

## College of EMS Alumni Chapter Board Meeting Minutes

October 4, 2008: 8:00 a.m.

Platteville West, Pioneer Student Center

### **Present:**

Tammy Salmon-Stephens, President  
Laura Fenley, Past President  
Matt Thalmann, First Vice-President  
George Hellert, Secretary  
Anne Saylor, Second Vice-President  
Mark Shubak, Director  
Joe Bunker, Director  
Barbara Boldt, Director  
Tom Wisnowski, Director  
Jeff Hoerning, Co-Executive Secretary  
Jim Almquist, Theta Tau Advisor  
Brooke Von Ruden, Student Liaison

### **Absent:**

Rayelle Miller, Treasurer  
Rich Shultz, Dean of EMS College  
Kim Schmelz, Coordinator of Alumni Services  
Ben Collins, Co-Executive Secretary  
Lisa Riedle, Associate Dean of EMS College

### **1) Call to Order:**

Meeting was called to order at 8:10 a.m. by President Tammy *Salmon-Stephens*.

### **2) Introductions:**

Introductions were made by all in attendance.

**3) Agenda Approval:** The agenda was approved by Barbara *Boldt* and seconded by Matt *Thalmann*.

### **4) Theta Tau (Geode):**

- There are no student articles. The due date for articles is January 31<sup>st</sup> and articles can be sent to Jim *Almquist* at [almquistj@uwplatt.edu](mailto:almquistj@uwplatt.edu). Each committee should write one article.
- No awards for the Zapata were given because Jim did all the work on organizing the Geode.

- A suggestion was made to put pictures of all the board members in the Geode so people know who the board members are. *Follow-up addendum: Each Board member should send a picture. In addition a group picture is planned for the next Board meeting.*
- Director **Boldt** suggested that the GEODE production be opened to all EMS students to write articles. Articles could come from organizations that would work with an advisor from the board. Also team up with students from communications to work on the Geode.
- Second Vice-President **Saylor** suggested that the board host a gathering for students to meet EMS professors. Have student organizations write articles and make scholarships available to those organizations. Make it known to the students that this is important because the Geode goes out to supporting members (potential employers).
- Past President **Fenley**, Theta Tau Advisor **Almquist**, Director **Shubak**, and Director **Boldt** are going to put together a call to students and figure out how to market it. Make it known that it is by the alumni, so spend more time on it and spruce it up. Submit articles about projects that alumni are working on. If you want to help, email [publications@uwplatt.edu](mailto:publications@uwplatt.edu).

#### 5) Elections & Appointments:

- Expiring Terms in 2008: President Tammy **Salmon-Stephens** agreed to continue being President and was nominated by Director **Boldt**, there were no other nominations, and all approved.
- Past President **Fenley** agreed to continue being Past President. Past President **Fenley** nominated Anne **Saylor** for Second Vice-President, there were no other nominations, and all approved.
- George **Hellert** agreed to be appointed for partial term for Secretary by President Tammy **Salmon-Stephens**.

6) **Dean's & Faculty Liaison's Report:** Co-Executive Director **Hoerning** provided a copy of the Dean's report.

1. Record enrollment for College of EMS- 2183
2. New engineering building will be ready for next semester classes. Start moving in mid November.
3. UW-Platteville in partnership with WiSys has been named the Nanotechnology Center for Collaborative Research and Development for the UW comprehensive universities.
4. Ottensman Hall is scheduled to be renovated in the 2011-2013 biennium. Committees are working now to develop plans.
5. The College of EMS is working on opening another international exchange partner in France. This should be completed by the end of the year. This brings to 11 the number of international campuses that our EMS students can study at while paying UWP tuition.

6. Our outreach undergraduate engineering programs in face-to-face format and in streaming video now have about 300 students in the pipeline.
7. The Masters of Engineering on-line program has over 200 students in the program.
8. Representatives of the student “Engineers Without Borders” organization just returned from Ghana where they completed two projects. Both projects involved repairing roads; one to a school, and one that was the village main street that washed out at every rain.
9. This fall the new engagement center is beginning its work. This center will facilitate student projects and assist them in incorporating interdisciplinary teams to complete projects presented by communities, organizations, and industry.
10. The engineering programs have completed an agreement with Carroll University in Waukesha that allows Carroll students to transfer from Carroll to Platteville and be eligible to receive an engineering degree from UWP and an applied science degree from Carroll.
11. We have 2 new faculty members in Math, one new faculty in ME (Rock County), one new faculty member in GE, and 2 new faculty members in Chemistry. We lost one faculty member in Physics; that position will be replaced next year.
12. We started a new minor in renewable energy this year. The first course is full.
13. The Chancellor and Dean will be meeting in Darmstadt, Germany later this month for a celebration of ten years of the Hessen-Wisconsin exchange and five years of the Joint International Masters program.

Faculty Liaison’s Report:

92 alumni & staff signed up for the Fish Fry and 82 showed up.  
81 students signed up and 70 showed up.

It was suggested that the Board take a tour of the new Engineering building during the spring meeting in March.

**7) Secretary’s Report:**

- The June 2008 and March 2008 minutes were distributed. Director **Boldt** moved to approve the June 2008 minutes. The motion was seconded by Director **Bunker** and passed.
- Director **Boldt** moved to approve the March 2008 minutes. The motion was seconded by Past President **Fenley** and passed.

**8) Treasurer's Report:**

Treasurer *Miller* was unable to attend, but provided a written report.

Our annual Report for July 1, 2007- June 30, 2008 showed:

Income: \$17,399.56

- Expenses: \$8,945.50

Leaving us ahead by quite a bit... see the budget information for why.

Currently **Checking** balance: \$12,389.60.

Note that a check will be sent to Sue for \$1890 when the invoice for the May Grads is received.

Last year at this time our checking balance was about \$6000.

Currently **Savings** balances as of 8/31/08

**Heiser Fund:** Total Endowed- \$19,405.28; Spendable- \$2,489.64

**EMS Alumni Chapter Fund:** Total endowed- \$26,844.36; Spendable- \$3,947.57

**Zapata Geode Fund:** Total endowed- \$14,324.93; Spendable- \$1,006.95

**Budget****INCOME**

Source	Expected Income 08/09	Actual Income 07/08
Alum Bd-Dues	\$3,100.00	\$2,464.00
Brats	\$750.00	\$539.00
Check Interest	\$30.00	\$34.97
Fish Fry	\$1,350.00	\$1,235.00
Invest Life Int (Life Dues)	\$2,000.00	\$3,378.59
Supp. Members	\$4,000.00	\$3,200.00
Eng Alumni Inc.- Other	\$1,500.00	\$6,548.00
<b>Total Income</b>	<b>\$12,730.00</b>	<b>\$17,399.56</b>

**EXPENSES**

Awards (Emeritus & Chapter)	\$300.00	\$152.58
Brat Fest (Food, campus, student group \$100)	\$800.00	\$450.85
Donation (Pioneer Your Future)	\$250.00	\$100.00
Fish Fry	\$2,500.00	\$1,924.00
Geode (Printing & Mailing)	\$4,000.00	\$1,671.99

M Ball (Theta Tau)	\$600.00	\$600.00
Meeting Expense	\$150.00	\$54.85
Misc. Supplies (Check binder & stamps)	\$50.00	\$35.49
Student & Faculty Support	\$500.00	
Supporting Member Exp	\$800.00	\$426.01
Theta Tau (Stipend for Geode Work)	\$1,000.00	
Scholarship (for Tau Beta Pi)	\$250.00	\$250.00
Grad Gift	\$3,000.00	\$1,120.00
Homecoming Brochure	\$2,500.00	\$2,159.73
Supporting Member Initiative	\$500.00	
<b>Total Expenses</b>	<b>\$17,200.00</b>	<b>\$8,945.50</b>

The Finance Committee should get together and look over budget. Also, there were two issues of the Geode in this fiscal year (08/09). The Homecoming brochure was split between all colleges. Three scholarships were given to members of Tau Beta Pi, not given to officers. A percentage of supporting member income goes to the Kresge Challenge.

Past President *Fenley* moved to approve the budget for the fiscal year 08/09. Director *Wisnowski* seconded. The motion passed.

#### 9) Alumni Office Report:

Coordinator of Alumni Services *Schmelz* provided the UWP Foundation Project Detail Report.

#### 10) Chapter Business:

- a) Spring 2009 meeting date- March 14<sup>th</sup> at 10 a.m. was approved. Trying to find a room in the new Engineering building.
- b) June 2009 meeting date will be set at the March meeting
- c) Updates to Board of Directors Roster will be updated on our website (Brooke)
- d) UW Fox Valley and Rock County- Contact interested faculty and alumni from UW Fox Valley and Rock County to join board and committees. (Tammy)
- e) Committees- Past President *Fenley* and First Vice-President *Thalman* volunteered to be on the Finance Committee.

#### 1) Committee Reports:

- a) Honors, Awards & Scholarships
  - 1) There was a discussion about establishing a nominating subcommittee with members who are not on the award selection committee to assist in obtaining nominations. The

consensus was to establish an Awards Nominating Committee. Secretary **Hellert** agreed to sit on the Awards Nominating Committee.

2) Nominating Committee: Director **Boldt** provided the following timeline...

*The goal of this committee is to put forth 2-3 nominees each year for the EMS Outstanding Alumni Awards which are given at the annual Alumni/Senior EMS Banquet held during Homecoming. This could include a nominee for the Emeriti Faculty Award category.*

*The work of this committee does not preclude the opportunity for nominations to come from other sources. The goal of the Nominating Committee is to insure we have at least 2-3 candidates to consider each year. Candidates who do not win in a given year can be held over for consideration another year.*

*Following is the proposed timeline for the Nominating Committee:*

*November – Committee meets to discuss any potential nominees gleaned from information that might have come forth during Homecoming contacts or other information from the previous spring or summer months. Committee decides how to proceed in gathering potential names to consider.*

*January or February—Committee meets to assess progress in gathering potential names. If satisfied with candidates already found, the committee can begin the process of narrowing the field to 2-3, if necessary. If more candidates are still needed, the committee decides how to continue or broaden the search.*

*The committee decides how to complete the final nomination process. If someone on the committee has enough knowledge of the candidate to complete the required nomination forms, then the process can be completed at committee level. Otherwise, it would be best if there is some contact person with sufficient knowledge to become the “nominator.” In the event that there is no one to fulfill this role, at last resort, the Alumni Office can help fill out the nomination forms by researching the individual through their files. Forms and criteria can all be accessed through the EMS Alumni web page using the links to the awards programs.*

*March or April—As needed, the committee meets to finalize the nomination process. The deadline for nominations has been changed to May 1 so as to allow the selection committee adequate time to meet and make decisions. Nomination forms are submitted to the Alumni Office which then contacts our EMS Awards and Honors Committee with the information.*

b) Scholarships: There were no Zapata Awards given for Geode articles.

c) Supporting Members- There is some trouble tracking members; there is concern that we may lose members in the administrative process. There was discussion on giving supporting members the option for automatic payment. Board members were asked to provide names for firms to try to recruit as supporting members. A suggestion was made to give potential supporting members a list of benefits in a brochure.

d) Membership- Only 7% of alumni actually belong to the Alumni Association. The committee is to begin looking for a process to retain members. Ideally the board would like to see a

retention rate greater than 7% - this would show the investment in memberships increases the number of alumni who belong to the association.

**12) Adjournment:**

The meeting was adjourned at 10:10 a.m. The motion for adjournment was made by Secretary *Hellert* and seconded by Second Vice-President *Saylor*. The motion was approved.