



Knowledge and Community Sector  
Staff Organization Webcasts

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# DISCUSSION ITEMS

- Webcast Objectives
- Staff Reorganization Objectives
- K & C Staff Organization
  - Unit Support
  - Leadership & Communities
    - Staff Liaisons
  - Technical Programming & Development
    - New Initiative Process
    - Center for Research & Technology Development
- Summary & Impact
- Staff Contact Information
- Questions

# OBJECTIVES OF THIS WEBCAST

- Provide unit leaders with a better understanding of the new Knowledge and Community (K&C) staff organization
- Describe the K&C staff roles and responsibilities and how we can assist unit leaders
- Find out who your staff contact points are for your unit
- An opportunity for you to ask questions to help us continually assess and improve staff operations

# K & C STAFF RE-ORGANIZATION OBJECTIVES

- Better align staff resources to the volunteer structure of the K & C sector
- Improve the assistance that staff can provide to help volunteer units enhance the programming offered to members
- Enhance unit volunteer efficiencies and better manage volunteer and staff workloads
- Foster the development and implementation of new products (cross-community and cross-sector)
- Meet the administrative, operational, and programming needs of the more than 800 member units

# K & C STAFF RE-ORGANIZATION OBJECTIVES

To accomplish our objectives required:

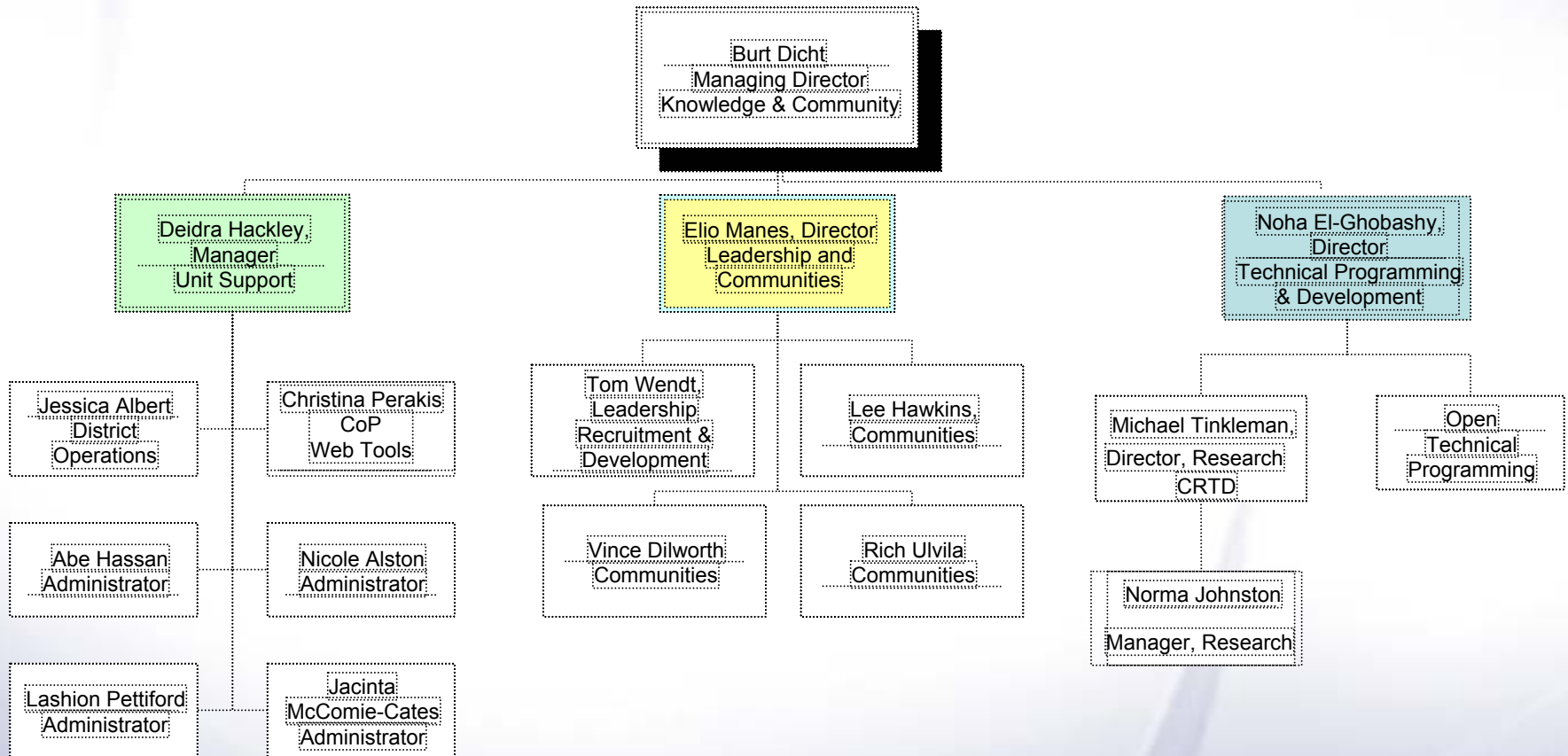
1. A change in the department structure to better handle the array of K&C support needs, from basic administrative needs to more complex activity management
  - Re-structured into 3 departments:
    - Unit Support (Enhanced)
    - Leadership & Communities (New)
    - Technical Programming & Development (New)
2. Additional staff resources to address district, section and student section operational requirements
  - Increased staff levels and allocated 4 individuals to meet this objective

# K & C STAFF RE-ORGANIZATION OBJECTIVES

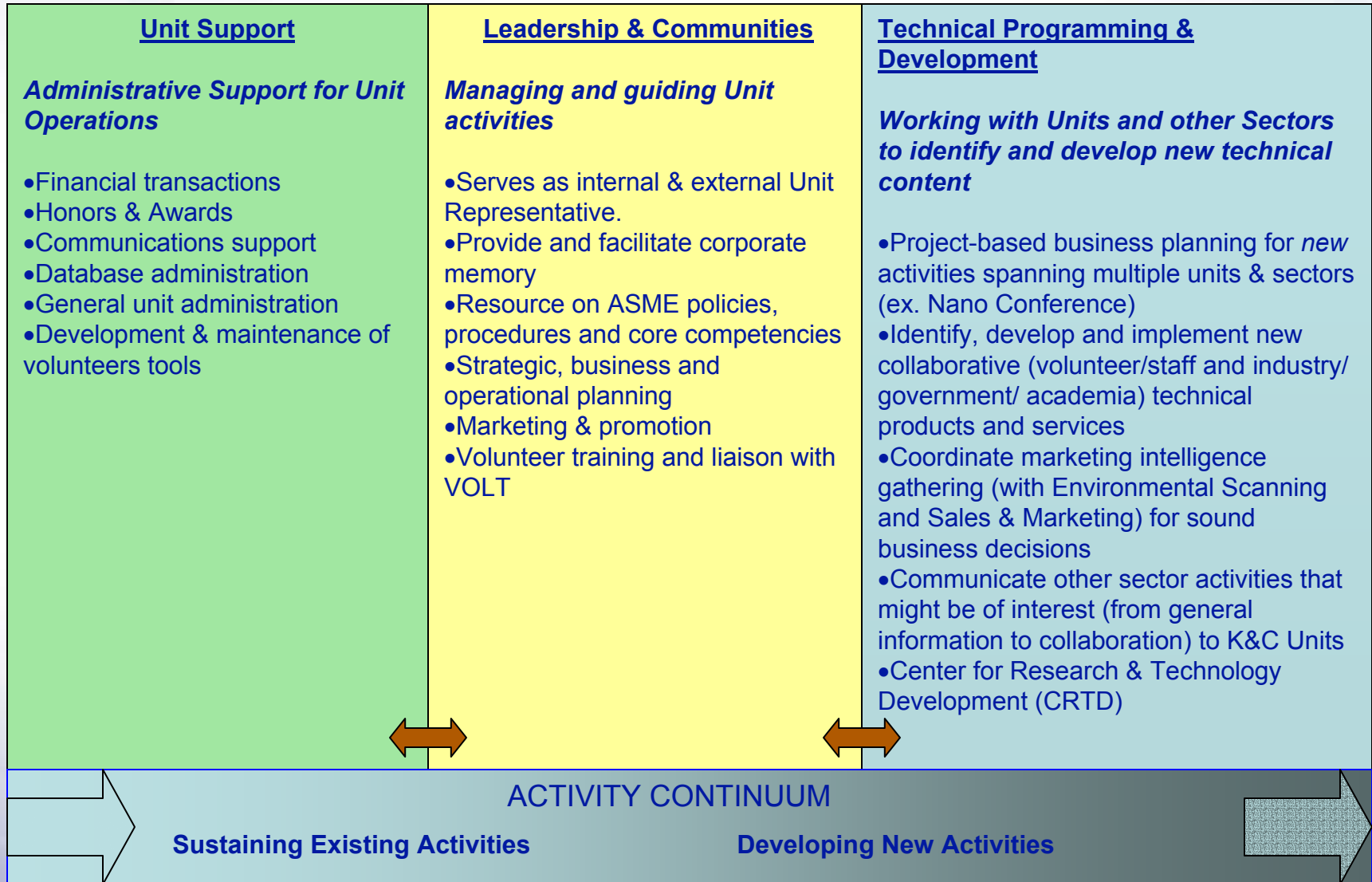
To accomplish our objectives required (cont'd):

3. Incorporation of leadership development (with VOLT) as a support component within K&C
  - Created new position: Senior Program Manager, Leadership & Training
  
4. Re-focus K&C competencies and optimize use of ASME's Service Sector
  - Transition of conference operational responsibilities to Events Management Dept. staff

# K&C STAFF ORGANIZATION



# Knowledge & Community Staffing Resources



# UNIT SUPPORT

## ***Administrative Support for Unit Operations***

***(Student Sections, Sections, Technical Divisions, Communities of Practice, Affinity Groups, Committees and Operating Boards)***

### ***Key Functions:***

- Financial transactions (expense reports, purchase orders, etc.)
- Honors & Awards (production & presentation, awards brochures, etc.)
- Communications support (online roster & list-server, CoPs, etc.)
- Database administration (officer coding)
- General unit administration (scheduling meetings, name badges, etc.)
- Development & maintenance of volunteers tools

\* A complete list of Unit Support functions is printed in the “Notes” section

# UNIT SUPPORT

## Development & maintenance of volunteers tools

Coming November 2007!

### Online Volunteer Requisition Tool

Netkeeper: A central portal that allows for submission of volunteer requests using simple online forms

- Will prompt volunteers for all necessary information required to complete the request– reduce email traffic back and forth
- Will reduce staff response time and ensures no request falls through the cracks
- Allows for volunteers to check the status of their request online

Also exploring unit web page maintenance solutions

# LEADERSHIP & COMMUNITIES (L&C)

## *Managing and Guiding Unit Activities*

- Serves as internal & external Unit representative (single point of contact, manage relationships with other units and staff, etc.)
  - Provide and facilitate corporate memory
  - Resource on ASME policies, procedures and core competencies (policy adherence, legal requirements, insurance, etc.)
  - Strategic, business and operational planning (current and new products and services, contract negotiations, technical conferences, etc.)
  - Marketing & promotion (assistance for your products, coordination with Marketing & Sales, Communications, etc.)
  - Volunteer training (support for Student Leadership Seminar, Leadership Training Conference, training resources, etc.)
- \* A complete list of L&C functions is printed in the “Notes” section

# GROUP/DIVISION STAFF LIAISONS

<p><u>Basic Engineering</u></p> <p>Applied Mechanics Bioengineering Fluids Engineering Heat Transfer Materials Tribology</p> <p>L&amp;C Manager: <b>Lee Hawkins</b> Unit Support: <b>Jacinta McComie</b></p>	<p><u>Energy</u></p> <p>Internal Combustion Engine Nuclear Engineering Power</p> <p>L&amp;C Manager: <b>Vince Dilworth</b> Unit Support: <b>LaShion Pettiford</b></p>	<p><u>Energy (cont'd)</u></p> <p>Advanced Energy Systems Solar Energy</p> <p>L&amp;C Manager: <b>Vince Dilworth</b> Unit Support: <b>Nicole Alston</b></p>	<p><u>Eng &amp; Tech Management</u></p> <p>Management Safety Engrng &amp; Risk Analysis Technology &amp; Society</p> <p>L&amp;C Manager: <b>Vince Dilworth</b> Unit Support: <b>Jacinta McComie</b></p>
<p><u>Environment &amp; Transportation</u></p> <p>Aerospace Environmental Engineering Noise Control &amp; Acoustics Rail Transportation Solid Waste Processing</p> <p>L&amp;C Manager: <b>Richard Ulvila</b> Unit Support: <b>Abraham Hassan</b></p>	<p><u>Manufacturing</u></p> <p>Manufacturing Materials Handling Plant Engineering &amp; Maintenance Process Industries Textile Engineering</p> <p>L&amp;C Manager: <b>Lee Hawkins</b> Unit Support: <b>Abraham Hassan</b></p>	<p><u>Pressure Technology</u></p> <p>Pressure Vessels &amp; Piping NDE Engineering</p> <p>L&amp;C Manager: <b>Vince Dilworth</b> Unit Support: <b>Jacinta McComie</b></p>	<p><u>Systems &amp; Design</u></p> <p>Computers &amp; Info in Eng Design Engineering Dynamic Systems &amp; Control Elect &amp; Photonic Packaging Fluid Power Systems Info Storage &amp; Prcssng Sysys Microelectromech (MEMS)</p> <p>L&amp;C Manager: <b>Richard Ulvila</b> Unit Support: <b>LaShion Pettiford</b></p>

# DISTRICT/SECTION STAFF LIAISONS

<u>Districts</u>  A – Northeast B – North Central  <b>Rich Ulvila</b>	<u>Districts</u>  D – Pacific G – Asia  <b>Vince Dilworth</b>	<u>Districts</u>  C– Midwest J – Middle East H – Europe  <b>Tom Wendt</b>	<u>Districts</u>  E – Southwest F – Southeast I – Latin America  <b>Lee Hawkins</b>
<u>District Operations</u>  <b>Jessica Albert</b>	<u>Section Operations</u>  <u>Student Sections Committee</u>  <b>Jessica Albert</b>	<u>Student Section Operations</u>  <b>Nicole Alston</b>	<u>Student Leadership Seminars (SLS)</u>  <u>Student Professional Development Conferences (SPDC)</u>  <b>Tom Wendt</b> (With <b>Judith Cobb</b> on contract)

# BOARD STAFF LIAISONS

<ul style="list-style-type: none"> <li>•K&amp;C Board of Directors</li> <li>•Financial Operations</li> <li>•Programs &amp; Activities</li> </ul> <p><b>Burt Dicht</b></p>	<ul style="list-style-type: none"> <li>•Technical Communities</li> <li>•Global Communities</li> <li>•Information &amp; Communications Committee</li> </ul> <p><b>Elio Manes</b></p>	<ul style="list-style-type: none"> <li>•Affinity Communities</li> </ul> <p><b>Deidra Hackley</b></p>	<ul style="list-style-type: none"> <li>•Representation &amp; Governance Committee</li> </ul> <p><b>Tom Wendt</b></p>
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# SECTOR-WIDE STAFF RESOURCES

<p><u>Communities of Practice (CoP)</u></p> <p><b>Christina Perakis</b></p>	<p><u>Unit Tools</u></p> <p><b>Christina Perakis</b></p>	<p><u>Leadership Training Conference (LTC)</u></p> <p><b>Tom Wendt</b></p>
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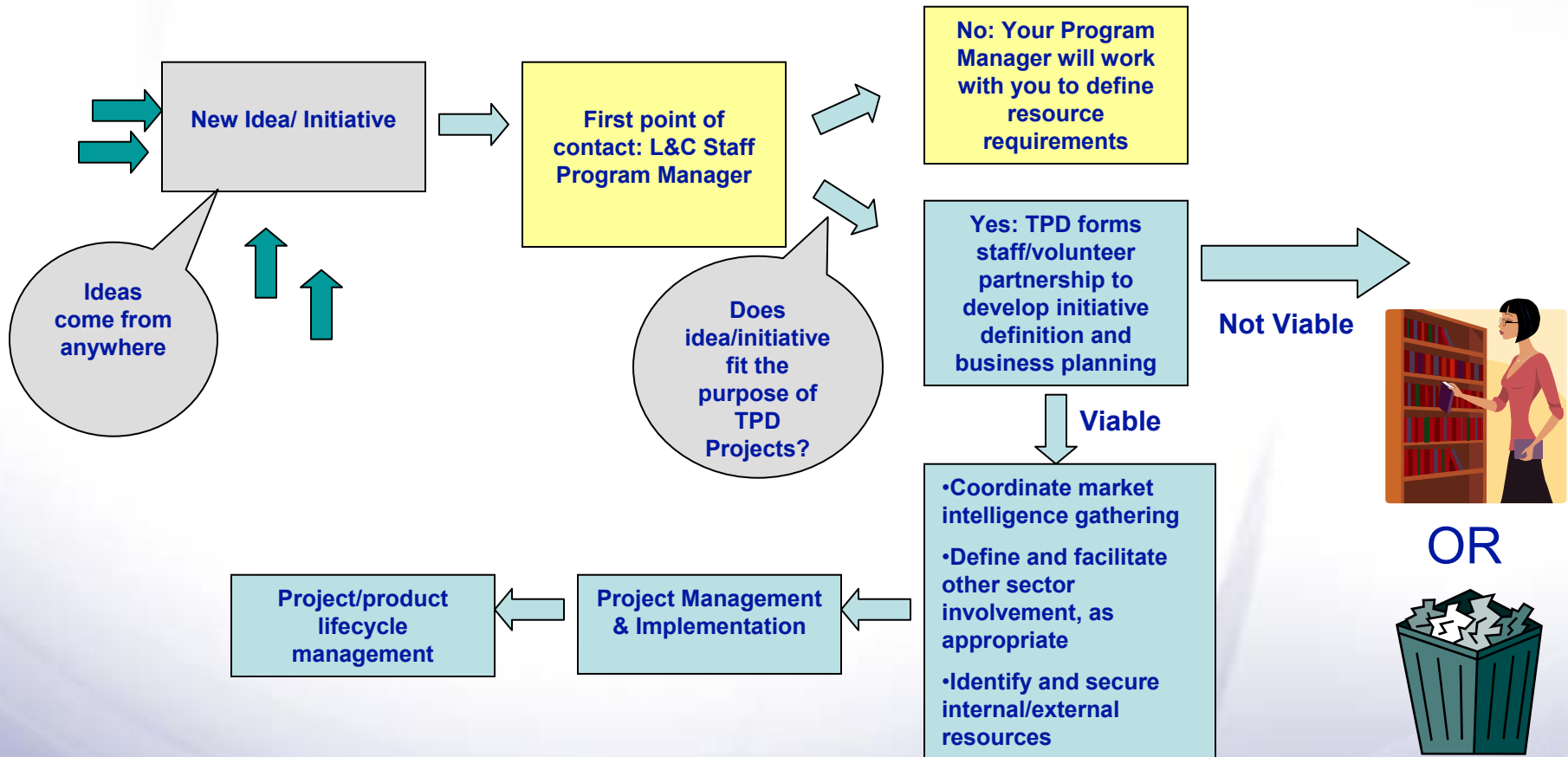
# TECHNICAL PROGRAMMING & DEVELOPMENT (TPD)

## *Working With Units and Other Sectors to Identify and Develop New Technical Content*

- Project-based business planning for *new* activities spanning multiple units & sectors (ex. Nano Conference)
- Identify, develop and implement new collaborative (volunteer/staff and industry/ government/ academia) technical products and services
- Coordinate marketing intelligence gathering (with Environmental Scanning and Sales & Marketing) for sound business decisions
- Communicate other sector activities that might be of interest (from general information to collaboration) to K&C Units
- Center for Research & Technology Development (CRTD)

# TECHNICAL PROGRAMMING & DEVELOPMENT (TPD)

## New Initiative Process



# TECHNICAL PROGRAMMING & DEVELOPMENT (TPD)

## Current Project Portfolio

### 1. Nano Council Conference

- New initiative that involves multi-unit and cross sector collaboration

### 2. Global Management Conference

- Need market intelligence to determine member needs
- New product format: content is not paper driven
- Multi-divisional and sector involvement

### 3. Early Career Technical Conference Series

- Developing a repeatable model to create technical content for the early career engineer across a number of key industries
- New product format: content is not paper driven

### 4. Middle East Mechanical Expo

- Started by the Saudi Arabian Section as a focused conference. Working with organizers to make it premier mechanical engineering event in this geographical area
- Multi-division and sector involvement

## Current Project Portfolio (cont'd)

### 5. Water Management Initiatives (CRTD)

- Assembled experts in the water management arena and conducted two-day workshop to explore opportunities for ASME. Over 30 potential initiatives identified.

# TECHNICAL PROGRAMMING & DEVELOPMENT (TPD)

## Center for Research & Technology Development (CRTD)

The mission of the CRTD is to effectively plan and manage the collaborative research activities of ASME to meet the needs of the mechanical engineering profession as defined by the ASME members.

### Core Competencies/Strengths:

- Neutral Party – Bring Diverse Parties to the Table
- Risk-Informed Research
- Project and Peer Review
- R&D Visions and Technology Roadmaps
- Knowledge of Federal R&D Activities
- Serving as Team Leader for Cross Sector Teams
- Leveraging Funds for Collaborative Projects

### Opportunities for Collaboration with Divisions/Sections:

- Develop collaboratively sponsored Research Projects with government & industry support
- Develop a federal government or industry sponsored Workshop, such as a “Best Practices” Workshop
- Develop an R&D Vision or an R&D Technology Roadmap in their area of interest.
- Develop a Risk-Informed Research Project in their area of interest – e.g. Bioengineering or Advanced Power Systems

# SUMMARY & IMPACT

- **Additional staff resources and investments in developing tools for unit operations**
  - Assisting the development of your programs and activities aimed at meeting the needs of your unit's membership
- **Single point of contact**
  - Know where to get help
- **Enhanced administrative support**
  - Prompt and quality administrative support
  - Improved unit effectiveness that reduces volunteer and staff workloads
- **Incorporation of leadership development (with VOLT) to better support volunteer training**
- **Staff component to address and support new product development**
  - Ability to try something new
  - Expanded product portfolio
  - More effectively collaborate in new initiatives

## Knowledge & Community Staff Contacts

### Unit Support

Deidra Hackely  
212-591-7852  
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Jessica Albert  
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### Technical Programming & Development

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### Center for Research & Technology Development

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Norma Johnston  
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# YOUR QUESTIONS & COMMENTS



Oct. 25, 2007

# Frequently Asked Questions

Q: Who do I contact for on-going unit business/activities?

*A: If it's an administrative issue, please contact your Admin Support person. If it's policy, contractual, or programmatic related issue, please contact your Staff Program Manager*

Q: Who do I contact with a new unit activity?

*A: Your first point of contact for new activities should always be your L&C Staff Program Manager who will recommend the appropriate course of action*

Q: Can I contact Admin support staff directly?

*A: Yes, please continue to work with your assigned Admin Support person*

Q: Will Staff attend my Unit meetings?

*A: K&C staff have a limited travel budget to attend various events, including Congress, SAM, LTC, SLS, SPDC, District and Group Operating Boards and Unit Executive Committee meetings. Attendance will be based on staff role and requirements, as well as budget availability. Units may invite and fund their staff member to attend their activities.*

# Frequently Asked Questions

Q: Once Netkeeper is in place, will I still be able to contact my support staff by phone or e-mail? *A: Yes, you will always have that option. But we do hope to make use of Netkeeper standard practice. Netkeeper officers safe guards and checks to ensure your request or inquiry is not missed. You will have the ability to track the status of your request and staff also has the ability to monitor the status. You do not have those capabilities with just a direct phone call or e-mail. The final decision on which method to use is yours, but over time we intend to show that Netkeeper is the best option.*

Q: Before Netkeeper becomes operational, is there going to be volunteer testing? *A: Yes, once we have done the staff testing, we will invite select volunteers to test the system before it goes live. If you would like to participate, please send an e-mail to Dee Hackley at [hackleyD@asme.org](mailto:hackleyD@asme.org).*

Q: Where will the Netkeeper access link be located on ASME.org.  
*A: Netkeeper access will be located on several sites including the Knowledge and Community homepage and the Unit Leadership Resources Center.*

# Frequently Asked Questions

Q: The staff directory is helpful, but since we don't know many of the staff, except through a voice on the phone, would it be possible to post photographs of the staff members? *A: That is something we will consider. Please keep in mind we must also balance the privacy issues of the staff members. A first step would be to include photos of the staff members who volunteer to do so.*

Q: Can Unit Support help with web page development? *A: Unit Support can assist your unit if you are having problems accessing your web page for maintenance or would like to have the ASME server host your site. Unit support would assist you in contacting ASME.org staff. Unfortunately, we do not have enough staff members to provide day-to-day assistance for the development and maintenance of unit websites. We are looking at additional tools that volunteers could use to maintain their own sites without knowledge of HTML or web publishing programs. This is a high priority.*

# Frequently Asked Questions

Q: If a unit leader needs contact information for other units leaders, how can we get it? *A: The Online Global Communities Directory on the “members only” Page has contact information for all coded section and student section officers. We are also working on developing a similar directory for the Technical Communities. These directories are useful in finding specific individuals. If you need a more comprehensive list of multiple volunteers you can contact your unit support administrator.*