

American Society for Engineering Education  
MEMORANDUM

Date: May 27, 2011

To: ASEE IL/IN Executive Board

From: Mark C. Johnson  
Secretary, ASEE IL/IN Section  
Phone: 765 494-0636  
email: [mcjohnso@purdue.edu](mailto:mcjohnso@purdue.edu)

Re: April 1, 2011 IL/IN Executive Board Minutes

On April 1, 2011 from approximately 6:00-8:00pm the Executive Board of the IL/IN Section met at Central Michigan University the evening prior to the joint North-Central and Illinois/Indiana section conference..

**Participants:**

Marcelo Caplan, Columbia College, Chicago 2011 Section Conference Co-Chair	(MC)
Eric Johnson, Valparaiso University, IL/IN Treasurer	(EJ)
Mark Johnson, Purdue University, Secretary/Webmaster	(MJ)
J.P. Mohsen, University of Louisville, Past President ASEE	(JP)
Sharon Sauer, RHIT, Section Chair Elect	(SS)
Gary Steffen, IPFW, IL/IN Past Section Chair	(GS)
Douglas Tougaw, Valparaiso University, Zone II Chair	(DT)

**Decisions and Action Items**

- Request voluntary donation box on Institutional membership form for funds to be designated for section.
- Marcelo Caplan nominated to be campus representative coordinator and vice chair, accepted nominations.
- Marcelo Caplan to be reimbursed for his travel expenses related to serving as conference co-chair since the conference was not at his home institution.
- \$1000 campus representative section conference scholarship to be set aside in 2012 budget for which campus representatives can apply.
- Refined past policy decided in 2008 fall board meeting regarding coverage of conference expenses for officers. Specifically, elected officers and the conference chair will have registration fee waived or reimbursed if waiver is not possible.

- Build rotation list of schools committed to hosting conference, leaving a wild card slot every 4<sup>th</sup> year for new host institutions.

## **Transcript of Executive board Meeting**

### **1. Approval of minutes, Secretary's report**

MJ Have check from Purdue University for reimbursement to section for 2010 conference. Gave to treasurer Eric Johnson, \$1137

Newsletter editor Joanne, nothing to report but willing to continue & open to suggestions

#### ***Discussion of 2010 conference:***

JP – was May the last meeting? SS – yes. Since this was a joint conf, MC & DT attended North Central conference planning meeting

JP – how did meeting at Purdue go? SS & MJ – turned out pretty well considering that most preparation was at the last minute.

Motion to approve minutes: EJ, GS seconded

SS – anything else about the conference?

JP – think Dean Jamieson had a big role in salvaging the meeting

GS – think that having fall board meeting is helpful

MJ – what do we need to do to avoid having the conference come down to the wire like that?

MC re last year – think one problem last year was lack of presence in big universities in area. He tried to do it for this conference, but failed even though he called people, sent info, etc. Need to bring people and have them feel successful here.

JP – this is nothing new. Was dealing with same question even 12 years ago. Illinois was never very involved. Back when Heidi was chair tried to talk to Dean at Illinois, involvement never happened. Leah at Purdue is very supportive, but engineering education is only very active at National level. If we have something that they can benefit from they will come. Not sure what that value added is. Faculty will only do what is supported by their deans. Don't think we should give up.

MC – went to U of I, engineering school, material school, encouraged sending of grad students, but nothing came of it.

JP – what about schools in Chicago.

MC – talked to NWU, UIC, Knows how to sell his own work, not quite so sure how to sell the conference.

GS – think advertising early and often & advertising what is of interest at the conference.

SS – some at Rose found it too hard to drive all the way to Central Michigan

GS –it would help a lot if we can get a solid site early & push early...

JP – SE section has very active/successful section. This year they have a brochure advertising next year's conference.

SS – we need to know two years in advance. Has contacted Bradley, waiting to hear from them.

EJ – what about getting Campus Reps here?

GS – not sure if Rich Pfile wishes to continue as campus rep coordinator for section.

JP – can get more people if campus coordinator sends more info to campus reps. Think small geographic size should usually be an advantage to us. Negative – we have “used up” most of the sites.

JP – MJ – you are good at contacting people.

JP – coordinator of campus reps, you want some continuity.

MJ – don't want to add campus coordinator to my job list, but I can help the campus coordinator.

GS – to MC are you interested in campus coordinator? You have already worked on contact with campuses.

MC – want to see section grow, willing to do it.

MJ – found that “personal” emails get a lot better response, could do this for section email.

MC – wants to build personal relations at the schools.

## **2. Treasurer's report (see attached budget report)**

Have 13,392 in bass account, will have about \$1100 more with Purdue deposit.

EJ - Has purchased gift cards for students

JP – what was the \$50 credit & debit? Eric – not sure, will find out.

JP – what was the residual from Purdue? MJ - \$1137

Request voluntary donation box on Institutional membership form designated for section

EJ moved, Gary 2<sup>nd</sup>. Unanimously approved. \*\*\*

JP – was the \$1137 in addition to the \$1000 advance to Purdue? MJ – it means that the net return was \$137 (\$1137 return less \$1000 advance)

SS – anything else money related?

GS – what about reimbursements for MC conference travel since it wasn't at his home institution?

SS – typically waiving of fees has been host institution call

JP – think this should be a call of the board & it really is a matter of how the budget looks

GS moves reimbursement of Marcelo for his travel expenses, Eric 2<sup>nd</sup>. Unanimously carried.\*\*\*

SS – do we want to offer campus rep registration for all future conferences?

DT – suggest that this should be decided at the fall meeting.

JP – too put a cap on this. Put a \$1000 cap on this & campus reps have to request it, 1<sup>st</sup> come first served. Would help you know ahead who is coming.

MJ – this would make the waiver more valuable.

SS – what happens if institution has a deficit?

GS – there was one institution that had a \$10k deficit at NIU, their Dean stepped in and covered it.

GS – move that we set aside \$1000 for campus rep scholarship for Spring 2012. MJ 2<sup>nd</sup> Unanimously carried.

GS – will host an October meeting if necessary.

MC – what to call it (the scholarship)? JP – make it something to be proud of. Gives recipient something to go with their head.

EJ – if we waive officer fees does he need to reimburse? Consensus – don't bother with it

DT – what about next year for officer waiver? SS – it is already on the books.

MJ & others – this is something we can advertise to potential officers.

DT – should maybe enumerate which officers qualify for the waiver?

SS – elected officers & the conference chair get the registration fee waived or reimbursed if waiver not possible.

GS – so moved. Mark 2<sup>nd</sup>. Unanimously approved.

### **3. More about newsletter**

SS reviewed Joanne's email, text included below:

Hi Sharon et al.,

I am unable to attend the conference this weekend, but I wanted you to know that I have nothing to report with respect to the newsletter. I have asked Mark to collect information and photos from the conference in my absence. I am happy to continue doing the newsletter as long as everyone is satisfied with the job I'm doing. I'd also like to request suggestions from all of you about any new features I could include in the 2011 newsletter.

Thanks,

Joanne

### **4. Report from Headquarters – DT, Zone II chair.**

Very busy year for ASEE

Smooth paper is gone, replaced with "monolith" & seems to be great improvement

Big year for JEE. 100<sup>th</sup> year of pub. New form factor.

Task force on diversity, representation on board.

Task forces on ethics education and code of ethics.

Frank Cuban retired – was ASEE executive director, sort of the CEO who is long term vs. president who is transitory. Had long process selecting new exec dir. Had 5 candidates at last board meeting. 3 selected for further interviews. Norman Fortenberry is new exec dir. Has great depth in engineering educ.

Some information from North-Central board meeting next door – a placeholder for 5 minutes for IL/IN business meeting will be provided during lunch. Could announce new conf location if we knew it.

When Zone chairs got together, spoke to them about some of our concerns such as location. Other Zones/sections talked about rotating list of sites. Might not have a person's name but has an institutions name. Another option – send a letter to Dean's of engineering at institutions to remind them of the great opportunity. Every one of us has hosted in last 10 years. Put it to IL/IN – does this have traction?

SS – made the showcase aspect part of pitch to Bradley. Like both ideas. However, it shouldn't be MJ/SS/GS etc. every time it comes back to their institution.

GS – one fear, rotation might eliminate opportunity for small institutions to volunteer if rotation is locked in.

SS – when there is change of Dean, we lose the commitment

DT – what about combination of approaches. Send a list to institutions who have agreed to be a rotation. GS – perhaps insert wild card slot every 4 years. DT – this would allow institution to plan ahead. In letter list last 10 institutions who have hosted.\*\*\*

JP – if Bradley doesn't respond, perhaps contact ICC in Peoria.

SS – for some reason was under impression Bradley was primary ICC was 2ndary. DT – would not say there was jr/sr partner. MJ – pointed out that part of reason Bradley wasn't site last time was road construction.

DT – not sure if want to ask for host for 2012. SS – reword it – ask if interested in hosting future conferences.

GS – curious about awards structure. Past two years have gotten very little from National on this. Is this advertised that people should go to National to submit for awards.

JP – also campus representative coordinator can include in communications to campus reps.

MC – conference, awards, etc. need to be a package. DT – can also go in newsletter.

DT – says NC wants nominations to be electronic in future.

GS – think all should go through National which is electronic & National has solid deadlines.

JP – this year's national awards were not on line, at least not most, but it was an anomaly. Caused by monolith transition.

MC – what awards? GS - outstanding teacher, service, campus rep. MC – best paper invited to national? DT – 3 best papers from Zone go to national Mark was section rep for this this year. By bylaws, nobody gets free registration for Nat'l conf.

SS – at section level there is a monetary award.

MC – wondering if can present offer of free national conf. Gary/DT – think invitation to national is perk enough. SS – section conf perk is opportunity to go to national. GS – they also get invited back to the section conference.

DT – best teacher award. Did we remember to invite last winner to speak this year? GS – sent an email to that teacher, but no further info. DT – seems to have fallen through cracks.

EJ – doesn't look like he ever paid out the teacher award. He contacted all the winners for info for award, if they didn't get back, then they didn't get paid.

JP – do you require them to be ASEE members? GS – yes & in the section. Had somebody apply who was a good candidate, but was not a member. Also needs to be ABET accredited institution. Also had someone international choose IL/IN as his institution. Wouldn't qualify.

## **5. 2011 section meeting**

Very small. 3 full papers, 3 student papers from IL/IN. GS – please be present at 2B in Gold room for at least last 3 papers, review the papers ahead. Student papers are in 4C 4:00pm in Chippewa. Don't have the 2<sup>nd</sup> paper. Please review the papers.

JP – are these all the papers from IL/IN? All – yes.

MC – will check on room for tomorrow.

MC – request to board for moderator for session. DT – agreed.

DT/Gary – stay in Gold room right after meeting.

GS will go ahead and print off certificates.

SS – nominations for treasurer and vice chair.

GS – nominate EJ for Treasurer again. EJ – accept.

Nominations for Vice Chair?

DT to MC – willing to be VC? MC – don't have good idea what it involves.

SS – Vice Chair – attends meetings, stand in for chair. Chair – in charge, Ex chair – awards.

MC – accept. (in addition to being campus rep coord) DT – Rich Pfile ok with this. SS – Rich will be happy to hear.

GS – move to adj. Eric 2<sup>nd</sup>. Unanimous.

MC – has been taking pictures to give to Joanne for newsletter. MJ also taking pictures.

Attachment: Budget report

**American Society for Engineering Education**

Mixed Financial Statement for Field Units

From 10/1/2010 Through 2/28/2011

		<u>Illinois/ Indiana Section</u>	<u>Illinois-Indiana Section</u>
	Beginning Balance		
30000	Fund Balance	<u>13,377.89</u>	<u>550.00</u>
	Total Beginning Balance	<u>13,377.89</u>	<u>550.00</u>
	Revenue		
43010	Field Unit Dues	0.00	0.00
43030	Field Unit Other Revenue	<u>15.05</u>	<u>0.00</u>
	Total Revenue	<u>15.05</u>	<u>0.00</u>
	Expense		
74200	BASS Account Expenses	0.00	0.00
74210	Operating Account Expenses	<u>0.00</u>	<u>0.00</u>
	Total Expense	<u>0.00</u>	<u>0.00</u>
	Ending Balance	<u><u>13,392.94</u></u>	<u><u>550.00</u></u>



American Society for Engineering Education

Posted General Ledger Transactions

235 - Illinois/ Indiana Section

<u>GL Code</u>	<u>Effective Date</u>	<u>Document Number</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>
43030	12/31/2010	JV864-1		BASS interest allocation FY11 Qtr1		15.05
Total 4...					0.00	15.05
				Total 235 - Illinois/ Indiana Section	0.00	15.05
Report Total					0.00	15.05

American Society for Engineering Education  
Mixed Financial Statement for Field Units  
From 10/1/2009 Through 9/30/2010

		<u>Illinois/ Indiana Section</u>	<u>Illinois-Indiana Section</u>
	Beginning		
30000	Fund Balance	12,832.55	550.00
	Total	<u>12,832.55</u>	<u>550.00</u>
	Revenue		
43010	Field Unit Dues	0.00	0.00
43030	Field Unit Other Revenue	<u>2,295.34</u>	<u>0.00</u>
	Total	<u>2,295.34</u>	<u>0.00</u>
	Expense		
74200	BASS Account Expenses	1,750.00	0.00
74210	Operating Account Expenses	<u>0.00</u>	<u>0.00</u>
	Total	<u>1,750.00</u>	<u>0.00</u>
	Ending Balance	<u>13,377.89</u>	<u>550.00</u>

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43030	11/25/2009	243592	Valparaiso University	Valparaiso Univ.		1,542.80
43030	12/31/2009	JV412-1		Professional Members Alloc to Sections FY2010		689.00
43030	12/31/2009	JV417-1		BASS Interest Allocation FY10 Qtr1		16.95
43030	3/31/2010	JV492-1		BASS Interest Allocation FY10 Qtr2		16.54
43030	6/30/2010	JV616-1		BASS interest allocation FY10 Qtr3		15.02
43030	9/13/2010	10339580	Purdue University	Illinois-Indiana Sec Due		50.00
43030	9/13/2010	10339580	Purdue University	Illinois-Indiana Sec Due	50.00	
43030	9/30/2010	JV736-1		BASS interest allocation FY10 Qtr4		15.03
Total 4...					50.00	2,345.34
74200	2/2/2010	02/03/10-Purdue	Purdue University	Advance expenses for IL/IN Sec Conf.	1,000.00	
74200	4/19/2010	04/13/10-Lindquist	Lindquist, Will	Winner of I Read Issue #3 contest	200.00	
74200	4/19/2010	04/13/10-Oakes	Oakes, William	reimbursement for student poster for ASEE IL/IN sec conf.	300.00	
74200	6/1/2010	05/18/10-Post	Post, Scott	Outstanding Paper Award ASEE IL/IN Sec Conf.	250.00	
Total 7...					1,750.00	0.00
Total 235 - Illinois/ Indiana Section					1,800.00	2,345.34
Report Total					1,800.00	2,345.34