



**CPDD Executive Board**  
**June 24, 2020**  
**ASEE Annual Conference - Virtual**

**Attendees:** Chuck Baukal, *Lynda Coulson* (?), Pat Hall, Candace House Teixeira, Nancy Kruse, Linda Krute, Kerri Poppler James, Julayne Moser, Keith Plemmons, Marty Ronning, Mark Schuver, Mitch Springer, Tamra Swann, Maureen Barcic (PIC V Chair)

Call to order by Keith Plemmons – 3:35pm

1. Review of minutes from CIEC 2020 meeting – Kerri Poppler James
  - a. **Motion to Approve Minutes: Mitch Springer; Seconded: Chuck Baukal**
  - b. **Vote: Motion Approved**
2. Action Items – Kerri Poppler James
  - a. Reviewed Action Items List - see updated list for details
3. Treasurer’s Report – Linda Krute
  - a. CPDD balance of \$53,000
  - b. Total revenue only \$847.41 – this is a concern
    - i. \$143 from ‘old PIC operating account’ that was closed
  - c. Anticipate additional revenue from CIEC 2020 (\$501) if CIEC board approves.
  - d. Expenses \$3700+ also a concern
  - e. Prefer to maintain at least \$30,000 in our BASS account
  - f. CPDD has \$15,000+ in special CIEC account
  - g. Linda Thurman new CIEC Financial Chair – willing to keep up with the special CIEC account.
  - h. **Motion to Approve Treasurer’s Report: Linda Krute; Seconded: Mark Schuver**
  - i. **Vote: Motion Approved**
4. Marketing Support Update – Tabled, no report available
5. Conference Reports
  - a. CIEC 2020, Orlando – T. Swann, CPD Program Chair
    - i. All CPD sessions well attended, all sessions filled easily
    - ii. Session evaluations were positive
  - b. ASEE 2020, Virtual (Montreal) – K. Plemmons, CPD Program Chair
    - i. 14 abstracts, 3 rejected (not appropriate area)
    - ii. 2 papers withdrawn, 3 went ‘off track’
    - iii. 6 papers finalized – 2 sessions scheduled for these papers, Thurs 10:40-11am
    - iv. There were concerns noted about difficulty accessing live sessions at 2020 ASEE Annual virtual conference.

- c. CIEC 2021, Orange county – Candace House Teixeira, CPD Program Chair
- i. Gave timeline of information provided to management team by Sandra English, Conference Chair:

- Call for proposals sent out, then program chairs asked to not be aggressive in following up
- Conference Planning meeting in April, moved to June, then cancelled
- Management Team virtual meeting May 7, update of tentative plans  
Asked to 'hold' as survey results of past attendees noted preference to cancel, however information still being collected.
- Expect to know more by end of this week (end of ASEE Conference)
- Any ideas for proposals – still send to her if plans to go virtual or could be used for future conference

Board Discussion on CIEC 2021 –

Virtual might be an issue, but this week (ASEE Annual) realizing difficulty in coordination, expense and management of a virtual conference.

Many potential attendees of CIEC are still under strict travel restrictions by their university or corporate employers; expectations these restrictions will continue through most of 2021.

Candace reported given the situation in California, she doubts the state will allow for the conference to occur.

Concerns with financial penalties with hotel contract.

The CIEC Exec Board met end of April before the Conference Management Team met in May and it was decided to conduct the survey. The survey results of 67% reported travel restriction through end of December.

Most of CIEC 2021 management team willing to remain as management team for the 2022 CIC in Phoenix.

The CPD Board voted unanimously to not have the conference (in their meeting minutes); it was decided the CPDD board should make the same decision and send this forward to the CIEC Exec Board Chair (Robin Hammond), copying Sandra English, CIEC Conference Chair. We have not received information from ETD. Maureen Barcic reported that CEED has not made a decision.

**Motion by Mark Schuver: The CPDD Board strongly submits a message to the CIEC Board and General Conference Chair to cancel the CIEC 2021 conference as soon as possible to mitigate our losses due to the unpredictability of the pandemic and travel/budget restrictions; Seconded: Linda Krute. Vote: Motion Approved**

[K. Plemmons sent message below]

“On June 23, 2020, the CPD Board of Directors voted unanimously to strongly recommend that the CIEC Board and General Conference Chair cancel the CIEC 2021 conference as soon as possible to mitigate losses due to the unpredictability of the pandemic and travel/budget restrictions”

- d. ASEE National 2021 – Long Beach – Keith Plemmons volunteered to be CPD program chair

6. ASEE Professional Development Task Force – No Report

7. CPDD Rotation Chart and Future Conference Program Chairs
  - a. Vacancies in 2021 (at time of CIEC) – 2 Directors and Treasurer
8. ASEE Commission on Diversity Equity & Inclusion (CDEI) – Mitch Springer
  - a. Very Active Commission
  - b. Mitch has served 2 years representing CPD and volunteered for another 2 years
  - c. 7 sub-committees (Mitch is on 3 of these committees)
  - d. All activities this year are virtual
  - e. Membership of the Commission is approximately 100 – inclusive of commission members, delegates and ‘friends’
9. CMC Update – Mark Schuver
  - a. Dan Sayre now Chair of CMC, Dora Smith, chair elect (Siemens)
  - b. Mark will send agenda and minutes from last meeting
  - c. CMC Board meeting tomorrow (6/25), additional meeting 6/26.
  - d. CMC very interested in whether or not CIEC 2021 will occur.
10. SIG Update – Mark Schuver
  - a. Meghan Balding from USC, will be new marketing lead
11. CPDD Website – All on hold
12. PIC V Update – Maureen Barcic
  - a. The vote on the PIC re-organization passed, the ‘red’ scenario passed.
  - b. PIC V will now be 11 divisions, instead of 3 (M. Barcic provided the list of divisions in the new PIC)
  - c. The PIC By-laws are in process of revision by PIC chairs.
  - d. “Attendance” at this week’s ASEE virtual conference approximately 3300
    - i. 1700 papers which was considered excellent since moved to virtual
  - e. Maureen working with S. Harrington; CEED works with employers and ASEE should really draw in employers for CEED. Developing an information sheet for corporate employers of ‘Reason companies would want to join ASEE’. They plan to include information on CDEI, student work on capstones, co-op opportunities, etc.
  - f. ASEE received funds from the Paycheck Protection Program; expectations to not have to re-pay.
    - i. No furlough or lay-offs of ASEE staff.
13. Fall Planning Meeting
  - a. October 12 – 13 (Monday – Tuesday)
  - b. Plan for this to be a virtual meeting
  - c. Plan for all day Monday, half day Tuesday