

**ASEE SE Fall 2015
Executive Board Meeting**

October 8, 2015

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: Scott Schultz

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Secretary	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Vice Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
Hodge Jenkins	Section Newsletter Editor		Mercer University
Jerry Newman		jnewman@memphis.edu	University of Memphis
John Abbitt		jda@ufl.edu	University of Florida
John Brocato	President Elect, Professional Skills Chair	brocato@engr.msstate.edu	Mississippi State University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Priya Goeser	Technical Program Chair	priya.goeser@armstrong.edu	Armstrong State University
Sally Pardue	K-12 Div Secretary, Programs Unit Sec	spardue@tntech.edu	Tennessee Tech University
Scott Schultz	Section President		Mercer University
Tim Wilson			Embry-Riddle Aeronautical University
Todd Schweisinger	Research Division Chair	todds@clemson.edu	Clemson University
Tom Fallon	Programs Unit Vice Chair	tfallon@kennesaw.edu	Kennesaw State University
Tyson Hall	Computer Engr Div Chair	tyson@southern.edu	Southern Adventist University

Motion made by Tim Wilson to approve the minutes of the Fall 2014 Executive Board Meeting. Todd Schweisinger seconded. Minutes approved.

Treasurer's Report

The status of the section finances was reviewed.

- The National Office is starting a 30% administration fee on the profits made by the various sections.
- The National Office is aware that institutional dues is decreasing and is projected to go to zero. There was discussion of whether the section is getting all notice of dues - there are 71 active Deans in the section.
- It was mentioned that the Section would like more transparency from the National Office in regards to the financial practices of ASEE and the sections.
- The Treasure's report was moved for approval by Barbara and seconded by John Brocato. Report was approved.

Budget Considerations

Daniel Kohn presented the Budget Proposal for 2015-16. The proposal assumes that all income gets taxed though we are waiting on an answer from the National Office on this.

- We spent more on Awards in 2014-15 than was budgeted. Cecelia Wigal motioned to increase the budget award amount to \$600. This was seconded by Barbara Bernal. Motion passed.
- It was noted that W9s need to be handed out with monetary awards so it can be complete
- Discussion was started concerning the need for the CD or USB of the proceedings at the conference. It was noted that many people do not use these sources of the Proceedings since they have access to the internet. This discussion was tabled until New Business (motioned by Barbara Bernal and seconded by Scott Schultz).
- It recommended that the W9 be provided with the announcement of the monetary awards so that the recipients can receive their awards more promptly.

Host Committee (Conference 2016)

Beth Todd provided a status of the Host activities for the spring conference.

- Conference total costs were presented for attendance of 75, 100 125, and 150.
- Since the conference is occurring during University of Alabama's spring break the Host is not required to use University's food service. Thus there are more options.
- Still to be defined are event photographer, event "give away", and entertainment budget.
- Students who author a paper must pay full fee (not stated student fee). Students participating the poster session only pay the student fee.
- Barbara Bernal mentioned that the other Sections in our Region give free registration to some board members the year they are serving.
- Proposed registration:
 - Early Bird \$250
 - Regular \$300
 - Students \$99
 - K-12 Teacher \$99
- Beth Todd moved acceptance of the proposed registration costs. Tim Wilson seconded. Motion approved (unanimous).

Section Awards (announcing at Conference)

Tim Wilson will provide the award announcements for dissemination to the Section membership. The following summarizes discussion of the various awards

- Campus Rep: Kenneth Ball still needs campus representatives to provide their campus membership information to determine this award. He will nudge the campus representatives to complete their information.
- New Faculty Research Award: Todd Schweisinger is in communication with Cindy on this award
- Student Poster Competition: Todd Schweisinger is in communication with Beth Todd on space available for this session. He also presented the schedule for the poster session. In addition he proposed reducing the number of awards. The discussion concluded that there is enough depth of



students for the amount of awards provided. However, we need to speed up the presentation of these awards. Hodge Jenkins is going to create a weblink for the students to download their posters abstract submittals. Sally Pardue suggested making a PDF of the poster available on the website the Wednesday before the Sunday of the conference so judges can begin the poster evaluation prior to the conference. Tyson Hall stated submittals of student abstracts and posters can be done via Open Conference. It was recommended that poster be size D.

Future Annual Conferences

The sites of the future ASEE SE annual conferences were reviewed.

- 2017 Puerto Rico (March 2nd – 5th)
- 2018 Embry Riddle Aeronautical University Daytona Beach
- 2019 Auburn University
- 2020 The University of Memphis
- 2021 George Mason University (tentative)

A letter will be sent to the University of Memphis three years in advance with a reminder the following year.

Conference Proceedings

The Conference Proceedings are sent to 71 Deans. The mailings will be under budget.

Other Reports

No report from *Zone II*. Ruby Mawasha not in attendance.

Campus Representative report provided by Kenneth Ball as part of the Awards Report.

Newsletter and Website report by Hodge Jenkins. He is open for improving both the newsletter and the website. Please provide him any comments or suggestions you may have.

Constitution, Bylaws, and Officer Manual Changes

- We have received minimal comments back on the proposed changes to the Constitution and Bylaws.
- Board approved the changes to the Constitution and Bylaws. Cecelia Wigal will update the draft (however this was completed by Daniel Kohn due to Cecelia's illness this past fall)
- Our Zone II representative will present to the National Office that our Constitution and Bylaws are revised.
- Scott Schultz is to send the Constitution and Bylaws and the minutes of the spring 2015 meeting to our Zone II representative.
- We need to all review the Officer Manual to ensure it is up to date. Scott Schultz would like all present officers to review the Officer Manual and provide any comments and/or revisions to Cecelia Wigal.

Old Business

- Last spring's recognition of unit and division chairs was a good idea but it did not go well since not all unit and division chairs were present. It was suggested that a letter of Thank You is better. It was also suggested to replace the recognition certificate with the electronic Thank You letter and electronic signature of the Section President.
- The Council of Past Presidents had its first meeting. It was proposed that Council meet during the annual conference. The following is the council's structure.
 - Chair: Immediate Past President
 - Vice-Chair: Past Past President
 - Secretary: Volunteer Position

New Business

National Office Concerns: Daniel Kohn will contact the National Office on the issues of individual and institutional membership. The Board stated that we should not fight the ASEE tax since we should be supporting the National Organization (as a member of its body).j

Conference Proceedings: It was motioned to no longer have the Proceedings provided to the membership at the conference via a CD or Flashdrive for the 2016 conference and beyond. The Proceedings will be on the Web Management System and the Section website. The website is live and will have a downloadable folder to obtain the entire Conference Proceedings for that year. Barbara Bernal moved the motion and Tim Wilson seconded. (Unanimous approval)

The above resulted in an Action Item for Barbara Bernal and Tyson Hall to experiment for 2016 with the new Proceedings options and provide them to Hodge Jenkins for access on the Section website.

Section Budget: It was motioned by John Brocato to change the proposed budget for the Proceedings from \$2500 to \$500 and the proposed budget for the Awards from \$400 to \$600. This motion seconded by Barbara Bernal. (motion approved).

Motion to adjourn meeting made by Jerry Newman, seconded by Hodge Jenkins. Motion approved. Meeting adjourned.