ASEE Construction Division
Business Meeting
June 12, 2012

1. Call to order.
2. Introductions
3. Minutes of June 27, 2011 Meeting
4. Review of 2012 Papers/Schedule
5. Treasurer's Report
6. Best Paper Award
7. Call for Papers 2013
8. 2013 Atlanta Conference
9. Section Director's Report
10. Other
11. Adjourn

Contact Phil Dunn - John Heldreth - Tom Koman - Whitney - see Kristin New

Encourage membership
Minutes
Construction Engineering Division Business Meeting
Monday, June 27, 2011 4:00 PM
Vancouver International Conference Centre, 116

The following individuals were noted to be present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
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<tr>
<td>Amit Bandyopadhyay</td>
<td>SUNY – Farmingdale</td>
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<td>John Hildreth</td>
<td>UNC Charlotte</td>
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<tr>
<td>Thomas Korman</td>
<td>CalPoly – San Luis Obispo</td>
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<td>David Shields</td>
<td>UNLV</td>
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<tr>
<td>Francisco Cardoso</td>
<td>U of Sao Paulo (Brazil)</td>
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<td>Bruce Gehrig</td>
<td>UNC Charlotte</td>
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<td>Chung-Suk Cho</td>
<td>UNC Charlotte</td>
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<td>Don Chen</td>
<td>UNC Charlotte</td>
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<td>Whitney Lutey</td>
<td>Montana State Univ.</td>
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<td>Philip Dunn</td>
<td>U of Maine</td>
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<td>Kirsten Davis</td>
<td>Boise State Univ.</td>
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<td>Haluk Aktan</td>
<td>Western Michigan Univ.</td>
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<td>Mark Federle</td>
<td>Marquette University</td>
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<td>Ed Koehn</td>
<td>Lamar University</td>
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<td>Kim Talley</td>
<td>Austin CC/Texas State Univ.</td>
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Attendance: 15

1. Call to Order (Ed Koehn, Division Chair)
   The meeting was called to order at approximately 4:05 pm. Those present stated their name and institution.

2. Approval of Minutes
   a. Minutes from the 2010 Division Business Meeting were read aloud. A motion to approve the minutes as read was made and seconded. The motion passed unanimously.

3. PIC 1 Chair Updates (Stephanie Adams)
   a. Membership was noted to be down from previous year
   b. 2,900 abstracts were submitted to the conference, 2,700 were accepted
   c. 1,900 paper were submitted to the conference, 1,700 were published
   d. Comments/suggestions regarding the paper submission process should be emailed to Stephanie Adams or Wayne Davis
   e. An evaluation rubric has been developed and is available for division use, divisions are limited to nominating a single best paper
   f. PICs will entertain proposals for support of workshops and distinguished lectures, selection criteria will be published with the call for papers
   g. Divisions may request up to $500 in matching funds for special projects that promote membership, deadline is Oct 15
h. Comments were solicited regarding a “Work in Progress” paper option, which would be a short summary of uncompleted research work. Program and Division Chairs to provide comments to PIC Chair

4. **State of the Division (Ed Koehn – Division Chair)**
   a. The Division has $6,313.98 in the division account
   b. The current membership count is unknown

5. **2010 Conference Report (Philip Dunn – Program Chair)**
   a. The Division is sponsoring 3 sessions at the conference
   b. 30 abstracts were received and 12 papers were accepted for presentation in 2 sessions

6. **Discussion of Division Awards**
   a. Amit Bandyopadhyay reported that the Division has a Best Paper Award approved, but has never presented the award
   b. Mark Federle suggested that the Division officers initiate an award to recognize service to the Division
   c. Mark Federle made a motion that an Awards Committee be empowered to make Division awards as deemed necessary for presentation at the 2012 conference. The motion was seconded and passed.
   d. The Executive Committee will serve as an ad hoc Awards Committee and pursue the recommendations

7. **Discussion of Recruiting and Increasing Membership**
   a. Bruce Gehrig made a motion that the Call for Papers be distributed on the ASC listserv. The motion was seconded and passed 14 to 1.
   b. Mark Federle commented on past efforts to hold joint meetings with the Architectural Engineering and Civil Engineering Divisions
   c. It was suggested that:
      i. the Program Chair communicate with the Architectural Engineering Program Chair to avoid overlapping sessions,
      ii. the Division cosponsor sessions with the Architectural Engineering Division and issue a targeted call for papers
      iii. a site visit/tour of a construction site be considered for the 2012 conference
      iv. an industry panel session be considered for the 2012 conference

8. **Election of New Officers**
   a. The following nominations for division officers were received and approved unanimously:
      i. Division Chair – Philip Dunn
      ii. Program Chair – John Hildreth
      iii. Secretary – Whitney Lutey
      iv. Treasurer – Thomas Korman

9. **Adjourn (Ed Koehn, Chair)**
   a. A motion to adjourn was made and carried. The meeting was adjourned at approximately 5:30 PM.