

**ACAGE Board Meeting**  
**March 21, 2003**  
**3:00 p.m.**

**Board Members Present:**

Walt Hines, President (ABQ)	Conrad Keyes, Board Member (LC)
Barbara Crockett, Secretary (ABQ)	Chris Youngblood, Board Member (ABQ)
Ricardo Jacquez, Treasurer (LC)	John Burkstaller, Faculty Affairs (ABQ)
Steve Hardin, Past President (LC)	

**Others:**

1. **Remarks by Department Head** – Dr. Jacquez - Happy with the way the Academy has been interacting with the department.
2. **Phonathon**
  - a. Status of Phonathon
  - b. All callers have information and list. Kicking off second group of callers
  - c. Drafted an invoice template that will be forwarding to department. Lydia will create a log that will track invoicing and checks received. Lydia will send log to Barbara the first of each month (or some regular date once per month).
3. **ACAGE April Board Meeting and Keyes Reception** - Inviting all Task Force chairs and members to Board meetings and tour on Saturday.
4. **ACAGE Annual Meeting and Banquet**
  - a. October 31, 2003
  - b. New honorary member will most likely be the speaker. Other possible speakers include Rhonda Faught and Steve Harris.
  - c. Suggested that an event be held the afternoon of Friday, October 31, 2003 in conjunction with the banquet. Ricardo to talk to Joe Creed to find out what other events are going on and what the best window. Ideas include a social at about 3.
  - d. **Motion** made to hold banquet and annual meeting the same day. Motion seconded and voted yes. **Motion** made to hold annual meeting at 4 p.m., social at 6 p.m. and banquet at 7 p.m. Motion seconded and voted yes.
5. **ACAGE Sponsored Field Trip – April 19<sup>th</sup>** - April 19<sup>th</sup> Phil King – Going to Elephant Butte, Cabayo, diversion ?, and presentation by EBID.
6. **2003 Prospective Members**
  - a. Walt and Chris will be submitting three and four nominations, respectively. CAGE department has received three nomination forms. Do not know if have been contacted about initiation date. Leonard Waterward and James Young were voted in last year, but did not show up.
  - b. Associate members to become regular members: Barbara Crockett, Debra Hicks, William Hicks, Rob Richardson, Jerry Paz, Chris Schaefer, and Adrienne Widmer. **Motion** made to allow William Hicks to become a regular member. Motion seconded and voted yes. Walt to contact associates that are eligible for regular members.
  - c. Ken and Ricardo to contact Rhonda Faught regarding joining ACAGE.
  - d. We will vote for new members at April Board Meeting.
7. **Interdepartmental Academy** – Three or four of Engineering Academies have voted to join. Need two ACAGE members involved as a representative and alternate. **Motion** to nominate Rob Tachau as primary ACAGE representative member and Steve Hardin as alternate member. Motion seconded and voted yes.

8. **College of Engineering Dean** – Search is in process. Three candidates: Zorica Pantic-Tanner Dean at UT San Antonio; Randy Haupt, ME Depart, and Mohammad Norri, Electrical Engineer. Need ACAGE representatives March 31, April 1; April 9, 10; and April 24, 25 to meet with the candidates. Conrad and Steve will meet with the candidates.
9. **Honorary member** – Board will vote on at the April Board meeting.
10. **Corporate Donations** - Walt has drafted a letter to send to companies asking for a donation for banquet. Ed Archuleta will solicit donations in El Paso. Set up a couple of levels of sponsorship with recognition at banquet with boards, in the program, newsletter, etc. Chris volunteered to make the boards.

Next Meeting – April 18, 2003, 2:00 p.m.

Minutes by Barbara Crockett.

## **Attachment A Agenda (Draft)**

Conference Call  
Friday, November 15, 2002 -- 3:00 p.m.  
(Once started, we will hold to one hour, I promise – WGH)

- Overview of annual meeting and banquet – Keyes, Jacquez (10 minutes)
  
- Confirm Board Members and terms (5 minutes)
  
- Committee Assignments (5 minutes)
  
- Proposed focus for 2002-03 – Hines (5 minutes)
  
- Action List for Next Meeting (25 minutes)
  - ◆ Responses to initial action list plans outlined on attached sheet -- Board members and Committee chairs
  
- Other business (10 minutes)

## Attachment B Draft Action List for Next Meeting Board Members

	<b>Name</b>	<b>Board Term</b>	<b>Office</b>	<b>Committee</b>
1	Walter Hines	02 -- 05	President 02-03	Membership
2	Steve Hardin	00 – 03	Past President	Nominating and Awards (chair)
3	Barbara Crockett	01 – 04	Secretary	
4	Dr. Ricardo Jacquez	02 -- 03	Treasurer	
5	Dr. Conrad Keyes	02 -- 05		Membership and Initiation (chair)
6	John Phillips	00 -- 03		Membership (chair)
7	John Burkstaller	01 – 04	Vice-President - elect	Faculty Affairs (chair)
8	Bill Lorang	02 -- 05		Student Affairs
9	Chris Youngblood	02 – 05		Northern NM (Chair)

### Committee Assignments

**Financial Affairs** – Youngblood, Archuleta

**Membership/Initiation** – Keyes, Hines, Webster

**Faculty Affairs** – Burkstaller, Taschau

**Student Affairs** – Lorang, Kozeliski

**Nominating and Awards Committee** -- Hardin (Chair); Archuleta, Chub Foreman, Ed Foreman, Hernandez, Keyes, Lunsford

### Focus for 2002-03

- ❑ Increase donations from individuals and business/corporations
- ❑ Increase dues-paying members – membership list update, phonathon, mail out, follow-up emails
- ❑ Develop log of long and short-range goals and objectives -- clearly state status, responsibilities, and implementation strategies and action items (maintained by Board secretary and updated as needed during each Board meeting – **see action list on p. 3 for start**)

**Attachment C**  
**Action List for Next Meeting**  
**January 24, 2003, ACAGE Las Cruces – 3:00 pm**

- ❑ Meet with Jacquez and White to identify and prioritize list of building, equipment, scholarship, supply needs -- Keyes
- ❑ Identify list of individuals, businesses and corporations for banquet or student-trip sponsorships and/or scholarship donations; consider “sales approach”... endowed scholarship fund, sponsorship opportunities, etc. – Youngblood, Archuleta
- ❑ Develop plan and begin updating member list of phone numbers, emails, addresses – Crockett, Hines
- ❑ Prepare plan for member phonathon to solicit dues and further update member information (Northern NM Committee Initiative) – Youngblood, Webster, Hines
- ❑ Meet with ACAGE Department Head and Dean to develop plan for help from ACAGE – ABET documentation of student learning; review of capstone courses; curriculum advice? – Burkstaller, Taschau
- ❑ Develop ideas for ACAGE participation and sponsorship of student field trip in Spring 2003 (some possibilities listed below) – Lorang
  - Elephant Butte, Caballo, EBID diversion facilities -- Keyes
  - White Sands -- Hardin
  - EPWU water and wastewater facilities -- Burkstaller
  - Area highway/bridge or other large projects -- ?
- ❑ Develop list of ACAGE speakers and topics for presentations at courses (partial list started last year) – Lorang, Kozeliski
- ❑ Develop plan for '03 Initiation, including list of carryover and possible new members; awards and honorary members – Keyes, Hardin, Hines, Youngblood
- ❑ Develop plan for initial newsletter – Hines, Crockett
- ❑ Others? – **PLEASE REVIEW AND COMMENT FOR THE CONFERENCE CALL, BUT SHORTEN (AND MAKE IT GOOD) IF POSSIBLE. WE ALREADY HAVE A LONG LIST**