

Board Meeting Minutes-Approved at CPD Board mtg. in June 2023/ASEE-Baltimore Conf.

Welcome to Charleston!

Present: Kerri Poppler James, Julayne Moser, Matthew Carver, Octavio Heredia, Candace Teixeira, Lynda Coulson, Linda Krute, Charles Baukal. Guest: Tamra Swann, CPD Program chair for CIEC 2023.

Administrative Updates/Reports

Review and approval of minutes from the Fall 2022 planning meeting, Sept. 16-17, 2022 (College Park, MD and virtual).

Motion to approve: O. Heredia, Second: M. Carver, Vote: Minutes approved as presented.

Review of Action Items list – J. Moser

The Action item list was briefly reviewed. Tasks were not added to the list. There was extensive discussion on the CPDD Archives task. The sub-committee members renewed their willingness to assist in organizing the archives and it was noted that summer is the best time for a meeting in N. Carolina. L. Krute has the archives at N.C. State Univ.

Treasurer's Report – L. Krute

We no longer have access to our BASS account ASEE used division funds toward association expenses/debt. The CPD BASS account balance in September was \$38,172.41. L. Krute reported that ASEE plans to return funds to the divisions. As of today, CPD current balance is \$13,031.83 in our CIEC account. We will likely have no income from CIEC as we have no workshops. L. Krute projects we'll have a resulting balance of approximately \$12,000 in our account after this CIEC. This CIEC management team has been very financially responsible. Motion to approve the treasurer's report: O. Heredia, Second: M. Carver, Vote: Minutes approved as presented.

K. Poppler James read the email report on the ASEE Winter board meeting from the PIC V Chair, Peter Golding. In general, the report provided an outline on the progress of the work of the board in rectifying the devastating debt and the plans moving forward. Comments focused on division accounts was also address in his email message.

Budget/Finance Committee comments/concerns – Chair/Chair Elect/Treasurer

L. Krute reported that T. Swann has agreed to be CIEC General Conference chair on behalf of CPDD in 2024 (Henderson, NV) and emphasized the need for board support.

CIEC Executive Board Updates – K. Poppler James, O. Heredia

The CIEC Board met yesterday and a strategic planning committee to review CIEC has been created. This committee will review guidelines, compliance and insure there will be institutional knowledge continued through the board leadership. T. Swann volunteered to serve on the strategic planning committee. The committee will also review the planning process for future CIEC conferences and review the site selection process. Currently CIEC sites are scheduled up to 2026 and the site for 2027 was tabled until the strategic planning committee has the opportunity to meet and review strategies focusing on site selection.

Updates to CIEC and CPDD Rotation Charts – K. Poppler James

CPDD needs a program chair for ASEE Summer 2024 conference (Portland, OR). Currently C. Baukal is the CPDD ASEE 2023 program chair. The nomination slate will be presented and voted upon at Thursday's (Feb. 9) CPD Business meeting. After the business meeting and vote, the rotation chart will be updated.

Conference Reports/Discussions

CIEC 2023 Updates – T. Swann

CPD has 6 sessions, most with multiple speakers. T. Swann has been focusing on membership and created 'goodie' bags for CPD members registered for the conference. The goodie bags will be distributed at the Thursday business meeting. T. Swann organized a 'Scavenger' hunt to encourage interaction during the conference. Participants will have punch cards and will

receive a punch when completing tasks on the list. Tasks include visits to the CPD table at the Expo, ask a question during a CPD session, etc. A \$50 Visa gift card prize for those with the most punches.

There was 1 speaker in the CPD program with a family emergency and cannot attend CIEC, however the co-speaker of that event will be able to cover the entire session time. The division hospitality event is in the hotel lobby; pizza will be served along with the complimentary drinks provided by the hotel (for hotel guests). Drink cards will be provided to those who are not hotel guests. Our SIG session on Friday is to plan for next year's CIEC. The new attendee welcome is later this afternoon at 5pm, followed by the dinner/tour of the Charleston museum. The museum event is a ticketed event.

L. Krute reported a continental breakfast has been set up for those conference attendees who are not staying at the hotel.

K. Poppler James reported CPD has a table at the Expo. T. Swann and K. Poppler James will set up the table for CPD. K. Poppler James, T. Swann, O. Heredia, M. Ronning have volunteered to be at the table during the Expo hours.

ASEE 2023 Updates – C. Baukal

The conference will be in Baltimore, MD, and as of today we have 7 papers. Abstracts have been accepted and C. Baukal is awaiting full paper submission. There will be a CPD board meeting at the conference and a virtual link will be available.

CIEC 2024 Updates – C. Teixeira

The conference is in Garden Grove, CA. The first meeting about the conference planning is later this week.

Nominations/Awards/Website/Marketing

Board Nominations and Appointments Update – K. Poppler James

The vote on the nomination slate will be at the Thursday (Feb. 9) business meeting. The nomination slate includes 2 directors and treasurer positions.

Website updates – C. Teixeira

C. Teixeira requested for website updates be forwarded to her; she is actually the editor and doesn't handle web navigation changes or information. Those aspects of our web site are managed through ASEE.

Update on SIG Leaders and upcoming activities – T. Swann

T. Swann plans to meet with the SIG leaders to review the information she received, then contact those not at CIEC this week and ask if they'll remain in a SIG position. She wants to re-instate a series of virtual sessions; she will be searching for a speaker and ask the SIG leaders to generate questions, develop a panel. She has a plan for the next year (or more) to continue regular communication. These efforts will align with our recruitment efforts to show that CPD is more than a sponsoring division for CIEC.

Marketing plans for CPD – T. Swann

After reviewing this year's CIEC CPD registrations, and comparing with past registrations, our CPD involvement has significantly declined. T. Swann has drafted a letter that we, as board members, we can edit to personalize it then reach out using this letter. She will ask that board members, using this letter, reach out to at least 3 individuals we think would be good recruits for CPD. She projects that within the next 2 years we could make an impact on our membership numbers. She has a survey of current participation. Discussion topics focused on 1) outlining the value of membership, 2) who is our audience to recruit – administrators, faculty, corporate contacts or all, 3) our initial effort needs to be consistent, 4) benchmark with other universities with engineering programs, review their work and ask if they would be willing to share in the form of participating in CIEC, 5) gather testimonials of CPD members at CIEC this week and post on our web site, 6) identify those who replaced CPD retirees at their home institutions.

CMC updates – J. Moser/L. Coulson

Both J. Moser and L. Coulson have attended the CMC conference calls. The CMC meeting minutes will be forwarded to the CPD board as they are distributed. The CMC group is energetic and committed to ASEE; they are very focused toward assisting ASEE through this current financial crisis.

Awards Report/Discussion – K. Poppler James

Awards will be presented and a Biedenbach awardee has been selected. Award announcements will be made at tomorrow's (Wednesday, Feb. 8) business meeting. We do not have a definitive response from the Biedenbach awardee to know if attendance at the awards luncheon is definite so the announcement of this award may be at the business meeting.

CPDD Handbook, Review and Planning – K. Poppler James

K. Poppler James has only received a few updates from board meetings. She will extend the due date from January 31, to February 24. She will compile the responses and return it to the board on a google doc for review.

CPD Newsletter – K. Poppler James

Consensus is we want to re-activate the newsletter – reference the Fall planning meeting minutes as we discussed more detail at that meeting. We had decided to consider this during our handbook revision. The newsletter is a way to archive events/details that may become lost on web site. A quarterly newsletter may be viable as an email digest format. O. Heredia offered to speak with a colleague at Arizona State Univ. to move this to the next step. It was agreed that identifying content has been a challenge.

Note – CPD has 2 business meetings scheduled this week of CIEC; zoom connections for virtual attendance has not been configured.

10:45 am – Adjournment