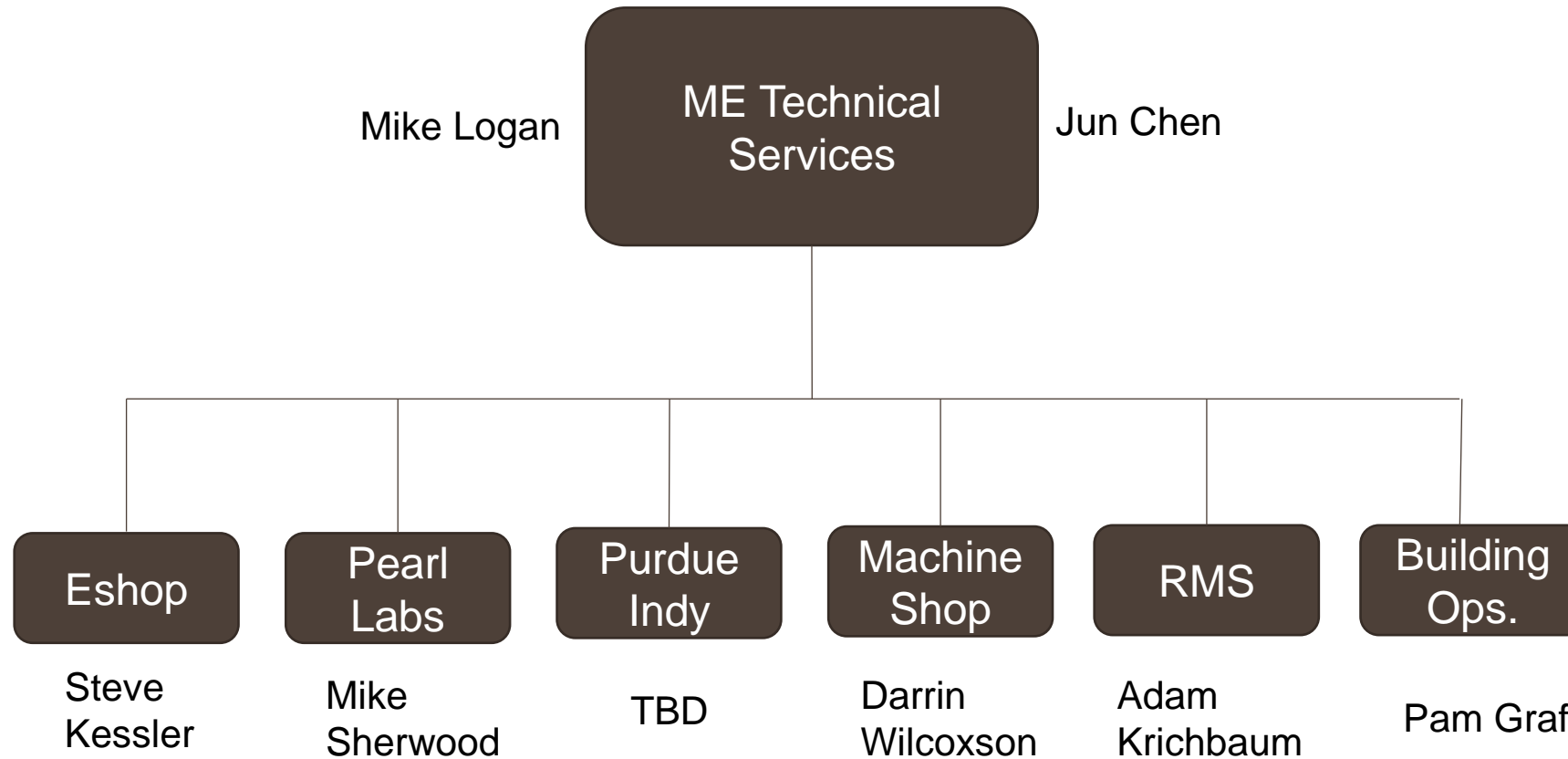
MIKE LOGAN  
*TECHNICAL SERVICES DIRECTOR*



**PURDUE**  
UNIVERSITY®

School of Mechanical Engineering

# FEATURED: ME TECHNICAL SERVICES - ESHOP





# ME ESHOP

- Electronics Shop
  - Support ME Instructional/Computer Labs
  - Research Electronics Services
  - Equipment checkout
  - Building access + keys
  - Poster printing and photos
  - Web development and content





# PURDUE ME INDY

- Hiring

- Hired - Jess Chen Instructional Support Engineer
- Open - Instructional Support Manager
- Open - Instructional Support Engineer



# ME ESHOP STAFF

## **Steve Kessler (Manager Eshop):**

His main experience is in computers, electronics and electrical systems. Steve has been happily married almost 20 years now and has two wonderful teenage children who are now learning to drive(very scary). He enjoys golf, games with the family, electronics, and traveling. Claim to fame: He was shoved and patted on the back by legendary Harlem Globe Trotter “Geese” Ausbie at Lafayette Jeff High School years ago.

## **Bert Gramenspacher (Electronic Design Engineer):**

Bert graduated from Purdue many years ago (1979). He went to work in high reliability electronics industry for 28 years. When the facility he was working at closed, an opportunity became available at Purdue. This seemed like a good retirement job and 19 years later he is still working toward retirement. Bert advises students on their electronics problems in SR design, design research apparatus and undergrad lab apparatus. He greatly enjoys working with the students. He recalls being where they are and appreciating all the help and support given by the people around him. His greatest joy is to give Mike Logan a hard time!

# ME TECHNICAL SERVICES FUN FACTS

## **Tami Armstrong (Instructional Lab Engineer):**

Tami has worked at Purdue since 1997, all but 10 years in ME. She helps manage the instructional labs working with all the faculty, staff and students. Tami also manages several student consultants to help maintain labs at various hours. She enjoys gardening in the summer and knitting in the winter. Tami recently completed her bachelors degree from Purdue Global. Congratulations to Tami on her bachelor's degree! She has two grown boys, both electricians and one works for Purdue Teams.

## **Mike Black (Graphic Artist):**

Mike works on a variety of projects including key and card swipe access, poster printing, building drawings, and taking photos. He is very good with attention to detail and memorizes who all has what keys and when they received them. Mike does a great job working with students on photos and is a big asset to have in the Eshop.

# ME TECHNICAL SERVICES FUN FACTS

## **Yashoda Patil (Web Developer Content Specialist):**

Yashoda is a web developer and content specialist, creating and maintaining websites, applications and handling technical aspects. She focuses on creating and managing content for online platforms. Outside of her professional endeavors, she finds solace in the simplicity of walking, yoga, and exploration in reading. On a personal note, she takes immense pride in being a Purdue parent, with a cherished student currently pursuing his academic journey in Purdue.

## **Munty Alfadel (Instructional Support Engineer):**

Munty Alfadel holds a Bachelor's degree from WSU university, along with several years of experience in various industry fields. Currently, he works as a Lab Support Engineer, where his primary responsibilities include providing assistance to Mechanical Engineering students, staff, and faculty in formal instructional labs for undergraduate courses. Additionally, he is tasked with maintaining and troubleshooting laboratory equipment and software to ensure optimal performance.

***QUESTIONS FOR THE E-SHOP TEAM?***

***THANK YOU!***



**PURDUE  
UNIVERSITY®**

School of Mechanical Engineering



# DEPARTMENT UPDATES

- Head's Office – Eckhard Groll & Victoria Wunderlich
- Lecturers/Motorsports – Todd Nelson
- UG Office – Brandon Boyd
- Grad Office – Xiaomin Qian
- Business Office – Nancy Marianowski
- Technical Services – Mike Logan
- Administration – Julia King
- Development – Christina Starace
- Zucrow – Scott Meyer
- Herrick – Lea Greathouse



# *THANK YOU*

+ Open Discussion (if time allows)



**PURDUE**  
UNIVERSITY®

School of Mechanical Engineering

3/5/2024

23