

HEPAC Board of Directors Meeting  
Saturday October 29, 2005  
10:20 a.m.  
403 Rackley Building

**MINUTES**

Meeting called to order 10:20

**In Attendance:** Brenda Lutovsky, Angelique Bacon-Woodard, Susan Richardson, Alan Sturtz, Ann Brag, Karen Paulson, John Ikenberry, Rick Dorman, David Guthrie, Roger Geiger, Robert Hendrickson, David Tandberg, Ellie Dietrich, Michael Dooris, Carol Colbeck, Mary Anne Fedrick, Amber Lambert, Ali Kilmartin

The agenda was reviewed and approved

**REPORTS**

**President's Remarks:** Ikenberry reviewed some of the past successes of HEPAC including: establishing the organization, holding a round table with HESA, establishing the Annual Fund, conducting the solicitation, and establishing the mentor program. In the future Ikenberry would like to help students find employment and help connect alumni.

**Development Report:** Dietrich reported that the College is half way through the "Investing in People" campaign. Reviewed giving to the Higher Education Program and the Center. Listed the Dean's priorities: Faculty support, which is the primary need, and student support, especially to help fund graduate students.

**Coordinator of Alumni Relations:** Kilmartin distributed a handout listing the other Alumni groups that have recently been approved and a handout listing receptions. Bonnie Newman and Aimee La Pointe Terosky, both HEP alumni, have recently received awards from the College. Reported that the College will be holding a Cycle-thon on April 22, 2006. Kilmartin and Colbeck reported that donations to the Center help fund student travel, Higher Education Review, and Lion Tales.

Strutz asked that all handouts be e-mailed before the meeting for those that are attending telephonically.

**HEP Professor-in-Charge:** Geiger reported on the success of the Student Affairs Program. The program received 60 applications for 10 spots. Relations are good between the SAP and the student affairs administration. Reported that a new faculty member was hired Shawn Harper. Ostar Fellow in faculty senate. Two assistantships with Vice President for Research.

**CSHE Director:** Colbeck reported that the reorganization has gone well. Large amounts of external funding, which helps fund assistantships. ABET study on engineering

accreditation outcomes, a success. CERTL study and the development of an institute here. Don Heller is writing a grant to lead a 5 university group to house a new center in CSHE. Colbeck is writing a grant for AWCE. Dr. Lattuca and Dr. Terenzini a partnering for a proposal to study how people learn engineering.

**HESA President:** Lutovsky reported that HESA will be electing new officers in January. Asked people to join the list serv. Discussed possibly converting Lion Tales into an electronic format.

## **DISCUSSION AND ACTION ITEMS**

Ikenberry thanked Rick Dorman James Harris for their service as president.

Paulson nominated Dorris for V.P. which was seconded. The vote was unanimous.

Ikenberry discussed the Solicitation letter. He reported that the letter will be mailed by Nov. 17<sup>th</sup>. He will send a copy of the letter before then for the Council to review.

Colbeck reported on the ASHE reception. To be held in the Rooftop Ballroom of the Wyndom Hotel Nov. 18 from 7-8:00. Colbeck will send a follow-up reminder. The reception is for those with a connection to the HEP or the Center (students, faculty, former faculty, and alumni). Not just for those attending ASHE. It will be a good time for mentors and mentees to meet. Those attending will be: Paulson, Palmer, Richardson, Fedrick, Guthrie, Ikenberry, Lutovsky, Hendrickson, Kilmartin, Dietrich, Geiger, Tandberg, and Colbeck.

Ikenberry and Colbeck reported on the party for Trudi. The party will be held on the weekend of April 22, 2005. On the same weekend HEPAC will hold a roundtable brown bag with HESA. The party for Trudi is to commemorate her 25<sup>th</sup> year with HEP. Discussed making a memory book for her. Paulson and Richardson volunteered to work on the book. Alumni Relations Committee was charged to help with the party.

Dorris and Lambert reported that the HEPAC/HESA mentor program is working well. There are 60 alumni who are willing to serve as mentors and 23 students who want mentors. Students have reported positive experiences with the mentor program. A Suggestion for improving the program was making a book with profiles of alumni from which students could make contacts. This would create more flexibility. New Council members were asked to give their information. The Council discussed putting profiles on the HEPAC webpage.

Kilmartin and Ikenberry discussed making nominations of Alumni for College awards. They reported that the process is time consuming and Ikenberry charged that a committee be formed to handle nominations. That committee would need to coordinate with Geiger and Colbeck.

Ikenberry led a discussion of committee memberships and chairs. He asked that committees be enlarged. The communications committee is currently chaired by Cindy Hall and may conduct a usability test of the HEP website. The student development committee is working on the mentor program and is looking for other ways to help students. The committee is chaired by Dooris. The alumni relations committee is looking at ways to bring alumni together. No chair was reported. Ikenberry volunteered to e-mail the Council a description of the committees. Council members are to rank what committees they would like to join.

The next HEPAC meeting will be April 22

It was suggested that the Council develop an alumni directory that would include contact information and interests/specialties. A mailing could be sent out requesting the information.

### **ACTION ITEMS**

- E-mail handouts
- E-mail solicitation letter
- E-mail By-laws and constitution
- E-mail list of Council members
- E-mail committee descriptions
- Council return ranking of desired committee assignments to Ikenberry
- New Council members e-mail Dooris personal information to become involved in mentor program
- Council brainstorm ways to make telephonic meetings flow better
- Council to develop committee for alumni awards