Recommendation 1: The NSPE Council of Fellows Executive Committee (COFEC) submits the following members to the NSPE Board of Directors for consideration as NSPE Fellows:

2010 Nominees Recommended for Fellow Membership (alphabetical by state)

Loren L. Rasmussen, PE (AK)  
Mark D. Weidhaas, PE (CO)  
Kimberlee B. DeBosier, PE (FL)  
Jeffery H. Greenfield, PhD, PE (FL)  
James L. Szatkowski, PE (ID)  
Stuart G. Walesh, PhD, PE (IN)  
Thomas C. Roberts, PE (KS)  
J. M. Drake, PE (LA)  
Howard C. Harclerode, II, PE (MD)  
David L. Morrill, PE (MN)  
Jeffrey A. Shope, PE (MN)  
Ronald E. Zitterkopf, PE (MO)  
Christopher H. Brown, PE (NC)  
Paul B. Goodson, PE, CAE (NC)  
Ronald S. Feuerbach, PE (NE)  
Paul D. Schmidt, PE (NH)  
John A. Rhodes, PE (NJ)  
Louis Picciano, PE (NJ)  
Peter A. Schkeeper, PE (NJ)  
James J. Yarmus, PE (NY)  
John G. Banton, PE (OH)  
Carl P. Meglan, PE, PS (OH)  
Alan J. Olson, PE (OH)  
Stephen Dymes, PE (OR)  
Donald A. Lazarchik, PE (PA)  
John A. Nawn, PE (PA)  
Francis J. Stanton, PE (PA)  
Harry E. Clark, PE (TN)  
James G. Currey, III, PE (TN)  
R. Kyle Womack, PE (TX)  
Joseph P. Duncan, PE (VT)  
William C. Oakes, PhD, PE (NSPE Interest Group)  
Gary J. Pendergrass, PE (NSPE Interest Group)  
John M. Parisi, PE (NSPE Interest Group)  
Lawrence D. Tanksley, PE (NSPE BoD Nominee)

Recommendation 2: Inasmuch as there are no established guidelines for the posthumous recognition of NSPE members for various Society awards, Fellow membership, etc., the COFEC recommends that this matter be referred to an appropriate NSPE group, e.g. the Honor Awards Task Force, for review and appropriate action, as it determines necessary.

Comments on this year’s Fellow Member Process:

- Each state and territorial society is allowed to make one nomination per year for each 500 voting members on its rolls rounded to the next higher number of nominations. Each state is allowed at least one nomination per year. Each NSPE Interest Group is allowed one nomination a year and each NSPE Chartered Affinity Group (NABIE and NAFE) is also allowed one nomination. There is no limit on the number of nominations that can be made by the NSPE Board of Directors.
- A total of 39 Fellow member nominations were submitted and reviewed by the COFEC compared with 40 nominations submitted in 2009. Thirty-five nominations were from state societies, three nominations were from NSPE Interest Groups and one nomination was from the NSPE Board of Directors. There were no nominations from NSPE’s chartered affinity groups, NAFE and NABIE.
- Of the 39 nominations received this year, the 35 members noted above are recommended for NSPE Fellow membership (90% approval).
- Twenty-three state societies submitted nominations this year compared with the same number last year.
• Of the 23 state societies submitting nominations, 10 submitted fewer nominations than they were entitled.
• Of the 23 state societies submitting nominations, two had no one selected for Fellow membership.
• Of the 53 state and territorial societies permitted to submit nominees, 30 did not submit any.
• Of the 5 interest groups permitted to submit nominees, 2 did not submit any.
• As noted above, neither of the two NSPE chartered affinity groups submitted a nomination.

The COFEC is very happy to report that evolving improvements to the Fellow member review process over the years have resulted in the jurisdictions identifying candidates who meet, and more often exceed, the requirements for Fellow membership in NSPE. The jurisdictions are also taking time to read and comply with the instructions when preparing nomination packets as evidenced this year when all nomination packets were prepared in accordance with the prescribed instructions.

The COFEC has made a minor revision to the *NSPE Fellow Membership Grade Nomination Form, Instructions and Guidance* having to do with the formatting and preparation of nomination materials. This revision is as follows:

1. (Section 11) It is encouraged (but not required) that nomination packets be submitted as two-sided copies as long as the total number of pages does not exceed 14 (that is, no more than 14 sheets of paper single sided or 7 sheets of paper double sided).

A copy of the revised *NSPE Fellow Membership Grade Nomination Form, Instructions and Guidance* and a copy of the revised *Process and Continuous Quality Improvement for NSPE Fellows Program* document are attached for informational purposes.

Once again, the Council of Fellows Executive Committee is very pleased with how the review process has evolved for this most important program that recognizes and honors NSPE members who have served their Society and their profession with great distinction and dedication.

Respectfully submitted,

**NSPE Council of Fellows Executive Committee**
Monte L. Phillips, Ph.D., P.E., F.NSPE, Chair
Josephine L. Emerick, P.E., F.NSPE
Clyde H. Nagata, P.E., F.NSPE
Angela R. Newland, P.E., F.NSPE
Bobby E. Price, Ph.D., P.E., F.NSPE
Robert F. Smith, Jr., P.E., L.S., F.NSPE
Calvin E. Weber, P.E., F.NSPE
Bradley F. Aldrich, P.E., F.NSPE, Board Liaison (non voting)

Attachments: NSPE Fellow Membership Grade Nomination Form, Instructions and Guidance
Process and Continuous Quality Improvement for NSPE Fellows Program
1. The NSPE Fellow Program is a national program intended to recognize deserving professional engineers who have demonstrated long term professional service at the chapter, state and national levels of NSPE. The NSPE Board of Directors established the Fellow recognition program to honor those licensed members who have demonstrated exemplary service to the profession, the Society, and the community.

2. Involvement in NSPE must include holding at least one elected office at the chapter, state, or national level and must also include service at the national level of NSPE in order for nominees to be considered. National level service can include a number of activities such as committee/task force chair or member. While it is desirable to have held an office at the National level, importance is placed on long term active involvement. The Council of Fellows Executive Committee endeavors to treat each nomination on its own merits and tries not to restrict itself by generating a list of activities that would qualify.

3. It is desirable that nominees exhibit continuing effort over years in NSPE Involvement, Professional Activities, and Community Involvement.

4. Nominations are to be submitted to the NSPE Council of Fellows Executive Committee either through a state society of NSPE, through an NSPE Interest Group, through an NSPE Chartered Affinity Group, or through a member of the NSPE Board of Directors with NSPE Board endorsement. For the purpose of definitions, Interest Groups are defined as the 5 NSPE practice divisions and Chartered Affinity Groups are defined as those organizations with which NSPE has a written affinity group agreement (currently the National Academy of Forensic Engineers and the National Academy of Building Inspection Engineers). These definitions may be expanded over time with the addition of other NSPE interest groups and chartered affinity groups.

5. Nominations by an NSPE Interest Group, an NSPE Chartered Affinity Group or the NSPE Board of Directors do not count against a State society’s quota.
6. Each state society is allowed to make one nomination for each 500 voting members on its rolls rounded to the next higher number of nominations. Each state is allowed at least one nomination per year. Interest Groups and Chartered Affinity Groups are allowed one nomination per year. Nominations have a life of one year. Persons not selected for Fellow status in a particular year may be re-nominated in subsequent years. Each subsequent nomination will count as a new nomination.

7. State society nominations, interest group nominations and chartered affinity group nominations must be accompanied by at least three (3) and no more than four (4) signed letters of recommendation from NSPE members familiar with the nominee’s qualifications. For all these nominations, one letter of recommendation must be from a current NSPE Fellow.

8. Each letter of recommendation shall not exceed one (1) page in length and must include the signature of the writer. In addition:
   - For State society nominations, one of the letters of recommendation must be from the nominee’s state society president stating that the recommendation has been approved by the state society’s board of directors.
   - For nominations from Interest Groups and Chartered Affinity Groups, one of the letters of recommendation must be from the president (or chair) of the nominating group, stating that the recommendation has been approved by the nominating group’s board of directors (or presiding body).

9. Nominees may not submit a letter of recommendation on their own behalf.

10. Complete nomination packets shall not exceed fourteen (14) pages in length including the letters of recommendation.

11. Nine (9) copies of the nomination packet are to be submitted to NSPE headquarters. It is encouraged (but not required) that nomination packets be submitted as two-sided copies as long as the total number of pages does not exceed 14 (that is, no more than 14 sheets of paper single sided or 7 sheets of paper double sided). Please put the letter from the state society/interest group president on top.

12. The deadline for receipt of a nominee’s complete nomination packet at NSPE headquarters is February 1. Any nomination packets received after the deadline will be returned to the nominating party. Incomplete packets will not be sent to the NSPE Council of Fellows Executive Committee for review. There will be no exceptions to the deadline requirement.

13. The NSPE Board of Directors votes final approval of those nominees recommended for Fellow status by the NSPE Council of Fellows Executive Committee.
14. All Fellow member nomination packets are to be sent to:
   NSPE Fellow Nominations
   Attention: Nancy Oswald
   1420 King Street
   Alexandria, VA 22314

Notes on Completing the Application

1. The key to providing a successful application is for the submitting state society, interest group or chartered affinity group to take ownership and "add value" in presenting the accomplishments of its nominee. Merely listing activities without showing the significance of the accomplishments may leave the Council of Fellows Executive Committee with insufficient information for a positive response.

2. Nominees must show prominent accomplishment in all three of the criteria established by the Board: the engineering profession, the Society, and the community. A lack in one or another area can lessen a nominee's chance.

3. Since Fellow status may be recognition of more than NSPE activities, consideration of national engineering accomplishment and activity are important (i.e., either with NSPE or with other engineering societies).

4. While not absolutely necessary, it is desirable that nominees have achievements in all six (6) areas identified in the nomination form.

5. Remember that the Council of Fellows Executive Committee does not generally know the nominee. The committee can judge the nominee only by the strength and completeness of the application.
NSPE Fellow Membership Grade Nomination Form

Deadline for Nominations is February 1

<table>
<thead>
<tr>
<th>Name:</th>
<th>Membership #:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
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<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Professional Engineer License(s): List state(s), license #, and date of issue.

(1) NSPE Involvement: List involvements with NSPE at the chapter, state and national level. Must include at least one elected office at the chapter, state, or national level and must also include service at the national level. Must show continuous efforts over a period of years. Please be sure to separate and list service as follows:
   1a) Chapter service
   1b) State society service
   1c) NSPE service

(2) Education: List degrees earned, educational institutions, and dates.

(3) Work Experience: List work experience, providing details of responsible charge of engineering. Include company name, job title, dates, and a description of responsibilities.

(4) Professional Activities: List professional memberships and offices held with other organizations.

(5) Community Involvement: List community service activities and involvements.

(6) Awards: List awards received.
NSPE FELLOW MEMBER PROGRAM

Process and Continuous Quality Improvement for NSPE Fellows Program
March 2010

The Council of Fellows Executive Committee (COFEC) is committed to a process
that will encourage state societies, NSPE interest groups and NSPE chartered
affinity groups to nominate well qualified individuals for consideration for Fellow
member status and is committed to a continuous improvement program (CIP)
that will maintain and strengthen the nomination and selection process. The
following represents a workable process and reasonable timeline to accomplish
the goals of the Council of Fellows Executive Committee and to meet the wishes
of the NSPE Board of Directors. The following is in conjunction with OP. No. 83-
Fellow Member Selection.

August 15: NSPE staff liaison will update NSPE Web site with a listing of all
existing Fellows and any revisions to the Fellows nomination form, instructions
and guidance.

September 15: The Chair of the Council of Fellows Executive Committee and
the NSPE staff liaison will e-mail the House of Delegates, state society
presidents, state society presidents-elect, state executives, the chair/president of
each NSPE interest group, the chair/president of each NSPE chartered affinity
group, and the current NSPE Fellows all pertinent information for the nomination
process, including but not limited to, the Nomination Instructions and Guidelines,
Nomination Form, and advising that February 1 is the deadline date for receipt all
nomination packets. An emphasis will be made to inform the nominating parties
of the criteria and qualities for choosing Fellow candidate nominees. The goal is
to have all state societies, interest groups and chartered affinity groups
participate and for all qualified nominees to be selected for Fellow membership.

This correspondence will also inform each state society, interest group and
chartered affinity group how many nominations they will have for the coming year
and will strongly encourage each to submit nominations of qualified individuals.

Contact telephone numbers and e-mail addresses of the COFEC Chair and the
NSPE staff liaison will be included.

November 1: The Chair of the COFEC and the NSPE staff liaison will send a
follow-up e-mail to the House of Delegates, state society presidents, state society
presidents-elect, state executives, the chair/president of each NSPE interest
group, the chair/president of each NSPE chartered affinity group, and the current
NSPE Fellows repeating all items sent with the September 15 e-mail, asking if
there are any questions, and encouraging them to make nominations.
January 4: A third e-mail will be sent by the Chair of the COFEC and the NSPE staff liaison to the House of Delegates, state society presidents, state society presidents-elect, state executives, the chair/president of each NSPE interest group, the chair/president of each NSPE chartered affinity group and the current NSPE Fellows to remind them of the Fellow member nomination process, of the February 1 deadline date for NSPE headquarters to receive complete nomination packets, and to again encourage participation in the nomination process.

December-January: The NSPE staff liaison will receive and process nomination packets as they come into NSPE headquarters checking to ensure that packets are complete. If incomplete, the NSPE staff liaison will contact the appropriate individual responsible for submitting the nomination packet and request missing pieces to be submitted no later than the February 1 deadline. The NSPE staff liaison will coordinate all these reviews with the Chair of the COFEC.

A complete packet, which is not to exceed 14 pages total, will include:
- the nomination form and any accompanying information
- at least three (3) but not more than four (4) letters of reference with one of the signed letters from the nominee's state society, interest group or chartered affinity group stating that the nomination has been approved by the nominating group's board of directors or presiding body
- at least one signed letter from a current NSPE Fellow member, and
- at least one other signed letter from a current NSPE member familiar with the nominee's qualifications (to include member ID numbers).
- No letter of reference shall exceed one page in length.
- Nine copies of each nomination packet is to be submitted to NSPE headquarters by the deadline date.
- It is encouraged (but not required) that nomination packets be submitted as two-sided copies as long as the total number of pages does not exceed 14 (that is, no more than 14 sheets of paper single sided or 7 sheets of paper double sided).

February 1: No nomination packets nor any supplemental information or letters of references will be accepted after February 1. All incomplete nomination packets will be returned to the individual responsible for submitting the nomination packet with an explanation as to why the packet is being returned. February 1 is the absolute deadline for receiving complete nomination packets.

After the February 1 deadline: The NSPE staff liaison will send an e-mail confirmation to each state society, interest group, and chartered affinity group that submitted complete nomination packets stating that their nomination packet has been received, is complete, and will be forwarded to the Council of Fellows Executive Committee for review.
**February 10:** NSPE staff liaison will send all completed nomination packets, judging information and hard copies of tally sheets to the COFEC. An e-mail will follow notifying COFEC members that the packets have been mailed.

The NSPE staff liaison will send to the NSPE Board of Directors a list of all nominees identifying whether the nomination is from a state society, an interest group or a chartered affinity group. The Board will then have the opportunity to make additional nominations at a meeting of the Board. The NSPE staff liaison will also send an informational e-mail with the list of nominees to the House of Delegates.

**February 20:** No later than February 20 the NSPE staff liaison will schedule a brief conference call of the committee for the purpose of making sure everyone received the nomination packets and to discuss the selection process, selection procedures, and selection criteria.

**February-March:** Committee members will review the nomination packets, and may consider contacting one or more NSPE Fellow members who may know the nominee. The committee will complete the tally sheets and send them to the COFEC Chair by a pre-determined deadline.

At the request of the COFEC Chair, the NSPE staff liaison will schedule other conference calls to finalize the committee's selections and to discuss any extenuating circumstances.

Based on policy set by the NSPE Board of Directors, a nominee must receive at least five (5) of the seven (7) possible votes from the COFEC in order to be recommended for elevation to Fellow member status.

Following the initial evaluation, and after the votes have been transmitted to, and collated by the Chair, a follow-up conference call will be held to discuss those nominees who fell short of achieving the required number of votes to be recommended for Fellow status. If, as a result of this discussion, a member of the COFEC desires to alter his/her vote on any nominee, he/she may do so anonymously to the Chair before the final report is prepared and transmitted to the NSPE Board of Directors.

**Near the end of March:** The COFEC Chair will prepare a final report to be sent to the NSPE staff liaison for submission to the Board of Directors for the spring Board of Directors meeting. The final report will include the names of the nominees selected for Fellow member status and the number of nominations received from each state society, interest group and chartered affinity group, the percentage selected, and any other information deemed appropriate to inform the Board of Directors of the process and selection results.
**Spring Board of Directors Meeting:** The Board of Directors will receive or reject the entire report from the COFEC. The Board can neither add nor delete names on this list. If the Board wishes for other NSPE members to be considered, the Board may nominate the member(s) during the Board meeting, have a completed nomination packet prepared, and have the packet submitted to the COFEC for consideration. The only exception to the regular nomination process is that the recommendation by the Board forgoes the need for any letters of references.

**Two weeks following the Board Meeting:** The NSPE staff liaison will send an e-mail notification to all the state society presidents, state society executives, interest group chairs/presidents, chartered affinity group chairs/presidents and the House of Delegates informing them of those selected to be NSPE Fellow members, and encouraging all these groups to participate the next year in the nomination process.

For those states, interest groups and chartered affinity groups having individuals selected to be Fellows, the NSPE staff liaison will e-mail the appropriate person asking if the state society, interest group and chartered affinity group wishes to present their nominee(s) with their certificate and Fellow pin or if they wish for the NSPE president to send the certificate and pin to the Fellow member via mail. In this correspondence the nominating body will also be asked if the nominating body wishes to send press releases on its selected Fellows or if they would like NSPE to submit the press release. If NSPE is to submit the press release, the nominating body is to send NSPE the name(s) of media outlets where press releases are to be sent.

Following these notifications, the NSPE President will send a letter of congratulations to each Fellow member. The NSPE President will also send a letter to those not selected (with copies to the appropriate parties) to encourage them to continue working toward achieving Fellow member status.

Updated: March 2010