



CPDD Executive Board
January 28, 2020
Hilton Lake Buena Vista, Orlando, Florida

Attendees: Mitch Springer, Candace House Teixeira, Linda Krute, Mark Schuver, Keith Plemmons, Matt Carver, Tamra Swann, Kerri Poppler James, Marty Ronning

Call to order by Marty Ronning – 8:13am

1. Review of minutes – Kerri Poppler James
 - a. Approved by Mitch Springer and seconded by Tamra Swann
2. Action Items – Kerri Poppler James
 - a. All action items are still in progress.
3. Treasurer's Report – Linda Krute
 - a. Having issues with ASEE being behind on accounting and getting reports to divisions.
 - b. As of September 30th – Only expense on the account is dinner from Fall Planning.
 - c. \$15,000 in CIEC special account.
 - i. CIEC is going to be expensive this year. Food and IT costs are high. Hoping ASEE will do a better job reporting to us in the future. Even if we spend more than we make on this conference we should still have money in the CIEC special account.
4. CIEC Executive Board – Marty Ronning
 - a. CIEC 2024 will be in Henderson, NV at Green Valley Resort, which is a self-contained resort not on the strip. It has upgraded facilities, free parking, airport shuttle, and shuttle to the strip.
 - b. Sandra English will be General Conference Chair in 2021 and Candace House Texiria is our Program Chair.
 - c. Marty Ronning plans to approach Xtron about a sponsorship for the conference.
 - d. Due to many members who have historical knowledge retiring, guidelines will be updated for knowledge passage to others.
5. CIEC 2020 Management Team Update –Tamra Swann
 - a. There are 48 total attendees with CPD affiliation and 269 attendees in total.
 - b. There are currently 49 registrants who are listed as unaffiliated with any division. Tamra will ask for the list of people who registered as unaffiliated with any division so that we can encourage them to tell the Registrar they are affiliated with CPD.
 - c. Hospitality event will be a one hour social on Thursday and then we can all go to dinner at Disney Springs as a group. IACEE will co-host. Approximately \$1500 for CPD and IACEE each.
 - d. We have a box for suggestions during the sessions. Everyone who attends the pre-conference workshop will get special lanyards.
 - e. Encourage everyone to download the app on their phone since we have had some changes and they are reflected there.

- f. CPD has comped three people for the conference plus one, one day comp.
- 6. IACEE – No official report.
 - a. Discussion - There should be some standard for group to have a specific level of participation in order for them to use the conference facilities.
 - b. Suggested that they are required to produce one presentation and also lead the international SIG.
- 7. PIC V Update – Maureen Barcic
 - a. Board meeting this weekend and will determine the re-org of the divisions within the PICs.
 - b. Will have a new website and paper management for the conference. Should be able to bring more of the divisions together through the new website and try to partner together more on a variety of issues.
 - c. Montreal looks like a great conference, lots of papers and sessions. Great venue and a great place to be.
- 8. Conference Reports
 - a. ASEE National 2020 - Keith Plemmons
 - i. CPD will have two sessions
 - ii. 14 abstracts were submitted – 2 rejected for not being academic.
 - iii. No proposals for workshops this year.
 - iv. Board meeting will be similar to last year’s format (Sunday afternoon).
 - b. CIEC 2021 – Candace House Texiria
 - i. The CIEC management team meeting is on Friday. They are holding last week of April for planning meeting.
- 9. Rotation Chart – Marty Ronning
 - a. Secretary and Chair Elect, two directors up for a vote.
 - b. We have a full slate of candidates who will be voted on Thursday at the Business Meeting.
- 10. CMC Updates – Mark Schuver
 - a. Dan Sayer is the Chair.
 - b. There will be a meeting on Wednesday here at the conference.
 - c. The group will be active at the national conference in Montreal.
 - d. They are looking into a Workforce Summit in October held in Washington, DC. Thursday panelist – community college representative.
 - e. Manufacuters Alliance for Productivity and Innovation will be here at the conference.
 - f. Make sure to be at the industry session. Eleven total participants with moderator and panelists.
 - g. Linda Krute – need someone to be the corporate liaison for CIEC. Leetha has been doing this, but we can keep people coming if they feel attached to something at CIEC and also meet with them at ASEE.
 - h. Special speaker – Cynthia Murphy from Chevron was at the Connect Conference and will be here and is dynamic and a great speaker.
 - i. Discussion - CPD dinner with corporate members as a possibility. One on one engagement with large group of education institutions. Possibility for 2021. Candace will look into this.

11. SIG Updates – Mark Schuver

- a. SIG Leaders
 - i. Mitch Springer – Administration
 - ii. Ron Fitch – Delivery
 - iii. Lynda Coulson – Industry
 - iv. Candace House Texiria – International
 - v. Stacy Cheramonte – Marketing – may need to replace?
 - vi. Doug Ernie – Faculty?

12. Marketing Membership and Communications Updates – Marty Ronning and Keith Plemmons

- a. See new handbook section for this group.
- b. We need to discuss how to spend BASS account money to make sure that we are spending it on membership?
- c. Added Newsletter Editor description from Eugene Rutz.
- d. Discussion on changing the division name to include online.
 - i. Refine message and mission statement first then reconsider changing our division.
 - ii. Use matrix to define the what and how and why.
 - iii. Marty will share a Google sheet with all of us and we can add our ideas collaboratively.
 - iv. We should come up with definitions of different types of “continuing” education (e.g. for credit, non-credit, etc). We need to define professional and continuing.
 - v. Will change the matrix to add more lines and more stakeholders. Will turn this into two matrixes and share with the group through Google.

13. Fall Planning Meeting – Keith Plemmons

- a. Will be in Charleston, SC. Charleston Southern University will possibly be the host. The group will stay in the Embassy Suites in North Charleston near the airport and will get shuttles.
- b. Possible harbor cruise with a dinner.
- c. Will look at dates in late September or early October.

Motion to adjourn Tamra Swann seconded by Mitch Springer. No objections. Adjourned at 12:02pm.