

ASEE Industrial Engineering Division Business Meeting

Wednesday, June 17, 2015

Seattle, Washington

Prepared by Gene Dixon

Call to Order

Leonardo Bedoya-Valencia called the meeting to order at 3:15 PM PT, and welcomed everyone to the Industrial Engineering Division (IED) Business Meeting. He passed around a sign-in sheet for the attendees and asked those present to introduce themselves. The following members were present.

<i>Name</i>	<i>Institution</i>
Rick Olson	University of San Diego
Tish Pohl	University of Arkansas
Jane Fraser	Colorado State University, Pueblo
Justin Kile	Quinnipiac University
Lawrence Whitman	University of Arkansas, Little Rock
Ed Pohl	University of Arkansas
Gene Dixon	East Carolina University
Leonardo Bedoya-Valencia	Colorado State University, Pueblo
Karen Bursic	University of Pittsburgh
Joe Wilck	US AF Academy
John Kaemmerlen	Rochester Institute of Technology
Lina Prada	Fundacion Universidad del Norte
John Mullen	New Mexico State University
Farnaz Ghazi-Nezami	Kettering University

Leonardo introduced the officers in attendance. The officers for the year ending June 2015 were:

Division Chair:	Heidi Taboada
Program Chair:	Leonardo Bedoya-Valencia
Program Chair-Elect:	Letitia Pohl
Secretary/Treasurer:	Gene Dixon
Awards/Past Division Chair:	Rick Olson
PIC I Chair:	Adrienne Minerick
Directors:	Lawrence Whitman (2016) Jane Fraser (2015) Jessica Matson (2015) Terri Lynch-Caris (2016)
Newsletter Editor:	Rick Olson
Webmaster:	Lawrence Whitman

Approval of 2014 Minutes

The minutes from the 2014 business meeting were distributed for approval. Rick Olson made a motion to approve the minutes, with those corrections. Ed Pohl seconded the motion. The minutes, with corrections, were approved unanimously.

PIC I Chair Report –Adrienne Minerick

- ABET Outcomes
 - ABET open comment period on #3 and # 5 criteria ends 7/1/15. The changes are available for review on the ABET website.
 - ASEE members are asked to review and comment
 - Review is requested of all technical societies.
 - Minerick, chair of ASEE Diversity Committee, suggested adding a comment to add a diversity statement to the outcomes.
- ASEE Conference Sessions
 - Organizing a special session/panel will be possible in the future
 - Special session/panel will not have to be tied to papers
 - Special session/panel request will be due 10/31/15
- Finances
 - ASEE is running a 5 year deficit
 - Conference and membership fees are not being raised at this time. The conference is a revenue generator for the society. Dean's conference loses money.
 - 60% overhead charges or admin fees charged to funds coming into divisions' BASS accounts will pay for 1 full time accountant with benefits. This was changed at the Board meeting during the conference to 30%. Each division was asked to consider a by-laws change to increase dues to offset the 30% loss by August 31 for approval by the ASEE Board in time to implement the change for the October billing cycle.
 - Grants and contracts now have to have cost neutral staffing.
 - Each division is requested to have one person assigned to consolidate all disbursements and submit at one time for reimbursement
 - Institutional membership fees are being raised in order to generate \$750,000 in revenues.
 - Not clear on whether ticket sales (awards banquet, etc.) are accrued to BASS accounts.
 - Any internal movement of endowed account monies will not be "taxed".
- Special Project Funds
 - ASEE is willing to award divisions up to \$500 for projects designed to increase membership. Matching funds from the division are required. This could be used for travel for panelists.
 - Applications are due by September.
 - This is a competitive fund that requires well thought out proposals.
- Division Feedback
- PIC 1 Best paper
 - Paper on flipped classroom originated from ChE Division
 - The ChE division was the PIC 1 chair's "home" division.

- Best Diversity paper
 - There were 25 nominations for best diversity paper
 - Top 6 were presented in a special session.
- Questions for Adrienne
 - Jane asked how does ASEE justify its diversity position with international accreditations in areas where diversity may not be recognized. Minerick acknowledged a certain level of “cognitive” diversity being applied.
 - Larry asked about the statement in the 2014 IED minutes quoting Minerick as stating the Society was “in the black”. Minerick denied making the statement and pointed out that this would be true only if legal fees were not accrued properly.
 - Tish pointed out that electronic voting was acceptable under IED’s current bylaws relative to restructuring division dues.

Program Chair Report – Leonardo Bedoya-Valencia

Leonardo presented an account of this year’s program from IED

- 32 Abstracts were submitted
- 21 draft papers received
- 14 papers were accepted
- 32 reviewers completed reviews mostly on time. Leonardo complimented the reviewers.
- 1 paper transferred to SED
- The remainder were rejected as having nothing to do with education and should have been in the IIE conference.

Jane indicated that the number of technical sessions was right. It was pointed out that an additional technical session can be acquired when the division has 48 submitted abstracts. In the interim, extra papers will be rolled into poster session. There was a general discussion on working with other divisions to increase the abstract count.

There will be no paper fee as long as the conference generates a positive cash flow.

Financial Report – Gene Dixon

As of the conference, the known balance of the IED accounts are:

Ending BASS account balance = \$21,936.86 (2014 - \$21900.27)
 Operating account balance = \$282 (2014 -266.00)

There have been no journal entries for the last 9 months due to the ongoing audit of ASEE accounting. The accounting staff at ASEE has experienced significant turnover of employees. ASEE is currently reporting \$1.2M in liabilities.

Rick asked how ASEE is handling disbursements. Joe, having had discussions with ASEE’s financial representative at the conference, indicated that ASEE has a stack of receipts and will pay expenses in order of receipt. It was reinforced that ASEE is

requesting one person compile disbursement requests, receive the money personally and pay individuals from the proceeds.

It appears at this time that the BASS account funds are “safe” for now.

Old Business – Leonardo Bedoya-Valencia

Leonardo reviewed issues surrounding our current IED awards.

- There was general discussion concerning a New Educator Award. It appears not enough new IE faculty are being generated and Larry suggested making this award every 2 years for \$1000 vice every year for \$500. Publicizing this opportunity may garner applicants.
- Justin suggested a travel award to encourage new faculty to attend the conference.
- There was general discussion regarding renaming IE Division Best Paper Award to Outstanding Paper Award.
- The bylaws were last reviewed in 2010.
- Motion made and carried to add a diversity statement to the bylaws based on ASEE’s boilerplate. A recommendation was made for Eric Specking to represent IED on ASEE’s Diversity Committee (See Installation of New Officers below).

PIC 1 Meeting on Sunday

- ASEE is growing. PIC 1 is not growing. What can be done?
 - According to the Campus Representatives meeting there is no limit on the number of divisions a member can join.
 - Recruit IED members
 - Hold a big party at the division mixer with raffles, door prizes, etc.

Installation of New Officers – Leonardo Bedoya-Valencia

Because the Bylaws provide for orderly transition of officers, only a new Secretary/Treasurer needed to be elected. Just one candidate was proposed for the position: Justin Kile from the Quinnipiac University. Justin was elected by acclamation.

The membership accepted the slate of directors as indicated below with the caveat that Leonardo would confirm with Jessica Matson here willingness to continue. The IED officers for the coming year will now be:

Division Chair:	Leonardo Bedoya-Valencia
Program Chair:	Letitia Pohl
Program Chair-Elect:	Gene Dixon
Secretary/Treasurer:	Justin Kile
Awards/Past Division Chair:	Heidi Taboada
Directors:	Lawrence Whitman (2016) Jane Fraser (2017) Jessica Matson (2017) [Confirmed] Terri Lynch-Caris (2016)
Newsletter Editor:	Rick Olson
Webmaster:	Lawrence Whitman
Diversity Committee	Eric Specking

July 6, 2015 – Subject to membership approval at June 2016 Business Meeting

Adjournment

Larry Whitman made a motion to adjourn. Jane Fraser seconded the motion. All were in favor of adjourning. Leonardo adjourned the meeting at 4:00 PM.