

PENN STATE NUCLEAR ENGINEERING SOCIETY

MEETING MINUTES – DECEMBER 3, 2015 – PSNES Teleconference Meeting

Participants:

PSNES Officers & Directors

Doug Wood – At-Large Director - also with James Stover proxy (Interim President / President Elect)

Pat Loftus – Interim Vice President – also with Tom Richard proxy (Secretary / Treasurer)

Kenan Unlu – RSEC Director (with vote)

John Atchison – At-Large Director

Eric Beaumont – At-Large Director

Rachel Heath – At-Large Director

Duane Karchner – At-Large Director

Hilary Neal – At-Large Director

Michael Pantano – At-Large Director

Joe Sholtis – At-Large Director

James Tusar – At-Large Director

Rick Etling – Immediate Past President (with Vote)

PSNES Members

Ramon Cruz

Catherine Perego

Matt Wargon

OPENING

Pat Loftus began the meeting at 11:30 am, welcomed everyone and called the meeting to order. Doug Wood conducted roll call and confirmed that a quorum was present to conduct business. James Stover and Tom Richard designated their votes by proxy to Doug Wood and Pat Loftus, respectively.

OLD BUSINESS

Approval of October 1, 2015 Meeting Minutes

The minutes from the previous business meeting (in October 2015) are approved and are posted on the PSNES Website.

Financial Report:

Financial Report: No update. Based on last meeting minutes, there should be sufficient funds to consider the Time Capsule Decal Design Competition proposal. **Action: Arthur Motta to provide updated balances for the PSNES General and Award Accounts.**

Board Vacancy Report (See Attachment 1):

PSNES BOD Vacancies:

1. Vice President/President Elect/Interim President (Resignation of James Stover, December 2015)
2. Immediate Past President (2016-2018) (Resignation of President James Stavely, April 2014, Rick Etling serving through 2016 Election/BOD Turnover)

PSNES would like to thank James Stover for his service to the PSNES Board of Directors.

The following Board appointments have been made:

- Pat Loftus – Interim President through July 2016;
- Catherine Perego – Interim President from July 2016 – 2018 Election turnover;
- Rick Etling – Extend services as Immediate Past President through 2018 Election turnover.

2016 PSNES Election Discussion:

Pat Loftus detailed the 2016 election timeline and provided the Nominating Committee proposal for the slate of candidates. The BOD approved the following slate of candidates:

- Ramon Cruz – VP/President Elect
- Hilary Neal – Secretary/Treasurer
- 3 At-Large Director Slots (4 candidates)
 - Tom Richard
 - Joe Sholtis
 - Jim Tusar
 - Matt Wargon

Note that if Hilary Neal is elected, the BOD may appoint a member to fill the remainder of her director term (2016-2018).

Catherine Perego withdrew her self-nomination as an At-Large Director following her BOD appointment as Interim President (7/2016-2018 Election Turnover).

Action: Open the election process by arranging and posting the candidates/bios to the PSNES website (Shea Winton Bracken) and issuing the election e-mail to PSNES members (Pat Loftus).

Action: PSNES Constitution Review/BOD Succession Planning

As the result of BOD discussions, a team was formed, consisting of the following members: Eric Beaumont, Doug Wood, Rick Etling, and Michael Pantano. The team will perform a Constitution Review and propose recommended changes and consider BOD Succession Planning.

Beecher-Loftus Service and Leadership in Nuclear Engineering Award Committee

There were 4 strong candidates, and Travis Smith was selected. James Tusar thanked the Awards Committee, which consisted of James Tusar, Matt Wargon, John Atchison, and Pat Loftus. The action (post-meeting) was completed/confirmed with Arthur Motta, that Travis and the 3 other candidates have been notified.

PSNES Time Capsule Decal Design Competition Proposals

Joe Sholtis provided a status report on the Time Capsule and introduced several proposals for a Time Capsule Decal Design Contest to be conducted in Spring Term 2016. (See Attachment 2)

Following discussion, the following motion was approved:

Motion to open a competition to all individuals (student, faculty/ staff, alumni), led by Jeremy Barnhart (Student ANS President), advertised by clubs and faculty, selected by the Board, entries due to PSNES no later than March 18. Recognition of winner includes: certificate, recognized in the MNE Newsletter, copy of certificate in the time capsule, monetary award of \$25 per person, not to exceed \$100 per team. \$100 donation to the ANS student chapter for advertising and coordinating the effort.

This volunteer opportunity to leave a legacy is being encouraged through offering of a financial consideration. The ANS Student Chapter will facilitate the process. **Action: Matt Wargon and Joe Sholtis to confirm with Jeremy due to scope expansion.**

Kenan Unlu offered content from the Reactor 60th Anniversary archives. **Action: Ramon Cruz will work with Arthur Motta and Kenan Unlu to secure possible content for future use.**

The final resting place of the time capsule is the E-Commons.

The PSU Faculty will be promoting the time capsule decal design project during the first week of classes (Kenan previously mentioned at the Faculty Caucus). **Action: Hilary Neal and Ramon Cruz will work with Joe Sholtis to prepare messaging.**

Promotion for the PSNES Time Capsule Decal Design Competition will also be made to the Nuclear Technology Clubs (Student ANS Chapter, Alpha Nu Sigma, INMM, and WIN).

The timeline for the time capsule decal design is kickoff in January, with judging by the PSNES BOD at our April Meeting.

2016 PSNES Meeting Schedule Proposal

Our next PSNES meeting (via telecon) is scheduled for January 20 from 11:30 am to 1:00 pm.

April 30th will be an On-Campus/Telecon meeting, followed by a possible new grad reception event. Final date/time and logistics will be discussed at the January 20th Meeting. The reception event is subject to PSNES volunteers planning and executing the event and authorizing funding.

August 20th or 21st will be the Annual Meeting (On-Campus/Telecon). After subsequent discussions with Dr. Motta, it was further determined that a PM-meeting on 8/20 or a meeting on 8/21 from 1-3:30 pm would work best. PSNES members are also encouraged to participate in the 8/21 NucE Student Orientation (4-5 pm) and the MNE Picnic at Founders Park.

MNE/PSNES Website Update and PSNES Digital Marketing/Communications

This item will be a January meeting topic. (See Attachment 3 for report)

11/9/2015 Welcome Reception Report (PSNES Outreach Initiative)

This item will be a January meeting topic. **Action: Matt Wargon and Catherine Perego are to prepare a report (including a few photos) which will be sent out in advance of the meeting.**

Validation of 2015-2016 PSNES Priorities

This is an item for our next meeting in January. Items to be discussed will include:

- 2016 PSNES Election and BOD transitions
- PSNES membership growth and engagement
- Student mentoring/networking growth and engagement.
- What can PSNES do to help, support, and advance the NucE Program, RSEC, Student ANS, PSU WIN?

NEW BUSINESS

PSNES Digital Marketing/Communications Initiatives

This will be further discussed in the January 2016 meeting. See Attachment 3 for the digital marketing/communications report.

ANS Career Path Options Support Pilot:

This will be further discussed in the January 2016 meeting. **Action: A report will be provided by Candace Davison, Joe Sholtis, and John Atchison, to be sent out in advance of the 1/2016 meeting.**

Volunteers for 4/2016 Meeting Discussions:

Contact Pat Loftus to volunteer to prepare 1-page proposals and lead discussion in April 2016 Meeting. This will be further discussed at our next meeting (January 2016).

- Career Path Student Mentoring/Networking (Student Feedback & Targeted Volunteer Growth)
- PSNES Digital Marketing/Communications Plan (Membership Growth & Outreach)
- 2016 PSNES Annual Meeting & On-Campus Re-Connect Event Planning
- What can PSNES do to help, support, and advance the NucE Program, RSEC, Student ANS & PSU WIN?

Member/PSU News & Calendar of Events Look-Ahead Roundtable

2016 Election

The on-line PSNES election cycle will begin in December 2015 and extend through March 2016.

MNE Senior Recognition Banquet

The MNE Senior Recognition Banquet will take place on March 23, 2016. Contact Arthur for further details. PSNES members are encouraged to participate.

2016 Annual Meeting

The PSNES Annual Meeting will be during the August 20-21 weekend, with the meeting to occur on one of these days. The NucE New Student Orientation and MNE Picnic will take place on August 21, 2016.

The meeting was adjourned at 1:05 pm.

Attachment 1

PSNES BOARD OF DIRECTORS VACANCIES (12-2-2015 Rev. 2)

Effective 12/3/2015: Resignation Vice President/President Elect & Interim President James Stover

I regret to inform you that I will not be able to serve as Interim President/VP Elect and the future president of PSNES. As I was hoping to be able to fulfill my duties, it appears that other commitments and challenges have and will continue to limit the amount of time I am able to devote to the organization. While I have enjoyed my time with PSNES and was very eager to lead the organization, my new career, recovery from an ACL injury, and pursuit of a MBA have significantly limited my ability to serve in the capacity that is needed. I apologize for the strain that this will place on PSNES, but it is not fair to the organization to serve in a very limited capacity. It has been a pleasure working with you and hope that a strong candidate can help lead PSNES for the coming years. ----- James Stover

Acknowledgement of Service:

James has served on the PSNES Board since 2009. We thank him for his contributions.

PSNES BOD Vacancies:

- 1) Vice President/President Elect/Interim President (Present - 2016 Election/BOD Turn Over [Spring/Summer 2016])/President (2016-2018)/Past President (2018-2020) (Resignation of James Stover, December 2015))
- 2) Immediate Past President (2016-2018) (Resignation of President James Stavely, April 2014) [Rick Etling serving through 2016 Election/BOD Turnover]

Proposed 12/3/2015 BOD Actions:

- 1) Pat Loftus will continue in the Interim Vice President role through the 2016 Election/BOD Turnover (Spring/Summer 2016). (See Page 2 for Constitution excerpt)
- 2) BOD appointment of PSNES Member (PSU NucE graduate) to fulfill remaining term of James Stover (2016-2018 President) beginning with VP/President Turnover (Summer 2016)
 - 2016 Election Nominating Committee discussions: Catherine Perego willing to serve in this role beginning in August 2016.
 - Other Candidates from the Floor (must be PSU NucE Graduates)?
- 3) BOD decision on need to fill vacant "Immediate Past President" voting position on the BOD.
 - Rick Etling agreed to serve as "Immediate Past President" through the 2016 Election/BOD Turnover.
 - Options:
 - Leave the position vacant through the 2018 Election cycle.
 - Ask Rick Etling to extend his participation through the 2018 Election cycle. (Rick has agreed to serve.)
 - Ask Pat Loftus to participate through the 2018 Election cycle following BOD Turnover (Summer 2018)

12/3/2015 BOD Decision: Motion, Second & Vote

Attachment 1 (continued)

PSNES CONSTITUTION:

Article V. Elections

Section 4.

Officers shall be elected for two year terms, with the exception of the Vice President/President-Elect, who upon election will have a four year obligation. ...Vacancies may be filled by appointment by the Board of Directors between every two-year election. Board members and Officers so appointed will serve the balance of the unexpired term.

Article VI. Duties of Officers

Section 1.

The President shall preside at all meetings and shall be responsible for general supervision of all work of the Society. The President and Vice-President/President-Elect must be Penn State Program graduates.

(a) The President, or designee, shall serve on all committees as an ex-officio member.

(b) The President, or designee, shall serve as this society's delegate to the PSEAS Board of Directors.

Section 2.

The Vice-President/President-Elect shall serve in the absence of the President and shall also perform such duties as may be assigned by the President. The Vice-President/President-Elect shall assume the duties of the President in the event of the incapacity or absence of the President.

Attachment 2

Proposals for PSNES Board Consideration, Selection & Authorization Penn State Nuclear Engineering Time Capsule Decal Design Competition

Sponsor: PSNES Board of Directors

Purpose: Stimulate many time capsule decal designs by PSU NucE students and/or Clubs/Teams through a spirited competition by providing meaningful recognition and remuneration.

When: Spring Term 2016 (entries due in to PSNES NLT 18 March 2016; w/judging by PSNES Board, and approval of winning design by MNE, NLT 1 April 2016)

Proposal #1 (individual recognition/gift & club donation) for Board consideration:

Strategy: Reward innovation, whether individually or in a Team, following the competition. All NucE students invited to participate (individually or in Teams) by ANS Student Chapter. PSNES seeks many decal designs; thus many individual & Team entries are encouraged. ANS Student Chapter will coordinate effort, collect all entries, and forward them to PSNES NLT 18 March 2016.

Recognition: Individual or Team Members of the winning Time Capsule decal design will receive: (1) A recognition Certificate from PSNES at the 2016 PSNES Annual Meeting, (2) Recognition in the MNE E-Newsletter, and (3) Recognition of their contribution will be recorded in the Time Capsule.

PSNES Gift & Donation: In recognition of their service to PSNES, PSNES will provide a cash gift of \$25 to the Individual winner or \$50-\$100 to the winning Team (funded from the general account). In addition, in recognition of their service to PSNES, as coordinator of the effort, PSNES will make a donation of \$50-\$100 (funded from the general account) to the ANS Student Chapter for its use in supporting student conference participation or Chapter sanctioned projects.

Downside: Club participation and recognition is limited to ANS Student Chapter.

Proposal #2 (club/team recognition & club donation) for Board consideration:

Strategy: Reward Club/Team innovation & collaboration following the competition. Clubs invited to participate (i.e., ANS Student Chapter, Alpha Nu Sigma, Women in Nuclear – with Individual or Team entries). PSNES seeks a multitude of decal design entries; thus, many Club (Individual or Team) entries are encouraged.

Recognition: Club & Individual or Team Members of the winning Time Capsule decal design will receive: (1) A recognition Certificate from PSNES at the 2016 PSNES Annual Meeting, (2) Recognition in the MNE E-Newsletter, and (3) Recognition of their contribution will be recorded in the Time Capsule.

PSNES Donation: In recognition of their service to PSNES, PSNES will make a donation of \$50-\$100 (funded from the general account) to the Club with the winning Time Capsule decal design, for its use in supporting student conference participation or Club sanctioned projects.

Vulnerability: It may be difficult to get the ANS Student Chapter to coordinate this effort without some remuneration; PSNES would then be forced to coordinate the effort.

Downside: Limits participation to Clubs; some NucE students will not be able to participate unless they join a Club.

Attachment 2 (continued)

Proposal #3 (a hybrid of #1 & #2 club/team recognition & club donation) for Board consideration:

Strategy: Reward Club/Team innovation & collaboration following the competition. Clubs invited to participate (i.e., ANS Student Chapter, Alpha Nu Sigma, Women in Nuclear – with Individual or Team entries) by ANS Student Chapter. PSNES seeks a multitude of decal design entries; thus, many Club (Individual or Team) entries are encouraged. ANS Student Chapter will coordinate effort, collect all entries, and forward them to PSNES NLT 18 March 2016.

Recognition: Club & Individual or Team Members of the winning Time Capsule decal design will receive: (1) A recognition Certificate from PSNES at the 2016 PSNES Annual Meeting, (2) Recognition in the MNE E-Newsletter, and (3) Recognition of their contribution will be recorded in the Time Capsule.

PSNES Donations: In recognition of their service to PSNES, PSNES will make a donation of \$50-\$100 (funded from the general account) to the Club with the winning Time Capsule decal design, for its use in supporting student conference participation or Club sanctioned projects. In addition, in recognition of their service to PSNES, as coordinator of the effort, PSNES will make a donation of \$50-\$100 (funded from the general account) to the ANS Student Chapter for its use in supporting student conference participation or Chapter sanctioned projects.

Downside: Limits participation to Clubs; some NucE students will not be able to participate unless they join a Club. [Note: This could serve as a recruitment incentive for the Clubs, i.e., for non-affiliated NucE students to join a Club.]

Attachment 3

PSNES Digital Marketing/Communications Initiatives Report (11/30/2015)

Goal :

Increase engagement through attracting, retaining, and connecting key stakeholders of NucE/RSEC (including Alumni, Students, current/past Faculty/Staff of NucE/RSEC, Nuclear Student Interest Groups - PSU ANS, WIN)

Summary:

The PSNES Website upgrade & the PSU MNE Program maintained PSNES Member Listserv solve part of our prior challenges.

Actionable Digital Communications Strategy/Plan is needed to set priorities to close the following gaps:

- Need for on-going fresh, engaging content to share
- PSNES members may access news through multiple stand-alone digital platforms which are not linked. Content is created and posted on a stand-alone basis. Content is subsequently shared manually across platforms on an adhoc basis.
- Graduates who do not provide their e-mail address or keep it updated aren't included.
- Address the connection and engagement between PSNES members, NucE alumni (who aren't registered as PSNES members), PSU MNE/RSEC faculty & staff (past/present) and current students/clubs.

As-Is State:

- Kudos on Fresh Content
 - Shea Winton Bracken, Doug Wood, Joe Sholtis and Pat Loftus who created fresh content for the PSNES website and provided site testing. Several members also contributed photos.
 - Matt Wargon created flyer for 11/9/2015 Welcome Reception co-hosted by MNE in Washington DC.
 - PSNES Members who created PSNES Linked-In Group content, those who commented and shared, and to group managers Hilary Neal and Tom Richard.
 - MNE Communications (Shea Winton Bracken) who provides regular posts to MNE Facebook page, has 2 e-newsletters /year planned in addition to the MNE Print Magazine, and does occasional posts to PSNES Linked-In group (share content).
- E-mail Address based Listservs
 - PSNES Member ListServ subscription (through PSNES website)
 - PSNES Linked-In registration
 - Key Stakeholders of NucE/RSEC Listserv created by Catherine Perego (PSU student; subscription opt-in not yet requested).
 - Student ANS Listserv subscription through Student ANS Website
 - PSU WIN Listserv through club website?
- MNE Facebook "follow"
- Student ANS Website & Listserv subscription
- PSU WIN Listserv (?)
- MNE Fall 2015 e-newsletter (issued 11/2015) included hot links to join PSNES (MNE website), the PSNES Linked-In Group, and like the MNE Facebook page.

Attachment 3 (continued)

Multiple Digital Platforms/Channels to Receive NucE/RSEC News: MNE/PSNES Website Update

- New website go-live scheduled for January 2016
- Election capability will be preserved
- MNE/PSNES Website (current URL): <http://www.mne.psu.edu/PSNES>

PSNES Member ListServ:

- PSNES BOD can distribute content to ~ 400+ registered PSNES members (those signed up through the PSNES website) by including the listserv e-mail address as a bcc.
- Flyer for 11/9/2015 Welcome Reception co-hosted by MNE in Washington DC was distributed successfully through this channel with less than 2% bounce rate. Feedback from 3 recipients was "keep it coming"!
- PSNES members (Catherine Perego, Matt Wargon) volunteered to support real-time PSNES member registration at the 11/9/2015 Welcome Reception.

PSU College of Engineering/MNE Department E-mail Address List (confidential)

- Shea Winton Bracken indicated that the COE/MNE have access to over 1000 e-mail addresses of NucE alumni which they use to communicate periodic Alumni news. This list may likely have some overlap with the PSNES member listserv.

Key Stakeholders of NucE/RSEC List Serv: (as PSU student)

- Kudos to Catherine Perego who created a second listserv. (Note: Catherine is currently a PSU graduate student).
- Registrants of this listserv could be open to non-NucE alumni stakeholders of NucE/RSEC. Note: RSEC created an e-mail list for the RSEC 60th Anniversary & has a list for periodic RSEC events (Wendy Belinc)
- **Action: BOD decision to create digital outreach campaign encouraging non-PSNES members registration. Caution: Must avoid co-mingling of list with the PSNES member list to preclude spamming the same person with the same content from multiple listservs.**

MNE Facebook Page

- Visit Penn State Mechanical and Nuclear Engineering page (<http://www.mne.psu.edu/>) to see real-time posts on Department /Program News.

PSU ANS Student Chapter Listserv

- Visit the ANS Student Chapter website and sign up to receive real-time news.
- **Link:** <http://php.scripts.psu.edu/clubs/up/ans/ mailing.php>

Attachment 3 (continued)

PSNES Linked-In Group News

- **Navigation Instructions**
 - Log in to Linked-In.
 - Select "Interests"
 - Click on drop down "Groups" , "find a group" and enter Penn State Nuclear Engineering Society (PSNES).
 - To request membership to this private group, click Join and your request will be reviewed by the Group Manager.
- **Group Description:** The Penn State Nuclear Engineering Society (PSNES) is a group of Penn State nuclear engineering alumni as well as other Penn State alumni and friends of the nuclear engineering program like Radiation Science and Engineering Center staff and current and prior NucE faculty. The purpose of this society is to promote fellowship and communication among the alumni, faculty and students of the Nuclear Engineering program in order to work for the improvement of the program, the Department of Mechanical and Nuclear Engineering and the College of Engineering. Another primary focus of PSNES is to provide mentorship and networking opportunities for current students.
- **Group Owner & Group Manager:** Hilary Neal (Group Owner) is doing a great job spearheading this effort with support from Tom Richard (Group Manager), the MNE Department Communications Strategist Shea Winton Bracken (selected posts from MNE Facebook) & a few PSNES Member contributors (Pat Loftus, Doug Wood, Joe Sholtis, John Atchison).
- Note: This is a key outreach vehicle for NucE Alumni/Friends of the NucE Program & RSEC to communicate among ourselves .

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