

# Region J Newsletter



## Wendy's Welcome (A Note from the Region Governor)

January 2015  
Volume 4, Issue 2



### Contents

|                         |    |
|-------------------------|----|
| Governor Message        | 1  |
| Communication           | 1  |
| Upcoming Events         | 2  |
| JCON15                  | 2  |
| Officers and Chairs     | 3  |
| 2014 ABJ Review         | 4  |
| Region J Mascot         | 5  |
| 2016 ABJ                | 5  |
| Region J Mentoring      | 6  |
| D&I Cards               | 7  |
| Elections: Professional | 8  |
| Region Awards           | 9  |
| Elections: Collegiate   | 10 |
| PDG Update              | 11 |
| OMTool                  | 11 |
| Meeting Schedule        | 10 |
| Important Dates         | 10 |

Hello Region J!

I hope you all had a great holiday season. I just got back from a 6.5 week trip to SE Asia and am now getting caught up on SWE stuff. As you may be aware HQ has been experiencing issues with our SWE aliases and listservs which delayed this newsletter. But it is now in your inbox, so I encourage you to continue reading for lots of great information! Please also note that some applications for FY16 leadership positions are due February 14th! Read the elections article for more information on how to apply. Oh, and I hope to see everyone at JCON15 in Kennewick, WA. Early bird registration ends March 10th!



## Region Communication

Use your resources to keep up on all Region J happenings in FY14!

### Region J Senate Blog

Our Senators use this venue to communicate information regarding Society-level business that they conduct on your behalf. Let your voice be heard! Subscribe to the [blog](#) and participate in surveys posted throughout the year.

**Region J Website** Looking for links to each of the Section's websites or Region Officer e-mail addresses? Look no further than the [Region J Website!](#)

**Dropbox** A Dropbox folder has been set up on which we will store documents related to Region J business, such as motions, agendas and minutes, reports, etc. If you are a region leader and have not yet received an e-mail invite to this site, please contact [Wendy Jenkins](#).

**Region J Collegiate Blog** The Region J Collegiate Communications Editor (RCCE) keeps this blog up-to-date with happenings from across Region J and the Society. [Subscribe](#) and receive e-mail notifications when new items are posted. Items posted are relevant to all members.

**Region J Newsletter** This bi-monthly publication will be sent via e-mail to all Region J members. Submit articles and reports to [Shaunna Winton](#).

**Graduate Student Blog** This blog serves the graduate student community in SWE, and is maintained by the SWE Graduate Member Coordinator and Graduate Programs Coordinators. [Subscribe](#) and receive e-mail notifications when new items are posted.

**Facebook** Like Region J on Facebook: <http://www.facebook.com/#!/groups/2212498850/>



## Upcoming Events and Due Dates

### Region J FY15 Conference

Kennewick, Washington  
April 10-12, 2015

### Professional Section Reports Due

Tuesday, February 10

### Region J Award Applications Due

Tuesday, March 10

### Region J Teleconference

Monday, March 2  
5:30 pm AK/6:30 Pacific

Conference Dial-in No.:  
(619) 326-2772  
Participant Access Code:  
252484#

## Region J Conference (JCON15)

### Get ready for JCon15!



The 2015 Region J Conference, **Eat, Drink, Engineer**, will be held April 10-12 in Kennewick, Washington. The conference theme reflects the region's role in providing a wide variety of agriculture and food products not only for the state but for people around the globe. Tours on Friday and the technical track breakout sessions will focus on food and agriculture.

Some new events at this year's conference include a collegiate poster session and a practice SME Bowl.

The collegiate poster session will be held on Saturday morning and will provide undergraduate and graduate students an opportunity to present their work to fellow SWE members and to provide another venue for collegiate/professional/sponsor interaction. Students can sign up for the session at no cost, and will have a chance to present their poster to the judges during the first breakout session of the day. The posters will remain on display for the remainder of the conference for attendees to view. The top three posters, plus a "People's Choice" poster will receive cash prizes!

SME Bowl will be held on Friday night during the welcome reception. It is open to professionals and collegiates, who will be randomly assigned to their teams. The practice SME Bowl will test contestants' knowledge of science, math, engineering, and SWE. This event will be a fun way to interact with other collegiate and professional members, and test your engineering skills under pressure. Plus, the winning team will receive prizes!

As always, Saturday will consist of informative and engaging breakout sessions in the areas of Professional Development, Collegiate, and SWE Society, and a career fair in the afternoon. The State of SWE address will be presented at Saturday breakfast by Society President-elect, Colleen Layman. The conference will wrap up with region meetings for professionals and collegiates on Sunday morning.

Registration is open, so sign up before early bird prices expire!

For more information about the conference, including a full schedule visit <http://jcon.swe.org>



## Region J Officers and Committee Chairs

**Governor:** Wendy Jenkins (J003 - Pacific Northwest)

**Lt. Governor:** Alexa Kulczyk (J003 - Pacific Northwest)

**Treasurer:** Jennifer Kootstra (J002 - Columbia River)

**Secretary:** Audrey Xu (J002 - Columbia River)

**Professional Senators:** Suzi Jewett (J002 - Columbia River)  
Shaunna Winton (J009 - S. Puget Sound)

**Society Nominating Committee Rep:** Kelly Schable (J003 - Pacific Northwest)

**Collegiate Senator:** Mandy Brewer (J052 - Montana Tech)

**RCR:** Claire Offer (J054 - Oregon State)

**RCCE:** Megan Shadlow (J054 - Oregon State)

**Society Bylaws:** Catherine Thomas (J003 - Pacific NW)

**Society Membership:** Erin Wakefield (J002 - Columbia River)

**Society/Region J Outreach:** Coral Jean Cotterell (J002)

**Leadership Coaching Committee (LCC):** Tamaira Ross (J003), Joan Young (J001)

**Collegiate Leadership Coaching (CLCC):** Morgan Miller, Shivani Gupta, Rim Touil (all J003), Leah Meeks, Cary Kaczowka

**Region J Awards:** Stephanie Salas-Snyder (J002)

**Region J Nominating:** Coral Jean Cotterell (J002)

**Region J Mentoring:** Erin Wakefield (J002), Holli Pheil (J002)

**Region J Webmaster:** Jenny Smith (J006 - Southwest Idaho)

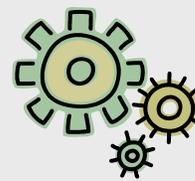
**Region J Newsletter:** Shaunna Winton (J009 - S. Puget Sound)

**Region J Conferences:** Shaunna Winton (J009 - S. Puget Sound)

**Graduate Student Rep:** Shivani Gupta (J003 - Pacific Northwest)

**Multicultural Committee:** Marcie Mathis (J009 - South Puget Sound)

**Program Development Grants:** Cary Kaczowka (J003 - Pacific Northwest)





### 2014 ABJ Leadership Summit Review

By Alice Orrell, Eastern Washington Section

This year's ABJ Meeting, rebranded the ABJ Leadership Summit, was held in Las Vegas, Nevada September 12-14 and was well attended by nearly 70 members from all over the regions with only 2 states (Alaska and Idaho) out of 11 in the regions not represented. Members in attendance ranged from brand new or returning members who haven't been involved since college to members serving at the Board of Directors level.



Alice Orrell with Rachel Morford, Region B Governor with the Region B Queen Bee.

After around the room introductions at the start of the Saturday Summit, topics presented and discussed included the Society Nominating Committee application process, an update from the Government Relations and Public Policy Committee, SWE's new Diversity and Inclusion Knowledge Cards (available [here](#)), tips and guidance on applying for Program Development Grants, and SWE's Work & Life Integration Playbook (available [here](#)), among other topics.

The Government Relations and Public Policy (GRPP) committee reports to the Director of Advocacy and the SWE Executive Director. SWE employs a liaison ("lobbyist") in Washington, Yvonne Rodriquez, who also works with the Association of Women in Science (AWIS) to help SWE advocate. GRPP's main event is Capitol Hill Lobby Day, typically held in March, at which the committee facilitates SWE members meeting their representatives to discuss STEM issues.

The Program Development Grant (PDG) committee, also known as the "ATM of SWE," provides funds for K-12 outreach, professional development, and diversity issues and training programs. The committee is in the process of updating its FAQs, application forms, and is currently developing its own webpage (as the Aspire page where it is currently housed will soon be retired). Look for a future eBlast about all these developments. The PDG committee awarded over \$140,000 in FY14 through over 70 grants that touched 10,000 people and 50 unique sections, BUT Region J did not submit any PDG requests in FY14 and this was announced in front of all the Summit attendees! We have been challenged to change this!

Top 5 Tips for Applying for a PDG:

1. Stay eligible to receive funding (i.e., must be in good standing, cannot have 3 open grants already, cannot submit request after the event).
2. Plan early. The committee might have questions that take some back and forth. Grant requests are reviewed every month, but review process is 45 days. Best practice is to submit at least 4 months before event.
3. Read the FAQs.
4. Utilize the short forms.
5. Schedule grants and close outs because a section/region can only have so many grants open at a time (which is not a problem for Region J or any of its sections right now!).

There was also a presentation on the upcoming Joint ABJ Regions Conference to be held in Seattle. The proposed, tentative date is February 18 -21, 2016 with the thought that extra tours could be provided on Thursday and an outreach event could be held Sunday. And don't forget that next year's ABJ Leadership Summit will be hosted by Region J. See you there!



Lunch Keynote Speaker, Virginia Valentine, President of the Nevada Resort Association and University of Idaho graduate, speaking to members about failures as a path to success.



## Region J Mascot Adoption

Regions A & B have both adopted a mascot over the last few years. One of these stuffed critters was provided to each of the sections in their regions for them to personalize and take photos with at events. See the photo of Wendy holding a region A "star" and region B "bee" on the right. One of the region goals this year is to get a similar mascot for region J. The RCT was tasked with researching the options and then we let both the collegiate and professional members vote on them last year. The winner was the Blue Jay, so the RCT is now working on getting quotes so that the Region Council can approve the expenditure. Hopefully each section will have their personal Blue Jay by early FY16!



## 2016 ABJ Joint Region Conference

Calling all volunteers! In FY16 we'll be hosting a joint region conference with regions A & B in Seattle, WA. The planning is getting underway and the conference chair is currently looking for volunteers to help in the preparation. Please note that a lot of the work can be done remotely and doesn't require living in Seattle, in fact volunteers from regions A & B will also be helping. If you are interested in getting involved please contact Wendy Jenkins ([governor-j@swe.org](mailto:governor-j@swe.org))





## Region J Mentoring Program



What's up with Mentoring? We had hoped to launch during the week of Annual Conference in October, but hit some email listserve issues. We were able to get out in December our request for mentors to the entire Region and now in January you should have seen the mentee request announced. As soon as we fill the mentee spots, we will do pairing shortly and have our kick off. We are sorry for the delay, but we wanted to make sure the mentoring program was open to all of Region J.

For FY16, we are putting out the call for next year's mentoring chair(s). Please contact one of us if you are interested in the position(s).

Holli Pheil – [holli.pheil@swe.org](mailto:holli.pheil@swe.org)

Erin Wakefield – [erin.wakefield@swe.org](mailto:erin.wakefield@swe.org)

### **Mentee request:**

Have you been thinking about becoming more involved in SWE but don't know how? Do you have a desire to move into a larger SWE role but are unclear of the path to get there? Or maybe you just want to figure out how to use your experience in SWE to benefit your career or personal goals? If any of these apply to you, the SWE Region J Mentoring Program is for you! As part of this program you'll be paired with a more senior SWE member who can help you build your SWE and/or professional career! Mentee resource packets and virtual sessions on various SWE related topics will be provided as part of the program to help set you and your mentor up for success.

Due to a communication issue this fall, we are **RE-OPENING the Mentee sign-up** for the Region J mentoring program for FY15! (If you already signed up you do not need to sign-up again)

The FY15 Region J Mentoring Program has now re-launched and mentee sign-up is open! We currently have **SIXTEEN additional** mentee spots open based on newly available mentors, so sign-up now before spots fill! This program is only for current professional SWE members.

The FY15 Region J Mentoring Program will shift its launch to late January. Mentor sign-up runs until all of the new spots are filled.

Survey link [here](#):



## Diversity & Inclusion Cards

### Diversity is the Driver of Innovation

SWE is excited to announce the availability of our newest resource the Diversity and Inclusion Knowledge Card Deck. In partnership with Arup, a global multidisciplinary engineering, design and consulting firm, the Diversity and Inclusion Knowledge Cards provide an invaluable set of tools for organizations and companies looking for best practices designed to explore the value of diversity in the workplace.

"Because of our cultural backgrounds and upbringings, it's often difficult to understand what diversity means in the workplace, as well as why it's crucial for progress," said Karen Horting, SWE's executive director and CEO. "It's our pleasure to provide a resource and tools for organizations committed to creating an inclusive environment."

The knowledge cards feature provocative questions, summaries of current research, and intriguing data points to start conversations in the workplace and beyond. The thought-provoking resource gives businesses a means to begin meaningful change in their organizational structures by welcoming more perspectives at every level. Each card revolves around a key aspect of identifying the unconscious biases prevalent in the engineering industry in North America.

From now until July 1st SWE is offering a 25% discount on all card deck purchases for those who enter the promo code MEMBDI. Card decks can be purchased by going to [SWE's website](#) and visiting the [SWE Store](#) or by contacting SWE directly at [learning@swe.org](mailto:learning@swe.org). Also available for download are three card deck activities accompanied by guidelines on how to leverage the cards in your own group setting, these activities are free and can be found at [swe.org/diknowledge](http://swe.org/diknowledge).





## Region J Elections: Professional

Election season is upon us! If you are interested in getting involved at the region and society level of SWE, please let us know! There are many great opportunities to showcase your leadership skills on cross functional teams! We are currently soliciting applicants for the **Region J Nominating Committee Representative** and **Region J Senator**. Both of these are 2-year terms and are described in greater detail below. If you are interested in running for one of these two positions, please contact Coral Jean ([coraljean.cotterell@swe.org](mailto:coraljean.cotterell@swe.org)) and Wendy ([governor-i@swe.org](mailto:governor-i@swe.org)) for more information. All applications (which consist of your name, section, membership number, and a list of previous SWE experience-year & role) are **due by February 14th**. All those approved by the nominating committee will also have to submit a photo and candidate statement (a short bio and explanation of why you are running/what you hope to accomplish in the role) to HQ by March 1st for inclusion on the society ballot. Note that you are welcome to go ahead and submit your photo and candidate statement with your application. If you are interested in running for one of the 1-year region level positions, like Lt. Governor, Secretary, and Treasurer or serving on a society committee the application **deadline is March 15th**. Note that some travel funding is available for all of these roles.

**Position Descriptions:** (Note: more information can be found on the Region J Website)

**Nominating Committee Representative:** The Nominating Committee Representative serves on the Society Nominating Committee whose job it is to vet the applicants for the Board of Directors, Board of Trustees, and Senate Leadership. The Nominating Committee evaluates all candidates based on their nomination packages, feedback from other members, and in-person interviews and then puts together a proposed slate. The bulk of the work is done via teleconferences and occurs Sept-February. Travel to the Society Conference is recommended. Note that in order to be eligible for this position, you must have had recent experience at the Society level, such as service on the board of directors, as a professional member of the senate, as a region governor, or as a Society committee chair

**Senator:** Serve on the Society Senate to chart the strategic direction of the Society. As a voting member of the senate, a senator is informed of proposed bylaws amendments and their job is to analyze the pros and cons of the amendment and cast an informed vote on the subject. Senators attend Region Council meetings as a non-voting member, and they use this time to solicit feedback and update the region on the many strategic things the senate is working on. Travel required includes attendance at the Society Conference, and the Winter Senate meeting. Attendance at the ABJ Leadership Summit and Region J Conference is also encouraged.

**Lt. Governor:** The Lt. Governor's job is to help the Governor is overseeing the region. They assume the duties of the governor if the governor is temporarily unable to serve, provide guidance and oversight to collegiate leaders in the region (The Lt. Governor heads up the RCT), and perform such other duties as may be assigned by the governor or the region council. Travel to the ABJ Leadership Summit, Society Conference, and Region J Conference are recommended. In order to be eligible you must have served at least two years in the aggregate as a professional member of the senate, professional section or members at large president, professional section or members at large representative, or region officer, except that one year as either a collegiate senator or collegiate representative may be counted toward this requirement.





## Region J Elections: Professional

**Secretary:** The Secretary's job is to maintain the records of the region. They maintain an up-to-date roll of representatives at all meetings of the region council, and perform other duties incident to the office of secretary or as may be assigned by the governor or the region council. Travel to the Society Conference and Region J Conference is recommended.

**Treasurer:** The treasurer is responsible for the collection, distribution, and safekeeping of region funds. They prepare, maintain, and report as directed on the financial position of the region in relation to the approved budget; process reimbursement requests; submit a financial report to the Society in accordance with established procedures; and perform other duties incident to the office of treasurer or as may be assigned by the governor or the region council. Travel to the Society Conference and Region J Conference is recommended.

## Region J Awards

Did you know that Region J has an awards program? Its purpose is to recognize all the great work that the sections in our region do. Please consider applying for at least one of the four awards described below. For more information please read the [awards package](#) document posted on the region J website. All applications must be received by March 10th to be considered.

- **Unique Professional Development Program:** This award recognizes a professional section that has developed the best program or activity that is aligned with the SWE professional development goals.
- **Outstanding Collegiate Program:** This award recognizes exceptional programs and activities of a collegiate section that are aligned with the SWE Society and/or Region J goals, mission, and/or strategic plan.
- **Distinguished Outreach Service Award:** This award recognizes SWE members who have made a valuable contribution to the Society with specific emphasis in promoting SWE via K-12 outreach and STEM-related activities.
- **Membership Award:** recognize SWE sections within Region J who have the best membership growth and sustainment in FY15





### Region J Elections: Collegiate

Are you interested in taking your SWE leadership to the next level? Do you want to make a difference in programs for collegiate members or assist in developing the strategic direction of SWE in the Senate; this is your opportunity to apply! You could be Region J's next Region Collegiate Representative (RCR), Region Collegiate Communication Editor (RCCE) or Region Collegiate Senator (RCS). FY16 leadership position terms run from July 1, 2015 through June 30, 2016.

The RCR, RCCE and RCS positions receive invaluable interaction and coaching from SWE leaders. These leadership opportunities sharpen your career skill-set in the areas of leading and facilitation, group dynamics and communication, and project leadership.

To apply, please submit a photo and a candidate statement of no more than 400 words that will be used on the ballot should you be named a candidate by the Region Nominating Committee. Suggested items to include: your name, major, year in school, why you want the position/qualities you will bring, past leadership experiences (within SWE or other).

Applications are due February 14 to Coral Jean ([coraljean.cotterell@swe.org](mailto:coraljean.cotterell@swe.org)) and Wendy Jenkins ([governor-j@swe.org](mailto:governor-j@swe.org)). An application does not guarantee appearance on the ballot. The Region Nominating Committee will determine the slate no later than February 21 and notify all applicants of their status prior to March 1. Elections will be conducted by SWE Headquarters; collegiate section presidents vote for Region Collegiate Leadership.



#### Position Descriptions

**Region Collegiate Representatives:** As voting members of the Region Council, the RCRs represent collegiate members' interests among region leaders. The RCRs facilitate collegiate meetings at the Society and region conferences, and maintain communication with collegiate section presidents throughout the year.

**Region Collegiate Communications Editor:** The RCCE is responsible for communicating important SWE events and best practices through the region's blog and other social media. Per the bylaws, the RCCE also serves as the alternate for the RCR.

**Region Collegiate Senator:** The RCS serves on the Senate, which is responsible for charting the strategic direction and adopting long-range goals for the Society.

All leaders are expected to:

- Attend the ABJ Leadership Summit in August/September 2016
- Attend the Society's Annual Conference, WE15, in Nashville, Tennessee
- Attend 2016 events: RCS at the Winter Senate meeting typically late January/early February, and RCR/RCCE at the 2016 Region Conference February 18-20, in Seattle, WA
- Participate in webinar and teleconference training sessions offered over the summer
- Actively participate with the Region Collegiate Team, led by the Lt. Governor

For more information on any of the roles, please contact the current leaders: [rcr-j@swe.org](mailto:rcr-j@swe.org), [rcce-j@swe.org](mailto:rcce-j@swe.org), [governor-j@swe.org](mailto:governor-j@swe.org)



## Program Development Grants

Did you know that the PDG Committee recently got a new [webpage](#) and made some changes to their process intended to help sections apply and receive funding more easily? Below is a quick highlight of some of the changes the PDG Committee has made. All of this information and more can be found on PDGs new [webpage](#).

- Updated Outreach Short Form in word format with higher funding limits- Effective Immediately
- New Professional Development Short Form- Effective Immediately
- Updated FAQs with several clarifications and updated precedence set points-Effective Immediate (except the following)
- Update to Final Report requirements requiring proof of event and receipts for all reports (see FAQ's for additional details)-Effective Jan 1, 2015
- Update to Submission Deadline (see FAQ's for additional details)-Effective Jan 1, 2015 for proposal with event date after Feb 1, 2015

Hopefully this will spur a lot more applications for grants to fund great Region J events!



## Outreach Metrics Tool (OMTool)

Have you done any STEM outreach this year? Then make sure to record your outreach events using a simple 10-question survey that the Outreach Committee developed. This survey can be found at [surveymonkey.com/s/omtool](http://surveymonkey.com/s/omtool). It is important that SWE collect data on the amount of STEM outreach SWE members do for internal goal setting and decision making and for documenting our impact to sponsors and potential partners. Each time you volunteer, please go in and record it. For larger outreach events where you volunteered through the section it's likely your section will record the event, but please make sure to check! The survey was developed based on a successful process created by Region B. It is easy to use and the questions are short, so please take the time to document all the STEM outreach you do!





## About Our Organization

The Society of Women Engineers (SWE), founded in 1950, is a non-profit educational and service organization. SWE is the driving force that establishes engineering as a highly desirable career aspiration for women.

SWE empowers women to succeed and advance in those aspirations and receive the recognition and credit for their life-changing contributions and achievements as engineers and leaders.

## Region J Council Meeting Schedule

| Date               | Activity                        | Tentative Agenda   |
|--------------------|---------------------------------|--|
| September 14, 2014 | Region J Meeting at ABJ Meeting | Tactical plan, motion review   |
| September 15, 2014 | FY15 Orientation                | Kick-Off, Introductions, Review/approve FY15 budget & motions, tactical plan |
| October 6, 2014    | Region J Teleconference         | Prep for WE14 Meeting  |
| October 23, 2014   | Region J Meeting at WE14        | Society business   |
| November 17, 2014  | Region J Teleconference         | Mentoring update, other business   |
| January 26, 2015   | Region J Teleconference         | Society business, new region officers  |
| March 2, 2015      | Region J Teleconference         | Prep for JCON15 meeting & section elections                                  |
| April 12, 2015     | Region J Meeting at JCON15      | Tactical plan review   |
| May 4, 2015        | Region J Teleconference         | Prep for officer transition  |
| June 8, 2015       | Region J Teleconference         | Wrap-up, end of year reporting   |

## Important Region J Dates

| Date                  | Activity  |
|-----------------------|---|
| July 30, 2013         | FY14 Financial Reports Due (Section and Region)   |
| August 14-17, 2014    | RG Summit and FY14 Board Installation; Phoenix, AZ  |
| September 12-14, 2014 | ABJ Meeting; Las Vegas, NV  |
| September 17, 2013    | Professional Section Reports and Tactical Plans Due   |
| October 23 - 26, 2014 | Society Conference; Los Angeles, CA (Region J Meeting: Thursday, Oct 23)  |
| November 15, 2014     | IRS Filing Due (E-Postcard)   |
| February 1, 2015      | Region J Award Applications Due (to be presented at JCON15)   |
| February 1, 2015      | The proposed slate for governor, professional senator, and RCT must be presented to the region council by February 1. |
| February 2015         | Submit Travel Fund Contribution   |
| February 10, 2015     | Professional Section Reports Due  |
| March 31, 2014        | Society Individual Award Applications Due   |
| April 1, 2014         | Region J Elections start  |
| April 10 - 12, 2015   | Region J Conference; Kennewick, WA  |
| May 10, 2015          | Professional Section Reports and Vitality Reports Due   |
| June 30, 2015         | FY16 Leadership Rosters Due   |
| July 1, 2015          | Society Section Award Applications Due  |
| July 30, 2015         | FY15 Financial Reports Due (Section and Region)   |



**Region J Newsletter Editor**

Shaunna Winton

[Shaunna.winton@swe.org](mailto:Shaunna.winton@swe.org)

Please send ideas and info for future newsletters to Shaunna. Comments and feedback are also appreciated.