

Basic Engineering Group Operating Board Meeting

Technical Group Leader, Russell Skocypec

Orlando World Center Marriott Resort

Orlando, FL

June 7, 2008

Minutes from the meeting

Present: *Russ Skocypec, George Papadopoulos, Urmila Ghia, Kumar Rohatgi, James Klausner, Michael Kotzales, Richard Cowan, Lee Hawkins (partial), Burt Dicht (partial), Arun Muley, Vikas Prakash, Krishnaswamy Ravi-Chandar, Devdas Pai*

❖ Approval of Meeting Agenda

➤ **Approved!**

❖ Approval of Minutes from Last BEGOB Meeting

❖ There was not much in regards to minutes from prior meeting

- Actions that had come out have been mostly resolved
 - Register for COD
 - Send in Plans
 - Think about the transitions of division reps in and out of the committee.

❖ Introductions and Opening discussions

- Everyone went around and introduced themselves
- Re-organization of divisions (exercise) question? What will happen following this exercise? (Klausner)
 - Dan – this is for the future, and may not happen in the near term
 - BEG is not a near term problem, but other groups may be.
 - We will operate as baselined for the time being.
- Committee operating rules??
 - Robert rules -- should we use them?
 - We will try to keep an informal environment and exercise formalities as deemed necessary.
 - Try to move into consensus as we bring up issues
 - If consensus cannot be reached, then formal voting will take place.
 - ◆ Each division has a vote, each MAL has a vote, Chair and Deputy have a vote.
 - Do we have by-laws for BEG?
 - There are by-laws somewhere in the system, but we need to find them
- Have not have gotten all division reports.. need to get the rest.
- Congress of Divisions meeting will occur every year around this time

❖ BEGOB Report and Discussion: *Russ Skocypec opened the discussion*

- Div reps are one year term; they can be the same if so desired, but the senior rep should be able to speak for the division and present issues for the division
- Arun.muley@gmail.com (new e-mail for the time being.
- MAL terms are 3 years, but staggered. The plan for that was distributed in previous e-mails.
- Appointed committees

- When there is a committee appointed, then the BEG members of that committee will become MAL-type members at BEGOB. Once the committee is disbanded, the MAL position will disappear as well.
- Congress Steering Committee is already in the list of appointed committees, and some discussion will need to take place to see how the current member of that committee will be transitioned.
- Dual roles;;Situation of having a person be both the Division Representative and a MAL --- that is ok, and they can have two votes (one for division; one for MAL)

❖ ASME Staff Report: *Lee Hawkins (BEGOB ASME Staff support)*

- Lee is the staff support for BEGOB
- What are the changes on the ASME staff side??
 - Lee passed out info on the re-org of staffing (see attachment)
 - Field offices have been eliminated
 - Burt has re-organized the staff as shown in the report passed by Lee.
 - Data base change – moving to a new system within 1-2 weeks.
 - Lee suggested that division reps download all information to have a copy in case of problems with the transition to new system
 - Contents of database will be discussed later in the training either today or tomorrow.
 - Jacinta is the admin staff for BEGOB
 - Deidra Hackley is her boss
 - Christina Perakis will be working with Jacinta to help out
 - Lee will work in the areas of Leadership and Communities
 - Public policy
 - MOU's
 - Other development support.
- Russ made a request to have Chrissy as the main contact, instead of Jacinta.
 - Urmila and Devdas said that Jacinta has been responsive.
 - Board for the most part was ok with Jacinta, and made the request to take back to her the message that if she is not able to respond, then she should respond back with info on who can best take over on that request.
- Netkeeper tool will be coming out shortly
 - Some things can be done through this tool, and allows for tracking of requests.
 - Requests through the tool will be monitored by someone in the unit support
 - Requests will be farmed out internally and an appropriate staff member will be assigned to close on the request.
 - Can be used to make requests to update the website information
 - An announcement will come out when it is released.
- Evaluation of staff members by volunteers
 - These will be coming soon according to Lee.
 - Division chairs present at the meeting said that they have not received an evaluation form;
 - Russ noted that there should be a mechanism to provide feedback. Need to ask Burt Dicht about putting in place a mechanism of such sorts.
 - MALs on Board Operations and Division Operations, in addition to Russ need to engage this issue at the higher level.
- Time availability for support by staff
 - LH: 65% with the districts, 35% with the technical communities.

- Looking to make that a 50%-50%.
 - Russ foresees more support than currently; need to have telecom support from Lee, at minimum, so that when issues are raised they can be echoed to ASME.
 - Issue was raised on how we can we get some guidelines on how much time we have available from the staff support? How many hours can staff dedicate to the needs of the divisions? (Lee took the action to talk about this in their monthly staff meeting and see what can be provided as a metric/guideline: will have this info at the next telecon)
- Suggestion for e-mail filtering: put ASME BEGOB as part of the title so that if people want to use filters, then can do so with e-mail messages.
- Financials for division plans and annual reports
 - Need ASME staff to help out with this; GP will ping ASME on behalf of divisions and try to get this information so that everyone can fill out the division plans and submit by the end of the month.
- Copyright form: can it be done / supplied electronically ; single author authorization / language issues
 - Lee will look into this and get back to us on what can be done
 - Publications/Conferences committee will also own this issue.

Burt Dicht came to the BEGOB meeting to discuss further the staff support and organization layout. Following are topics raised and comments resulting from that discussion:

- ASME manpower allocation to serve the BEGOB?
 - They are struggling with enormous workload / not looking to add more people in the near term.
 - Looked at each OB and have assessed the work needed to support each, and thus assigned people on that basis.
 - They will assess again by talking to the managers to learn how to adjust allocation
 - Sections and Districts want more time than initially thought.
 - Realizes that BEG has needed a lot of support, and needs a lot of support.
 - Right now they are taking the help-on-demand approach.
- Russ took on the action to organize a BEGOB telecon during the last week of June, between the board members, Burt and some of his staff, to followup in more detail the needs and issues of the divisions.
 - In preparation of this special telecon, all division reps need to document staff issues and needs and submit to Russ prior to the telecon, so that they can all be compiled and submitted to Burt in preparation for the telecon.
- Burt and his management team are looking at historical times to determine when more staff is needed.
- Problems with awards / mix ups: they are working on a process so that they are not repeated. Need to avoid single point failures.
 - Writing procedures so that there is consistency in the approach, and everyone knows it.
 - Need to talk to divisions, assess needs, and put that in a timeline so that they can be pro-active in the support instead of reactive.
- Service “agreements” with each division will be put in place.
- Near term actions to work on:
 - Netkeeper: need at next board meeting to get a demo of this
 - Need to understand the service agreements some more

- Negotiation of the baseline.
 - Kumar is the point person from the BEGOB perspective.
 - Evaluation forms.
 - Burt took on the action to talk to HR about this and get back to the board with more in-depth understanding on how this can be done.
- Staff accountability
 - They are using balanced score card.
 - Everyone is tied to this, each one has a personal score card
 - Meeting the objectives of the score card is an important part of that evaluation
 - Are the divisions on that score card? (to some extent)
 - BEGOB should know what is on the score cards so that we are all moving on the same path, not having conflicting interests.
 - They are in the process of putting score cards for next year
 - Need to have a discussion so that we are all on the same page.
 - Score card should reflect what is desired/needed at the ground level.
- Strategic
 - Plans are to create a long range calendar that puts all the events in perspective to assess ASME staff needs.

❖ Member-At-Large Reports

- Communications & Publications: *Stelios Kyriakides*
 - Stelios was not present at the meeting, hence there was not report. James Klausner took on the action to fill in for Stelios at the committee meetings and brief Stelios.
 - Some suggested topics that should be raised at the committee meeting:
 - Copyright form
 - Digitized journal archives (speed up archival process and move to digital)
- Strategic Planning: *Vijay Dhir*
 - Vijay was expected to call in, but he did not.
 - Following are some suggested topics for discussion:
 - Extended abstracts vs. full conference papers?
 - Health and vitality of our archival products.
 - Revenue sharing
 - ◆ What is the right way to provide journal revenue sharing / algorithm?
 - ◆ How can we provide incentives to take risks with new publications?
 - Hold back a percentage from total, and use that for strategic uses.
 - Need to have feedback on how the risk paid out.
 - Journal and conferences are currently the only revenue generating means for BEG.
 - ◆ Can we setup workshops, other opportunities for revenue generation???
 - Industry participation vs. academics?
 - ◆ Are full conference papers useful for BEG members?
 - Need to formulate best practices that meet division needs.
 - New conference concepts / sun-setting others.
- Board Operations: *Richard Cowan*
 - Richard was there and presented the following report:

- There is overlap between div opps and group opps
 - There will be a template delivered on how by-laws and operating guidelines are structured
 - Are By-laws are up to date?
 - The committee will probably be done with its work in several years, and then be in maintenance mode.
 - Looking to implement practices that work in the other groups so that our operation becomes smoother.
 - Web based interaction for group operations.
 - The idea of starting a google group for document sharing was mentioned.
- Division Operations: *Kumar Rohatgi*
- *Kumar was present and presented the following:*
 - Will try to bring best practice from all groups on division opps
 - Considering providing training to div officers
 - Committee needs to find out systematic problems
 - Assessing division performance
 - ASME has funds that can go to divisions
 - Tools
 - Division plan and report templates.
 - ASME needed to help in generating some of the data required in the report.
 - Opportunity to learn from other groups what they are doing best.
 - Russ took on the action to send out the division report on how custodial funds are used.
 - An idea was presented to of using some custodial fund set-aside from all divisions to pay for a dedicated ASME staff member???
 - Financial reports in the past that were sent out.
 - Expenses
 - Balance in custodial accounts
 - Now this is online (monthly report can be printed, but there is no balance information)
 - There will be a merit based funding for each division
 - Proposals go in to do something / and then you get funding from ASME.
 - Comes from the Membership fee (small portion)
- Conferences: *Vikas Prakash*
- *Vikas was presented and open the discussion again on conference issues:*
 - Copyright form for conferences / single author sign off?? / digital signature ??
 - Will pursue this issue in the near term.
 - Question was raised: If ASME is not making a lot of money from conference paper distribution, then why do they need to collect copyright forms?
 - May want to think about going to extended abstracts that are not copyrighted, so that a full paper can be written and submitted to a journal, not ASME necessarily.
 - Declining quality / rejection percentage.
 - Not enough time to review conference papers.

- Web tool messaging – moving papers around generates auto messages that may not be desirable.
- Costs of conferences / attendance to presenter ratio improvement??
 - This requires better marketing
 - Partnering with groups that can bring in industry participation.
- Honors and Awards: *Arun Muley*
 - This committee will act as a monitoring/servicing committee to ensure the system will perform as it is supposed to.
 - Group Level awards:
 - Dedicated service award
 - Calvin Rice award
 - Thurston Lecture / Award
 - Need to have simple database that captures all the awards
 - Need input from divisions.
 - Get the chair of each divisions honors and awards to know BEGOB MAL to Honors and Awards
 - Engage with ASME Honors committee so that procedures are followed

GENERAL REMARKS

- MALs serving committees are to provide both upward and downward recommendations
 - Best practices / issues
- Constructive criticism
 - How was Congress of Divisions?
 - How is the BEGOB serving the divisions and its members.
- Russ took on the action to adjust the names of the committees to match with the TCOB committee names

Division Representative Reports (30 minutes each)

**note: Presentation of Highlights of Written Reports Only*

- 1) Applied Mechanics: *Krishnaswamy Ravi-Chandar, Dan Inman*
 - 1 to 1 ratio in terms of conference participation
 - 20 committees / instead of sun-setting they consider morphing to current interests
 - Missing membership numbers / financial info.
- 2) Bioengineering: *James Moor, Ozan Akkus*
 - Facing submission and quality issues
 - Are looking to implement a “Professional Speed Dating” program between academics and industry.
 - They hold the meeting day prior to conference start.
 - Have BS, MS, Ph.D. student competitions at the summer conference
 - They give a lot of awards to the students. (20 awards)
- 3) Fluids Engineering: *Urmila Ghia, Mo Hosni*
 - Need to get some metrics setup for the dedicated service award
 - Will set up a matrix of responsibilities of EC members
 - Cannot attract industry persons / lost these and not able to get them back.
 - International participation / visa issues.
- 4) Heat Transfer: *Rod Douglass, James Klausner*

- Major goal is to increase the quality of the conference
 - Given responsibilities of session to TC chairs and given them money to bring in key speakers to improve quality.
- 2010 is International Heat Transfer Conference
- 2011 is JSME/ASME/KSME
 - Perhaps co-locate with Fluids JSME/ASME/KSME ??
- Taking a risk of not being in IMECE of 2010 so that they can perhaps boost participation in summer meeting.
 - Russ commented that HTD may want to re-consider this given the current BEGOB creation and mission.
- Decided to create another journal “ Applications to ...”

5) Materials: *Devdas Pai, Vikas Prakash*

- Looking at early career awards
- Only conference participation is at IMECE
- A lot of nominations for awards came from Department Heads at schools.

6) Tribology: *Itzhak Green, Michael Kotzalas*

- The report was not submitted: Michael promised to get it in by end of week coming up
- 4 TC; 1 was sunsetted after they were not responsive.
- Moved to extended abstract
- Moved to third party planning
- Moved to having more non-paper sessions bringing in industry participation
- Have separate committee that do the logistical planning for conference.
- Membership development:
 - Student poster competition
 - Newsletters more than once a year
 - Graduate school: after conference, 2 days of discussions to 30-40 grad students, have distinguished persons giving lectures.
 - Students are on first –first come basis; a little of cost, custodial will kick in the rest
 - Every student presents work and experts have discussion with them.
- 2 division awards are sponsored by industry.

GENERAL Discussion

- Jacinta can be contacted for getting info on the membership (secondary)
- AI: need to get updated numbers for all the plans by each division
 - Financial data
 - Membership data
 - Meeting attendance at the IMECE
 - Fellows by each division.
 - GP will make this request
- FED is the only division that uses ASME event management

- Went through some issues with event management 3-4 years ago, but things have been getting better and had a very good conference last year in San Diego.
- Changes to By-Laws need to be approved 2 levels up
- Changes in operating guide need to be approved 1 level up.
- Conference branding ;;; need to have some since we are ASME divisions, especially when not being managed by ASME
- Should think about joining up on receptions at IMECE to be more efficient??
- End of June is being target date for completion of all reports.

Next Meeting / Frequency:

- Russ posed the question on how often we should meet as a board?
 - Consensus to target doing the BEGOB quarterly; next one will be sometime in September, aside from the special one with Burt Dicht.

Meeting adjourned at around 5:45pm

*Minutes prepared by George Papadopoulos
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