

## Civil Engineering Division: Executive Board Meeting

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June 12, 2018

1. Welcome and Call to Order - 10:00 am PST/1:00 pm EST Sean St.Clair
  - 1.1. Attendance Roster
  - 1.2. Recognition of Current and Recently Elected Fellows of ASEE  
Tom Lenox was recognized
  
2. Approval of 2017 Executive Board minutes Tonya Nilsson

Tonya Nilsson reported the minutes prepared by Tonya Nilsson were reviewed and accepted electronically by the Executive Board with minimal changes (naming/wording). Kevin Hall moved they be approved and Sean St. Clair seconded. Approved.
  
3. Action Items Completed Sean St.Clair
  - Website updated with newsletters through October, 2017
  - Website updated with meeting minutes through June 2017 (will require updates)
  - Website updated with correct slate of officers
  - Bylaws reviewed and approved by ASEE Board of Directors, February 2018
  - Website updated with current bylaws
  
4. Review of Business Meeting Agenda Sean St.Clair

Andrea Welker distributed an agenda for the business meeting. Sean reviewed the agenda with the Board.

Tom Lenox noted on 3.1 he recommends we also list the appointment to the Liaison to the ASCE Committee on Education: Matt Roberts.
  
5. Other business/discussion Sean St.Clair for Brock Barry

Item #1 - Dropbox Reminder

The Division has a shared Dropbox folder with subfolders associated with each Division leadership position. Past officers have used this as a repository for Division files and valuable information. As we approach the transition in leadership positions, please encourage everyone to a.) place your files from the past year in the correct folder and b.) consult the file for any new position you are taking on. If any new Division leaders need access to the folder, please let Brock Barry know.

Item #2 - Division Operating Manual Tom Lenox for Brock Barry

Brock Barry has taken a first cut at creating a CE Division Operating Manual and Tom Lenox provided a review. The intent of this document is to provide guidance to the Division leadership regarding their responsibilities. This is not an ASEE Board approved document. It is a living document and all Division leadership should be encouraged to update the document as they feel is appropriate. Everyone should view this as an opportunity to pass along insight and suggestions to the next person in line to take over a leadership position. The single copy of this document will be

maintained in a folder on Dropbox. The document's utility will grow as more and more individuals update it.

Matt Roberts asked if there was a process to suggest changes/edits. Tom Lenox replied he was not sure what the process Brock Barry had in place or a timeline. Kevin Hall noted he and Brock Barry initially discussed this document 18 months ago and the original intent was people would add to it without necessarily erasing other information. The hope is outgoing officers would add observations and tips for doing their job as they transition out

#### Item #3 – Cost of awards/plaques

Tonya mentioned we spent \$492 on Steve Ressler Best Paper Award and over \$100 on each additional plaque. Sean noted we should contact Sylvie Nguyen-Fawley <S.Nguyen-Fawley@asee.org> from ASEE regarding plaque costs and to determine if we were required to purchase our plaques through ASEE. Kevin Hall requested he be included on the at email. Sylvie Nguyen-Fawley' <S.Nguyen-Fawley@asee.org>.

Post meeting update: Sylvie Nguyen-Fawley indicated we do not have to use ASEE for our plaques.

#### Item #4 – ASCE ExCEED awards

Kevin Hall asked if the ASCE ExCEED awards given at the banquet should also be included in the General Business meeting agenda. Tom Lenox noted they should also be included in the banquet program. Sean St.Clair asked Andrea Welker to send those names to him ASAP and he would include on the business meeting agenda.

#### Item #5 – Education in Civil Engineering Summit

Kevin Hall request for an announcement and request for participation in an Education Summit in Civil Engineering in late May or early June 2019 in conjunction with for Department Chairs Council. It will take place in Dallas at SMU campus and will be similar to 1995 Denver summit. Planners hoping for 300+ attendees. Invitees are CENG educators and practitioners interested in the future of Civil Engineering Education.

#### Item #6 –

Matt Roberts asked a question regarding the operating expenses, which is a use it or lose it account. Does this get charged by ASEE or do we lose this money? Tonya reported she believed that ASEE now automatically charges against this account every year to cover our expenses but will verify this with Jessalyn Vermillon at ASEE.

Post meeting update: Jessalyn Vermillon of ASEE verified her office now officially uses the operating expenses automatically each year and division treasurers do not have to make the request.

#### Item #7 - Membership

Matt Roberts asked if our membership numbers follow ASEE trends? Should we make a membership drive? Tonya referred to the document in the General Business Meeting notes that showed Mechanical Engineering and Environmental Engineering trends at that our Division are similar.

Tom Lenox asked how many folks from the Civil Engineering Division participate in the annual conference? Noting this should help demonstrate the health of the division. Sean St.Clair indicated he will ask ASEE for that info. Kevin Hall also mentioned it would be useful to ask at DHC if ASEE participation is valued or promoted in the departments. If the departments are not promoting, it is less likely young faculty will join, especially due to the high expense of ASEE membership and conference costs. Matt Lowell said should he take it to ASCE Committee on Education and do a survey to Civil Engineering departments. Kevin noted this would be better coming from ASCE than ASEE. Tom notes it is important we capture the right demographics – what is valued. Kevin offered to help craft the survey.

#### Item #9 – Emerging Fellow Award and Seeley Awards

Matt Robert asked why there were no awards given this year. Kevin Hall indicated there were no volunteers. Kevin Hall plans to have a handout at the General Meeting defining how to nominate someone. CJ Riley asked if we could identify a young author to give the award. Sean noted due to the bylaws, we should not do that. Matt Lowell asked if award recipients get a ticket to the banquet? The Emerging Fellow award description does not mention the banquet ticket or Division meeting. All other awards note the ticket in the bylaws. Kevin Hall notes the bylaws are not consistent and the Seeley Award does not include a complimentary ticket to all social events while the rest, besides Emerging Fellows do. CJ Riley indicated he will draft changes to the bylaws so all awards are consistent.

Item #10 – Matt Roberts asked if he could have an early copy of the list of technical sessions at this year's conference for his ASCE Committee on Education report? Andrea Welker noted she will complete the program by June 14<sup>th</sup> and share with Matt Roberts.

#### Item #11 – Bylaw edits

Section 5.8.2 has some strike through that need removed. This will be updated.

Item #12 – The Board held a discussion regarding awardee introductions and speeches at the award banquet. It was noted that it is important that someone explain why they are getting the award. Winners of the ExCEED Leadership, Glen L. Martin Award and George K. Wadlin Awards should all be introduced and have an opportunity to give brief remarks. Additionally awards should be given in the order listed above. The awards committee will send notices to both the award winner and nominee indicating that they both will have a chance to speak and ask the nominee if they are comfortable introducing.

6. Adjourn - Sean St.Clair adjourned the meeting 11:02 am PST/2:02 pm EST.

**Attendance for the Virtual Meeting**

Sean St. Clair

Kevin Hall

Matt Lovell

Tonya Nilsson

Tom Lenox

CJ Riley

Yusuf Mehta

Andrea Welker

Matt Roberts