

ASEE SE Spring 2017 Executive Board Meeting

March 2, 2017

San Juan, Puerto Rico

Meeting Minutes

Meeting called by: John Brocato, Section President

Minutes authored by: Cecelia M. Wigal, Section Secretary with help from Tim Wilson

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Past Host Site Committee Chair		University of Alabama
Chester Little	Engineering Technology Div Chair	littlect@apsu.edu	Austin Peay State University
David Calamas	Instructional Div Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
John Brocato	President	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen			Florida Institute of Technology
Monika Bubacz		Mbubalz@citadel.edu	The Citadel
Pete Ludovice		pete.ludovice@gatech.edu	Georgia Tech
Sally Pardue	K-12 Div Secretary, Programs Unit Vice Chair	spardue@tnitech.edu	Tennessee Tech University
Scott Schultz	Section Immediate Past President		Mercer University
Tim Wilson	Research Division Chair		Embry-Riddle Aeronautical University
Tyson Hall	Paper Management	tyson@southern.edu	Southern Adventist University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Alta Knizley		kinzley@me.msstate.edu	Mississippi State University
Dan Budny	Zone II Conference Chair		
Gary Steffen	Zone II Chair		

Introductions were made by all.

Meeting Minutes Fall 2016 Executive Board Meeting (Tim Wilson for Cecelia Wigal)

The fall minutes were reviewed with the following revision suggestions:

- Add Todd Schlesinger and Harry Powell to the attendance
- Delete Pete and Sally from the attendance
- Remove italics on Memphis and George Mason under upcoming sites for ASEE SE conferences.
- Change “Treasure’s” to “Treasurer’s”

Motion made to approve the minutes with suggested revisions made by Sally Pardue and seconded by Todd Schlesinger. Minutes approved.

Treasurer’s Report (John Brocato for Daniel Kohn)

John Brocato shared Daniel Kohn’s report including the information on the Bass account. It is unclear whether our section is among the sections with reconciled Bass accounts. Daniel to clarify this at the fall



meeting (*action item*). John has the necessary forms, including the W-9, to ensure the award winners get their cash awards.

Technical Sessions Report (Sally Pardue/Dan Budny)

Sally and Dan reported on the status of the technical program for the conference. There are 156 presentations that resulted from an initial submission of 221 abstracts. In addition there are

- 61 posters, 40 from Puerto Rico
- 80 institutions participating
- 613 distinct authors
- 202 registrations, 30 at the full (last minute) fee.
- Approximate 100 students participating; ASEE National supported the Puerto Rico students through the diversity initiative.
- 650 room nights at the guaranteed rate (had promised hotel 450).

The conference planners had to barter for AV equipment to decrease fees. The AV equipment was provided by Polytech in Puerto Rico. The screens were provided by Dan Budny (saved \$6,000).

The details of the conferences were discussed. Richard Stansbury was thanked for managing the poster judging. It was mentioned that the contract with the hotel required \$35,000 in food.

Host Site Report (Barbara Bernal)

Barbara reported on the 2017 conference.

Proceedings Editor Report (Barbara Bernal)

It was discussed whether to continue with the Dean's mailing. Jump drives cost \$6.00 each. In comparison DVDs cost \$1.00 each. It was questioned whether anyone is even looking at the jump drives. If they are not, should we provide them?

The following discussions occurred:

- Publishing of papers
We should link the ASEE SE papers to the ASEE database (Hodge Jenkins). ASEE charges \$10 to \$15 per paper to host on their database (Tyson Hall). We can add this cost to registration in the future (Hodge Jenkins). We can supply a spreadsheet to ASEE National with no cost to link the Zone 2 papers into the ASEE index (Gary Steffen)
- Dean's participation and mailings
Deans are not paying their section membership fee (\$50). Gary said adding a check box for the fee on the yearly registration was discussed at the national level but did not go anywhere. There was some discussion on how to get Dean's involved in the Section Meetings such as invite the Dean's to participate on panels. There was also a request to get a history (3 years) on institution involvement in the Section.

Scott Schultz motioned to have the newsletter editor send the Deans an email with a link to the papers online (in place of the physical media) and include a summary participation report. This was seconded by Alta Knizley. Motion passed by voice vote.

- Proceedings Editor needed
Barbara is stepping down as Proceedings Editor and thus the section has a need for a new editor. Scott Schultz wondered if Tyson Hall is, by de facto, that person. Tyson stated that coordinating the links to the papers and managing the webpage is a separate job from publishing the Proceedings for the conference. Sally Pardue wondered if there could be a Stipend for the Proceedings Editor – we should discuss this at the fall meeting (*action item*).

Nominating Committee Report (Scott Schultz)

The committee is nominating Sally Pardue for President Elect. Daniel Kohn will continue as Treasurer and Cecelia Wigal will continue as Secretary.

The section will vote on the nominations on Saturday. The logistics for recruiting and voting for division and unit officers at this conference was discussed. It was determined to cover all at Saturday's breakfast meeting.

Section Awards Report (Tim Wilson)

There was a motion by Ken Ball to suspend normal selection process for the Tilman-Dions Award. This was seconded by Monika Bubacz. Motion passed by voice vote.

Ken Ball motioned to give Barbara Bernal the Tilman-Dions Award. Scott Schulz seconded this motion. Motion passed by voice vote.

Hodge Jenkins requested a list of the award winners for the website. (*action Item*)

Future annual meetings (Sarah Lee/Monika Bubacz)

The following summarizes the schedule of Host Sites for the Section conferences for the near future:

- 2018 Embry-Riddle Aeronautical University (Tim Wilson gave an overview)
- 2019 Auburn University (confirmed)
- 2020 University of Memphis (confirmed)
- 2021 George Mason University (Ken Ball) Fairfax, VA (confirmed)
- 2022 The Citadel (showing interest – confirmation letter sent)
- 2023 Mississippi State (showing interest – need confirmation letter)

John Brocato stated that Mississippi State is interested in hosting again.

Campus Reps Report (Kenneth Ball)

Ken Ball shared that 51% (21 of 41) of the campus representatives provided reports this year. This is perhaps the highest percent of reporting yet. In comparison, as of December 13th, 2016, 36% of the representatives in the North-Midwest section reported and 30% of the Mid-Atlantic section reported. There are several schools in our section without a representative. Ken would like to get more of the representative's active in the section meeting.



John Brocato is this year's Campus Representative Award winner for his outstanding campus activity. It was noted that there were a number of deserving reports. The award was determined by a blind review.

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

The update to the Officers' Manual was sent to Cecelia on 14 Feb 2017. Scott received additional revisions from Daniel Kohn.

Newsletter Editor and Webmaster Report (Hodge Jenkins)

Hodge reminded all that the digital version comes out in late summer. Information for the newsletter should to him as soon as possible; this includes pictures. Tim Wilson will send Hodge the information on the 2018 Conference and Meeting at Embry Riddle (*action Item*).

Hodge will update the website with the new officer information. Cecelia will send this information to Hodge following this conference (*action Item*). Links to the conference papers are on the website. There have been no complaints about ASEE hosting the section website.

Paper Management Website (Tyson Hall)

All went well with Open Conference for this conference. Two weeks ago China tried to hack the server. Tyson ran server updates, closed unused ports, and moved ports around. The server is hosted at Southern Adventist University. We may want to consider hosting the server outside of the academic institution.

Zone II Chair Report (Gary Steffen)

Gary attended the ASEE National Board meeting early in the year. He says that some sections are doing well, and others have challenges. He thanked the section for taking leadership for the Zone 2 Conference. Gary is setting up a Strategic Best Practices list.

Other issues discussed include

- ASEE National is not in the red. He stated that if our financial statement does not match that which the national office has, they will to smooth things out. The national president and treasurer are under pressure from the Zone Chairs to reconcile the Bass account issues.
- There has been an increase in the number of abstracts submitted to the upcoming national conference in Columbus, Ohio in relation to past conferences.
- The 125th anniversary of the ASEE is upcoming.
- There has been a lot of turnover in ASEE IT. There is a new Strategic Plan for ASEE IT.
- 13 institutions dropped their membership with ASEE. This is less than expected. All 13 were contacted by the national office.
- Individual membership in ASEE has increased. There are more student members than in the past.
- If anyone desires to, they can donate money to ASEE National.
- The national office is thinking of resurrecting the student newsletter now that the student membership is increasing.

- Summer National Meeting
 - The format of the summer national meeting and conference has changed. Many of the workshops are occurring at the end of the conference with business meetings at the beginning.
 - There have been no papers in the Nuclear Radiology Division of 5 years.
- Gary reminded all to vote for the officers for the Zone and Nationals.

Old Business

Covered above

New Business

No new business

Adjournment

Scott Schultz motioned to adjourn. Meeting adjourned.

Action Items

	Action	Responsible Party	Due Date	Status
1	Determine who and or how the Proceedings for the conference will be developed since Barbara Bernal is stepping down as Proceedings Editor.	Executive Board	Fall 2017 Meeting	
2	Clarify whether our section is among the sections with reconciled Bass accounts.	Daniel Kohn	Fall 2017 Meeting	
3	Send Hodge Jenkins the information on the 2018 Conference and Meeting at Embry Riddle.	Tim Wilson	08/01/2017	Closed
4	Provide Hodge Jenkins a list of the award winners for the website.	Tim Wilson	5/01/2017	Closed
5	Provide Hodge Jenkins a list of the new Unit and Division officers	Cecelia Wigal	5/01/2017	Closed