

**ASEE SE Fall 2017
Executive Board Meeting**

October 5, 2017

Atlanta, GA

Meeting Minutes

Meeting called by: Hodge Jenkins, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: February 12, 2018

Attendees:

Name	Position	E-mail Address	School
Tyson Hall	Chair Admin Div/ Paper Mgmt	tyson@southern.edu	Southern Adventist University
Richard S Stansbury	Chair Comp Engr & Tech Div	stansbur@erau.edu	Embry-Riddle Aeronautical University
Daniel Kohn	Treasurer/Chair Engr Tech Div	dekohn@memphis.edu	University of Memphis
David Calamas	Chair Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University
Monika Bubacz	Vice Pres Pubs and Promotions Unit	Mbubacz@citadel.edu	The Citadel
John Brocato	Section Immediate Past President	brocato@engr.msstate.edu	Mississippi State University
Hodge Jenkins	Section President/Newsetter Editor	jenkins_he@mercer.edu	Mercer University
Sally Pardue	Section President Elect	spardue@tntech.edu	Tennessee Tech
Cecelia Wigal	Section Secretary/Secretary Admin Div	cecelia-wigal@utc.edu	University of Tennessee at Chattanooga
Barbara Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Rami Haddad	Vice Chair Electrical Eng.	rhaddad@georgiasouthern.edu	Georgia Southern University
Beth Todd	Mechanical Engineering, Secretary	btodd.eng@gmail.com	University of Alabama
Charles Newhouse	Programs Unit, Secretary	newhousecd@vmi.edu	Virginia Military Institute
Anna Howard	vice chair me div	anna_howard@ncsu.edu	NC State
harry Powell	secr awards and recognition	hcp7ad@virginia.edu	University of Virginia
todd schweisinger	vice publications and promotions	todds@clemson.edu	clemson university
Tim Wilson	Host Site Representative		Embry-Riddle Aeronautical University

Meeting Minutes Spring 2017 Executive Board Meeting (Cecelia Wigal)

Motion to approve the spring 2017 minutes made by Daniel Kohn and seconded by John Brocato. Minutes approved.

Treasurer’s Report (Daniel Kohn)

Daniel reported on the Income and Disbursements and provided a proposed budget for 2017-2018. Specific items discussed for each are summarized below.

Income and Disbursements

- The National Office dispersed the individual dues for the section for 2016 and 2017.
- Institutional dues contribution to the section is still \$0. This may increase since programs must now deselect the “gift to section” option instead of selecting it.
- There is a question about how to handle the advance the section provides conference hosts for planning the conference each year. The host often returns the advance as well as money made from the conference. Money made from the conference is income and gets “taxed” by Nationals. But the advance is not income

and should not be “taxed” when it is returned to the section. Tyson Hall requested that the section ask the National Office how the section should handle the conference advance so to not be taxed on its return. **(Daniel Kohn action item)**.

- EP Innovations will provide a check to the section for \$1017 as its cut of the profit for the ASEE Zone spring 2017 conference. This money will be placed in the BASS account. This is a partial return of the seed money.

John Brocato motioned to accept this report. Sally Pardue seconded. Report approved.

Budget Considerations

- Cecelia Wigal requested that a line item of \$500 be added to the budget for reproducing the medallion for the research award.
- There was a request for an \$800 line item to financially support the section conference registration fee for an Executive Board member and the Technical Program Chair (\$400 each). This could be two separate lines.
- Hodge Jenkins suggested that the section pay for our “best of” (paper for example) from the section to attend the national conference. The section needs to ensure with Nationals that this is approved use of the BASS account. **(Daniel Kohn action item)**
- Todd Schweisinger suggested that the monetary levels be increased for the section awards. The Board agreed to \$500 for all awards except for the Research awards. The award amounts should be updated on all documents. **(action item)**
- Tyson Hall suggested that the Deans mailing be deleted from the budget since the section is no longer providing such a mailing. The section is providing an electronic mailing to the Deans instead.
- Tyson Hall suggested that the “Proceedings (CD/DVD/USB)” line be changed to read “Proceedings”. This will allow the budgeted resource to be used to pay students to help with the data integrity of the conference papers.

Sally Pardue motioned to approve the budget presented by Daniel Kohn with the above changes. John Brocato seconded. Report approved (unanimous).

Conference Host Committee Budget Report (Tim Wilson)

Tim Wilson presented the 2018 conference budget. The participation estimates for each day were discussed and clarified. The section agreed the numbers look reasonable. The budget included the following details:

- \$3000 Honorarium for Nicole Stott
- Registration costs of \$325 (early), \$425 (regular), \$475 (late), and \$100 (student)
- Students can attend the full conference on Monday

Sally Pardue moved to accept the budget as presented and Daniel Kohn seconded. Motion passed (Unanimous)

Section Awards

There is a concern that since awards nominations are due near the end of January that the winners will not know in enough time to register at the early rate. There was a suggestion to provide the award winners a means to get the discounted registration rate.

Student Poster Awards

Student poster competition abstracts can be submitted beginning November 1, 2017. Last day to submit is January 19, 2018. Abstracts are submitted electronically. Poster electronic submission is February 17, 2018. Poster size is 48 in by 36 in. The Monday poster competition is for undergraduate students only. Tim Wilson suggested that they may have a time and location for graduate students to present their work in poster format on Tuesday.



The Research Division officers will review the abstracts for acceptance. There is a goal to post the rubrics for the abstracts and posters in advance for use by the student attendees.

Tyson Hall is to add a field on the poster submission site to indicate poster category (**action item**).

Future Annual meeting Sites

The future section conference sites are confirmed through 2022. Mississippi State is still considering for spring 2023 but is most likely to say yes. Hodge Jenkins is to contact Auburn University to confirm they are hosting the conference in spring 2019. (**action item**) The locations for future conferences as of Oct 5, 2017 are

- 2019 Auburn University
- 2020 The University of Memphis
- 2021 George Mason University
- 2022 The Citadel

Conference Proceedings

Discussion addressed how to replace Barbara Bernal as Proceedings Editor since she desires to step down. Tyson Hall presented a list of the responsibilities Barbara has covered with respect to the Proceedings and possible coverage solutions. These include:

- *Defining the front matter of the technical program booklet.* The Host Site has taken responsibility of the booklet. This has led to some inconsistencies in the booklet from year to year. It was suggested that the Publications and Promotions Unit could create a template for the Host Sites to use.
- *Formatting the paper abstracts.* OpenConf now performs this task
- *Producing the static HTML website for the Proceedings.* The website is still needed. It can be automated from OpenConf; however, it needs a manual check.
- *Producing the flash drives of the Proceedings files.* This responsibility has been shifted to the Host Site.
- *Mailing the Proceedings to the SE Section Deans.* The section is no longer mailing Proceedings to the Section Deans. The section is sending an electronic letter to the Deans which provides a link to the online Proceedings.
- *Updating the paper template for authors.* This is now the responsibility of the Technical Program Chair for the conference.

It was determined that the Conference Program should be the responsibility of the host site now that the Proceedings are provided online. It was recommended to delete the Proceedings Editor position; however, the Proceedings Editor position is an official Section position identified by the SE Section ByLaws. Thus, it cannot be deleted without a change to these ByLaws. John Brocato volunteered to be the Proceedings Editor and will create the archivable copy of the Proceedings. Thank you John!

The responsibilities description for the Proceedings Editor in the Section Handbook is now not current and must be updated. Sally Pardue moved that the Handbook be updated; Daniel Kohn seconded. The motion passed unanimously. John Brocato volunteered to respond to this action. (**action item**)

Reports

Zone II Chair Report (Gary Steffen by phone call)

Gary Steffen thanked the section for hosting the Zone II Conference in Puerto Rico in spring 2017. He reviewed the schedule of future ASEE National Conference meetings as well as the spring 2018 Zone II section meetings, all different weeks in March.



Gary thanked the section for its 2017 best paper submission and mentioned upcoming due dates:

- Campus Representative Reports: December 1, 2017
- Outstanding Teaching Awards: January 15, 2018
- Section Campus Representative Award: February 1, 2018

Sally mentioned that Best of Zone Paper authors should know of this award in enough time to attend the national conference at a reasonable cost. She mentioned that the ASEE SE Section just approved funding the section “best of” registration at the national conference. Gary stated he will discuss ASEE National compensating the awardee.

Gary updated the section on some National news:

- The ASEE Board of Trustees has reorganized. Someone will attend the section conference to discuss the reorganization.
- ASEE is now making money
- National ASEE is looking at its membership to spend its money.
- Doug Tougan is the new financial representative.
- The board realizes the 30% “tax” on the BASS accounts is a bit high. Daniel Kohn mentioned to Gary to thank National for their effort on the BASS accounts.

Gary continues working on the strategic working group at the national level to discuss needs of the Zones and Sections with a desire to develop best practices.

Gary requested discussion on the frequency of Zone II meetings. North Central would like another Zone meeting in 2021. Discussion led to looking at 2024 (2021 is too soon) and maybe in Chattanooga, TN (suggested by Cecelia Wigal).

Campus Reps Report (Kenneth Ball)

No update – Ken Ball not in attendance.

Newsletter and Website (Hodge Jenkins)

No new information to share.

Review of Committee Assignments (Hodge Jenkins)

The awards committee should include Alta Knizley instead of Todd Schweisinger. Also the Vice President of Publications and Promotions is not correct on the section website. **(action item)**

Council of Past President’s Report (Scott Schultz/John Brocato)

No new information to share.

Old Business

Covered above

New Business

What can we do for the 1500 engineering students and faculty in Puerto Rico following the hurricane disaster? Sally mentioned extending a special invitation to the faculty in Puerto Rico to come to the spring conference with financial support from the Section. Sally proposed a one time line in the budget to support these individuals. Hodge proposed \$10,000 where \$1000 is provided per request until reach \$10,000 total in requests. This will support our colleagues and students in Puerto Rico. It was agreed to establish an ad hoc committee to address this suggestion. Members of the committee include Barbara Bernal, Harry Powell, Cecelia Wigal, Hodge Jenkins, Beth Todd, and Daniel Kohn. Recommendation should occur by the end of the year. **(action item)**



Motion by Sally Pardue, second by Cecelia Wigal to increase the budget by \$10,000. Hodge will start the email communication for the aid to students and faculty. The mission is to assist students to continue their education opportunity and aid the colleagues and students to attend the section conference. Daniel suggested another use may be to help students continue their education by helping them to apply to other universities if necessary.

Adjournment

Meeting adjourned.

Action Items

	Action	Responsible Party	Due Date	Status
1	Determine from the National Office how the section should handle the conference advance so to not be taxed on its return.	Daniel Kohn	Spring 2018 Meeting	Open
2	Ensure with Nationals that financially supporting “best of” award participants at the National Conference is approved use of the BASS account.	Daniel Kohn	Spring 2018 Meeting	Open
3	Update the award amounts for all awards except the Research and Student awards to \$500 on all applicable documents.	Executive Board	Spring 2018 Meeting	Open
4	Recommend how the financial support for the Puerto Rico students and faculty will be dispersed and managed.	Hodge Jenkins ad hoc Committee	January 1, 2018	Open
5	Update the responsibilities description for the Proceedings Editor in the Section Handbook.	John Brocato	Spring 2018 Meeting	Open
6	Add a field on the poster submission site for OpenConf to indicate poster category.	Tyson Hall	November 1, 2017	Closed
7	Contact Auburn University to confirm they are hosting the conference in spring 2019.	Hodge Jenkins	December 1, 2017	Closed
8	Correct the name of the Vice President, Publications and Promotions Unit on the Section website.	Hodge Jenkins	December 1, 2017	Closed