



SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development



## Highlights Report 2017 Region 5 Leadership Development Conference (RLDC)



**March 30 – April 1: Lubbock, Texas**





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# INTRODUCTION

## 2017 RLDC5 Highlights

Lubbock, Texas is known as “Hub City” because it is a major West Texas city that connects economic, education, and healthcare development all across multi-county region between the Permian Basin and the Texas Panhandle South Plains region. But during RLDC5, it also was the epicenter for Hispanic STEM talent during the vigorous 1.5 day Regional Leadership Development Conference of the Society of Hispanic Professional Engineers (SHPE). Held at the end of March, the event drew a record RLDC5 attendance of approximately 364 attendees and debuted programs that broaden SHPE’s impact in the community.

"Hosting RLDC was an incredible experience. The networking and professional development taking place through workshops and connections is what makes RLDC an invaluable opportunity for everyone involved. Having the LMAero Professional chapter's help really made RLDC 2017 one for the books."

- Elizabeth Moreno  
RLDC5 2017 Student Co-Chair

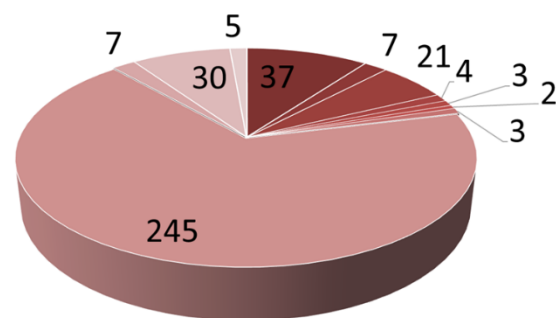
As the largest regional gathering of Hispanic STEM students and professional, the Regional Leadership Development Conference supports personal and professional development, simultaneously offering a range of opportunities for career advancement and networking, and strategic planning for local SHPE chapter management toolsets. This year, nearly 30 company representatives recruited among SHPE’s top Latinos to fill internship and full-time college hire positions. One company even conducted on-site interviews and many students reported landing follow-up interviews and were made on-the spot job offers in hand. See our conference website at <http://region5.shpe.org/rldc> and also our “Welcome to Texas Tech and RLDC5” introductory trailer video at our conference website.

## TOTAL ATTENDANCE

Attendees - 364

"My experience at RLDC was simply inspiring. I felt so much motivation and so much inspiration from all the magnificent speakers and the other students. RLDC made me realize that being part of SHPE is being part of something bigger than yourself. How SHPE provides so many opportunities for so many students, including myself. In reality, SHPE is a gateway to success. RLDC was a just a simple reminder."

- Maria Vargas with SHPE UTA



■ Pre-College	■ Graduate	■ RLDC Committee
■ Regional Leadership	■ Staff	■ NBOD
■ SHPE National	■ Students	■ Professionals
■ Corporate	■ Speakers	

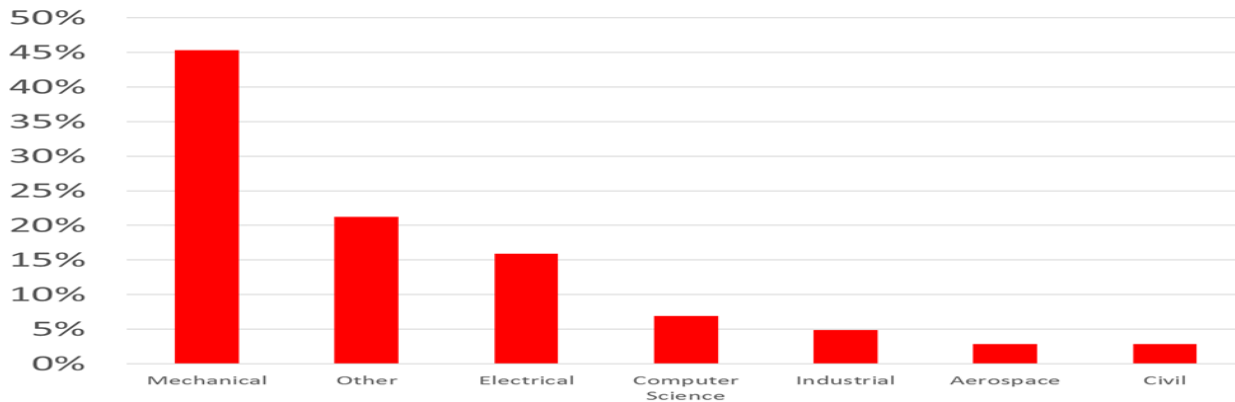


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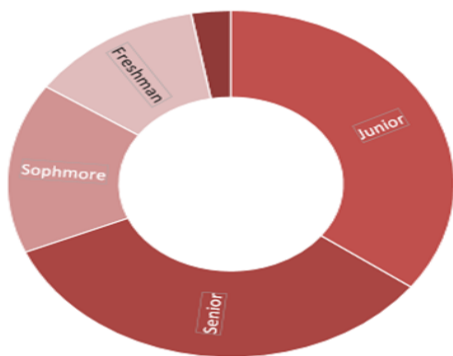


## 2017 RLDC5 DEMOGRAPHICS

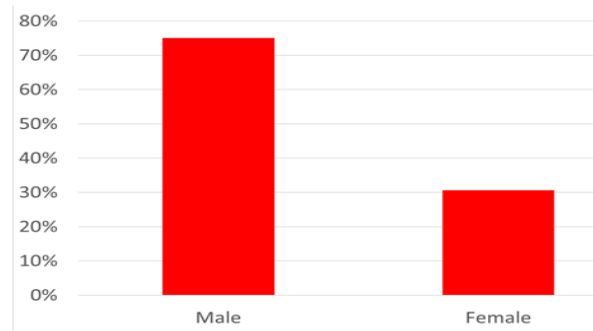
### FIELD OF STUDY



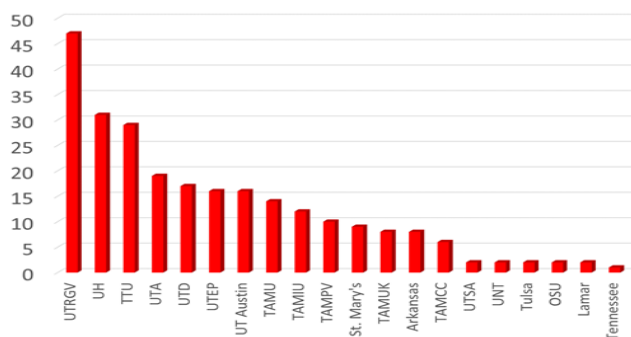
### STUDENTS BY CLASSIFICATION



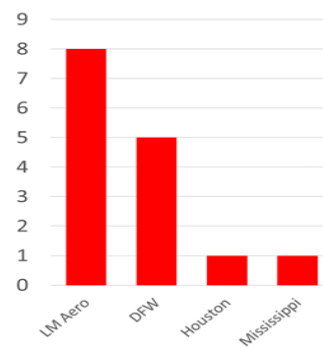
### GENDER



### BY CHAPTER - STUDENT



### BY CHAPTER - PROFESSIONAL





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## 2017 RLDC5 STRATEGIC GOALS RECAP

Overall, the RLDC5 SHPE Texas Tech student and Lockheed Martin Aeronautics professional planning exceeded our expectations and met all of our strategic goals and objectives proposed 11 months ago to SHPE National and the Region 5 Leadership Team.

2017 Regional Leadership Development Conference (RLDC) Goals		
Goal 1: Prioritize the Impact on Academic Excellence		
Met?	Status	Objective
Yes	Held Academic Olympiad Competition.	Boost academic development by providing workshops about time management, prioritizing, academic resource opportunities, and effective study habits.
Yes	Held Athletic Tournament.	Provide networking and mentoring opportunities by holding one student-professional athletic tournament.
Goal 2: Increase Overall RLDC Attendance		
Met?	Status	Objective
Exceeded	Over 100 anticipated attendees. 364 total.	Unite all SHPE chapters within the Region by having at least 240 SHPE members (Student, Graduate, Professional, and Corporate/Government/Academia) attend.
Yes	Awarded at the Gala Show.	Recognize the student and professional chapter that has the highest attendance.
No	Only had 18 total students.	Create a support system for SHPE Jr. chapters to continue to grow by involving them more with their Region 5 Familia targeting 100 high school attendees from 6 schools.
Exceeded	Achieved 12 sponsors and \$19,000 net income.	Reach out to local Businesses and encourage their employees to get involved in SHPE targeting at least 10 corporate sponsors and net income of at least \$10,000 dollars
Goal 3: Increase Professional Development		
Met?	Status	Objective
Yes	10 companies at the career fair and 1 conducting on-site interviews (2 <sup>nd</sup> company dropped out of onsite interviews because they filled their	Host Career Fair with at least 10 companies attend and with 2 companies offer on-site interviews.





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	requirements after RLDC4.)	
Exceeded	7 total keynote general speaker sessions and 3 tours.	Provide more networking opportunities by offering Corporate, Government, and Academia guest speakers and at least 3 corporate tours.
Yes	Professional networker held with over 50 attendees creating relationships between students and professionals.	Increase the Student to Professional member transition rate and retain existing professional members by broadening their horizons through soft life skill development workshops and inviting Graduating Seniors and Graduate students to a Professional Networking Session.
Yes	All three tracks held, the student track exceeded expected attendance.	Promote organizational and administrative development of SHPE Region 5 Student and Professional Chapters by offering three workshop Student (Undergraduate and Graduate), Professional, and SHPE Junior curriculum tracks.
Exceeded	Trainings held and corporate sponsors were also interested in attending.	Enhance professional mid-career growth training by offering more Certifications such as PMP Certification, P.E. License Training, Lean Six Sigma, and Toastmasters

### **Goal 3: Increase Leadership Development**

<b>Met?</b>	<b>Status</b>	<b>Objective</b>
Yes	Student Track with excellent workshops offered.	Leadership development focusing on training the newest generation of SHPE students so chapters gain momentum
Exceeded	Held regional meeting plus presidents meeting.	Host Regional Meeting to elect future regional representatives
Cancelled	Replaced with Academic Olympiad.	Expand community awareness of SHPE by volunteering 2 hours through volunteerism of time by hosting 1 SHPE group community service outing.
Exceeded	Held 6 general networking sessions.	Reinforce a strong working relationship between all Regional SHPE Chapters
Yes	All curriculum tracks	Encourage leadership development in each chapter throughout the region and transition effectively all leadership positions in all of the chapters.



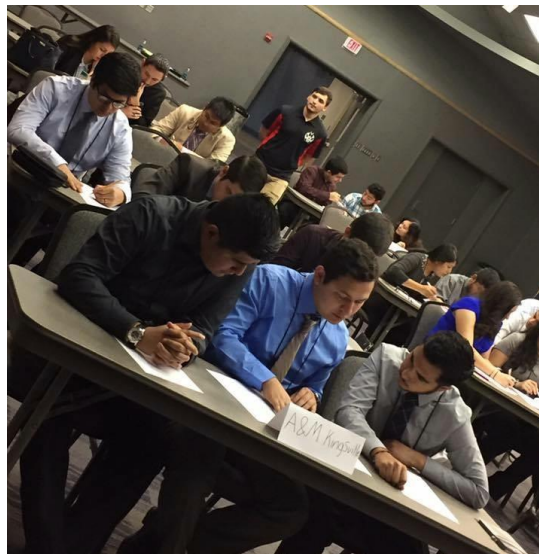
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## COMPETITIONS

### Academic Olympiad Competition

This was the first year of the Academic Olympiad competition at RLDC5 replacing the traditional student case studies. The RLDC5 committee listened to the regional membership and proposed not to have case studies this year because there is not enough time at an RLDC to properly introduce the cases, allow students to brainstorm and work on the case studies, prepare, and then present the case studies with all the other events going on during the conference weekend. This competition between student chapters was where students were divided into teams of 4. Students competed for 1<sup>st</sup> and 2<sup>nd</sup> place team prizes based on how well they demonstrated their foundational engineering technical knowledge in the areas of math, science, and engineering. This event received great feedback from many students. SHPE Prairie View A&M received 1<sup>st</sup> place in this event and SHPE UT Austin came in 2<sup>nd</sup> place.



### Athletic Tournament Social Competition

This is always a popular event at RLDC5. Our chapters within Region 5 always enjoy friendly athletic competition between rival chapters. This event allows professionals and student members to network and interact with each other. They get to know one another so they can collaborate later by building partnerships and relationships as they execute future local chapter events. This year was a sand volleyball competition where the students-professionals were divided into teams of 10 players and they competed





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head-to-head in an accelerated 6-minute match single elimination tournament. The teams competed for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place prizes.

## SPECIAL EVENTS

### Corporate Tours



The students were provided with 3 corporate tours of local Lubbock industry facilities. The purpose of the corporate tours at RLDC5 is to expose students to real-world experiences to the engineering disciplines. 28 RLDC5 attendees had the chance to see a semiconductor design and manufacturing operations of an integrated circuit (IC) manufacturer. 28 students also got to see the operations of a well-known electrical power distribution and generation company. 36 students also received a tour of engineering consulting firm to understand what civil engineering and urban planning engineers do

in the real-world. The corporate tour companies also provided an overview of the company and how to apply for co-op, internships, and full-time college hire positions.

### Friday Welcome/ Networking Luncheon

Sponsored by Texas Instruments



This was the official conference kickoff general session event for all attendees. Lunch was catered by McAlister's Sandwich restaurant. Our corporate keynote speaker was Charles Parkhurst, a senior design engineer from Texas Instruments and the 2015 Great Minds in STEM HENAAC Luminary Award Recipient. Charles told us about his inspiring life journey as an engineer. The networking luncheon general sessions allowed members to come together and network with students, professionals, and corporate

representatives. Post conference very positive feedback was received from Texas Instruments





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stating they renewed their faith in sponsoring RLDC's in the future.

## Professional Networking Session

Sponsored by Lockheed Martin Corporation

Enabling an expansive network among Hispanic STEM professionals is at the core of SHPE's success. The 1<sup>st</sup> night of the 2017 RLDC conference offered a social environment for professionals to meet and reconnect with peers from across the region in a relaxed setting. The event was held at the conference hotel in one of the meeting rooms and attracted 50 total attendees. The professional networking session featured a corporate keynote speaker, Michael Gutierrez, SHPE LM Aero professional and ADP Skunkworks Software Engineering Manager, and SHPE NBOD

representative. Michael reminded us about why we get involved in the community and manage our time commitments between work, personal, and volunteer life. Hors D'Oeuvres were available. This year we welcomed graduating seniors and graduate students to connect with SHPE professionals as a membership recruitment initiative to help bridge that transition between student and professional chapters. To conclude the evening, the event lead closed with presenting three raffle prizes.

"RLDC was an experience not to miss! It gave me the opportunity to create lasting connections with student leaders and professionals. By attending enlightening workshops and company talks, I left with a lot of great information to take back to my chapter. RLDC showed me just how big and united our regional SHPE familia is. I can't wait to attend next year's!"

- Suzi Campos, SHPE UT RGV

## Saturday AM Welcome Keynote Session

Hosted by Texas Tech University College of Engineering

Day 2 of the 2017 RLDC5 conference kicked off with a Welcome session presented by the Texas Tech University Mechanical Engineering department chair, Dr. Oliver McGee. Dr. McGee was introduced by Texas Tech mechanical engineering student, David Maldonado. This session allowed Dr. McGee with the host university to welcome all attendees to Texas Tech University and to Lubbock. He provided insightful experience along his career journey.







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## Saturday Networking Luncheon Session

Sponsored by Capital One



The Saturday lunch was catered by the local One Guys' Italian restaurant. Our corporate keynote speaker was, Steve Chiagouris. Steve leads the Risk Office for Capital One's Mortgage business. Steve was introduced by Nadia Martinez. Steve told about his life journey and experience. The networking luncheon general sessions allowed members to come together and network with students, professionals, and corporate representatives. The local-based Italian calzone's from One Guy's

restaurant catering were a hit with many of the attendees.

## Career Fair/STEM Exposition

After months of preparation, 265 job seekers eagerly lined up to take advantage of the career fair geared toward technically trained Hispanics. Among the 10 exhibitors present were 10 companies and government agencies. Whether students sought internships or full-time positions. SHPE RLDC5'S career fair did not disappoint. Recruiters were impressed by the preparation and polish demonstrated by those they met. One company was even conducting on-site interviews and providing on-the-spot job offers.

"My experience at RLDC was one of a kind. I attended various workshops, got the opportunity to attend a corporate tour with X-Fab, and even obtained an interview with USAA! Not to mention, all the networking I did with the other SHPE chapters in Region 5. That's the beauty of SHPE RLDC is that there's always an opportunity to network. Whether it is waiting for a workshop to start or learning how to dance salsa at a social event. My best experience was meeting other student leaders from across the region with the same goals as mine. Overall, my experience at RLDC 2017 was amazing! I'm taking home some great pointers and ideas to implement at my local SHPE chapter. Region 5 is definitely changing lives!"

-Rosaura Martinez, SHPE TAMIU

## Awards Gala Show Banquet Dinner



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Sponsored by Lockheed Martin Corporation

The 2017 RLDC5 conference culminated with the annual Awards Gala Show. This year's show was sponsored by the Lockheed Martin Corporation and featured a keynote speaker, Mrs. Jean Wallace – VP of Human Resources from Lockheed Martin Corporation – *Aeronautics*. Mrs. Wallace gave us her perspective on what makes a great leader and key characteristics of leadership. Nadia Martinez introduced Jean Wallace. The Awards Gala Show master of ceremonies was led by Elizabeth Moreno, RLDC5 Student Co-Chair, and James Narey, RLDC5 Professional Chair. The event was included a summary and recap of the

conference events, conference firsts, highlights, and key events. Erika Murillo and Jeremy Salazar recognized our sponsors. Nadia Martinez and Cristian Millares presented the RLDC5 conference awards and recognized the volunteers. Brianne Martin, Region 5 Vice-President (RVP) and Sofia Alarcon, Region 5 Student Representative (RSR) presented the regional awards, and lastly Elizabeth and James came back up to give closing remarks.

## RLDC AWARDS

### Largest Attendance

- Student – University of Texas at Rio Grande Valley
- Professional – Lockheed Martin Aeronautics-Fort Worth

### Scavenger Hunt Recipient

- SHPE St. Mary's University

### Academic Olympiad

- SHPE Prairie View A&M and UT Austin

### Volunteers Recognition

- Recognized volunteers by raffling off gift cards valued at \$100, \$75, \$50, and \$25 denominations

### Athletic Tournament Team Recognition

"RLDC was an amazing event, completely worth the 7-hour drive. As a freshman, I was a bit intimidated by the sound of professional development and workshops, but the region and all people there were embracing and I was sad when it came to an end. I recommend this event for all SHPEsters"

- Adriana Guillen SHPE Texas A&M.

## REGIONAL AWARDS



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### Regional Chapter of the Year

- Houston Professional
- Texas A&M University Student

### SHPE Jr. Blue Heart Award

- University of Texas at El Paso Student
- Lockheed Martin Aeronautics – Fort Worth Professional
- University of Houston Student

### Student Chapter of the Month

- University of Houston
- Texas A&M
- University of Texas Rio Grande Valley
- University of Tennessee Knoxville
- Texas A&M International
- University of Texas at Dallas

## **“SHPEs n Salsa” Demonstration/Networking Social**

Sponsored by Lockheed Martin Corporation

This is an annual event at RLDC5. We like our Salsa mix down in Texas. The post-awards gala show salsa demonstration and networking social allows all the attendees to finally relax



after a long, draining, tiring leadership development conference weekend in a comfortable setting. Professionals, students, and corporate can come together in a fun environment while doing a little dancing and showing off their moves. Some students this year even took the time to meet, connect and share their resume with some Lockheed Martin executives during the Salsa social.

## **EDUCATIONAL PROGRAMS**

### **Student Programs**





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RLDC5 student curriculum covered every aspect of leadership, career development, and chapter development. The RLDC5 committee also listened to the regional members' feedback from the National Conference to have more technical workshops through a RLDC workshop survey poll taken. We offered a technical workshop on computer programming in F# hosted by Jet.com, Steven Rodriguez. Two big student track workshop hits at this year's conference in 2017 was the Case Interviewing Session by Capital One. We had to create a backup session in response to the increased demand. Another well received workshop with incredibly high attendance was the "Expand Your Brand" presented by Mary Garcia with Lockheed Martin Corporation – Aeronautics.

- Leadership
- Case Interviewing
- SHPE 101
- Career Planning
- Networking
- Interviewing
- Personal Growth
- Employer Satisfaction
- F# Technical Deep Dive
- Power of Latinas Q&A Panel
- Strategic Planning
- Communication
- Proposal/Grant Writing
- Financial Management
- Time Management
- MBA vs. Technical Masters
- Marketing

### **“Life of a SHPE Leader” Panel**

Michael Gutierrez - NBOD Professional Representative, Emily Anne Vargas – National Undergraduate Representative, Sofia Alarcon – Region 5 Student Representative, Elizabeth Moreno – RLDC5 Student Co-Chair and Texas Tech chapter president, and James Narey – RLDC5 Professional Chair talked about their roles in different SHPE leadership positions across the local, regional, and national levels and what each position entails.





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## How to go SHPE Crazy with Noche de Ciencias?



Samantha Dominguez from SHPE LM Aero Professional Chapter talked about how we can all make an impact together. She discussed how to understand the philosophy on influencing a future generation. She covered the logistics planning, sponsorship, working with the school district, and community partners that SHPE LM Aero worked with and how our model can help your chapter make a successful Noche de Ciencias.

## Multi-Generational Gaps in the Workplace

David Downey from Downey Aviation Services was another keynote speaker and he described what the work environment from the hiring manager and the millennials that will be coming into the market. He gave some insight about the different perspectives, and then described what millennials can bring to the workplace that are different but have benefits.



## Life of a Military Aviator

Our final keynote speaker of the 2017 RLDC5 conference was another first. We had a former C-17 USAF cargo pilot and current T-6B instructor pilot from the 434<sup>th</sup> fighter training squadron at Laughlin AFB in Del Rio, Texas attend the conference. Capt. Courtney Waltman gave a workshop that covered scholarship and laid out the process for getting selected into pilot training through graduation, life as a C-17 USAF pilot, career progression, and options upon leaving the military including pictures and videos.



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## Professional Development Programs

In addition to networking, professionals participated in seminars on project management, public speaking, “Plan, Do, Check, Act (PDCA)” problem solving lean six sigma training, Professor Engineers (PE) certification training, and personal growth training on interviewing and salary negotiation. SHPE Region 5 puts a lot of energy into their RLDC5 professional program geared to early-career professional training to young engineers looking to work their way up to middle management within their companies. Region 5 at RLDC likes to partner with other non-profit organizations and high-profile training organizations to offer tips and certification hours to be applied to an individual’s resume. In 2017 that was no different, we partnered with Praizion Media, LLC to offer a 4 hour PMP Boot camp training presented by Dora Maria Abreu from Region 4. We also partnered with Toastmasters, Persuasive Interview Consulting, and Lockheed Martin Lean Six Sigma training experts to deliver SHPE National Conference quality professional development programs.



## Pre-College Symposium

Sponsored by Burlington-Northern Santa Fe (BNSF) and Texas Tech University College of Engineering



The SHPE Jr. Track at Region 5 is always a hit. This is RLDC where it was all started back in 2012 in the Rio Grande Valley where they had over 100 high school students ever to attend an RLDC. 2017 was no different, we had 18 local high school students attend the SHPE Jr. Track at RLDC. The curriculum included a welcome keynote speaker from BNSF, U.S. Army veteran, and inspirational actor from the movie “Spare Parts” about an underprivileged robotics team that came and spoke at this year’s SHPE Jr. Track. The students learned about the process and benefits of forming a SHPE Jr. chapter at their school in SHPE Jr. 101. They also learned





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about how to apply for college financial aid, scholarship, and fill out a FAFSA presented by the Texas Tech Financial Aid office. The students also worked together to design, build and test water rocket in an engaging STEM activity. Following the STEM activity, the students took a tour of the Texas Tech campus escorted by the Engineering Ambassador tour guides.

## 2017 RLDC5 BUDGET SUMMARY

Here is a recap of the 2017 RLDC5 Budget showing some of the major expenses. Overall, we did well on financial management. We leveraged free on-campus facility expenses or student organization discounts. This helped reduce costs of workshop facilities and on audio/visual equipment. For promotional items, we leveraged Texas Tech student organization discounts by using university approved sources. The Texas Tech College of Engineering and Burlington-Northern Santa Fe (BNSF) contributed funding for the SHPE Jr. Track activity materials, prizes, and lunch which helped save costs in this area. This allowed us to underrun our previously budgeted estimates.

We exceeded our sponsorship goals and SHPE Texas Tech held a chapter fundraising social during the semester to help provide some miscellaneous funds, and we exceeded our registration targets.

2017 RLDC5 Budget Recap		
Income	Budgeted	Actuals
• Sponsorships/ Fundraising		\$46,750.00
• Registration		\$25,862.50
<b>Gross Revenue</b>		<b>\$72,680.00</b>
<b>Expenses</b>		
• Lodging/Hotel		\$34,132.78
• Salsa DJ Social		\$300.00
• Conference Shuttles		\$4,177.89
• Luncheons/Athletic Tournament Dinner Waters and Breakfast Snacks		\$3,118.19
• Awards Gala Show, Professional Networker, Career Fair Hotel Facility Rental		\$12,951.95
• Educational Programs (SHPE Jr. Track)		\$33.60
• Marketing/Signage		\$2,165.97
• Facilities (Sand Volleyball Courts)		\$25.00



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• <i>Products/Services (Awards, Keynote Speaker Gifts, T-Shirts, Padfolios, Registration Suppliers, Raffle Prizes, and USBs)</i>		\$4,678.97
• <i>Registration Website Administration Fees</i>		\$1,868.46
<b>Total Expenses</b>	<b>\$61,639.84</b>	<b>\$58,974.92</b>
<b>Net Income</b>	<b>\$10,972.66</b>	<b>\$13,637.58</b>

The net income made from the 2017 RLDC will be returned to the SHPE Texas Tech student and Lockheed Martin Aeronautics – Fort Worth professional chapters. The funds will be applied to local chapter management, community outreach, professional development, academic excellence, and scholarship programs to help make an impact and change lives in our local communities. These funds will be used to send students to other future SHPE National events such as NILA, National Conference and RLDC as well as support our Noche de Ciencias, Advancing Careers in Engineering (ACE), SHPE Junior, and Scholarship programs. Each local student and professional chapter will receive approximately \$6,818.79 dollars.

## CONCLUSIONS

Overall, the 2017 RLDC5 was very successful, smooth, and exceeded the RLDC5 Texas Tech/LM Aero planning committee's expectations. We attributed success to much of the up-front planning and minimizing requirements scope creep. The committee stuck to the original proposal plan and objectives which lessened much of the work and kept changes to a minimum. The RLDC5 committee communications and meeting management was very well organized. The team documented meeting attendance, action items, and wrote effective meeting minutes each week. We held 3 face-to-face meetings throughout the planning phase including a committee kickoff meeting on-site at Texas Tech in September, a National Conference in-person meeting at Seattle in November, and a mid-year committee planning retreat at Texas Tech in January in addition to the RLDC training at NILA hosted by the National staff. The committee stuck with our original requirements, goals, budget, and execution strategy. All of the sponsorship

"Our experience in RLDC was phenomenal! This was the first time our PVAMU Chapter won the Lockheed Martin award for the Academic competition. And did very well in the volleyball tournament! This was our first SHPE regional in years.

Thanks to the generous funding from Lockheed Martin and our Roy G. Perry College of Engineering we were able to attend and prove our potential! The workshop we liked best were really all of them. We learned so much! The ones that left an impact on me were the leadership training by a lady Navy officer. Also, Shpetinas left an impact on me and how to improve myself and other ladies not only in the engineering department but in general."

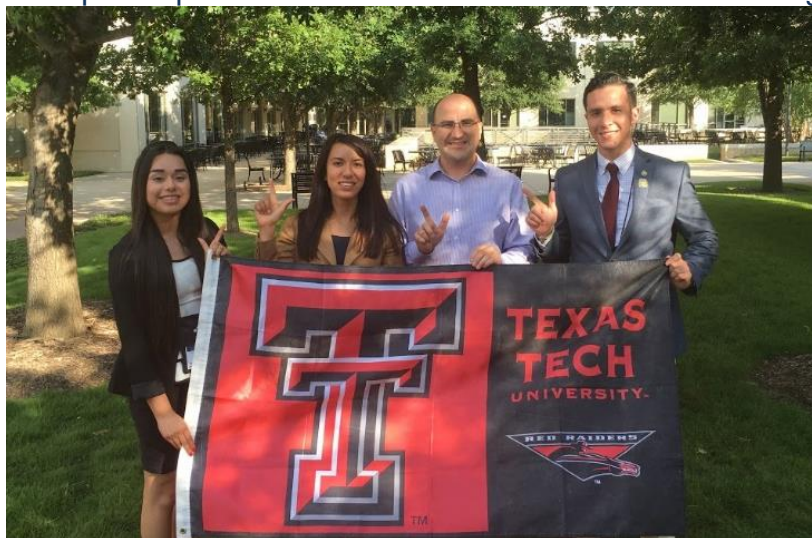
- Maria Rossana Ruiz, SHPE PVAMU



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payments and registration payments were collected in advance far ahead of schedule with at least 75% of all sponsorships in by January 30. All major expenses were paid via SHPE National approximately 2 weeks in advance. As a result, we exceeded our attendance goals by over 100 members, held 3 state-of-the-art corporate tours, exceeded our number of sponsorships of 10 and brought in over \$13,000 in net income. We offered seven prestigious corporate speakers and networking opportunities. We had several RLDC5 firsts including hosting an Academic Olympiad competition, holding RLDC5 on the same weekend that a major country music artist was in town, and the first RLDC5 to hold a Scavenger hunt game competition. We experienced our first ever power outage at an RLDC5, but that didn't stop our "Fearless Familia". We kept right now with the planned schedule. We also had for the first time at an RLDC5 a former C-17 USAF cargo pilot and T-6B instructor pilot and inspirational actor from the movie "Spare Parts", Oscar Vasquez with BNSF. We believe having all the events in close proximity to each other minimizing the conference footprint attributed to the smoothness of the overall conference. Minimizing the number of buildings utilized for the conference reduced the number of overall volunteers needed, kept conference attendees in one location, minimizing transit times. Keeping the special events in one location at the Overton Hotel also helped and increased attendance this year. Having the conference shuttle buses to move attendees between the hotel and the campus improved the overall conference flow minimizing transit times and the overall number of people coming on to campus and getting lost. It respected the workshop presenters and keynote speakers time by pushing all the attendees into the workshops and general sessions with minimal interruptions. Also, having the RLDC5 2017 in a small country town with limited distractions helped out by offering students and professional more time to engage and interact with each other networking to build and foster relationships with each other so they may work together in the future at the chapter level.



## LESSONS LEARNED

In the future for other RLDC planning committees, some issues that the 2017 RLDC5 Texas Tech student and Lockheed Martin Aeronautics professional chapter planning committee experienced are outlined to help make planning an RLDC in the future much easier.





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1. Become more proactive at recruiting volunteers to assist with planning and executing each major area in the work breakdown structure for example, registration, historian, SHPE Jr. Track, workshop volunteers, meals & podium, Academic Olympiad, athletic tournament. Each RLDC planning committee manager should have their own subcommittee of 5-10 individuals depending on the workload.
2. Manage the volunteers better and in a more timely fashion, and communicate with them sooner to provide their roles & responsibilities. Build relationships with the volunteers.
3. Select the RLDC command central operations center and storage facility closer to the registration site on campus. These two locations need to be as close as possible. Find a nice on-campus conference room or classroom. Needs chalkboard, projector, and computer.
4. Break-down silos and maintain/foster open committee communications. This will save time in the future so you don't have to repeat directions and game plans multiple times.
5. End conference registration at least 3 weeks before the final housing list is due, and don't accept late registrations. Be firm on cancellations and transfers. No refunds.
6. Manage the corporate tour confirmations and ensure everyone has an assigned seat on the charter tour buses and communicate effectively up front.
7. If a scavenger hunt is offered in the future, manage it more effectively by offering a game format that is more tangible and provides a better way of tracking the progress and completion easier for awards tracking.
8. Manage the workshop evaluations better by making it an easier format for attendees to take the survey after each workshop using an app on their phone. Need to do a better job of marketing the workshop and event evaluations by the volunteers after every single workshop.
9. Don't ask the hotel to have a cash bar at the networkers, not a much revenue was generated with it.
10. Have a large career fair room and communicate with attendees which companies will attend.
11. Earlier RLDC dates can possibly lead to more open slots available for hiring students.
12. Have the hotel conduct wakeup calls to encourage high participation in morning workshops and morning kickoff.
13. Ensure that sponsors are aware and invited to the gala and encourage participation to receive thank you. Make sure that the Keynote speaker table is close to the stage and





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that it's filled with either company sponsors or students.

14. Have speaker stay at conference hotel.
15. Focus more on Graduate track to increase participation in the future.
16. Make sure that there are backup rooms scheduled and have the university police phone number to unlock classrooms and buildings if needed.
17. Have A/V equipment for speakers, microphones, adapters, etc.

## RECOMMENDATIONS

For the future RLDC5 planning committee in 2018, key takeaways that the SHPE Texas Tech and Lockheed Martin Aeronautics 2017 RLDC5 planning committee would offer up to consider for future success.

1. Hold RLDC in small college town country atmosphere destination. No big cities with lot's of traffic.
2. Consider getting conference shuttle to provide transportation to and from the conference hotel and the main campus.
3. Keep workshop rooms and special event locations close by.
4. Manage to the strategic plan, conference requirements and be firm on minimizing any changes.
5. Don't accept outside "scope creep" from key stakeholders
6. Minimize RLDC footprint as much as practical.
7. Utilize effective planning committee meeting management toolsets including meeting minutes and agenda, GroupMe, conference call web meeting service.
8. Close out sponsorship phase with at least 2 months before the event.
9. Hold at least 2 on-site campus in-person planning meetings and 1 in-person meeting at the National Conference location.
10. Maintain open communication with your committee members and keep good minutes of weekly meetings.
11. Stick to the program management schedule as much as closely as possible.
12. Have open communication with the National team, share minutes with them and attend the preparation calls they host
13. Hold RLDC in the March timeframe at the latest to allow proper time for fundraising and registration while balancing within the corporate spring recruiting season to maximize student job opportunities and placement.



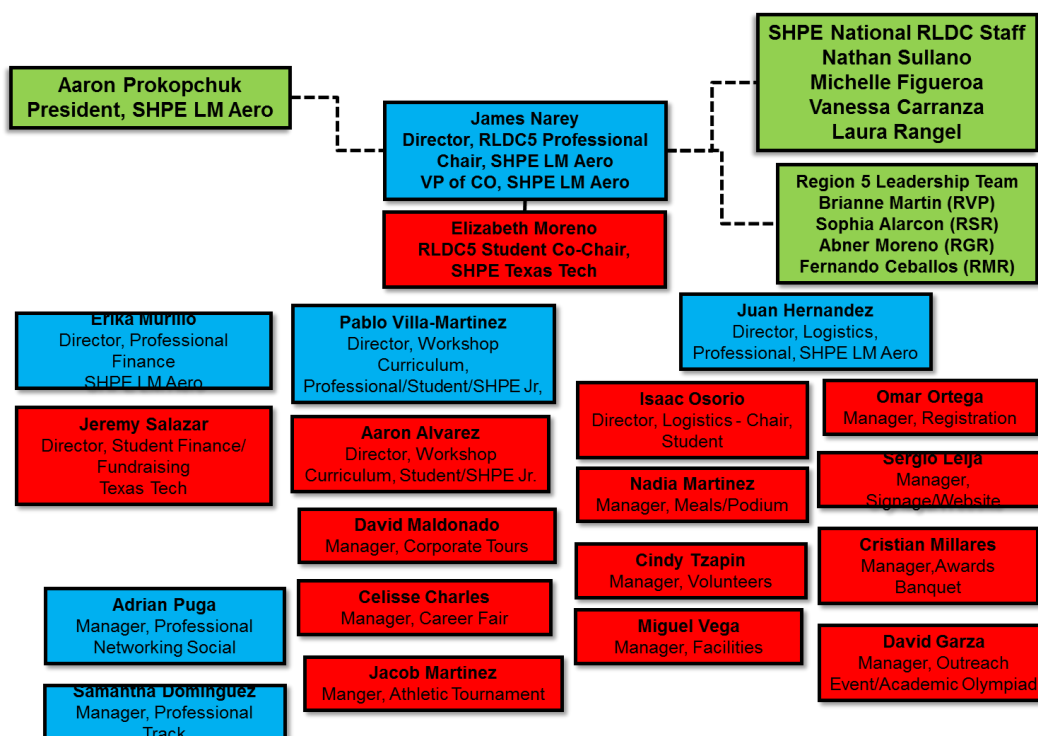


SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development



## ACKNOWLEDGMENTS

James Narey, 2017 SHPE RLDC Professional Chair Director would like to personally acknowledge the entire RLDC5 SHPE Texas Tech and Lockheed Martin Aeronautics planning committee of 19 dedicated hard-working individuals for their motivation, passion, perseverance during the planning and execution of this year's conference. It truly made my work so much easier. A job well done! Just 12 months ago, a small proposal team met to work together develop a strategic vision and submit a bid and proposal to host the first-ever RLDC5 at Texas Tech and we didn't know that would be hosting such a successful conference. At the RLDC5 kickoff leadership planning retreat, I can remember the look on the SHPE Texas Tech students in the room. Many of them were shy, quiet, and didn't know what they were getting into. But they all rose to the top, working together to host one of the best RLDC5 conferences. They learned life-long professional lessons that will go along way through their professional careers from meeting management, time management, corporate relations, business development, logistics planning, strategic planning, proposal and program development, and project management.



SHPE Texas Tech student and the Lockheed Martin Aeronautics-Fort Worth professional would also like to extend a very special thank you to all of our conference attendees, volunteers, sponsors, and in-kind donors.





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SHPE Texas Tech student chapter and the Lockheed Martin Aeronautics – Fort Worth professional chapter would also like to thank the SHPE National events staff including Laura Rangel, Nathan Sullano, Michelle Figueroa, and Vanessa Carranza for all their support during the planning and execution phases of the 2017 RLDC5. From Laura's initial NILA RLDC training, to the staff RLDC training conference calls, Michelle's sponsorship management guidance, Vanessa's help with the SHPE Jr. Track planning, Nathan's assistance with pre-event planning and execution on the ground during conference weekend was exceptional. The RLDC5 would not have been possible without their assistance to keep things moving in the background.

Their generous support helped fund all of these wonderful SHPE 2017 RLDC events, activities, and educational program which are strategically aimed at increasing the capability of Hispanics in STEM. Its efforts span from university students and professionals to pre-college students and their parents such as during the SHPE Jr. Track events.



Lastly, the RLDC5 Committee would like to thank Brianne Martin, Region 5 Vice-President (RVP), for her leadership over the last two years as this was her second and final RLDC5 event of her current term as RVP. We wish her the best of luck in her future endeavors.



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## APPENDIX A: 2017 RLDC5 Final Agenda

Undergraduate track	Chapter Advisors	Professional track	SHPE Jr track	Registration	General	Career Fair/Interviews	Corporate Tour
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March 30th	Thursday					
Event	Type	Time start	Time End	Presenter	Company	Building and Room
Arrive for RLDC/Check In	Registration	3:00 PM	10:00 PM	RLDC Committee	SHPE TTU/ LM Aero	Overton Hotel 1st Floor Lobby

March 31st	Friday					
Event	Type	Time Start	Time End	Presenter	Company	Building and Room
RLDC Central Command	RLDC Committee	7:00 AM	7:00 PM	Committee	RLDC	Electrical Engineering 220B
Check In/Registration	Registration	8:00 AM	2:00 PM	RLDC Committee	SHPE TTU/ LM Aero	Holden Hall Lobby
Academic Olympiad	Undergraduate/Graduate	8:30 AM	11:50 AM	David Garza	SHPE TTU	SUB Matador Room
Presidents Meeting	Chapter Presidents	8:00 AM	10:50 AM	Brianne Martin	SHPE Regional	Computer Science 206
ParkHill, Smith, & Copper	Corporate Tour	12:00 PM	3:30 PM	Tour guide	ParkHill, Smith, & Copper	ParkHill-Smith Cooper Facility
XFAB	Corporate Tour	8:00 AM	11:30 AM	Tour guide	Xfab	Xfab Facility
Xcel Energy	Corporate Tour	8:00 AM	11:30 AM	Tour guide	Xcel Energy	Xcel Energy Facility
Regional Leadership Planning Session	Regional Leaders	11:00 AM	11:50 AM	Committee	RLDC	Livermore 101
Networking Luncheon - Keynote Speaker	General	12:00 PM	12:50 PM	Charles Parkhurst	Texas Instruments	Holden Hall 150
Networking Through Organizations	Undergraduate	1:00 PM	1:50 PM	Chris Garza	Olin Corporation	Holden Hall 75
Master the Case Interview	Undergraduate	1:00 PM	1:50 PM	Jeffrey "Jeff" Vales	Capital One	Holden Hall 154
Professional Registration/Licensing and Certification	Professionals/Graduating Seniors	1:00 PM	1:50 PM	David Howell, P.E	TBPE	Holden Hall 155
Effective Leadership	Undergraduate	2:00 PM	2:50 PM	Kristina Allen	Americas Navy	Holden Hall 75
The 5 Satisfiers of Employment	Professionals/Undergraduate	2:00 PM	2:50 PM	Bobby Balli	CP&Y	Holden Hall 74
Professional Success through Innovation	Undergraduate	2:00 PM	2:50 PM	Charles Parkhurst	Texas Instruments	Holden Hall 104
Project Management Bootcamp	Professionals	1:00 PM	4:50 PM	Dora Maria Abreu	Prizion Media, LLC	Holden Hall 77
Expand Your Brand	Undergraduate	3:00 PM	3:50 PM	Mary Garcia	Lockheed Martin	Holden Hall 128
Exploring Opportunities with State	Undergraduate	3:00 PM	3:50 PM	Floyd Cable and Judy Torres	Department of State	Holden Hall 106
Steps to Success with Career Goals	Undergraduate	3:00 PM	3:50 PM	Chris Reilly	Oscar Electric	Holden Hall 38
PDCA Problem Solving Training	Professionals	3:00 PM	4:50 PM	Nancy Mezo	Lockheed Martin	Livermore 104
USAA Interview Session	Students and Professionals	2:00 PM	5:00 PM	Representative	USAA	Engineering Center 102C and 102F
Power of Latinos	Undergraduate	4:00 PM	4:50 PM	Brianne Martin	SHPE Regional	Holden Hall 74
F# Technical Deep Dive	Undergraduate	4:00 PM	4:50 PM	Steven Rodriguez	Jet.com	Petroleum 110
Regional Leadership Planning Session	Regional Leaders	1:00 PM	4:50 PM	Committee	RLDC	Computer Science 206
Check In/Registration	Registration	6:00 PM	11:30 PM	RLDC Committee	SHPE TTU/ LM Aero	Overton Hotel 1st floor Lobby
Athletic Tournament	General	6:30 PM	10:00 PM	Jacob Martinez	SHPE TTU	Student Rec Center/Sand Volleyball Courts
Professional Mixer	Seniors, Graduates and Professionals	10:00 PM	11:00 PM	Peter Waldman	LM Aero	Overton Hotel Horizon AB

April 1st	Saturday					
Event	Type	Time Start	Time End	Presenter	Company	Building and Room
RLDC Central Command	RLDC Committee	7:00 AM	7:00 PM	Committee	RLDC Committee	Electrical Engineering 220B
Check in/Registration	Registration	8:00 AM	10:30 AM	RLDC Committee	SHPE TTU/ LM Aero	Holden Hall Lobby
Welcome - Key Note Speaker	General	8:30 AM	8:50 AM	Dr. Oliver McGee	TTU	Holden Hall 104
SHPE 101	General	9:00 AM	9:50 AM	Nathan S and Michelle F	SHPE National	Holden Hall 104
Life as a SHPE leader	General	10:00 AM	10:50 AM	Pablo Villa-Martinez	RLDC Committee	Holden Hall 104
Power of Latinos	Undergraduate	11:00 AM	11:50 AM	Brianne Martin	SHPE Regional	Holden Hall 75
Life of a Military Aviator	Undergraduate	11:00 AM	11:50 AM	Capt. Courtney Walman	Military	Holden Hall 76
How To Rock Your Interview	Undergraduate	11:00 AM	11:50 AM	Sarah Mason	Texas Instruments	Holden Hall 77
The Fine Art of Public Speaking	Professionals	11:00 AM	11:50 AM	Tim O'Conner	LM Aero Toastmasters	Petroleum 110
Regional Leadership Planning Session	Regional Leaders	2:30 PM	4:50 PM	Committee	RLDC Committee	Computer Science 206
Networking Luncheon - "Your Professional Journey"	General	12:00 PM	12:50 PM	Steve Chiagouris	Capital One	Holden Hall 104
Region 5 Meeting	General	1:00 PM	1:50 PM	Regional Team	SHPE Regional	Holden Hall 104
Region 5 Group Picture	General	2:00 PM	2:20 PM	SHPE Texas Tech	RLDC Committee	Physics Entrance
How to go SHPE Crazy with Noche de Ciencias?	Undergraduate and Professionals	2:30 PM	3:20 PM	Samantha Dominguez	SHPE LM Aero	Holden Hall 76
Multi-Generational Gaps in the Workplace	Undergraduate	2:30 PM	3:20 PM	David Downey	Downey Aviation	Holden Hall 77
Managing Your Career	Professionals	2:30 PM	3:20 PM	Aaron Prokopchuk	SHPE LM Aero	Petroleum 110
Career Fair/STEM Expo/Hospitality suite	Students and Professionals	3:30 PM	5:30 PM	Sponsors	Various	Overton Hotel Horizon AB
USAA Interview Session	Students and Professionals	8:00 AM	5:00 PM	Representative	USAA	Engineering Center 102C and 102F
Interview Like You're In Love	Professionals	3:30 PM	4:20 PM	Ramon Santillan	Interview Consultant	Petroleum 110
The Art of Salary Negotiation	Professionals	4:30 PM	5:20 PM	Ramon Santillan	Interview Consultant	Petroleum 110
Regional Leadership Planning Session	Regional Leaders	2:30 PM	4:50 PM	Committee	RLDC Committee	Computer Science 205
Awards Gala Show	General	7:00 PM	9:00 PM	Jean Wallace	SHPE TTU/ LM Aero	Overton hotel Sunset BC Ballroom
Salsa Networking Social	General	9:30 PM	11:30 PM	DJ Mario	Lubbock Salsa	Overton hotel Sunset BC Ballroom

April 1st	Saturday					
Event	Type	Time Start	Time End	Presenter	Company	Building and Room
Check in/Registration	SHPE Jr	8:00 AM	8:50 AM	RLDC Committee	SHPE TTU/ LM Aero	Electrical Engineering Lobby
Welcome - Keynote Speaker	SHPE Jr	9:00 AM	9:50 AM	Oscar Vazquez	BNSF	Electrical Engineering 101
SHPE Jr 101	SHPE Jr	10:00 AM	10:50 AM	Miguel Sierra	SHPE Regional	Electrical Engineering 101
Scholarships/FAFSA/Financial Aid	SHPE Jr	11:00 AM	11:50 AM	Billy Tongco	SHPE TTU - Fin Aid	Electrical Engineering 101
Lunch	Lunch	12:00 PM	12:50 PM	College Prep Q & A	RLDC Committee	Electrical Engineering 101
Water Rocket Design Competition	SHPE Jr	1:00 PM	2:50 PM	Aaron Alvarez	RLDC Committee	Electrical Engineering 101
Campus Tour	Campus Tour	3:00 PM	4:50 PM	Aaron Alvarez	RLDC Committee	Campus
Closing Awards Ceremony	SHPE Jr	5:00 PM	5:30 PM	Aaron Alvarez	RLDC Committee	Electrical Engineering 101