

**2022 ASEE Environmental Engineering Division Agenda**  
**13581-Environmental Engineering Division Business Meeting**  
**Monday, June 27, 2022 4-5:30 PM (CDT)**

Attendance:

Rachel Burch – U. of Delaware  
Robert Knox – U. of Oklahoma  
Mike Buckis – U.S. Military Academy West Point  
Roman Taraban – Texas Tech U.  
Ginger Scarboro – New Mexico State U.  
Jean Andino – Arizona State U.  
Andy Pfluger – U.S. Military Academy West Point  
Alexa Rihana-Abdallah – U. of Detroit Mercy  
Michelle Marincel-Payne – Rose-Hulman Institute of Tech.  
Shannon Parks – University of Pittsburgh at Johnstown  
David Sanchez – University of Pittsburgh  
Fethiye Ozis – Carnegie Mellon University

- 1- Meeting began at 4:00pm CDT
- 2- Introductions of participants – if <10, verbally, otherwise Secretary take attendance
- 3- Approval of minutes from 2021 business meeting
  - Motion to approve by David Sanchez
  - Seconded by Andrew Pfluger
  - Approved at 4:08 PM CDT
- 4- Reminder of evening social: June 27, 2022 7:00-9:00 PM Bucca Di Beppo
- 5- Officer reports:
  - A) PIC IV Chair, Kaitlin Mallouk
    - Job is to be a liaison between EED and the ASEE Board
    - Many opportunities at the conference to provide feedback on Slayte
    - Board of Directors are working on messaging for recruiting, so we will have the opportunity to be a part of this
    - VP-Scholarship and JEE Editor positions open
    - A Scholarly Publications Committee is being formed
    - Prism magazine is being modified; reducing print publications to 4; increasing digital presence
    - Forming a ASEE User Group to look at future software purchases
    - \$50 discount for 2023 dues or registration for 2023 Annual Conference
    - Ethics committee available to whom you can report inappropriate behavior
    - Model bylaws will be sent out soon
    - Opportunities for students should be sent to [j.elsayed@asee.org](mailto:j.elsayed@asee.org)
    - Financials – ASEE is debt free; BASS account fees will be dropped in FY23; looking into method for cash advances for event planning
    - Memberships has been steadily declining; ~9400 members currently

- EED membership at 279; was 302 in FY21-Q3
- Question noted if it was possible to reduce Annual Conference registration fees
- 3310 attendees of this Annual Conference
- Feedback from EED: conference schedule released too late; registration fees are too high; reimbursement process needs to be streamlined; app needed to help navigate the conference; linking membership with conference registration would be appreciated; make membership signups available online all year long
- Slides will be made available to membership

B) Division Chair (Fethiye Ozis)

- Additional comments or questions related to the PIC IV chair presentation
- Reminder about four conference calls during the academic year with officers
  - Sept. 15<sup>th</sup>, Dec. 8<sup>th</sup>, March 16<sup>th</sup> and June at the annual conference: EED business meeting
- Sponsorships
  - Big THANK YOU to our Platinum Sponsors: Carnegie Mellon University and University of Pittsburgh
  - Promotional Short Videos
- Division Directors (four total; a three-year appointment)
  - Mary Cardenas (2017-2021) - **ending term**
  - Stephanie B. Velegol (2018-2022)
  - Mónica Palomo (2019-2023)
  - Veera Ganeswar Gude (2020-2024)
  - Michelle Marincel Payne (2021-2025)
  - Fethiye Ozis (2022-2026) - **incoming**

C) Program Chair (David Sanchez)

Updates from 2021-2022 paper submission process:

- Slayte, Impexium, Monolith
  - First time back in person since 2019
  - New processes/timelines
  - Communication via Slayte and EED listserv
- 23 abstracts submitted
- 6 draft papers did not produce a final paper
- 17 papers accepted and finalized
- No posters this year
- Collaborations this year:
  - “Interdivisional Town Hall Meeting”
- Awardees (Student, Early Career, Best Faculty Paper)
- Big THANK YOU to all reviewers, authors and moderators who make EED sessions happen!!!

D) Treasurer (Andrew Pfluger)

- Logos
- Status of account \$4732 prior to social and sponsorships which will bring in an additional \$2K

- Costs for 2022:
    - 5 Plaques (Best Paper, Best Student Paper, Early Career, Meritorious Service, Board of Director \$286.85 from Pittsburgh Trophy,
    - 6' Reusable Table throw for Division Mixer (\$368.83)
    - Buca De Beppo Dinner (covering costs for awardees since 2020)
    - Sponsorship Board
  - Sponsorships (NEW)
    - University of Pittsburgh and Carnegie Mellon University @ \$1000 each
  - Estimated Balance after 2022 conference expenses paid: \$5,500
- 6- Diversity Committee Delegate (Alexa Rihana-Abdallah )
- Short Report: this year was designated as the year to create impact on social diversity
- 7- P-12 committee (LTC Andrew Pflüger appointed as representative for 2020-2022)
- Short Report on P-12 Committee activities: meeting is tomorrow
- 8- Officer Elections (Fethiye Ozis)
- Voting Process
    - Please vote through Wednesday, June 29<sup>th</sup>, 11:59 pm CDT
    - Digital Ballot announced at Business meeting (not sent via listserv)
    - Treasurer for 2022-23 (current Treasurer LTC Andrew Pflüger)
      - Open Floor for Nominations: Alexa Rihana-Abdallah, Ginger Scarborough
      - Introductions
    - Diversity Rep—(currently Alexa Rihana-Abdallah)
      - P-12—current: LTC Andrew Pflüger, finishing 2<sup>nd</sup> year of 2-yr term in AY 2021-22
- 9- 2023 Annual Conference (David Sanchez/Shannon L. Isovitsch Parks)
- Baltimore, MD, June 25-28, 2023
  - Call for Papers
    - Specific new ideas for call (can review previous year for ideas):
    - Workshops:
    - Collaboration with other Divisions?
    - Discussion session ideas:
    - Contact Shannon at [shannon.parks@pitt.edu](mailto:shannon.parks@pitt.edu) with ideas for the call for papers, volunteer opportunities, and/or ideas for division activities for next year's conference
- 10- New business (Fethiye Ozis)
- New activities ideas:
  - Suggestions/concerns:
- 11- Reminder of Social Event Tonight 7-9 pm CDT
- Bucca Di Beppo
  - Awards presentations—congratulations to our Early Career, Best Paper, and Best Student Paper Awardees!!