



The Association of
Technology,
Management, and
Applied Engineering

August 21, 2015 11:00 AM Via Conference Call

Present: William Hallock, Joyce Wilkerson (partial), Susan Ely, Robert Chin, Justin Yang, Rod Flanigan, John Hausoul, Jeff Cunion, John Wyatt, Jesse Kamm

Absent: Royall Mack

Visitors/ Staff: Kelly Schild, Rachel Drochter, Sarah Zenna

Meeting Minutes:

John Hausoul called the meeting to order at 11:05 AM.

Approval of the minutes:

Robert Chin moved to approve the minutes from the June 22nd Board meeting. The motion was seconded by Jeff Cunion and unanimously approved by the Board. Robert Chin moved to approve the minutes from the June 23rd Board meeting. The motion was seconded by Susan Ely and unanimously approved by the Board.

Accreditation:

John and Bill updated the Board on the status of the Accreditation Board's proposed MOU. John talked about how he and Kelly have spent time talking with CHEA and ASPA. John's thoughts are that the Accreditation Board's MOU is requesting by-laws changes and additions of policies that are already in place but may need to be amended. The Board discussed saying, 'no' to the signing an MOU which is a separate legal document. Instead, it was suggested that the Board engage in a dialogue with the Accreditation Board in order to develop policy guidelines for staffing and budget.

Kelly spoke on behalf of the Accreditation Board. She discussed how CHEA recently did a survey in which they asked accreditation boards to describe how they each show their independence. Kelly points out that this means that CHEA is not standardizing what it means to be independent for accreditation bodies, but that CHEA is requesting that an accreditation body prove their independence.



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Moving forward, it was proposed that Kelly and John will continue to work with Andy Anderson on policy changes. In conversations with Andy Anderson, Both John and Kelly remarked that the Board's biggest concerns are creating a budgetary process and that the ATMAE Executive Board will not act fast enough. A letter was drafted that the Board reviewed under Bill's signature rejected the MOU but established a process to solve the issue, where possible, that the Accreditation Board raised in the MOU with policy changes.

Robert Chin moved approve Bill's letter to Andy Anderson. This motion was seconded by Jeff Cunion and unanimously approved by the Board.

Kelly also gave a general accreditation update. She said she is invoicing the last of the schools who have not paid. Site visit hearing reports are in and Kelly is following up with schools who still need to turn in reports. Kelly's next steps moving forward will be working on hearings and the 2016 visits.

Treasurer's Report:

John and Jesse gave an overview of the finances. They remarked that ATMAE spent more than they took in during the first month, but that this is normal. Jesse remarked that the financial report is accurate and positive. The Board suggested that moving forward, the treasurer report stay as an item on the board meeting agendas but the presentation of the finances can become quarterly instead of every month. John and Jesse encouraged the Board to review the finances in the board packets for each month and come with any questions.

Membership:

Membership numbers are increasing across the Board. Rachel is continuing to work on student-centered initiatives for the conference and general membership.

Conference:

Sarah gave a report on conference numbers. ATMAE has 102 rooms booked at the hotel and 26 people registered for the conference. Sarah remarked that ATMAE has six conference sponsors. Lisa gave an overview of presenter progress. She remarked that the review process for submitted papers is ongoing. A Board member remarked that presentation approval is not known to all the people who submitted proposals. ATMAE staff remarked that approvals for presentations have been known since June, but that the lack of participation from the Division heads have slowed things down in the review process.



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Action Plan:

John reviewed the Action Plan. A Board member asked why there were not any quantifiable numbers in every outcomes section of the plan. John remarked that, at this point in time, ATMAE staff are working with process outcomes in some categories and that this was approved by the Board. While numerical outcomes are appropriate in some categories, some of the plans' priorities are designed to change ATMAE's processes and as such we are not in a numerical measurement stage at this time. Outcomes will continued to be updated with status report summaries.

IMTS Proposal:

John discussed a proposal for ATMAE to participate in the September 2016 IMTS tradeshow. John proposed that ATMAE purchase a booth at the show and the 'Exhibitor Passport' option as a way to network with industry professionals and get access to corporate contacts for one year. A Board member suggested this event may be a good opportunity to sell student certification and training as well. The decision to make a motion on this expense was tabled and pushed to become an agenda item at the Board meeting at a later meeting. It was suggested that John do more research into alternative/less expensive options, including perhaps, only purchasing the contacts list.

ATMAE Funding Proposal:

John discussed the a grant writing Task Force funding proposal to support the NSF Grant writing team. John explained that the purpose of this funding proposal would be for ATMAE to allot money to create a Board of Directors Project fund to cover expenses of traveling for initiatives like Grant Writing Task Force that is currently underway for ATMAE. The program would be based on setting aside \$10,000 (from reserves) to fund these types of programs. ATMAE would ask every proposal submission to write a pay-back plan into their proposal that includes a 20% increase in order to build the fund for the future and covers programs that do not cover their "loans".

There was a motion by Rod Flannigan to approve the \$1500, and not exceed \$1800, request for the Grant Writing Task Force project only. The motion was seconded by Justin and Joyce and unanimously approved by the Board.

There being no further business, it was moved and seconded to adjourn the meeting. The meeting was adjourned at 12:05 pm.