

ASEE North Central Section

DRAFT

Minutes of the Executive Board Meeting

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**Friday, September 24, 2021 4:00 pm
On-Line Zoom Meeting**

Executive Board members present: Nicholas Baine, Betsy Aller, Craig Gunn, Andy Kline, Andy Milks, Tony Kerzmann, Greg Harstine, Kumar Yelamarthi David Sanchez, Carmen Cioc, David Dampier, Matt Cavalli, Jeff Kastner

Meeting called to order at 4:14 PM by Nick Baine.

1. Introductions

Informal greetings and introductions.

2. Additions to and Approval of Agenda

No additions or changes were suggested, Motion to approve the agenda by Jeff Kastner, seconded by Betsy Aller. Unanimously approved.

3. Approval of the minutes from online March 2021 Executive Board Meeting (draft sent by Andrew Milks)

No changes or corrections were suggested. Motion to approve by Andy Kline, seconded by Tony Kerzmann. Unanimously approved.

4. Secretary's Report – Andy Milks, University of Akron

No report.

5. Spring 2021 Conference Final Report – Carmen Cioc, University of Toledo

94 registered participants, 8 paper session, 1 poster session. No expenses, and no additions to the income from the March meeting.

Betsy Aller complimented the UT team for a great conference held under COVID conditions.

\$1,550.00 conference registration income has been collected directly via the ASEE national website.

6. Spring 2022 Conference Update – David Sanchez, University of Pittsburgh

Conference dates March 18,19, 2022.

Abstract Submission Opens	October 18, 2021
Abstract Submission Closes	November 30, 2021
Abstract decision Notification	December 17, 2021
Student Paper Abstract Deadline	January 17, 2022
Draft Paper Deadline	January 17, 2022
Paper Decision Notifications	February 7, 2022
Author/Presenter Registration Deadline	March 3, 2022
Final Paper Deadline	March 11, 2022

WVU requires an invoice for the seed money can be sent to Pitt, so David is working with Robin to get the money transferred.

Planning for an in-person conference with a backup plan if COVID requires a virtual conference.

Tentative Agenda:

Friday March 18, 2022

5:00 pm to 7:00 pm Welcome - Benedum Hall

6:30 pm to 8:30 pm Executive Board Meeting - Oaklander

Saturday Mar19, 2022

7:30 to 8:30 am Breakfast - Benedum Hall

8:30 am to 10:00 am Session 1 A-D

10:00 am to 10:15 am Break

10:15 am to 11:45 am Sessions 2 A- D

11:45 am to 12:15 pm Poster Session

12:15 pm to 1:45 pm Lunch and Business Meeting – University Club

1:45 pm to 3:00 pm Sessions 3 A- D

3:00 pm to 3:15 pm Break

3:15 pm to 4:45 pm Sessions 4 A- D

5:00 pm to 7:00 pm Dinner – Benedum Hall Library

Nick volunteered to send conference information to the distribution list and Jeff with post it in the next newsletter

A tentative registration fee is expected to be developed soon after the University Club responds with cost information.

Past conference experience is that approximately 50% of lunch attendees stay for dinner, so David will plan accordingly and normal attendance approximately 130 paid registrants.

7. **Spring 2023 Conference Letter of Interest -- Nicholas Baine, Grand Valley State University**

WVU provided a letter of interest for an in person 2023 conference. Robin Hensel will be the conference chair. Betsy Aller motioned to accept the letter of interest, seconded by David Sanchez. Unanimously approved.

Andy Kline indicated that WMU is considering hosting the 2024 conference. A conference chair needs to be identified since Betsy and Andy are now retired Matt Cavalli is considering volunteering for WMU conference chair.

David Dampier indicated that Marshall is considering a 2025 or 2026 conference but would prefer not to do back to back conferences in West Virginia if possible.

8. Treasurer's Report – Gregory Harstine, University of Akron

Greg shared the Treasurer's report. The report is included as an attachment, the current BASS balance is \$12,585.45. The current difference between the NCS balance (\$11,983.23) and BASS account (\$12,585.45) balance is \$602.22. There were 982 NCS members for 2020 and the membership will be updated in October 2021. The \$1,550 that Carmen reported for the Spring 2021 conference is shown on the current report.

A discussion occurred around the seed money for future conferences. Should the seed money continue to be sent from conference to conference or should the money be deposited and disbursed from the BASS account?

Motion to accept the Treasurer's report with the addition of the conference seed money line by Betsy Aller seconded by David Dampier. Unanimously approved.

9. Campus Representative Coordinator Report – Craig Gunn, Michigan State University

Craig expressed a concern from National that some campus reps have been inactive due to COVID. Craig has been pulsing Dean's who do not have active reps and has contact campus reps. Will be asking campus reps to participate in the in person NCS conference in Pittsburgh.

10. Vice Chair Report – Andy Kline, Western Michigan University, Emeritus

Nomination dates are Nov 15 to Jan 15 for Outstanding Teaching award, no substantive changes have been made by national to the award criteria. Kline will send out an email on the list serve to announce and encourage applications.

11. Past Chair's Report – Betsy Aller, Western Michigan University, Emerita

There was no newsletter distributed last year due to COVID. There is a need for 2 directors and a Vice Chair at the next election. Current members were encouraged to remain involved and let Betsy know of nominations.

12. Zone II Chair Report – John Brocato, SE Section

John was unable to attend. Nick shared the following points from John's email:

Monolith is being replaced by SLAYTE in October 2021.
Paper reviewers need to be self-report conflicts of interest with other authors.

13. Newsletter Editor Report – Jeffrey Kastner, University of Cincinnati

David Sanchez will send information to Jeff for the 2022 conference notice in the newsletter. Jeff will include the Outstanding Teaching Award notice as well as the new officer list and National Conference notice.

The paper and poster awards for the past conferences will be included and other awards from 2020 when the WVU conference was postponed.

14. Best Paper Awards Chair – Kumar Yelamarthi, Tennessee Tech University

Kumar is now Associate Dean at Tennessee Tech and no longer in the NCS and now in the Southeast Section. Kumar thank Best Betsy and Andy Kline for handling the Best Paper Awards for the Toledo conference.

Tony Kerzmann volunteered to take over as Best Paper Awards Chair.

Kumar advised Tony to work with conference chairs for them to limit to approximately 10 best paper candidate papers to be considered for the best paper award. The best paper candidates should present their papers in the same morning session or non-concurrent sessions to allow final ranking of papers.

For Reference - From the Fall 2017 meeting minutes:

Motion by Aller, seconded by Budny about awards for section conferences:
Best Faculty Papers, 1st, 2nd, and 3rd place: free registration at the next NCS sectional conference

Best Student Papers: 1st place, \$200; 2nd place \$150; 3rd place \$100
Best Student Posters: 1st place \$150; 2nd place \$100; 3rd place \$50

Must be member or student in NCS section to win. Cash awards will be paid to one person if it is a team paper or poster, and they must figure out how to divide it up.

15. Web Master Report – Kumar Yelamarthi, Tennessee Tech University

The ASEE-NCS.org information is hosted on a CMU server and may not be maintained long term. It is important to get them transferred ASAP. Nick is looking for nominations for both Web Master and Best Paper Chair. Currently paying about \$10 for the domain name but the information has been stored elsewhere. Please let Nick know of any suggestions.

A motion was made to approve up to \$200 for costs associated with relocating the web hosting services from CMU by Nick Baine, seconded by Betsy Aller. Unanimously approved.

16. Chair Report – Nicholas Baine, Grand Valley State University

Nick did not have additional material beyond what was discussed in other area, the primary issues are Best Paper Chair, Webmaster and relocation of web hosting and replacement of the Monolith system for paper management. Nick will also follow up on the BASS account tax to see if that remains active.

17. Constitution / By-laws Update – Andy Kline, Western Michigan University, emeritus

The proposed Bylaw changes were passed 57 to 3 at the Toledo virtual spring conference and were sent to John Brocato for national approval. We have not heard results. Nick will follow up with John.

18. Old Business and/or New Business

During the meeting David Dampier sent a letter of intent to host the 2025 conference. Dampier indicated the 2025 conference date so that back to back conferences would not be held in West Virginia.

Motion to accept, by Sanchez and seconded by Kumar. Unanimously approved.

Carmen Cioc announced that she is a fellow and ambassador of KEEN and she looking to bring KEEN sponsorship to future NCS conferences. Information can be found by searching <https://engineeringunleashed.com/what-is-keen>.

Andy Kline motioned to allow distribution of the \$500 for section chair travel if the chair chooses to use it, seconded by David Sanchez. Unanimously approved.

19. Good of the Order

Nick thanked Kumar for all his help, leadership, offices held and for hosting 3 conferences at Wright State and Central Michigan twice. The entire committee wished him well, he will miss the NCS.

Motion to adjourn by Andy Kline, seconded by David Sanchez. Nick adjourned the meeting at 6:00 pm.

DRAFT Minutes submitted by Milks
Attachment: Treasure's Report

NORTH CENTRAL SECTION – ASEE TREASURER’S REPORT
Friday September 24, 2021 ASEE Fiscal Year runs 10/1 - 9/30

Operating Account has been eliminated as of 10/1/19

BASS ACCOUNT (Banking and Accounting Services System)		
4/5/2021	BASS Account Balance(as report on Section Treasurer Report)**	\$11,639.97
Debits		Debit
5/24/2021	2nd place poster award	\$100.00
5/24/2021	1st Place Best Student Poster	\$150.00
5/24/2021	2021 North Central Section Outstanding Rep Award	\$250.00
5/26/2021	Best Student Paper 2nd Place	\$150.00
6/4/2021	Best Student Paper 1st Place Team_David DeLisle	\$200.00
6/10/2021	Outstanding Teaching Award_North Central Section	\$750.00
3/31/2021	FY2021- Q2 Bass Administrative Fees_March 2021	\$1.50
6/30/2021	FY2021- Q3 Bass Administrative Fees_June 2021	\$1.50
Total BASS Account Disbursements		\$1,603.00
Credits		Credit
1/31/2021	Reg_2021 North Central Section Conf-MC/CC-Jan 2021	\$125.00
2/28/2021	Reg-BASS-2021 North Central Conf-MC/CC-Feb 2021	\$425.00
2/28/2021	BASS-North Central Section Donation-CC-Feb 2021	\$5.00
3/31/2021	FY2021- Q2 Bass Interest Allocation March 2021	\$3.08
3/31/2021	Reg_2021 North Central Conf. -MC/CC-March 2021	\$1,000.00
6/30/2021	FY2021- Q3 Bass Interest Allocation June 2021	\$3.40
6/30/2021	BASS-North Central-Donation_CC-June 2021	\$5.00
10/1/2020	Restore BASS Sections Allocation Fund \$1 per Member	\$982.00
Total BASS Account Revenue		\$2,548.48
9/24/2021	BASS Account Balance	\$12,585.45
6/30/2021	253 North Central Section YTD 6.30.21 financials.xlsx Report Account Bal:	\$11,983.23

Last statement Received 7/26/21 **difference: (\$602.22)**

Greg Harstine P.E. ASEE North Central Section Treasurer