

ME STAFF MEETING

November 4, 2025

AGENDA

Julia

- Welcome – Julia
- Share a Value, Make a Point – Jared
- ME Events – Betsy
- ME Staff Advisory Committee – Sheri, Brandon, Julia
- Welcome New ME Staff
- ME School Updates – Eckhard
- Updates – Department Representatives
- Open Discussion (if time allows) – All



ME EVENTS – FALL 2025

Betsy

- Nov. 21 & Dec. 12 = Free Food Friday, 10am-12pm @ ME Atrium
- Dec. 10 = 10 Minutes of Talent @ ME Railside
- Dec. 12 = Malott Innovation Awards
- Dec. 17 = ME Fall Recognition Event, 5:30pm @ LBC
- Dec. 21 = Commencement Reception, 12-1pm @ 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:

- Pam Graf – Facilities
- Julia King – Chief of Staff
- Vivian Scott – Herrick
- Sheri Tague – Chair
- 2 Open Positions

Special thanks to:

- Debbie Johnson – Zucrow
- Miranda Baer – CoS



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KEY INITIATIVES:

- **CoE Staff Excellence Awards:**

Category	Eligibility	ME Nominee	Results
Long Term Impact	M/P/S	Scott Meyer	Winner
Customer Service	M/P	Jose Lopez Romero	Finalist
Customer Service	S	Martha Lucht	Finalist
New Employee	M/P	Matt Hunt	Finalist
New Employee	S	Chris Warnock	Finalist
Business Office	M/P/S	Julie Goens	Finalist
Research	M/P	Venkat Athmanathan	Finalist

ME Winner or Finalist in 7 of 11 categories

- CoE Recognition Banquet = Friday, Dec. 12 @ 6pm @ Union Ballrooms
- ME Staff Awards - **Spring 2026**



STAFF ENRICHMENT SUBCOMMITTEE

Brandon

MEMBERS:

- Kyle Baer – Herrick
- Brandon Boyd – Chair
- Kimberly Daly – Herrick
- Julia Davis – Communications
- Jonathan Martz – UG Advising
- Francisco Montalvo – Lecturer
- Chris Warnock – Admin
- Caleb Wayman – Tech Services

KEY INITIATIVES:

- Professional Development
 - PD database available
- Staff Shadowing
 - Academic Advising - Ongoing
 - Mar/Comm - Ongoing
 - Admin Assts - Fall 2025 start
- Additional Opportunities
 - Newsletter Profiles



STAFF ENRICHMENT

Engagement Events

- Carmel Christmas Market
 - Saturday, Dec. 6
 - Register with QR code



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ME WINTER CELEBRATION

AT THE CHRISTKINDLMARKT IN CARMEL

SATURDAY, DEC. 6TH
12:00PM-4:00PM



ART VENDORS - FOOD & DRINK
LIVE MUSIC - PUPPET SHOWS

10 CARTER GREEN
CARMEL, IN 46032

FREE ENTRY

RSVP:



STAFF LEADERSHIP COUNCIL

Julia

MEMBERS:

- Brandon Boyd – Administration
- LouAnna Eichrodt – UG Advising
- 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
- Staff Promotions
- Staff Mentorship
- ME Staff Survey
- ME Study Abroad



ME STAFF SURVEY

Julia

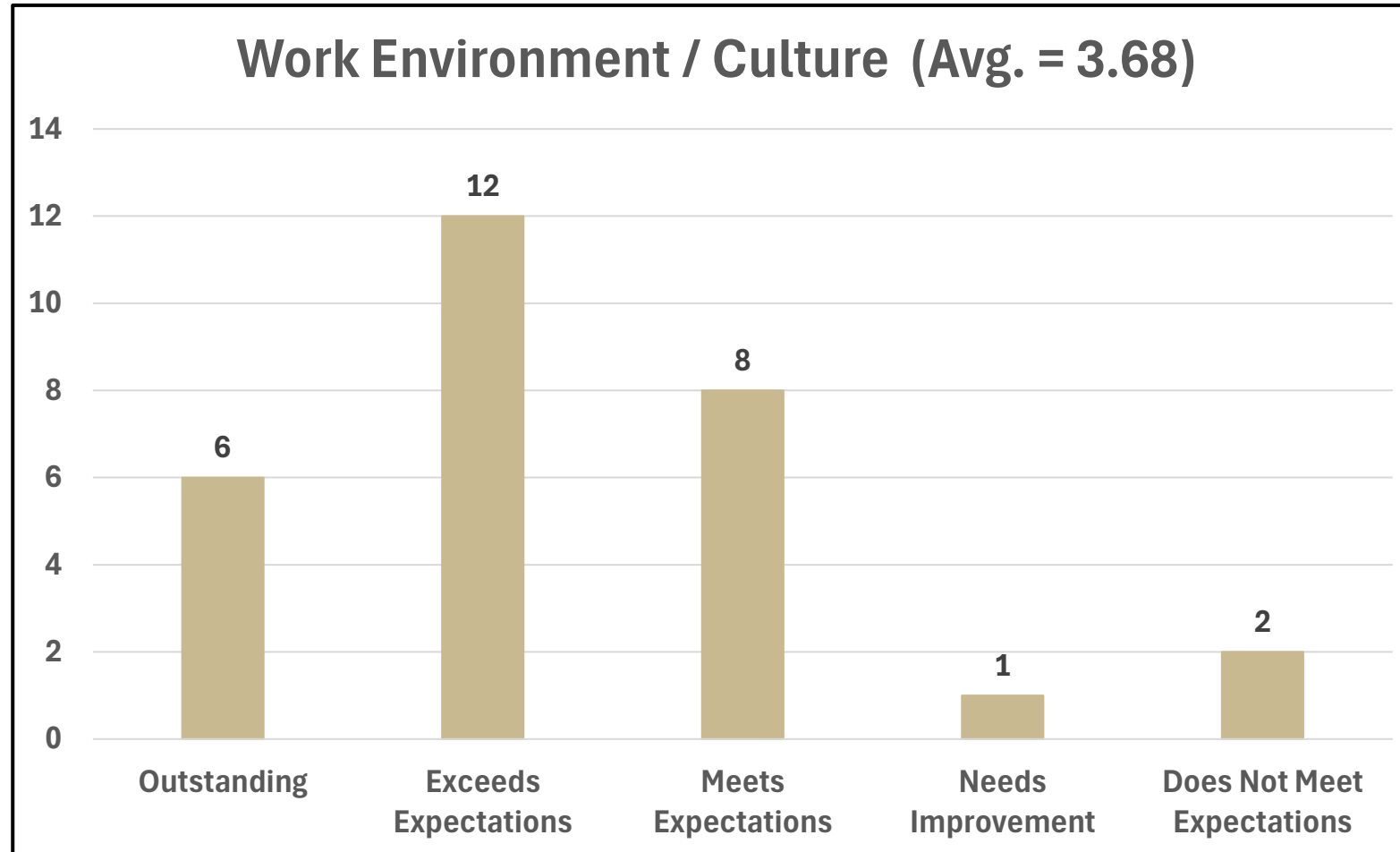
Survey Overview:

- **Collection Period:** July 24 – October 15, 2025
- **Responses:** 29 staff members
- **Ratings:**
 - Work Environment / Culture = 3.68/5
 - Mission & Values Alignment = 3.61/5
 - Overall Satisfaction = 4.18/5
- **Outcomes:**
 - Positive Themes
 - Opportunities for Improvement
 - Actions



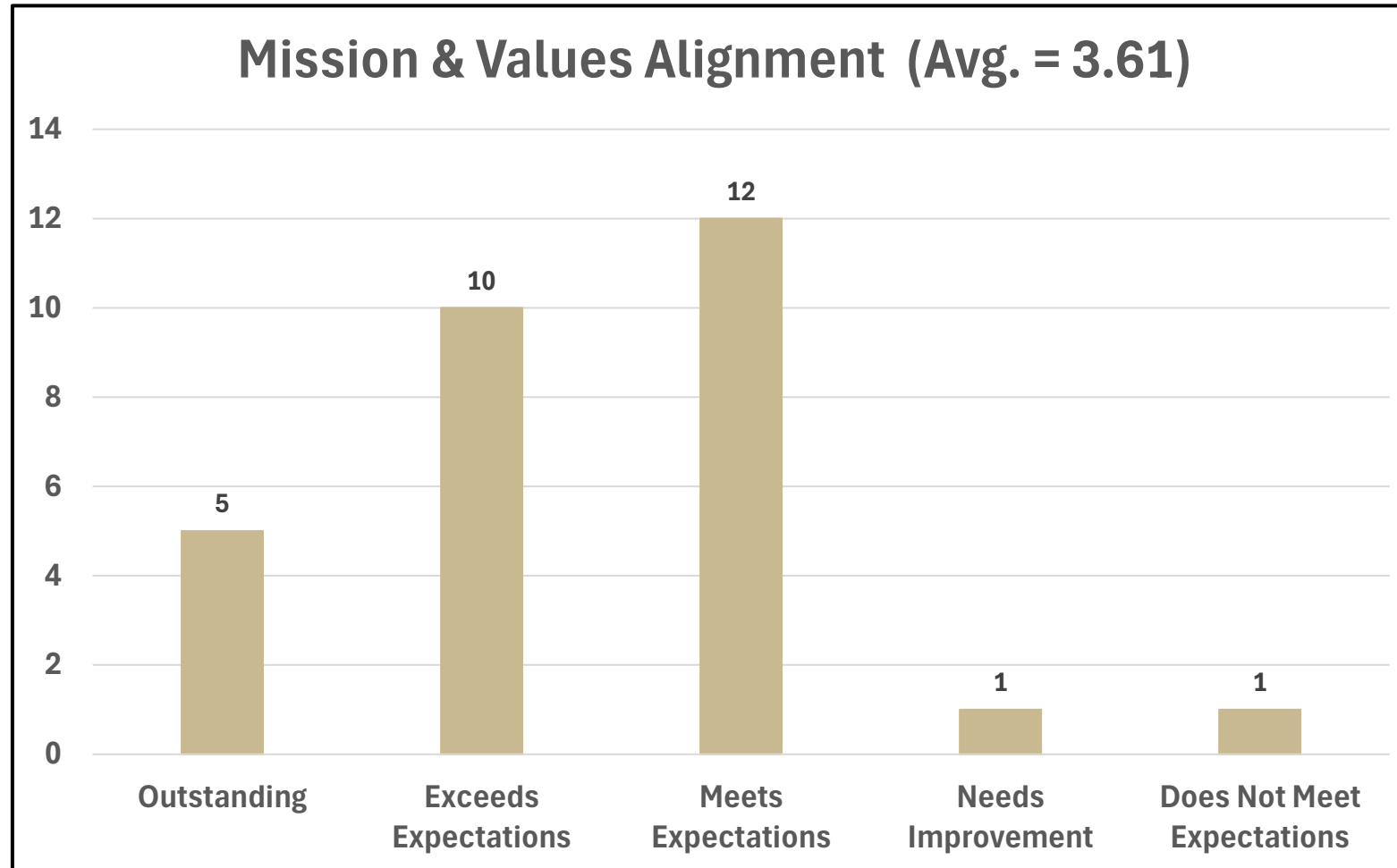
ME STAFF SURVEY RATINGS

Julia



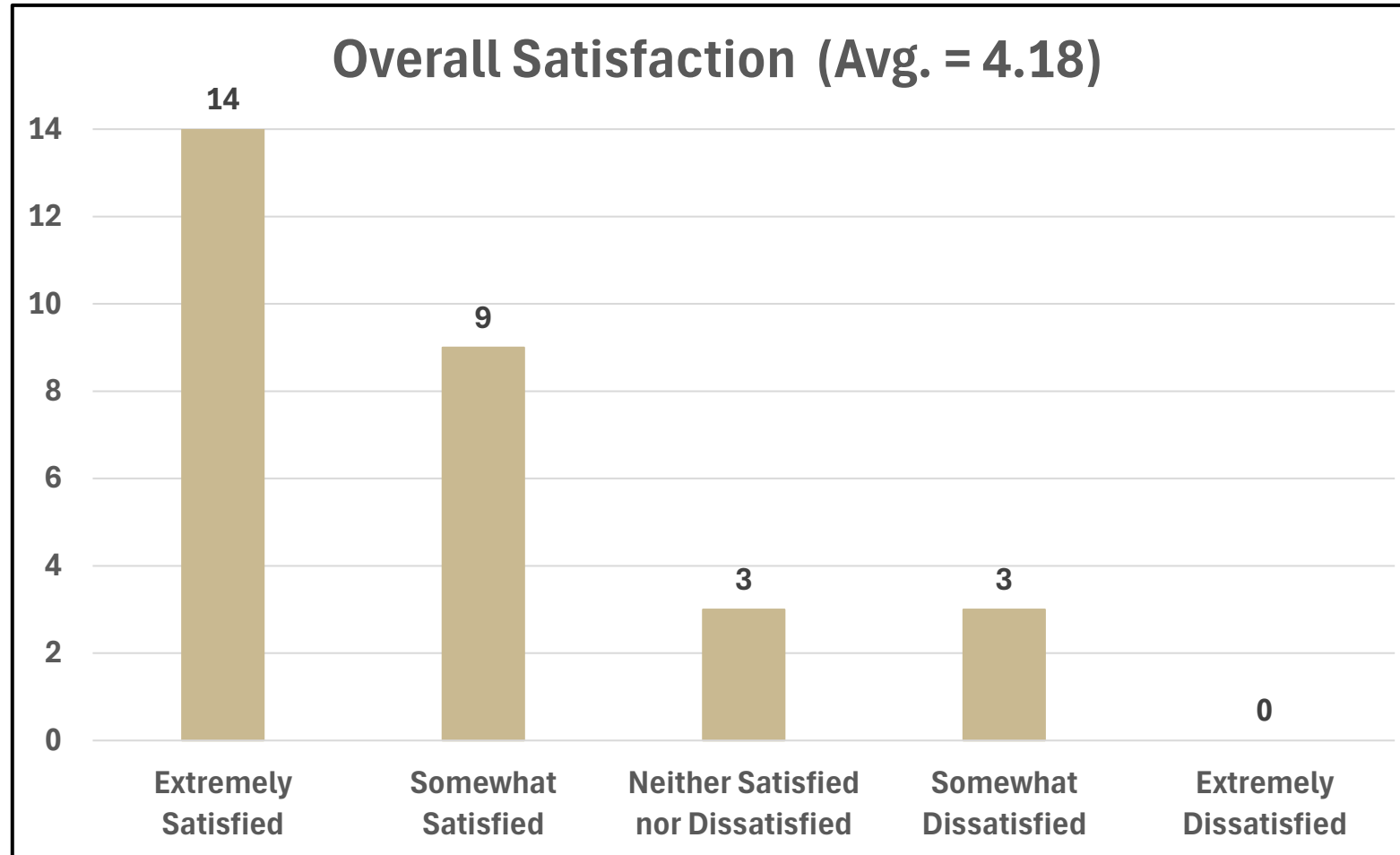
ME STAFF SURVEY RATINGS

Julia



ME STAFF SURVEY RATINGS

Julia



ME STAFF SURVEY OUTCOMES

Julia

■ Positive Themes:

- **Recognition & Appreciation:**
 - Staff awards and visible acknowledgment are highly valued.
- **Leadership & Communication:**
 - Monthly updates and responsiveness from leadership are praised.
- **Student-Centered Focus:**
 - Pride in supporting students and programs like study abroad.
- **Culture & Community:**
 - Described as friendly, collaborative, and inclusive.



■ Opportunities for Improvement / Recommended Actions:

- Hire more staff in Indy & WL!
- Improve onboarding for new hires.
- Assess WL-Indy support model, clarify autonomy, and improve communications.
- Map staffing pain points and propose rebalancing.
- Clarify administrative processes via SOPs and specified role owners.
- Improve retreat usefulness for staff.
- Consider in-person business office "office hours".

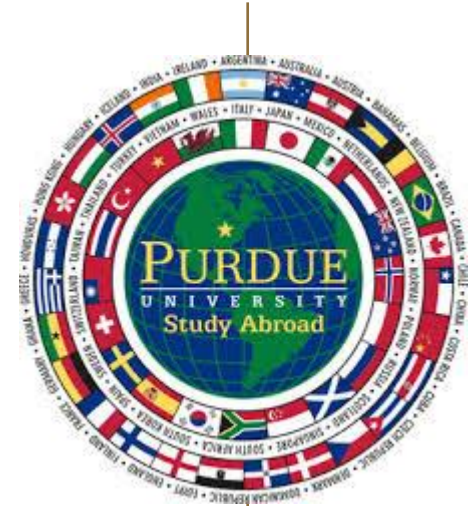
A few representative staff voices:

- *"We need more staff... overwhelmed... burnout... losing experienced staff... **Hire more staff!**"*
- *"There's **no clear standard of procedure** or flowchart... multiple parties can do the same task... a '**preferred**' process exists."*
- *"WL & **Indy** as 'One' is a great idea, but **distance** is a real challenge for events and communication."*

2026 ME STAFF STUDY ABROAD

Julia

- **France:**
 - Jane Talla – Academic Advisor, Indy
- **Germany:**
 - Lea Greathouse – Managing Director, Herrick
- **Italy:**
 - Christina Starace – Senior Director of Development, PFL
- **Singapore:**
 - Yujun Leng – Senior Research Scientist, Zucrow
- **South Korea:**
 - Janeen Redman – Academic Advisor, WL



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WELCOME NEW STAFF MEMBERS

- LECTURERS***
- ADVISORS***
- TECH SERVICES***
- LABS & RESEARCHERS***

WELCOME NEW STAFF MEMBERS

Tanner Ballance

Lecturer

ME Roles & Responsibilities

- Teaching ME students on subjects like Statics, FEA, and MoM
- Advising the ASME EPICS team (Spring 2026)

Background

- BS in Mechanical Engineering from Montana State University
- PhD in Mechanical Engineering from Purdue University
- Hobbies: hiking, snowshoeing, photography
- Honorary local to Yellowstone National Park



WELCOME NEW STAFF MEMBERS

Najmus Saqib

Senior Lecturer

ME Roles & Responsibilities

- Teaching core ME Courses
- Enhancing student learning experience both inside and outside the classroom
- Curriculum development

Background

- Born and raised in Bangladesh.
- Went to school in Alaska (UAF) and Colorado (Mines).
- Only person in the world to have taught full-time at all three ME degree-granting universities in Indianapolis.
- I enjoy traveling and photography (ideally both at the same time).
- I love to cook (ideally not while doing either of the above).



WELCOME NEW STAFF MEMBERS

Charlie Schwartz

Lecturer

ME Roles & Responsibilities

- Lecture to students on a variety of course in the ME catalog.
- Host office hours for students to get help and ask questions about anything that's on their mind!

Background

- Got my undergraduate from Augustana University (SD) where I played football.
- Recently graduated from Purdue this summer with PhD.
- Like to spend time reading and getting outside with runs and walks.
- Got married this past January.
- My wife and I bought our first house this summer.



WELCOME NEW STAFF MEMBERS

Robyn Kingery

Academic Advisor

ME Roles & Responsibilities

- Advise ME Indianapolis students
- Advise BME Indianapolis students

Background

- B.S – Computer Science from Ball State and M.S – Higher Education from Capella
- Previous position was at the Testing Center at IU Indianapolis
- Hobbies include playing video games and reading science fiction and fantasy novels



WELCOME NEW STAFF MEMBERS

Annie Thompson

Academic Advisor

ME Roles & Responsibilities

- Advise students on class registration
- Support students in their academic planning and learning opportunities
- Connect students to campus resources

Background

- Bachelor's in Human Services and Master's in Communication from Purdue University
- From Lafayette, IN
- I enjoy crafting, such as embroidery
- Big animal lover



WELCOME NEW STAFF MEMBERS

Brett Castongia

Shipping & Receiving Clerk/Assistant Building Deputy

ME Roles & Responsibilities

- Handle outgoing and incoming mail for ME Department.
- Support the Building Deputy in managing facility operations.

Background

- BA in Sound for the Performing Arts from Purdue University.
- Worked at Purdue CS for 6 years in both Student Facilities and IT.
- Multi-instrumentalist: Drums, guitar, bass, and vocals (kind of).



WELCOME NEW STAFF MEMBERS

Anne Dewar

Instructional Support Engineer

ME Roles & Responsibilities

- Supporting ME 264, ME 308 and ME 315 labs
- Assisting with the Indy expansion

Background

- BS in Chemical Engineering (UIC)
- MS in Chemical Engineering (Purdue – in progress)
- I enjoy traveling and trying new things



WELCOME NEW STAFF MEMBERS

Daniel Fan

Instructional Support Engineer

ME Roles & Responsibilities

- Support Control Labs (365, 375, 475, etc.)
- Support IT support
- Support future engineers

Background

- Born in Texas. Grew up, educated in Taiwan.
- BS in Biomedical Engineering(CYCU). MS in Photonics (NCKU)
- IT - 5 years with ECN, 5 years with Bindley Bioscience Center
- Enjoy traveling and tennis.



WELCOME NEW STAFF MEMBERS

Joe Legan

Instructional Support Engineer - Indy

ME Roles & Responsibilities

- Build, install, and maintain ME & MSPE labs.
- Train TA's and student employees.
- Support and supervise students in the MSPE labs.

Background

- B.S. in MET + MSPE certificate, Purdue Indy (2017)
- 8 years in professional sports car racing (SRO, IMSA)
- Design, build and race vintage British sports cars since 1994.
- 2023 Baja 1000 Class 12 winner, always plotting a way back.
- Away from work or a racetrack: hiking, mountain biking or 4x4 exploring.



WELCOME NEW STAFF MEMBERS

Kelli McGregor

Instructional Specialist for Manufacturing Spaces

ME Roles & Responsibilities

- Oversee the Woods Innovation and Fabric Suite
- Providing demonstrations of woodworking tools and techniques, ensuring that students understand the step-by-step processes involved in creating wood-based projects.
- Ensuring that students are aware of and follow safety guidelines when using power tools, hand tools, and machinery in the lab.

Background

- 30 years of Industrial Technology Education grades 6-12
- Master Teacher for PLTW
- CTE Curriculum Specialist for IDOE
- FIRST Robotics Coach



WELCOME NEW STAFF MEMBERS

Caleb Wayman

Instructional Support Engineer



ME Roles & Responsibilities

- Oversee the use of the CNC lab, Potter 333
- Instruct and oversee the CNC portion of ME 264
- Help students use and run CNC equipment for other courses

Background

- I grew up in West Lafayette
- I joined The Marines after high school and served 4 years as a heavy diesel mechanic
- My wife and I have 3 dogs, and foster more when we can
- If you ask me about music, I will talk forever

WELCOME NEW STAFF MEMBERS

Josh Budreau

Lab Operations Specialist

ME Roles & Responsibilities

- Install and maintain equipment for HERL and HLAB
- Install, troubleshoot, and maintain electrical systems in and around Herrick Labs

Background

- AS Mechanical Engineering Technology
- Worked 4 years as electrician for 3H Electric
- Worked 3 years for Purdue High Voltage
- Hobbies: Flying, camping, and golfing



WELCOME NEW STAFF MEMBERS

William M. Cima (Bill)

In Space Manufacturing Engineer and Project Manager

ME Roles & Responsibilities

- Coordinator for Staff/ Graduate/ Undergraduate Research for Center for In Space Manufacture
- Materials research engineer for in space production
- Staff engineer support to the Manufacturing Materials Research Laboratory

Background

- BS Micro Electrical & Mechanical Systems Engineering from Rose-Hulman, MS in Consulting Engineer from Purdue.
- Army officer for 6 years
- Armor officer and Operations officer
- Currently working on the steps to my Ph.D..



WELCOME NEW STAFF MEMBERS

Johnny McGuire

Laboratory Operations Specialist

ME Roles & Responsibilities

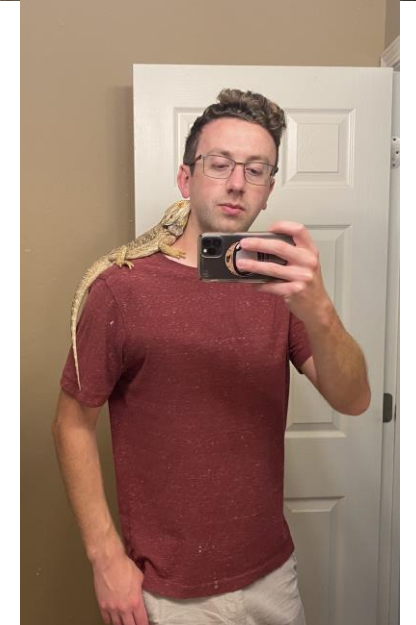
- Manage Student Fabrication Shop and lab building diagrams
- Mentor students on fabrication tools & techniques
- Maintain inventory of hundreds of parts and items involved in building rocket test rigs

Background

- BS in Economics from Purdue in 2018
- Several years of banking and technical experience
- Hobbies: Hiking, nature conservation, space exploration
- Career goal: visiting all of NASA's Space Centers/testing facilities
- Giving my bearded dragon, Griffin, new sights to see



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11/3/2025

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WELCOME NEW STAFF MEMBERS

Jordan Nechkash

Lab Operations Specialist

ME Roles & Responsibilities

- Support Herrick operations sharing technical expertise on research projects and facility operations
- Fabricate, install, troubleshoot and repair different test rigs
- Assist students with shop tools and machine/equipment training
- Help improve operations through innovative collaborative solutions

Background

- I have worked in the trades for the last 20 years, mostly electrical/mechanical.
- I worked in power generation repair in the Army for 12 years and in R&D at Caterpillar.
- In my free time, I enjoy working on my project car and spending time with my kids.
- I have two dogs, a beagle named Ruby Sue and a GSP named Tula.
- I try to be a real-life embodiment of Ron Swanson.



WELCOME NEW STAFF MEMBERS!



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- Strategic Initiatives
- Q&A – Including advance questions



DEPARTMENT UPDATES

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



THANK YOU

+ Open Discussion (if time allows)