1. **Attendance**


*IUPUI Members:* Charlie McIntyre, Dan Koo, Bill White, Matt Ray, Marvin Johnson, and Zane Lee (student).

*Invited Guest:* Bob Bowen.

The membership extends a gracious thank you to Bowen Engineering for hosting the Fall 2019 Capstone Day and the IAB Meeting!

2. **Approval of November 1, 2029 IAB Meeting Minutes.**

Approved by a voice vote of members as written. The minutes will be posted on the IAB Section of the Construction Management website.

3. **Capstone Day Events**

Our thanks to all IAB members that participated in the Capstone Day events.

4. **IAB Course Reviews**

Volunteer course reviewers for the spring semester are shown in the table below. Thank you to our volunteers.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor</th>
<th>IAB Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEMT 11000 - Construction Accounting</td>
<td>Scott Stull</td>
<td>Jeremy Bloomfield</td>
</tr>
<tr>
<td>CEMT 28000 - Quantity Survey</td>
<td>Bill White</td>
<td>Mark Riffe</td>
</tr>
<tr>
<td>CEMT 34200 - Construction Cost and Bidding</td>
<td>Matt Ray</td>
<td>Allen Galloway</td>
</tr>
<tr>
<td>CEMT 48600 - Reinforced Concrete Design &amp; Construction</td>
<td>Dave Kieser</td>
<td>Brad Bastin</td>
</tr>
</tbody>
</table>

5. **IAB Job Shadowing - 2019 Fall Semester.**

The job shadowing program (connecting students with industry mentors) was offered to freshmen in CEMT 10500 - Introduction to Construction Management for the first time this past semester. Bill White conducted a survey of the 16 participants and their hosts. Feedback from hosts indicated there is a lack of understanding and clear expectations of host roles in the shadowing program.

Students were asked, “*What were their favorite things about the shadowing experience?*” Responses included “enjoyed meeting employees, staff, and interaction with sub-contractors.” Students also enjoyed site visits. Things they didn’t like include the “weather,” and some “weren’t able to interact enough with staff or the project manager.”

Our thanks to the hosts that participated. This program will remain an important component for student engagement as the CM program continues to grow. Many students enrolled in CEMT 10500 are not officially in the CM program; however, all but one student said they planned to pursue a job in construction management.
Allen Galloway suggested that future hosts explain their internship process to job shadows. The shadow program will be offered again to freshmen during the spring semester, and could be expanded to the sophomore class going forward if more hosts are available. There are currently 19 students enrolled CEMT 105 for the spring semester. Typical class size is 20-30 and enrollment is increasing. Currently all CEMT courses are offered every semester, but the goal is to transition to a fall/spring course sequence where courses are only offered once a year.

Sometime in late January, Charlie will be reaching out to IAB member seeking shadow host volunteers.

<table>
<thead>
<tr>
<th>Numbers as of December 5, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of student job shadow applicants from CEMT 10500</td>
</tr>
<tr>
<td>Number of host companies</td>
</tr>
<tr>
<td>Number of students completing a job shadow</td>
</tr>
<tr>
<td>Number of student evaluations submitted</td>
</tr>
<tr>
<td>Number of host evaluations submitted</td>
</tr>
</tbody>
</table>

6. Capstone Group Mentor Program.

Report from Tim Howard.

Current enrollment in Capstone 10500 (for the 2020 spring semester): 16

Capstone mentors meet once a month during the semester with their assigned capstone group of students, and provide support to students on the capstone project and presentation rehearsal. Tim Howard with T&W stated he met once a month, a total of four (4) times, and was able to monitor their Note Vault entries through the internet to gauge their progress on the capstone project.

There will be three (3) capstone groups for the upcoming spring semester. After a request by Charlie McIntyre to mentor the last of the three teams, Maurice Dunn volunteered. We now have all the volunteer mentors needed for the spring semester.

Capstone rehearsals this year went well. IAB members attended the event and reviewed student presentations. Your participation in capstone rehearsals is very important to the students based on feedback they provided.

7. Indiana School Counselors Association (November 14 & 15)

Thanks to Mark Smith, Terri Truitt, Eston Hathaway, Allen Galloway, and Eric Harvey. Thanks to all that assisted! This event is producing increased enrollment through awareness of the program with high school guidance counselors. Every high school guidance counsellor in the state now has promotional material on the program. In the spring, Charlie may attend a few school district career fairs as well.

8. 2020 Spring IAB Career Fair.

Fall 2019 - CM Career Fair - Employer Evaluation Results – September career fair for IAB members. Charlie requested additional feedback on the career from those present. This event costs the IAB roughly $800.

Maurice Dunn suggested using an online portal for students and employers to review internships and upload resumes and videos – Handshake online portal was suggested. Charlie McIntyre will contact IUPUI career services about Handshake, and work with students on preparing resumes for submittal prior to the spring fair. Zoom meeting was also suggested as another way for students to record a video of themselves and their interest in the industry.

Discussion was had on booth location in the back hall and the traffic versus booths in the main lobby. Charlie will look at spacing options.

A discussion was conducted on the best time for a spring career fair. Consensus was obtained on: Thursday February 6, 2020. 10 a.m. - 2 p.m. Spring Career Fair for active IAB members.

Revenue, expenses, and of active members. There are currently 45 total members; 38 paying members; current balance in the IAB account is $11,886.51.

Membership renewals will be sent next week, along with an email to all contacts that are not yet members asking them to participate.

10. IAB Self-Assessment Survey.

During the spring semester, Charlie is asking that the IAB conduct a self-assessment and evaluation of IAB performance and activity.

A sample assessment form was provided by Charlie for review. The actual assessment will be completed electronically next semester by IAB members. More information to be provided at a later date.

11. ACCE IAB Event Sponsorship.

Allen Galloway suggested that members and faculty attend the following conferences. The ACCE conference is in Jacksonville Florida, February 19th. Charlie McIntyre also appealed to the IAB to become a sponsor of theses conferences. The goal of sponsorship is to build CM program recognition among other schools and industry leaders regionally and nationally. IUPUI is an important part of this event for achieving accreditation with no notes or conditions and having achieved successful student outcomes in multi-disciplinary teams. A motion was made by Ashton Hathaway for the IAB to be a Silver sponsor and seconded. Motion passed by a verbal vote with all in favor.

Gold Event Sponsor ($1000 contribution)
- Logo appears in large format on Display Board
- Full page ad in IAB Event Workbook
- 2 free registrations to the IAB Best Practices Event
- Podium Recognition
- Opportunity to use a display table for promotional items

Silver Event Sponsor ($500 contribution)
- Logo appears in medium format on Display Board
- Half page ad in IAB Event Workbook
- 1 free registration to the IAB Best Practices Event
- Podium Recognition
- Opportunity to share a display table for promotional items


This conference is March 28th in Hine Hall for the Illinois-Indiana Section and will be held at the IUPUI campus. Charlie McIntyre is co-chair of the event. Bob Bowen will be the keynote speaker. CM and other engineering program students will be involved and some of their capstone posters will be on display. Charlie expects 250 attendees. A motion for Silver sponsorship was made by Brad Bastin and seconded. Motion was approved by voice vote.
13. Charlie’s Action Items:

Reviewing job shadow results and will be in contact with the IAB asking for hosts for the spring semester; he will also be working on the career fair tasks as outline above.

14. Update on Program Director Search:

Position was published and the search committee has received several applications. They will start interviewing next year.

15. Program Success:

Four (4) students recently received scholarships from the Asphalt Pavers Association of Indiana (APAI).

16. Next Meeting:  **Friday - March 6, 2020**

Messer Construction Co.
2445 N Meridian St, Indianapolis, IN 46208

**SAVE THE DATES:**

**Monday - April 20, 2020**

Capstone Group Rehearsals (University Library Auditorium)

**Friday - May 1, 2020**

Capstone Final Group Presentations (Location TBD) IAB meeting will at 7:30 a.m.

17. Meeting adjourned 9:38 a.m.

<table>
<thead>
<tr>
<th>Construction Program IAB Indianapolis Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Officers</strong></td>
</tr>
<tr>
<td>Allen Galloway</td>
</tr>
<tr>
<td>Adam Cornelius</td>
</tr>
<tr>
<td>Eric Harvey</td>
</tr>
<tr>
<td>Jared Redelman</td>
</tr>
</tbody>
</table>