



## CPDD Business & Awards Meeting

Thursday, February 3, 2011

San Antonio, TX

7:30 – 8:45 am – Exec. Salon 4

1. Call to Order and Introductions

Nancy Kruse, Chair, called the meeting to order at 7:50 a.m. Each attendee introduced themselves and gave their title and affiliation.

2. Distribution and Review of CPDD Business Meeting Minutes-ASEE-Louisville, KY, June 2010

Rita Burrell, Secretary, distributed the minutes and called for review. One correction was noted: CIEC 2012 Conference Update--the conference theme is *Expanding the Workforce Pipeline: Beyond K-12*. On motion by Greg Ruff and second by Mark Schuver, minutes were approved as amended.

3. CPDD Executive Board Activities

Nancy Kruse provided an update of CPDD Executive Board activities.

-At the fall planning meeting in October, Tulsa, OK, the Board established a Finance Committee in order to play a more active role in CIEC/ASEE activities. Members of the Finance Committee are: Paul Jewell; Mark Schuver; Greg Ruff; and Jim Brandt. Jim will also serve as Assistant CPDD Treasurer.

-CPDD was awarded one of the ASEE PIC Awards of \$500. The funds will be used to focus on increasing membership.

4. Summary of Treasurer's Report

Greg Ruff, Treasurer, presented the Treasurer's Report and provided a summary of activities.

-CPDD is fiscally sound with a balance on hand of slightly over \$53K.

-At the fall meeting, the Board requested a financial analysis of income and expenses of the Division over the past 5 years. Marketing expenses have varied over this period as have expenses when hosting CIEC. Interest income has been down. The balance has run between \$45K-\$50K over the past 5-6 years.

-With focus on increasing membership, the Board has proposed utilizing some funds for related activities.

-On motion by Kim Scalzo and second by Keith Plemmons, the Treasurer's Report was approved as distributed.

5. Conference Reports and Updates

CIEC 2011, February 2-4, San Antonio, TX—Lea-Ann Morton – Program Chair

-Session CPD 445 has been cancelled.

-Expressed gratitude to members of the division for their hard work.

-A special Thank You goes to Mark Schuver for taking the lead on CPD 242 *Preparing for the Challenges of Global Work Teams* Pre-Conference Workshop. Due to the weather, Sue Bray was unable to attend.

-Please submit ideas for next year's CIEC, Orlando, FL, to Pam Dickrell, Program Chair.

ASEE 2011, June 26-29, Vancouver, BC—Keith Plemmons – Program Chair

-There are 11 papers under review.

-There will be one panel discussion and one pre-conference workshop.

CIEC 2012, February 1-3, Orlando, FL, Julayne Moser-General Conference Chair and Pam Dickrell-Program Chair

-The meeting will be held at the Hilton in the Walt Disney Resort; the focus topic will be *Expanding the Workforce Pipeline: Beyond K-12*.

-Please provide input for session topics.

ASEE 2012, June 10-13, San Antonio, TX, Pam Dickrell – Program Chair

-Please provide input for session topics.

Lyle Feisel (ASEE) noted that there is a large increase in papers submitted for ASEE 2011 compared to submissions for 2010.

CPDD Program Chairs are needed for:

-ASEE 2013, June 23-26, Atlanta, GA

-ASEE 2014, June 15-18, Indianapolis, IN

-CIEC 2015, Palm Springs, CA

-ASEE 2015, June 14-17, Seattle, WA

6. CPDD Board Nominations and Elections

Julayne Moser distributed the nomination slate. Mark Schuver and Keith Plemmons have volunteered to continue to serve as Directors; Greg Ruff has volunteered to continue as Treasurer. Julayne made a motion to accept the nomination slate as distributed; Ellen Elliott seconded the motion. The slate was unanimously approved.

7. IACEE Update

Frank Burris distributed an IACEE brochure and provided background on the organization. IACEE, which was organized by CPDD in 1989 in Beijing in an effort to sustain world conferences and projects, is seeking to expand membership. Nelson Baker,

President, IACEE, noted that the organization is a forum to promote international connections between universities and business. The IACEE 2012 World Conference on Continuing Engineering Education will be held in Valencia, Spain, May 17-19, 2012.

8. Presentation of CPDD Awards

Kim Scalzo thanked the following individuals for their continuing contributions to the division and field and presented CPD Division Certificates of Appreciation in acknowledgement of service.

- Mark Schuver, Board of Directors, 2008-2011
- Keith Plemmons, Board of Directors, 2008-2011
- Greg Ruff, Treasurer, 2009-2011
- Lea-Ann Morton, 2011 CIEC Program Chair

Kim asked division members to consider serving CPDD in the role of Program Chair. Although this is hard work, it is very rewarding and an excellent networking opportunity.

There are two additional awards that are not being presented this year: the Certificate of Merit, which recognizes the efforts of members, and the Biedenbach Award, the highest award presented by CPDD. Please consider nominating members and promoting our division.

9. Other Business

Mark Schuver discussed the SIGs within CPDD.

- This group is an excellent source to generate ideas for next year's CIEC Conference.
- SIGs are an opportunity to network and share information; we need to utilize this resource.

Nancy Kruse reminded the group that Eugene Rutz is still the newsletter editor. Please submit topics/article of interest. The newsletter is published semi-annually.

The meeting adjourned at 8:25 a.m.