**Executive Board Meeting**

October 24, 2013 – 7pm – Microtel Inn & Suites – Atlanta GA

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Campus Rep.Coordinator | John Brocato  | brocato@engr.msstate.edu | Mississippi State University |
| Chair Bioengineering | David Domermith | domermuthdh@appstate.edu | Appalachian State University |
| Site Coordinator (2015) | John Abbit | jda@ufl.edu | University of Florida |
| Secretary Software EngZone II ASEE | Barbara Bernal  | bbernal@spsu.edu | Software Ed. + Support |
| Vice Chair Program UnitChair Eng Tech | Jerry Newman | jdnewman@memphis.edu | University of Memphis |
| President | Priscilla Hill | Phill@che.msstate.edu | Mississippi State University |
| Vice President Program UnitSite Coordinator (2014) | Hodge Jenkins | jenkins\_he@mercer.edu | Mercer University |
| Secretary Industrial Eng | Scott Schultz | schultz\_sr@mercer.edu | Mercer University |
| Past President | Tyson Hall | tyson@southern.edu | Southern Adventist University |
| Newsletter EditorSecretary Civil Eng | Ken Brannan | Ken.Brannan@citadel.edu | The Citadel |
| Secretary-Treasurer | Daniel Kohn | dekohn@memphis.edu | University of Memphis |
| Secretary Publications and Promotions | Tom Fallon | tfallon@spsu.edu | Southern Polytechnic State Univ |

1. Meeting called to order by Priscilla Hill at 7:43pm
2. Meeting minutes from the Spring 2013 executive meeting were distributed. Priscilla Hill motioned that they be accepted with corrections. Tyson Hall 2nd. Approved.
3. Treasurers Report presented by Daniel Kohn. 4th quarter statement was unavailable from headquarters. At the end of the 3rd quarter, the BASS Account balance was $20281.92, Operating account was zero (normal for the end of the year) and the Research account was $11,127.46.
4. Budget for the 2013-14 fiscal year presented by Daniel Kohn.
	1. Additional Budget Line Item for OpenConf software. Motion made to spend $275 was made by Barbara Bernal and 2nd by Jerry Newman. Approved
	2. Concern raised that the Institutional Dues income has been dropping significantly (down from a high in FY09-10 of $1300 to $400 thus far in FY 12-13)
	3. The Microtel Inn is charging for the conference room for the meeting. In the past, the conference room was free if we surpassed a number of guests at the hotel, but that policy has changed. We have budgeted $850 for FY 13-14 (with an automatic increase of $50 from the previous year) and this should still be able to cover the expenses of the meeting.
	4. Since the 4Q statement from headquarters was unavailable, the income from the previous annual conference is unknown at this time.
	5. Barbara Bernal suggested that future budgets include a side by side comparison of the previous year’s budget to actual figures.
	6. Motion to approve the FY 2013-14 budget made by Tyson Hall, 2nd by John Brocato. Approved.
5. Hodge Jenkins presented budget for Mercer Conference as well as the registration fees. Early Bird would be $235 and late registration is $285 and for the student poster competition participants registration is $100 for early bird and $150 for late registration. Tyson Hall made the motion that the conference fees be approved. Barbara Bernal 2nd. Motion passed.

Suggestion by Barbara Bernal that “presentation only” should be a separate session to separate the non-peer reviewed presentations from the reviewed papers.

1. Section awards – Hodge Jenkins will ensure that the announcement for nominations goes out shortly. Jan 28, 2014 is the tentative deadline for submissions.

Tyson Hall stated that we need to ensure our Outstanding Teaching award documentation matches the national requirements so the same submission can go forward to national.

No winner for the Tony Tillman Service Award for the past two years. We need to encourage especially encourage submissions for this award.

Reminder that the outstanding paper of last year’s conference needs to be announced and awarded at the conference.

Ken Brannan requested that the call for nominations be sent to him electronically for the website.

John Brocato spoke on the Outstanding Campus Representative Award. His report also included an addendum to the Officers Handbook concerning the award. Barbara said that we need to make sure the addendum is in line with National, since they really award this. John Brocato will contact national on the matter.

Need to contact Zhaoxian Zhou for the information on the New Faculty Research award and Student Poster Completions. The student poster submissions can use the OpenConference website if desired. Dates for submissions need to be In line with Hodge Jenkins timeline.

1. Future Annual Meeting report presented by David Domermuth. He presented potential sites he is going to contact for the 2016-18 conferences.

He also presented a document of the history of the section conferences and other pertinent info useful for recruiting future host sites. He also would like assistance with a letter to potential hosts that states the expectations and duties of a host site.

It was suggested that this and other vital documents for the section officers be maintained on a officers web site maintained by the secretary/treasurer. So moved by David Domermuth and 2nd by Tyson Hall. Approved.

Barbara Bernal brought up the possibility of a 2017 Zone II Conference (which might replace the regional conference for that year). (see new business)

1. Barbara Bernal reported that the Conference Proceedings CD’s are being sent out to the Deans.
2. Reports
	1. Zone II Report presented by Barbara Bernal.

Rosie Mawasha is the Chair-Elect for Zone II. An election will be held for the next chair-elect, who will be from Illinois-Indiana or from the Southeastern Section. Qualifications are that you were a past president of the section and then Zone II Chair election will be part of the National Ballot, but only zone II members can vote for the chair. Barbara is going to inquire as to the nominating process for the SE Candidate.

(also see new business)

* 1. Campus representatives report - John Brocato reported that the Campus Representatives are looking into ways to improve the activity reports submitted to national.
	2. Newsletter and website report by Ken Brannan. Newsletter was published and included the call for papers and conference information. Website, officer’s manual was updated. Need updated information for the awards nominations.
1. Review of Committee Assignments (as detailed in Section Officers’ Manual)
	* Nominating: Tyson Hall (chair), Brent Jenkins, Claire McCullough, Tulio Sulbaran
	* Programs: Hodge Jenkins (chair), Jerry Newman, Tanya Kunberger
	* Resolutions: Tulio Sulbaran (chair), Daniel Kohn, Tyson Hall, Jerry Newman
	* Awards: Hodge Jenkins (chair), Paul Palazolo, Cindy K Waters, Donna Reese, Priya Goeser, Zhaoxian Zhou, and John Brocato
	* Publications and Promotion: David Domermuth (chair), Donna Reese, Tom Fallon, Barbara Bernal, Ken Brannan, and John Brocato
2. Old Business
	1. At the Spring 2013 meeting the question was asked ‘who is the person responsible for the officers manual?’ (Spring 2013 meeting minutes point 17) It has been decided that Ken Brannan (Website Editor) would take on that roll.
3. New Business
	1. As previously recorded, Zone II is considering having a Zone II Conference in 2017. The idea was brought up for consideration during this portion of the meeting. After some preliminary discussion. It was tabled until our morning meeting.

At that meeting, it was decided that the Southeastern section tentatively agrees with the proposed Zone II Conference and we feel more discussion about logistics and the rolls of the various sections is needed. An invitation to the chairs from the other Zone II sections to our regional conference at Mercer will be extended to discuss the proposed Zone II Conference in person.

* 1. Tyson Hall moved that we call for a vote of the members to amend our Constitution, and Bylaws to include a Paper Management Website Coordinator. Second by John Brocato. Discussion included insuring a succession plan for the position and also the term. Passed unanimously. The vote will take place during the conference at Mercer. Assuming the motion passes, the officers manual will be updated accordingly. (see attached)
	2. Priscilla Hill received an email from Paul Palazolo (Vice Chair Awards and Recognition) concerning a new award he would like to propose, since Paul was not in attendance, the discussion was tabled.
1. Motion to adjourn made by Priscilla Hill and 2nd Hodge Jenkings. Passed.

Prepared by

Daniel Kohn

Secretary / Treasurer

ASEE-SE

November 1, 2013

**Selection Procedure for the Southeastern Section Outstanding Campus Representative Award**

*John Brocato, Southeastern Section Campus Representative Coordinator*

1. *Late October*: the Campus Rep Coordinator sends an email to all SE section campus reps reminding them to submit their activity reports by the deadline and that the report puts them in the running for the award.
2. *Mid-January*: The Section Chair emails the Campus Rep Coordinator with all the submitted SE section campus rep reports.
3. *Mid- through Late-January*: The Campus Rep Coordinator forms an ad hoc committee to select the Outstanding Campus Representative based on the submitted reports.
4. *Late January*: The Campus Rep Coordinator sends an email announcing the award winner to the following people:
* Award winner
* Section Treasurer
* Awards Committee Chair
* Section Chair
* Zone II Chair (who forwards the awardee’s name to ASEE HQ for national award consideration)
* Tim Manicom (Assistant Manager, Membership, ASEE)
1. *Late January*: The Section Treasurer emails the winner congratulating her/him and requesting information for processing the award payment: first name, last name, SSN, complete mailing address, email address, phone number. The Section Treasurer also arranges for ASEE HQ to send the award money directly to the awardee (rather than to someone else for presentation at the conference).
2. *March-April*: The awardee receives the check in the mail and gets the certificate at the annual section conference’s awards banquet.

NOTE:

Awardees must be registered for the section conference to receive their certificate in person (except in extenuating circumstances at the section officers’ discretion).

**ASEE-SE
Proposed Updates to the Officer’s Manual, Constitution, and Bylaws to create a
Paper Management Website Coordinator position**

**Constitution**

* *Edit Article VI, Section 3 to read:***Section 3**. The Section shall have a Programs Committee with duties defined in the Bylaws. This committee consists of the Vice President for Programs and ~~four~~ five members as provided in the Bylaws.

**Officer’s Manual**

* *Edit 13 to read:*
Programs Committee. The Programs Committee consists of the Section Vice President for Programs as Chair and ~~four~~ five additional members. These members include the Vice Chair from the Programs Unit, the Secretary of the Programs Unit who is the Advertising Coordinator, the Annual Meeting Host-Site Coordinator, ~~and~~ the Workshop/Seminar Coordinator, and the Paper Management Website Coordinator. The Programs Committee is responsible for the conduct of the annual meeting including promotion, budget, entertainment, conference workshops, technical program, and procurement of the keynote speaker.
* *Add 13.A:*Paper Management Website Coordinator. The Paper Management Website Coordinator shall be responsible for the installation, maintenance, and administration of the section’s paper management website and shall work closely with the technical program chair to facilitate abstract and paper submissions and the paper review process.

**Bylaws**

* *Add Article V, Section 4:***Section 4.** Program Committee Members. At-large member of the Program Committee serving as Paper Management Website Coordinator shall be appointed to a three-year term that is renewable by the Executive Board, and report to the Vice President for Programs. Appointees who have served at least one three-year term are eligible to run for office in the Programs Unit, provided they have previously served as a Division Chair.
* *Edit Article VIII, Section 2, Paragraph 1 to read:***Section 2**. Programs Committee. Programs Committee consists of the Vice President for Programs as Chair and four additional members. These members include the Vice Chair from the Programs Unit, the Secretary of the Programs Unit who is the Advertising Coordinator, the Annual Meeting Host-Site Coordinator, ~~and~~ the Workshop/Seminar Coordinator, and the Paper Management Website Coordinator.
* *Append Article VIII, Section 2 with the following*:
The Paper Management Website Coordinator duties as defined as follows:
(a) Paper Management Website Coordinator. The Paper Management Website Coordinator shall be responsible for the installation, maintenance, and administration of the section’s paper management website and shall work closely with the technical program chair to facilitate abstract and paper submissions and the paper review process.

**Procedure**

* Submitted by a majority vote of the members of the Executive Board of the Section or by petition signed by not fewer than ten (10) members of the Section.
* Proposed amendments shall be circulated by mail or by electronic means to members of the Section not less than thirty (30) days prior to the annual meeting at which the amendments will be presented for adoption.
* A favorable two-thirds vote of the members who are present at an annual meeting of the Section.