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
- 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
ME Staff Advisory Committee consists of 3 subcommittees:

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

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

ME Finalist/Winner in 8 of 10 categories

**2024 ME Staff Awards** [link]
- Mission/Value & Excellence
- Due April 7
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
  o Family-friendly faculty/staff event
  o 30 attendees on charter bus
  o Welcome to drive on your own
  o Schedule link

• Service Project = FIRST Robotics
  o Indiana State Championship = April 6-7
  o Volunteer link
  o Donate link

• Summer Project Planning
  o Family-Friendly event: 6/28 or 7/12
  o 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
Open ME Staff Positions:
• MEBO: Lead Business Assistant & Account Clerk
• MEUGO: Academic Advisor
• COMM: Communications Assistant
• PIN: Autonomous Racing Team Operations Manager

Recent Hires:
• HERRICK: Suzanne Kennedy, Administrative Assistant
• PIN:
  o Jess Chen, Instructional Support Engineer
  o Kelly Gross, Sr. Administrative Assistant
  o Zach Sigafoes, Executive Assistant
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
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

<table>
<thead>
<tr>
<th>Create and Update Goals</th>
<th>Employee Self-Assessment</th>
<th>Manager’s Assessment</th>
<th>Unit Calibration Sessions</th>
<th>Performance Review Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Purdue’s Guide for Creating Goals and enter goals into the employee’s SuccessFactors Goal Plan</td>
<td>Rate each goal</td>
<td>Rate each goal</td>
<td>Ensure compliance, analyze trends, discuss development strategies</td>
<td>Managers meet with employees to have annual performance review discussions</td>
</tr>
<tr>
<td>Edit and update goals throughout the performance period</td>
<td>Rate each competency</td>
<td>Rate each competency</td>
<td>Managers can initiate one-on-one annual review meetings after unit calibration sessions are completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter comments</td>
<td>Enter comments</td>
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</tr>
</tbody>
</table>
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
• 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
FEATURED: ME TECHNICAL SERVICES - ESHOP

ME Technical Services

Mike Logan

Jun Chen

Eshop
- Steve Kessler

Pearl Labs
- Mike Sherwood

Purdue Indy
- TBD

Machine Shop
- Darrin Wilcoxson

RMS
- Adam Krichbaum

Building Ops.
- Pam Graf
MEESHOP

• 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
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 Gramelspacher (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.
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!
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)