



CPDD Executive Board Meeting
Tuesday February 4, 2014
8:00 am – 12:00 pm
Hyatt Regency, Savannah GA
Vernon

Attendees:

Lynda Coulson, Director (Rolls-Royce)
Pam Dickrell, Program Chair (Un Florida) – online
Ellen Elliott, Director (Retired, John Hopkins)
Pat Hall, Director and Site Selection Representative (Un of Tulsa)
Candace House, 2015 CIEC Program Chair (Un of Southern CA)
Paul Jewell, Director and Chair Elect (Iowa State Un)
Nancy Kruse, Membership Chair (Un of Tulsa)
Wanda Lambert, Director (Auburn Un)
Lea-Ann Morton, PIC V (Missouri Un Science & Technology)
Greg Ruff, Treasurer (Auburn Un)
Kim Scalzo, Chair (State Un of New York)
Mark Schuver, Director (Purdue Un)
Richard Corey, (Mississippi State Un)

Absent:

Rita Burrell, Secretary (Mississippi State Un)
Cath Polito, 2014 ASEE Program Chair, Indianapolis, IN (Un TX-Austin)

Action Items are indicated in bold.

- I. Call to Order – Kim Scalzo, Chair
 - Kim Scalzo called the meeting to order and determined that a quorum of the Board was participating.

- II. Review and approval of minutes from Fall Board meeting in New York, NY – Kim Scalzo
 - Wanda Lambert recorded minutes for Rita Burrell.
 - Kim Scalzo instructed everyone to review Action Items and give Wanda updates or to carry over.**
 - Motion made and approved minutes with changes.

- III. Treasurer’s Report – Greg Ruff
 - Greg Ruff distributed the FY 2013 Report. Greg called attention to “note 3” on first page showing that the expenses for lunch exceeded ticket sales by \$176.47. Everyone felt it was worth the expense.
 - The ASEE Report with \$433.25 was correct.
 - Greg reported that working with the hotel for the NYC CPDD Board Meeting was difficult and a partial refund still pending.
 - The CPD Division ending balance is \$64,670.85.

-Pat Hall made a motion to approve the Treasurer's Report as distributed and Paul Jewell seconded.

IV. CIEC 2014 Report – Lynda Coulson

- Lynda reported 213 have registered, with 43 CPDD and 18 for workshops.
- Sign-up for companion events was good. The Gulf Stream tour had only 24 spots total and we have 18 signed-up.
- Gulf Stream will provide transportation back to hotel or to the airport after the tour on Friday.
- Lynda reported that there will be a \$1,000 payback for the division.
- Presenters' packets are ready.
- Nancy sent the nomination slate to division members.

V. PIC V Meeting – Kim Scalzo/Nancy Kruse/Paul Jewell

-Kim reported on CIEC relationship with ASEE Headquarters. CIEC is perceived to be handled differently from other conferences. Norman Fortenbury, ASEE Executive Director, attended the meeting. It was determined that ASEE does not understand we are a small group. We manage contracts and our events well. ASEE said that if they were going to continue to sign contracts, they needed to be more involved and receive income. ASEE will continue to provide executive services. For anything above 5% of total time, they will need to be paid for their time. Kim reported that we should remain part of ASEE, stay on the web and receive some potential benefits, plus if we need their services in the future we can make a request. Nancy said that CIEC may want to consider liability insurance. Kim said the outcome was positive. Pat Hall conveyed that ASEE thought we handled a lot more money. Kim encouraged better communication between CIEC and ASEE. ASEE will not be taking over our conference. This is the best possible outcome at this time.

-Greg Ruff questioned whether ASEE may be giving out too much money to our group.

-Pat Hall made a recommendation to the Executive Board to increase from \$25,000 to \$30,000.

-Paul expressed concern that we have repeat officers and need to bring in new talent and that we need to keep our By-Laws updated. Kim expressed that we do a good job with officers because we generally have two new people.

- This is the last time ASEE Board will meet prior to CIEC. In 2015 they will meet at the end of February. This is a three year term and the host expenses are paid by the University. There are now four trips a year.

VI. ASEE – Lea-Ann Morton

-ASEE is taking advantage of hotel rates and in 2016 may have on-line meetings.

- **Pat Hall will carefully look at the room block in the 2016 and 2017 contracts.**

-ASEE will re-do their logo and will unveil it at the June Meeting. There will be online voting.

-ASEE dues will increase to \$100 per person.

-The CPDD Board Meeting is scheduled for Sunday morning 8:00 am to 12:00 noon, June 15th.

-The CPDD Business Meeting will be Tuesday, June 17th, lunch from 12:30 pm to 2:00 pm.

-There will be three technical sessions, and one faculty breakfast.

-The CIEC Executive Board will meet Monday, June 16th, from 12:30 pm to 3:30 pm.

-PIC V will meet Sunday, June 15th from 3:15 pm to 4:00 pm.

-The President's Reception will be at 4:30 pm instead of a dinner. The dinner was too costly. Hopefully this will increase attendance.

- Kim asked for volunteers to help with ASEE paper reviews. **Lynda Coulson is willing to help with sending out reminders. Mark will ask Mitch to help.**
- Kim said that she did not know which papers have been assigned for review. **Pam will contact Cath about status.**
- Kim to follow-up to make sure we have slots for ASEE.**
- Kim will make sure Wayne is updated for 2015 ASEE.**

VII. CPDD – Nancy Kruse

- Nancy recommended that the Nomination Slate go out in December for voting.
- The election will be on Thursday at the Business Meeting.
- Kim will take over the nomination process.
- The Program Chair position is open.
- Paul and Richard are handling the AV need which saves CPDD a lot of money.

VIII. Finance Committee Report – Greg Ruff

- Paul Jewell is on the Finance Committee and now CPDD Chair. Kim suggested that we rotate Finance Committee members when they become Chair. Kim said that she will be willing to swap with Paul and be on the Finance Committee.
- Kim made a motion that the Past Chair serve on the Finance Committee but not the current Chair. Nancy seconded.
- Greg amended the motion stating that the Chair serve as Ex-officio Member of the Finance Committee.
- The motion carried.

IX. SIG Report – Mark Schuver

- Mark talked about the Commons website.
- Mark handed out SIG descriptions. He said the SIG leaders are used as positions for developing future Board positions and asked the Board Members to remain as SIG leaders. He went over examples of ways to gather information.
- The Industry Group will need to have back-up. Lynda Coulson agreed to sit at the Industry Table. Mark reported that Susan Flaming has suggested to have her replacement at Boeing, Andrew Thomason, fill this slot as SIG Leader Industry. **Mark will follow up and ensure that a replacement is found.** Other possibilities are Leo Sevigny with Boeing and Raul Alamazon with Raytheon.

X. Website Update- Paul and Kim

- Kim demoed the Commons website. She gave instruction on how to access cpd.asee.org/commons, the layout and how to use the features to setup discussion groups and distribute information. This will replace the “list serve” as a communication tool. The SIGs can be set-up so people can join and participate.
- Paul will take the master list and send out an “invite” so everyone can login.**
- The Board will have space and will use Commons rather than email.
- There will be Public Groups that anyone can join and keep the conversation going.
- Each person can setup the frequency and how they wish to be notified when something is posted.
- Under profile, the username can be changed to full name; your password or email address may also be changed.
- Kim will create a Group space for the Division.** The history and handbook can be viewed by all.

-Eugene said the newsletter was not ready. **Nancy will follow-up with Eugene on the status.**

XI. Upcoming Conference Reports

-CIEC 2015– February 4- 6, 2015, Candace House, CPDD Program Chair. “Engineering Education: Past, Present, Future”

-At the June ASEE meeting, Candace will share information about the sessions.

-For the Planning Meeting in April, Candace will have session abstracts and presenters.

-Nancy said there will be a joint hospitality with IACEE.

-Lynda has two complementary invites if they are needed. They can be used for speakers or anyway who will enhance the conference.

-Richard said it would be great to have one room setup for WebEx and assign sessions in that location. This would help with setup.

-Kim said someone is needed to help as Co-Chair. Others can help in a variety of areas. Sign-up will be available on Commons.

-Pat will help with contracts and reservations.

-ASEE 2014, Indianapolis, IND

-Nancy sent Cath the contact information for the faculty breakfast event attendees from ASEE 2013.

-Nancy forwarded the ASEE evaluation to everyone.

XII. Review of ‘Action Items’

-Kim asked everyone to contact Wanda Lambert and give her your updates.

XIII. Fall 2014 Executive Board Planning Meeting – Paul Jewell

-Paul will send out an email with information about hotel and transportation.

-A request was made to get the ‘Action Items’ well in advance of the Board Meeting. It was recommended that they go out as soon as possible after the Board Meeting and then a reminder three weeks before the next meeting.

A motion to adjourn and second.

Respectively submitted by Wanda Lambert for Rita Burrell.