LEAD Business Meeting Minutes  
Tuesday June 28, 2016  
4:45 – 6:15 pm  
Room 252, New Orleans Convention Center

Chair – Ron Bennett  
Program Chair – Steve Klosterman  
Treasurer – David Niño  
Secretary – Rebecca Komarek  
Parliamentarian – Mike Erdman

Attendees: 
Beth Hartmann, Leo McGonagle, Joel Schindall, Meagan Kendall, Rick Sweigard, Patricia Sheridan, Mike Klassen, Adjo Amekudzi-Kennedy, Doug Reeve, David Bayless, Bruce DeRuntz, Alan Parkinson, Spencer Magleby, Dena Lang, Meg Handley, Jesenia Cadena, Kyle Gipson, Simon Pitts, Mike Erdman, Ebonee Williams

1. Welcome – Ron Bennett  
   a. 3 objectives of meeting: to inform and update the division on strategic plan, to elect officers, and to plan implementation of the strategic plan

2. Best Paper Award – Dr. William J. Schell (Montana State University) and Dr. Paul J. Kauffmann (East Carolina University) – Engineering Leadership: Faculty Perceptions and Profiles  
   a. Paper idea was created during LEAD session last year – all of speakers on panel were from industry, which is not representative of most engineering faculty

3. Review agenda – Ron Bennett  
   a. Move PIC II chair report to agenda item 4 and Program Chair comments to 5  
   b. 2 years ago we had 280 members, this year we have 860, #9 in membership  
   c. #12 in the total number of female members  
   d. ASEE financial challenges have been resolved  
   e. Next year (2016-17) is the year of action on P12

4. Program chair comments – Steve Klosterman  
   a. We had a strong showing this year  
   b. Defined themes have surfaced that fit well into our strategic plan  
   c. Nearly 40 abstracts, accepted 20; we were more selective this year  
   d. Presentations were longer, good in quality  
   e. Panel discussion tomorrow morning on assessment

5. Election of Officers – Steve Klosterman (because Gregg Warnick was unable to attend)  
   a. Balloting procedure outlined
b. Bylaws say we need 2 or more candidates per office. We identified 2 or more people for each of these positions and not all accepted.

c. Open floor for nominations – need endorsement of 5 members to get on ballot

d. Selection of vote counters – need 3 volunteers not on ballot; chosen

e. Elected Executive Committee:
   - Chair: Steve Klosterman (automatically moved up from Program Chair)
   - Program Chair/Chair Elect: Gregg Warnick
   - Treasurer: David Niño
   - Secretary: Rebecca Komarek

f. Other ways to get involved are positions like the strategic plan work groups

6. Discussion of strategic plan – David Niño

   a. Strategic plan now posted to the website and being passed out in the meeting
   b. The committee had meetings by teleconference, about 2 time a month for about 7 months
   c. Team members:
      - David Niño, Meagan Kendall, Kyle Gipson, Simon Pitts, Mike Erdman, Ron Bennett
   d. 2 versions of the plan: short version was passed out here and long version (about 20 pages) includes analytical work and analyses.
   e. Method – Norton and Kaolan strategy, balance scorecard, quantitative way of thinking of strategy. Emphasizes execution and management
   f. Mission – collaborative consortium, student development
   g. Vision – our programs become the best in the world
   h. Values – want to make an impact, make a difference, students meet full potential, diversity, ethics
   i. Feedback:
      - Joel Schindall: We need to mindful that there are 2 types of programs
        1. Programs where designated people are already involved (certificate or degree programs)
        2. Programs with a large constituency some of whom engage in the program
        3. We have the implicit assumption that they’re in the program and that there is a program.
      - Doug Reeve: wants to discuss the “best in the world” vision statement, noting that we want to support the best and the 2nd best and the 3rd best, etc.
      - Mike Erdman: Collectively, we want to be the best
      - Leo McGonagle: wants to be sure we add the word “students” in somewhere
   j. Version 1.0 now, will iterate to something that fits – the deadline for people to send feedback. – due date Friday, July 1
   k. Lots of interest in leadership studies among students
   l. Challenges: new field, not strong research base yet, staffing, funding, finding faculty, challenges within industry driving interest among students, the vision represents our desired state
m. The Force Field analysis drove the goals and 4 issues bubbled up from that analysis; identified people to form execution groups, soliciting interested people to join groups to address each of those goals
   o Simon Pitts – convincing faculty and admin is hard, create white paper etc.
   o Kyle Gipson – how to resource/fund, organize, find staff, find faculty
   o David Nino – how to integrate into curriculum, assess, teach; write a book
   o Mike Erdman – Develop a framework/model that describes diverse engineering leadership needs of companies across industries
n. 2016-2020 time horizon for work on this strategic plan, we will take the opportunity to course correct as we go forward

7. Treasurer comments – Davis Nino
   a. Total fund of $658, cost of plaques, down to 437.82. That’s what we have in our account as of today
   b. Sources of funding
      o Sponsorship, if we could find corporations to fund us, serving as a sponsor. Now that we have a strategic plan and concrete things to do as a division there is a need for more resources; some companies are very interested in what we do
      o ASEE provides a certain amount of money annually based on membership
      o Potentially charge dues for membership?
      o We’re working to confirm exactly where the money comes from
   c. Purpose of funding: workshops, social events, plaques for best paper, monetary award for best paper, we could spend $3-5k per year.
   d. Launch a post conference survey to help determine how much money people would spend on dues

8. Secretary comments – Rebecca Komarek
   a. Website: lead.asee.org
   b. LinkedIn: ASEE LEAD Division LinkedIn
   c. Photos – send them my way, will create folder to drop them into on website

   a. Review criteria 3 student outcomes; they did it because the existing criteria have been in place 10-15 years and they thought it was time to review
   b. Started discussion to get leadership included. Two placed to put it in: outcomes – need to be measured and assessed; curriculum- items need to be there, not specifically assessed. We decided to go for criteria 5.
   c. How do we provide leadership faculty “credit” for participating
   d. Our suggestion to add leadership integrates the concept in what is already there in the new criteria 5
   e. LEAD will share with individuals from the committee today. Comments due 6/30

10. Discussion about what to do at the next conference; workshops, panel discussions
    a. Open for suggestions: Priority or preference to specific workshops, panels
b. Workshops should align with 4 areas of strategic plan
c. We could create a specific call for proposals for the sessions we’re interested in seeing
d. Leo McGonagle ran a workshop last year. This time we could make it a leadership lab; cater it to students; engineering educators participate
   - We can send a notice to student division to promote attendance at student-focused leadership workshop
e. Opportunities for collaboration with other divisions
f. Grand Challenge focus of programs; tremendous intersections with ELE and the Grand Challenges
g. Create LEAD Tagline? theme: leadership can be learned
h. How do we combat the idea that leaders who already have leadership roles don’t need us?
i. Sending out a survey – will ask for recommendations for next year’s conference
j. Include emails of all the exec committee members to send recommendations
k. Ron Bennett spoke to National Engineering Student Council, may be a good way to connect to students
l. Try to reach out to individuals like provosts and deans
m. Attendance at sessions is used to determine number of sessions along with the number of abstracts that are submitted. Reduced number of papers per session equated to a longer presentation time. Offered more time, but no one wanted it.

n. LEAD exec committee should compare numbers to last year’s attendance
o. Sunday workshop offerings – strong alumni network in Columbus; if you have ideas of Sunday events, let David Bayless know

11. Final comments from outgoing chair – Ron
   a. It’s been a great run from an inauspicious beginning in San Antonio with Dave Bayless to where the LEAD division is today
   b. It’s all about having a vision that attracted a lot of good people
   c. Thanks to the everyone who is making this division a player
d. Special thanks to
   - The pioneers who got this started: Rick Schuman and Dave Bayless
   - Dave Bayless for showing up at the first business meeting and accepting the position of Founding Chair of the constituent committee
   - Steve Klosterman for stepping up to Program Chair and managing two very successful years of sessions
   - Rebecca Komarek who has been outstanding in her role as secretary, and particularly for developing a super website
   - David Niño for building an impressive war chest as treasurer, and especially for leading the strategic planning initiative this year
   - Gregg Warnick for organizing the voting process for officers this year
   - Julie Little for leading the best paper selection process
   - Simon Pitts, Mike Erdman, Meagan Vaughn, Kyle Gipson for major contributions to the strategic plan
   - Any many others who are engaged with this initiative
e. But we’ve just begun, and the LEAD division is very well positioned for making a significant impact. It has a strategic plan, a series of goals, an action agenda and metrics.

f. So I encourage everyone to get engaged with some activity, and bring your ideas and energy forth to steer the division in a direction that will most effectively benefit the development of leadership knowledge, skills and mindset in engineering students.

g. Thanks to all of you for the opportunity to be part of this organization

12. Comments from incoming Division Chair
   a. Steve Klosterman: LEAD still in startup mode, have to move into sustainability

13. Adjourn: 6:15 pm