



1. Welcome & Introductions, Verification of Quorum

President Nelson Baker congratulated the Council members on their election and called the meeting to order, having established that a quorum (1/3 of the Council's voting members) was present. Present were the following members of the 2010-2012 IACEE Council:

Nelson Baker	Colin C.F. Leung
Edward Borbely	Patricio Montesinos
Frank Burris	Philip O'Leary
Andy DiPaolo	Catherine Polito
Louk Fennis	Kim Scalzo
Mervyn Jones	Katriina Schrey-Niemenmaa
Linda Krute	Alfredo Soeiro

Guests at the meeting included four members from CACEE (He Weipeng, Lu Yulin, Yu Zhijie, and Zou Xiaoqing), with Lu Yulin acting as spokesperson for the absent CACEE representative Cheng Jianping.

2. Apologies for Absence

Apologies for absence were received from:

Tuula Bergqvist	Patricia Hall
Susan Bray	Leizer Lerner
Cheng Jianping	Wim Van Petegem
Sergey Gavriushin	

3. Approval of Agenda

The agenda was approved as distributed.

4. Executive Committee Elections

4.1 Four Vice Presidents

President Nelson Baker recommended the election of the following four Vice Presidents to the Executive Committee:

Cheng Jianping - VP, Communication & Member Engagement  
Linda Krute - VP, Membership  
Kim Scalzo - VP, Products & Services  
Wim Van Petegem - VP, Organizational Sustainability

4.2 First Vice President (from among the four in 4.1)

President Nelson Baker further recommended the election of Kim Scalzo as First Vice President, to assume the role of President in the event of a vacancy.

**MOTION:** Andy DiPaolo moved the adoption of the President's Executive Committee recommendations. Ed Borbely seconded. Motion APPROVED. These four Vice Presidents will join President Nelson Baker, Past President Mervyn Jones, and the Secretary General on the 2010-2012 Executive Committee.

5. Appointment of Secretary General for 2010-2012 Biennium

President Nelson Baker recommended the reappointment of Secretary General Frank Burris for the two-year term of the new Council.

**MOTION:** Kim Scalzo moved the adoption of the recommendation for Secretary General. Cath Polito seconded. Motion APPROVED.

Andy DiPaolo asked if Frank Burris was “OK” with the level of effort that recently had been required. This opened a line of discussion in which both Nelson and Frank indicated that they could not continue to work at the level of the past 6-8 weeks. However, they both envisioned a slow-down to a more normal pace over the next several months after the HQ transition is completed and as our familiarity/use of MMS is perfected. Assignments for every Council member have been made (see item 10 below) and, with good participation by all, Nelson and Frank should be able to reduce their effort over time. We all will also want to engage other IACEE members in committees and thus spread the effort across many more individuals.

6. **Ratification of Banking Transaction Guidelines in 7.3 of the 20-21 May Executive Committee Minutes**

At the 20-21 May Executive Committee meeting in Beijing the following motion was approved: *“An IACEE account should be opened as a joint account where either the President or Secretary General may sign for transactions on the account. Furthermore, transactions greater than \$1,000 shall require e-mail concurrence by both parties.”* Nelson requested Council agreement to the banking guidelines passed by the Executive Committee in May.

**MOTION:** Phil O’Leary moved for Council ratification of the Executive Committee guidelines approved in May. Linda Krute seconded. Motion APPROVED.

7. **Written Agreement with Georgia Tech Outlining HQ Expectations**

Nelson Baker reiterated his desire for an agreement between IACEE and Georgia Tech regarding the expectations for the HQ operation. See item 8 of the 16 October Council Minutes for further elaboration. It is his expectation that he would sign such an agreement for Georgia Tech and Frank would sign for IACEE.

8. **Review of 12<sup>th</sup> WCCEE Successes, Failures, Opportunities**

Colin Leung led a discussion that amounted to a recap of our experience with the WCCEE in the WEEF setting in Singapore.

NUS was disappointed with the low attendance (~90 paid registrants) but recognized that the travel and hotel expense was quite high, especially for western hemisphere attendees. We had 100 papers and had hoped for 150 attendees, which did not materialize. There were also 10 late withdrawals from CACEE.

While there were no major visible glitches in the WCCEE execution, the NUS organizers were stretched by the need to coordinate with four other partners in the WEEF. An electronic evaluation of WCCEE participants will be conducted in November.

Marketing and publicity efforts for the 12<sup>th</sup> WCCEE were discussed, leading to a consensus that Council should more closely monitor marketing and promotional activities for future WCCEEs.

By the end of November Colin and KK will produce a WCCEE financial report and send it to Frank Burris.

Council asked about the disadvantages of partnering with other organizations in such an endeavor. There was a consensus that we need to establish firm ground rules if we ever try this again.

Nelson asked for a final report that includes agenda, attendance, marketing information, list of attendees, feedback on pairing with other events, what worked and did not work overall, and finances. Council was asked to send opinions to Colin for inclusion in his report.

Lu Yulin asked about potential language assistance in the future for those who may not be fluent in English.

**MOTION:** Nelson moved a resolution of thanks for Colin Leung, Cheah Kok Keong, and their NUS colleagues for their outstanding efforts in support of the organization and implementation of the 12<sup>th</sup> WCCEE. Ed Borbely seconded. Motion APPROVED.

9. **Holdover Items from 16 October Council meeting**  
Time required us to skip item 16 on the 16 October agenda (IACEE Website). Nelson demonstrated some of the website features at the 18 October General Membership Meeting and indicated that he, Ed, or Frank would be pleased to demonstrate features for others as needed.
  
10. **Council Structure & Assignments for 2010-2012, Bylaws Impact - Nelson Baker**  
Nelson shared the IACEE Organization Chart with the Council, this time with names of Council members included. It is available on the web site at [http://www.iacee.org/docs/IACEE\\_Org\\_Chart\\_Oct\\_2010.pdf](http://www.iacee.org/docs/IACEE_Org_Chart_Oct_2010.pdf) . Louk Fennis asked that the terminology in his box be changed from “Webmaster” to “Website” to better reflect his anticipated role on the Council. Every Council member “owns” a box on this chart and is asked to look through the strategic plan to identify his/her ownership of the various strategies and actions (S&As). Upon identification of these S&As by each Council member, please feed this information to your VP with a copy to Nelson and Frank by 1 December 2010. Then at subsequent Council and/or Executive Committee meetings be prepared to report on the progress of your S&As. Mervyn will begin developing necessary Bylaws changes to accommodate these changes in operating responsibilities.
  
11. **Strategic Goals Steps - Nelson Baker, Kim Scalzo**  
A number of comments were made by the Strategic Plan Leaders (Baker, Bray, Scalzo) to the four Goal Team reports. Kim wants to hear from the four Goal Team Leaders regarding their acceptance of these comments so the strategic plan can be finalized and issued.
  
12. **13<sup>th</sup> WCCEE Desires/Guidelines Discussion**  
Patricio Montesinos proposed a face-to-face activity for the CEE Manager Training program for “beginners” in our business. He expects to actively market the event through RLOs: CACEE, ASEE, and SEFI. He also wants to invite deans, industry, and government to serve on the WCCEE Program Committee and recommends identifying track chairs who are not on the Council.  
Patricio has already been in touch with CACEE to create an opportunity for Chinese delegates to register through CACEE and also to address visa issues through CACEE. Patricio will work on the first draft of an Agreement between UPV and IACEE to send to Nelson by mid-January and to be ready for discussion at the 1 February 2011 Executive Committee meeting.
  
13. **2010-2012 Executive Committee & Council Meeting Plans**
  - 13.1 **Executive Committee, Tuesday, 1 February 2011, San Antonio, Texas, USA**  
The IACEE Executive Committee will meet in San Antonio, Texas the day before the ASEE Conference for Industry and Education Collaboration (CIEC) begins. CIEC information may be obtained at <http://www.asee.org/ciec2011> .  
As General Conference Chair for CIEC, Linda Krute will have access to a hotel suite for the conference.  
The IACEE DAETE project team will also meet in San Antonio on Monday, 31 January 2011.
  
  - 13.2 **2011 Council meeting, May 2011 ?, dates & location to be determined**  
Based on a variety of comments fed back since the 16 October Council meeting, it has been determined that the 2011 Council meeting will be best held in Valencia, Spain in May 2011. Patricio promised to send out a Doodle

announcement next week to Council to help select dates for the 2011 Council meeting.

14. Other Business

None

15. Adjournment

The meeting was adjourned shortly after 6:00 p.m. and Colin Leung extended an invitation to the Council to join him for dinner at a nearby restaurant.