To all members of the Caltech community,

Since 2001, the Caltech Postdoc Association (CPA) has grown to serve the postdoc communities of CIT and JPL in numerous ways. This report details how the CPA used financial resources provided by the Office of the Provost to put forth various activities and programs over the previous year. This report also lays out future programming possibilities for the next year and describes the budgets required to achieve these programming goals.

The CPA fills a unique niche at the Institute. While postdocs at CIT have always benefited from working with many of the world’s most prolific faculty, several key areas involving professional and personal development have historically been underrepresented. Along with providing a strong voice for advocating positive change, the CPA has successfully offered postdocs a multitude of programming to supplement their research agendas. By working closely with the administration, and important campus agencies (e.g. Human Resources and the Career Development Center), the CPA has made significant progress in bettering the postdoctoral experience at the institute. For example, we successfully implemented our first ever independent survey of the entire postdoctoral community, garnering useful information on the needs of postdocs institute wide.

As noted within this report, our Career oriented programming grew over the past year to include more events to an expanding audience. We have also successfully partnered with the Graduate Student Council (GSC), the Career Development Center (CDC) and the Alumni Association to co-sponsor many programs of mutual interest. These partnerships, which will continue over the next year, help us to increase our programming while maintaining a lowered cost. The CPA has also continued the strong tradition of community, by bringing postdocs together from all divisions for numerous social events.

On behalf of the CPA, I would like to thank the Office of the Provost for financial and moral support. Indeed, all of our programming, activities, and events are a direct result of the shared vision between the CPA and Provost. I also thank the many faculty, administrators, and staff who have continued to support our efforts. Yet perhaps above all, the postdocs who serve the CPA and their community deserve extraordinary praise for their work. I thank our past and present Board, notably former Chairs Lisa Taneyhill and Chad Haynes for their efforts, and I look forward to yet another successful year.

Best regards,

Jason M. Gonzales, CPA Chair 2006-07
Caltech Postdoctoral Association Mission –

The Caltech Postdoctoral Association seeks to foster a sense of community, provide resources for career and personal development, and provide a framework for representation on campus and in the local community for postdoctoral scholars from all departments of the Institute.

Members of the CPA Board and Committees –

Jason Gonzales, Chair, Advocacy Committee Chair (gonzales@caltech.edu)

Heather Pinkett, Treasurer

Chris Gandhi, External Affairs Officer

Jens Kaiser, Membership and Communications Chair

Rozamond Sweeney, Career Committee Chair

Herwig Just, Social Committee Chair

Claire Newman, Member

Anjanabh Saja, Member

Adri van Duin, Member

Diana Stefanescu, Member

Nigel Richards, Member

Richard Massey, Member

Ex Officio Members

Ornah Becker (Ombudsperson)

Yvonne Banzali (Career Counselor)
CPA Advocacy Committee

The Advocacy committee has worked this past year to better quantify the quality of life of postdocs through the third annual postdoc survey, and has worked with the Caltech administration to address issues in the areas of salary, retirement, maternity leave and housing. We’ve also strengthened our relationship with the Ombudspersons Office and the Staff and Faculty Consultation Center, and maintained an active dialogue with Human Resources.

- **Survey** – The committee designed and implemented the first independent survey of postdoctoral issues. This was a completely new design of the survey from the ground up, taking some suggestions from the previous Sigma Xi survey for the 2004-2005 fiscal year. We had 37% of the Caltech postdocs complete the survey. Issues brought up in the survey will continue to be useful as the advocacy committee determines its future directions. Awards were given randomly to people completing the survey, and we would like to give special thanks to Human Resources for providing the grand prize for our survey (an Ipod Nano) and graciously providing assistance in disbursing the prizes.

- **Ombudsperson and SFCC Awareness** – On February 16th the advocacy committee hosted its first ever event, an informal meeting between with the Ombudsperson (Ornah Becker) and the director of the Staff and Faculty Consultation Center (Susan Cross). The event was held to improve postdocs knowledge of human support available for postdocs at Caltech.

- **Salary** – Survey analysis, and anecdotal evidence, indicates that many postdocs on campus are having financial troubles at Caltech. This is due to the combination of the high cost of living and the low salary structure for postdocs at Caltech. A preliminary meeting with the new President, Dr. Jean-Lou Chameau, informed the administration of the plight of many postdocs. We continue to plan to discuss the current salary structure with the administration.

- **Housing** – Recently, Housing transitioned most of their waitlisted, long-term apartments for postdocs and faculty into one-year term apartments. Some complaints from current tenants were addressed with Housing, but the new procedures need to stabilize before we can judge the situation. Currently there are four furnished apartments set aside for transitional housing for two to three months, and 62 unfurnished units with one year leases. The housing office indicated the possibility of extending the one year lease to two years, but we have opted to leave it at one year to make it easier for postdocs arriving from abroad or the East Coast to find housing without a separate trip to the Pasadena area.

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**Budget FY05**

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Survey Design/Implementation</td>
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<tr>
<td>Survey Prizes</td>
<td>$200</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1000</strong></td>
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Using last year’s expenses as a baseline and considering these estimates of future costs, we will require approximately **$1000 to cover our programming for fiscal year 2006-2007.**
The CPA Career Development Committee has continued this past fiscal year in sponsoring diverse programming to support the career-related goals of Caltech postdocs. We are pleased to report that our events have experienced significant participation not only by postdocs, but also from graduate students and research staff. For example, the average attendance at our brown bag lunch series events is consistently around 60 postdocs and graduate students. In addition to serving the postdoc community, this year we held two events specifically in response to requests by graduate students for more content specific programming. Thus, the CPA strives to serve the whole Caltech community.

Our events fall into one of three categories: (1) successful job searching, including academic, industrial, and non-traditional careers (2) professional development, such as grant writing, negotiation, or public speaking, and (3) personal development, including work-life balance. These events range from informal brown bag lunch workshops to formal workshops and seminars. The cost of each event depends on its size, whether or not we are bringing speakers to campus, and the extent to which we provide food and beverages. These costs typically range from a few hundred to a few thousand dollars. A brief summary of the events from this past year is as follows.

Oct Brown Bag: How To Survive Grad School*
Dec Panel: Is Academia Right for Me?
Jan Brown Bag: How to Choose a Postdoc*
Feb Panel: Is Industry Right for Me?
May Jean-Luc Doumont Public Speaking Workshop
May "Is a Start-up Right for me"
Summer Co-sponsorship of the CDC’s PhD/Postdoc career workshop series
Jul Medical Device Forum
Jul Brown Bag Event: The Academic Job Search Debrief
Aug Brown Bag Event: The Industry Job Search Debrief
Sept Science Writing Workshop
Sept Co-sponsorship of the CDC’s annual PhD/Postdoc career conference
*programs directed toward the graduate student community

Our breakdown of expenses for FY2006 is as follows.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Gift cards for speakers and panelists</td>
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</tr>
<tr>
<td>Meals/refreshments</td>
<td>$6744</td>
</tr>
<tr>
<td>Honorarium for speakers</td>
<td>$2323</td>
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<tr>
<td>Advertising/Printing</td>
<td>$1179</td>
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<tr>
<td>AV/event setup</td>
<td>$1196</td>
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<tr>
<td>Co-sponsorship of events with CDC</td>
<td>$1000</td>
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<tr>
<td>External Sponsorship</td>
<td>$-3470</td>
</tr>
<tr>
<td>Total</td>
<td>$9882</td>
</tr>
</tbody>
</table>

The Career Development Center (CDC) staff has been gracious in helping the career committee plan and organize events. In particular, Yvonne Banzali, a part-time CDC staff member, has been very generous to the CPA with her time, effort, and advice. We look forward to more collaboration with the CDC and other campus organizations in the coming fiscal year. Using last year’s expenses as a baseline and considering these estimates of future costs, we will require approximately $10500 to cover our programming for fiscal year 2006-2007.
CPA Social Committee
Our aim is to organize events which provide an easy way for postdocs and their families to:

a) Adjust to life at Caltech,
b) Meet people outside the work environment, and
c) Promote a healthy sense of community at the Institute.

With these goals in mind, we strive to host social events that benefit our postdoc constituency:

1) Monthly social hours. As in previous years, we have continued to hold these on the first Friday evening of every month at one of the Recreation Room of the Catalina student apartments. We provide free food and drinks, and this is a pleasant, relaxed atmosphere in which to socialize with CPA members from Caltech and JPL. For new postdocs, this also provides an informal opportunity to ask existing postdocs about everything from finding an apartment to getting a driver’s license. In the email announcements, we ask people to bring along postdocs that are new at Caltech to these events. To cut costs of these events we have started buying the food at grocery stores (e.g. Trader Joe’s) instead of having it organized by Burger Continental. Additionally, we will try to get companies to (co-) sponsor these social activities.

2) Theater trips. For nearly two years we have arranged monthly outings to see various Theater and Opera productions across the LA area. These trips are organized by Claire Newman and Diana Stefanescu. CPA does not subsidize these outings, but we work to obtain group or other discounts wherever possible, and also arrange transportation for anyone interested in participating. Half of these outings are planned well in advance, and advertised to the full CPA membership. Trips have included "Boston Marriage" by David Mamet at the Geffen Theatre in Westwood, An open air performance of Shakespeare's "As You Like It" in Barnsdall Park by the Independent Shakespeare Company, the comedy "Arsenic and Old Lace" by Joseph Kesselring, and Shakespeare's "King Lear", at the Knightsbridge Theatre in Los Angeles as well as "Rope" by Patrick Hamilton at the Hollywood Fight Club, the musical "The Sound of Music" by Rodgers and Hammerstein at the Glendale Centre Theatre and "The Master Builder" by Henrik Ibsen at ‘A Noise Within in Glendale’. The remainder of the outings are arranged at quite short notice (allowing us to obtain ~half price tickets, but effectively preventing us from advertising them to everyone in the weekly CPA mailings) and thus are advertised only to those signed up to the CPA theatre trips mailing list (to be added, please e-mail claire@gps.caltech.edu) which currently has 44 members. Opera trips have included (amongst others) Puccini's "Madame Butterfly" and Verdi's "Don Carlo" at the Dorothy Chandler Pavilion in downtown LA.

3) Annual CPA Barbecue. Held at the end of August this year in Tournament park the barbecue was again a great success, and attended by approximately 160 people. As in previous years the barbecue was catered by Mesquite BBQ, and we also provided drinks and additional food. Children were kept entertained at the activities table as well as by several games and races, not forgetting the chance to take a swing at a couple of piñatas! Everyone who attended also received a free raffle ticket, with the top prizes ranging from a gift certificate worth $75, for a one hour massage by Ching Lee from the "Center for Well Being" in Sierra Madre, www.centerwellbeing.com, a gift certificate for a facial at the "Skin Deep Laser Med Spa" in Pasadena, www.skindeeplaser.com (worth ~$100), and other prizes ranged from $25 Target, Trader Joe's and Stone Cold certificates and $10 movie vouchers to $5 Starbucks gift cards.

In the coming year we will continue these activities, but are always looking for ways to do more (e.g. we are planning to organize hikes on the weekend). In particular, if you are interested in helping out with our ongoing events, or are interested in arranging any other activities, please contact us about joining the social committee!
4) Cocktail evening and Halloween party. We organized a cocktail evening at the end of July at the Athenaeum. The event included a complementary first cocktail and hors d'oeuvres. Additional drinks could be purchased reasonably priced from the bar. We encouraged people to come in semi-formal attire. This event was also a great success attended by about 70 people. At the end of October the CPA Halloween party was held in the Dabney Lounge and Garden. The venue was decorated for Halloween and we supplied Pizza, drinks and music for the dressed-up attendants. We plan to organize both of these events again this year.

Budget Fiscal Year 2006-2007

Monthly Social Hours:
Food & Drinks $333

Monthly Social Hours Total ($530x12) = $4000

Annual BBQ (includes hiring park, food, drinks, non-donated prizes for raffle and kids games, miscellaneous) = $3000

Halloween Party $1000
Summer Cocktail Party $1200

Total Spent FY 2005-2006 = $9200

Using last year’s expenses as a baseline and considering these estimates of future costs, we will require approximately $10000 to cover our events for fiscal year 2006-2007.
**CPA Outreach Committee**

2005-2006 Outreach Summary

During the 2004-2005 academic year, the outreach activities which were directly linked to the actions of the CPA were limited. Apathy of the postdoc population was partly to blame. However, the CPA outreach efforts were not sufficiently well structured to allow postdocs easy access to community projects, without causing excess stress on the postdocs already busy schedules.

2006-2007 Outreach plans

The major goal of this year is to re-establish the CPA’s role in creating and mediating outreach activities. This will enable Caltech postdocs to contribute to the community in a manner which is beneficial to both sides. Historically, the main stumbling block towards postdoctoral participation in outreach activities is the heavy work burden of postdocs. The resulting situation is many postdocs would like to participate in outreach activities, but feel they have insufficient time. This year a framework will be constructed in which it will become easy for postdocs to become involved. It will enable postdocs to help the community in a manner which is not overly burdensome on their time.

To these aims, the CPA outreach website will be re-organized to allow for links to various organizations and charities in which postdocs may wish to contribute their time. The use of small incentives, such as vouchers for coffee will be implemented to raise the profile of planned CPA activities, and to give a needed ‘activation energy’ for the process. The use of the monthly CPA social hour as a ready made place and time to discuss and recruit willing postdocs will be encouraged. In addition to the social hour, greater publicity will be generated through a variety of mediums, including email and paper flyers. Further links will be fostered between the GSC and Caltech Y outreach activities, to learn from their experience, and to allow for better implementation of the CPA’s own activities.

Budget fiscal year 2006-2007

For the coming year, the request is made for the following funds to enable the successful running of the CPA’s outreach activities.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Advertising costs</td>
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<tr>
<td>Outreach incentives</td>
<td>$200.00</td>
</tr>
<tr>
<td>Incidental budget</td>
<td>$100.00</td>
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</table>

Total budget request $500.00
**CPA Organization**

The CPA’s strength lies with our ability to organize postdocs from across the Institute and JPL. Along with electronic and printed communications, our website, administered by CIT Information and Technology Services, serves as an effective source of a variety of information.

The CPA web site is indeed a critical resource for Caltech postdocs and provides our most cost-effective method for information delivery to postdocs in the Caltech community. To improve the appearance and informational content of our website, we designed and launched a new CPA website in June of 2006. As the CPA does not publish a print newsletter, our organization news is passed on to Caltech postdocs via our web site and weekly e-mails. The CPA website (http://cpa.caltech.edu/) is maintained by a Caltech staff member at a rate of $35/hour. For fiscal year 2005-2006, our total routine maintenance and design cost was $4400. This was particularly high due to the high cost of the design of our new website. In addition to website maintenance we have costs associated with our Town Hall meeting, recruiting, liaisons with external postdoc associations and other incidental costs. For FY 2006-2007, we request $4000.00 for maintenance and an update to the site that will contain additional information for new postdocs.

The CPA will continue to work with Human Resources, to construct material of practical use to new postdocs. Some examples of this material are: a printable check-in checklist for new postdocs who arrive on campus, information about time management, information on constructing an “individual development plan” for the postdoc experience at Caltech, and links to information from the Caltech Career Development Center and Postdoctoral Scholars Office. While some information is already available for new postdocs at the Postdoctoral Scholars Office website, we wish to expound upon this, including lists of administrator contact names and phone numbers for each program/option/division on campus (as most require check-in procedures in addition to the Human Resources check-in), information on keys, e-mail accounts, parking, etc.

**CPA External Affairs**

The CPA maintains an active external affairs component designed to increase our visibility and communication with other organizations. Examples of these activities include serving as an Affiliate Member of the University of California Council of Postdoctoral Scholars (UC-CPS). The CPA has sent representatives to previous UC-CPS meetings. While we are not under the UC system, and thus do not have voting rights within the Council, we continue to serve in an advisory capacity to help representative postdoc organizations evolve into effective societies.

In addition the External Affairs Officer represents the CPA to the Caltech Alumni Association (CAA). This relationship now enables CIT postdocs to join the CAA with the same rights and benefits afforded to traditional CIT alumni. We continue to push this relationship, encouraging people to interact with the CAA, and are maintaining an ongoing relationship with the CAA to develop appropriate career related programming.
REPORT FROM THE TREASURER

Cash flow activity for 2006

Office of the Provost $25,000

Project # PROV.PDA
Award # OAIC.000001

Summary of expenses for POETA PROV.PDA
Career $14,302.79
Social $8411.29
Organization $3219.91
Advocacy $387.15
Outreach $640.55

Total $26,961.69
Sponsorship $4471.33

Remaining balance $104.64

Note that some internal designations have reoriented costs, for example the advocacy cost of $387.15 does not correctly include the survey cost due to billing complications with Engineering and Applied Sciences. What was an advocacy expense was expensed in Career internally.

The CPA received 83% of all funds for fiscal year 2005-2006 from the Caltech Office of the Provost, and 17% of funding from external sponsorships. We are extraordinarily grateful for the 25000 contributed in fiscal year 2005-2006 by the Provost to our organization. Drs. Jennings (Provost) and Goodstein (Vice Provost) have demonstrated vigorous support for the CPA and our efforts. The CPA recognizes the success of this relationship and looks forward to continued cooperation.
Despite the current General Budget climate, we are hopeful that the Office of the Provost will grant our funding request as stated below. After years of experience, we feel the budgetary estimate is an accurate prediction of funds necessary for us to continue to grow our services to the postdoctoral community.

Caltech Postdoctoral Association Budget Request Fiscal Year 2006

<table>
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<tr>
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<td>Career</td>
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<tr>
<td>Social</td>
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<tr>
<td>Outreach</td>
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<tr>
<td>Organization</td>
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Total funding request $26000