

ME STAFF MEETING

November 5, 2024

AGENDA

Julia

- Welcome – Julia
- Share a Value, Make a Point – LouAnna
- ME Events – Betsy
- ME Staff Advisory Committee – Sheri, Brandon, Julia
- Welcome New ME Staff – WL + Indy
- Featured Department: ME Business Office – Tara
- ME School Updates – Eckhard
- Updates – Department Representatives
- Open Discussion (if time allows) – All



ME EVENTS – FALL 2024

Betsy

- Nov. 13 & Dec. 3 = 10 Minutes of Talent @ ME Atrium + Railside
- Nov. 22 & Dec. 6 = Free Food Friday, 10am-12pm @ ME Atrium
- Dec. 4 = ME Fall Recognition Event, 5:30pm @ LBC
- Dec. 6 = Malott Innovation Awards
- Dec. 15 = UG & Grad Commencement Reception, 4:30pm @ ME Atrium



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STAFF ADVISORY COMMITTEE

Julia

ME Staff Advisory Committee consists of 3 subcommittees:

- ME Staff Awards
- ME Staff Enrichment
- ME Staff Leadership Council



STAFF AWARDS SUBCOMMITTEE

Sheri

MEMBERS:

- Miranda Baer – UG Advising
- Pam Graf – Facilities
- Debbie Johnson – Zucrow
- Julia King – Chief of Staff
- Vacant – MEBO
- Vivian Scott – Herrick
- Sheri Tague – MEGO + Chair

KEY INITIATIVES:

- **CoE Staff Excellence Awards:**

Category	Eligibility	ME Nominee	Results
Team	M/P/S	ME Indy Integration Team: Chris Finch, Alan Jones, Sheri Tague, Mike Logan, Steve Kessler, Pam Graf, Stephanie Winder, Zach Sigafoes	Winner
Academic Advisor	M/P	LouAnna Eichrodt	Finalist
Customer Service	M/P	Dean Dilley	Finalist
Leadership	M/P/S	Todd Nelson	Finalist
New Employee	M/P	Lea Greathouse	Finalist
New Employee	S	Vivian Scott	Finalist

ME Finalist in 6 of 10 categories; ME Winner of Team Award

- Long Term Impact Award = Due Nov. 8
- ME Staff Awards - Spring 2025



STAFF ENRICHMENT SUBCOMMITTEE

Brandon

MEMBERS:

- Munty Alfadel – E-Shop
- Kyle Baer – Maker Spaces
- Brandon Boyd – Chair
- Kimberly Daly – Herrick
- Julia Davis – Communications
- Jonathan Martz - UG Advising
- Francisco Montalvo - Lecturer
- Chris Warnock – Admin



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KEY INITIATIVES:

- Professional Development
 - Compiling PD opportunities
 - Funding proposal pending
- Staff Sabbatical/Exchange
 - Long-term initiative under review
 - Map options
- Engagement Events
 - Family-friendly summer event
 - Additional events in WL & Indy
- Additional Opportunities
 - Staff profiles
 - Community service



STAFF LEADERSHIP COUNCIL

Julia

MEMBERS:

- Brandon Boyd – UGSS
- Tara Flook – MEBO
- Lea Greathouse – Herrick
- Julia King – Chair
- Mike Logan – Tech Services
- Scott Meyer – Zucrow
- Xiaomin Qian – Grad Office

KEY INITIATIVES:

- Staff Hiring & Open Positions
- Student Awards
- Staff Mentorship
 - 10 Active Pairs
- ME Staff Survey
- ME Strategic Plan



ME STAFF SURVEY

Julia

Please select your department - <i>Remove</i>	Please rate the work environment/culture in the School of ME from your perspective	Please explain why you rated the work environment / culture as you did - <i>Optional</i>	Please rate how well you believe the School of ME lives its mission & values	Please explain why you rated the mission & values question as you did - <i>Optional</i>	Please rate your overall level of satisfaction with the School of ME	Please explain why you rated your level of satisfaction as you did - <i>Optional</i>	Please list what you believe are the top strengths of the School of ME from a staff work environment/culture perspective. This can be specific to your department or across the entire school or both.	Please list any suggestions you have for improvements for the School of ME. This can be specific to your department or across the entire school or both.	Please add any additional comments you would like to share - <i>Optional</i>

Timing: Selected Summer 2025 – Early June?

Repeat every 2-3 years

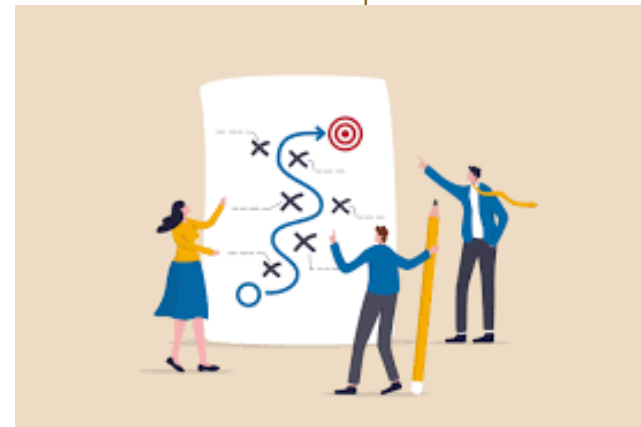


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3b Actively Recruit, Develop, & Retain the Best Staff

- Recognition Programs
- Professional Development & Continuing Education
- Mentorship
- Incentives & Engagement:
 - Engagement Opportunities Across Staff, Faculty, Students
 - Staff Study Abroad Opportunities
 - Staff Sabbaticals/Exchanges
 - Community Service



2025 ME STAFF STUDY ABROAD

Eckhard

2025 ME STAFF STUDY ABROAD

Eckhard

- **Argentina:**

- Jose Lopez Romero – Engineering Technician, Herrick Labs

- **France:**

- Monica Embry – Senior Administrative Assistant, ME
- Jane Talla – Academic Advisor, Indy (2026)

- **Germany:**

- **Miranda Baer – Senior Academic Advisor, WL**

- Italy:

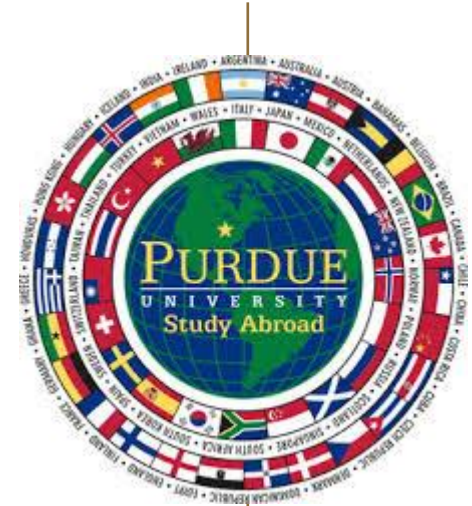
- Christine Warnock – Senior Administrative Assistant, MSPE Indy

- **South Korea:**

- Xiaomin Qian – Senior Graduate Program Manager



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WELCOME NEW STAFF MEMBERS

- NEW WL STAFF***
- INDY ACADEMIC ADVISORS***
- INDY STAFF***

WELCOME NEW STAFF MEMBERS

Kimberly Daly

Marketing & Communications Specialist



ME Roles & Responsibilities

- Manage Herrick Labs' website and social media accounts
- Promote activities, events, and research projects happening at the labs and highlight Herrick faculty and students
- Coordinate Herrick Community events

Background

- I'm an artist and graphic designer
- 17 years of design, marketing, and communications experience
- Huge animal lover! Mom to many four-legged children
- After work, you'll find me in the gym or the tennis court

WELCOME NEW STAFF MEMBERS

Tara Flook

Sr, Business Manager

ME Roles & Responsibilities

- Provide Timely and Accurate Projections across the board for Stakeholders
- Support the Department Head with the financials for the School of ME
- Provide great customer service for Faculty and Staff with financial decisions

Background

- Bachelors Degree from The University of Southern Indiana and played 4 years of golf there
- Started at Purdue in 2015 in the College of Science. In 2017, I started my career in Business Management as a Business Manager in the College of Pharmacy until moving over to ME in September!
- Married with 2 boys (9 and 5) who keep my husband and I very busy with every sport possible!
- We love to watch Purdue Basketball and Baseball!



WELCOME NEW STAFF MEMBERS

Danny King

Assistant Director, Student Success

ME Roles & Responsibilities

- Lead Advisor for Indianapolis, College of Engineering majors.
- Advising students in Mechanical Engineering, Energy Engineering, and Biomedical Engineering majors.
- Learning everything I can about Purdue Engineering and the Purdue Advising world.

Background

- BS in Mechanical Engineering (Texas A&M, College Station).
- MS in Higher Education and Student Affairs (Indiana University, Bloomington).
- Academic Advisor for Engineering students since 2005 (IUPUI and Purdue Indianapolis).
- Stay busy chasing Sawyer, Basenji mix pup.
- Planning to go to Eurovision in May for the first time.



WELCOME NEW STAFF MEMBERS

Shelby Franklin

Academic Advisor

ME Roles & Responsibilities

- Advise students in the ME and MSPE undergrad program on courses, career pathways, and campus resources.

Background

- BS in Psychology and MS in Student Affairs and Higher Education from Indiana State University.
- Getting married in June.
- Hobbies: Pilates, yoga, hiking, camping, and reading.



WELCOME NEW STAFF MEMBERS

Cecily Girton

Academic Advisor - Indianapolis

ME Roles & Responsibilities

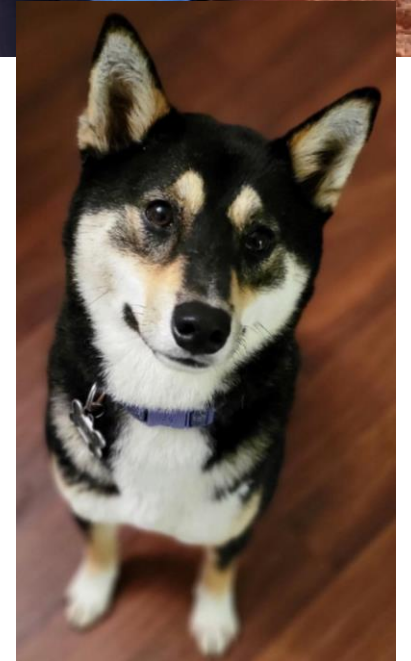
- Advise students in academic progress and planning
- Connect students to campus resources and career services
- Be an empathetic listener 😊

Background

- BA from Hanover College in Secondary English Education (plus a minor in Medieval Literature!)
- Taught junior/senior English at North Central High School for 3 years
- Big Boston Celtics girl and occasional Chicago Bears mourner
- Spend most of my time with my dog Friday



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WELCOME NEW STAFF MEMBERS

Brian Kennelly

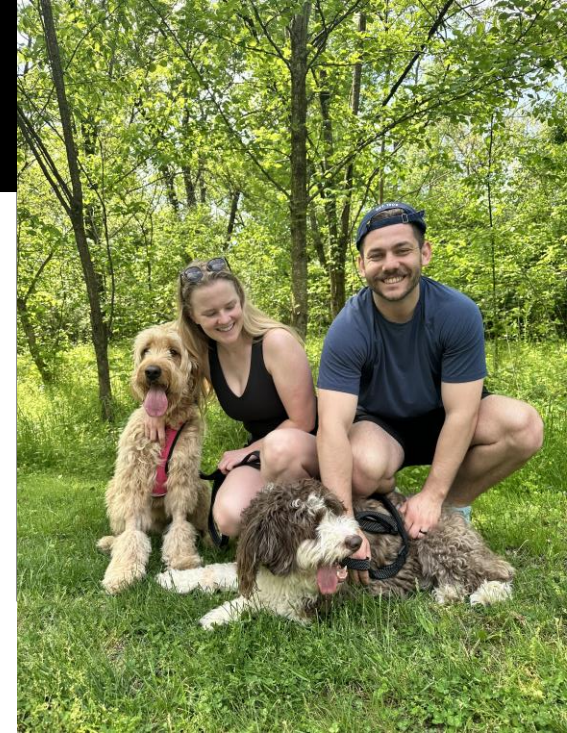
Academic Advisor - College of Engineering (Indy)

ME Roles & Responsibilities

- Advise Continuing ME students in Indianapolis
- Advise ECE students – new/continuing

Background

- University of Cincinnati – Bachelors in Secondary Education
- M.A – American College of Education – Education Technology
- Taught High School History in Dayton, Ohio
- Moved to Indy Spring of 2023
- Began working with IUPUI January of 2024
- Fun Fact – Season Ticket Holder for University of Cincinnati Bearcats Football



WELCOME NEW STAFF MEMBERS

Grace Taylor

Academic Advisor: ME and ECE

ME Roles & Responsibilities

- Advise students in the ME and ECE undergraduate programs on courses, careers, academic resources, etc.
- Collaborate with other advisors within the department and across campus on best practices with students.

Background

- MA in Student Affairs and Higher Education from Ball State University
- BA in Communications from IU (IUPUI alum)
- Passionate about a holistic approach to student success
- Current hobbies include reading and planning my wedding



School of Mechanical Engineering



WELCOME NEW STAFF MEMBERS

Jane Talla

Academic Advisor



ME Roles & Responsibilities

- I advise Mechanical Engineering and Motorsports students at Purdue Indy.

Background

- Bachelor's degree in French-Ball State University.
- Master's degree in Executive Development for Public Service-Ball State University.
- I worked at IUPUI for 15 years, mostly with international students.
- I'm a proud mom of two kids, 17 and 19.
- I have a deep passion for traveling and experiencing new things! I've lived abroad in France twice and have visited 20 countries and 41 states.
- I love working with students!!

WELCOME NEW STAFF MEMBERS

Hessam Noori

Instructional Support Manager-Indianapolis



ME Roles & Responsibilities

- Instructional Support Manager for all teaching labs offered in the Indy-Purdue program
- Teach all instructional labs, supervise TAs, and mentor students
- Equip instructional labs in alignment with the Purdue-WL curriculum as the Purdue program phases in, gradually phasing out old IUPUI experiments and equipment as the program progresses

Background

- Migrated with my spouse to the U.S. in 2017
- BSc and MSc in Mechanical Engineering from Iran; PhD in Mechanical Engineering from Purdue-WL
- Hobbies: reading novels, watching movies, poetry (new and classic), calligraphy, going to gym; Retired mountaineer (since there are no mountains nearby in Indiana); former political activist
- Expecting a new family member in early December



WELCOME NEW STAFF MEMBERS

Matt Hunt

Instructional Support Engineer - Indy

ME Roles & Responsibilities

- Install, establish, and maintain machinery for all ME and MSPE labs.
- Build and maintain lab spaces for ME and MSPE programs.
- Instruct TA's and students on use of machinery and tools in labs.

Background

- Received Bachelor's in Motorsports Engineering from Purdue Indy 2016-2021.
- Worked in professional racing (IndyCar, IMSA, NHRA, SCCA, SCTA) for 7 years.
- Worked in high-performance engine development and building hands-on and in a corporate position after retiring from professional racing.
- Race, design, engineer, and develop drag and drive cars and build high-performance engines in my spare time.
- Have a shop cat at my garage in Speedway named Wiley.



WELCOME NEW STAFF MEMBERS

Manuel Mar

Senior Operations Manager for PAIR - Indy



ME Roles & Responsibilities

- Manage Purdue AI Racing track testing, logistics and operations of team.
- Work with a group of 10-12 graduate students on different research areas such as controls, perception and planning.
- Collaborate with stakeholders, professors and college of engineering for the success of the project.

Background

- BS from University of Engineering and Technology, Lima, Peru (Power Engineering). MS in Engineering Technology from Purdue, PhD in Technology – Purdue University.
- Research focus on powertrain for autonomous vehicle and delivery electric autonomous vehicles.
- Passion for music making, I play different set of instruments.
- Soccer fan and very knowledgeable of soccer history and statistics of the sport.

WELCOME NEW STAFF MEMBERS

Zach Sigafoes

Executive Assistant - Indy

ME Roles & Responsibilities

- Scheduling Support (room reservations, calendaring, virtual hosting)
- Purchasing & Travel Support (Concur, Ariba, P-card management)
- Main Office Management & Faculty Support

Background

- BM in Music Education from Mansfield University, Pennsylvania
- Administrative assistant for educational institutions
- Voice, piano & guitar instructor for middle/high school age students
- Avid boarder gamer & manga enthusiast



WELCOME NEW STAFF MEMBERS

Chris Warnock

Senior Administrative Assistant - Indy

ME Roles & Responsibilities

- Support MSPE faculty with all things motorsports related.
- Advocate for a creating a fun & engaging departmental culture.
- Still learning & applying Purdue practices & systems.

Background

- Bachelor's in Organization Leadership & Supervision from Purdue
- Married & a busy mom of two teenagers & three fur babies
- Born & raised Indy (Speedway) Hoosier & passionate Indycar fan!
- Love of travel & all things good food related
- Learning to love all things basketball, bass fishing & volleyball for my kiddos
- Love going to concerts!
- Love of event planning!



FEATURED DEPARTMENT = ME BUSINESS OFFICE STAFF

TARA FLOOK
ME SENIOR BUSINESS MANAGER



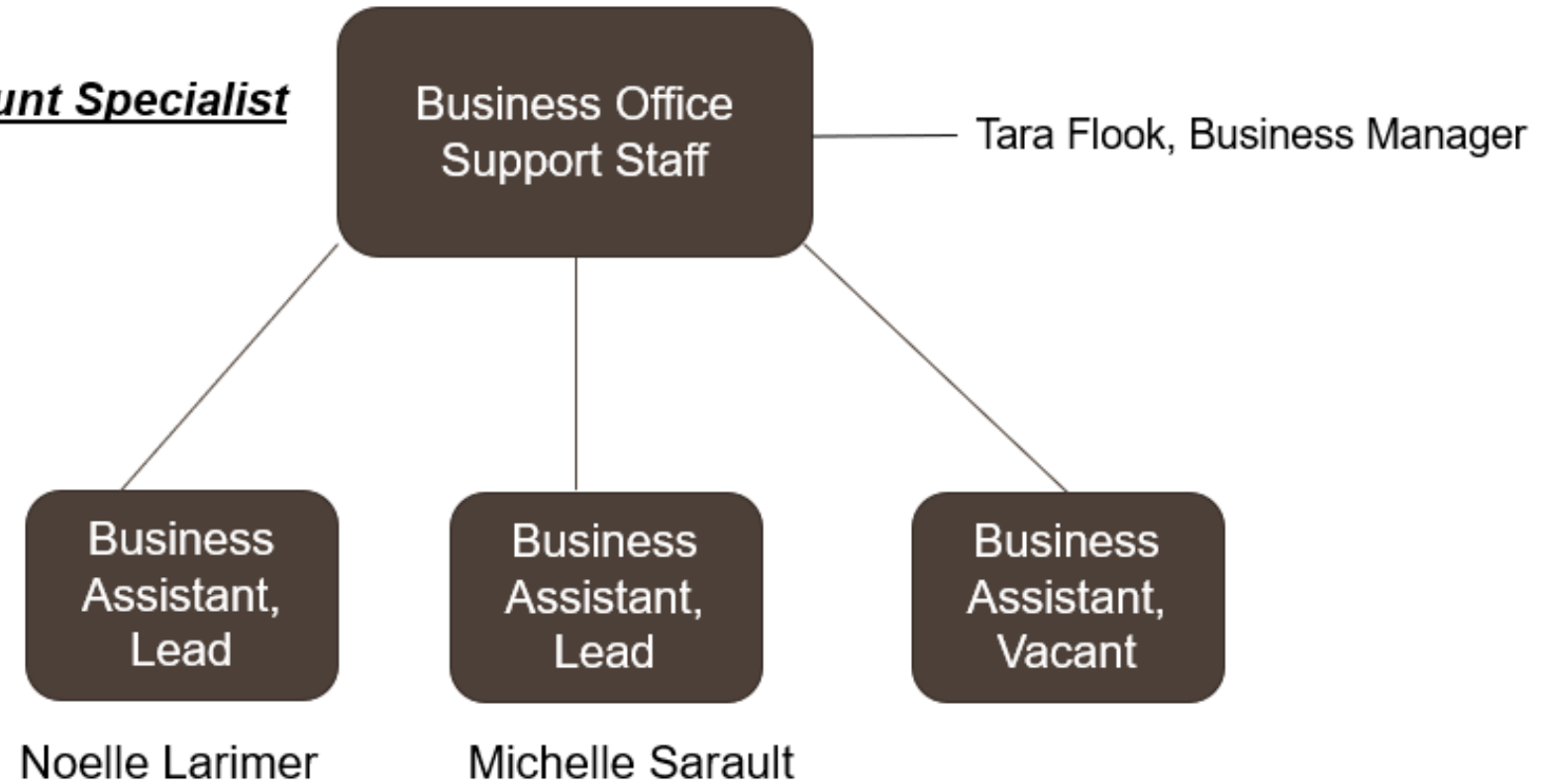
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ME BUSINESS OFFICE STAFF

Tara

Research Account Specialist

- Jill Clauson
- Julie Goens
- Morgan Harris
- Jill Stacy



ME BUSINESS OFFICE STAFF

Michelle Sarault (Business Assistant, Lead):

- Michelle started @ Purdue in January 2005 in the ME Business Office.
- Started as Account Manager, then took responsibility for Monthly Payroll in May 2006.
- Split time between Payroll & Account Management until the Centers were started in 2019, then returned to Account Management.
- Mostly works with faculty to manage research portfolios funds, but also assists with various departmental tasks based on her payroll knowledge and general knowledge of the department.
- Michelle has been married to her husband David for 32 years and they have 4 children and 2 grandchildren. She enjoys spending time with family, reading & watching true crime shows.

ME BUSINESS OFFICE STAFF

Noelle Larimer (Business Assistant, Lead):

- Previously worked in banking before accepting a position at Purdue.
- Manages faculty accounts in ME.
- Noelle and her husband have been together for 4 years and were married at the end of September. They have 2 dogs that she absolutely adores. Lastly, her favorite hobbies include reading, shopping, and drinking coffee.

Julie Goens (Research Account Specialist):

- Previous experience teaching high school & college mathematics & Office Manager.
- Bachelor's degree in Business Management from Purdue and Master's degree in Math Education from Walden University.
- Started her Purdue position nearly 3 years ago. Lives & works remotely in Lower Alabama.
- She supports 11 ME faculty & works on the SEEMLESS team & Overpayments team for the College.

ME BUSINESS OFFICE STAFF

Jill Stacy (Research Specialist):

- Holds the floater position for the COE. She fills vacancies as needed until a permanent Account Manager can be hired.
- She has worked for Purdue in the COE for 19 years. You will see Jill's name periodically as she transitions in and out while working filling vacancies.

Jill Clauson (Research Specialist):

- Began her career at Purdue in 2012 as a Business Assistant in ME & is currently a Research Account Specialist, supporting 3 Research Centers: IoT4Ag (Dave Cappelleri is the lead PI), CISTAR, and SCALE.
- Jill and her husband are now empty nesters with 3 employed adult children. In her free time, Jill enjoys running, reading, and following NASCAR.

ME BUSINESS OFFICE STAFF

Morgan Harris (Research Specialist):

- Morgan is a Lafayette native. She graduated from Purdue in 2017 with a Bachelor's in Organization Leadership. Upon graduation, she went on to more schooling at Ivy Tech to become a Surgical Technologist. She spent a few years in healthcare before deciding to transition to Purdue.
- She is heading into her 2nd year at Purdue University. Morgan enjoys problem solving and helping PI's further their research by providing accurate, up-to-date account balances dashboards/ projections.
- In her personal life, she spends most of her time with family & chasing after a 2-year-old toddler. She enjoys cooking, being outside/walking, and reading fantasy novels.

***QUESTIONS FOR THE BUSINESS
OFFICE?***

THANK YOU!

- Strategic Initiatives
- Q&A – Including advance questions



DEPARTMENT UPDATES

- Head's Office – Eckhard Groll & Victoria Wunderlich
- UG Advising – LouAnna Eichrodt & Danny King
- UG Student Services – Brandon Boyd
- Grad Office – Xiaomin Qian
- Business Office – Tara Flook
- Technical Services – Mike Logan
- Administration – Julia King
- Development – Christina Starace
- Zucrow – Scott Meyer
- Herrick – Lea Greathouse



THANK YOU

+ Open Discussion (if time allows)