

North Central Section-American Society for Engineering Education
Executive Board Meeting

Minutes

Oakland University
Science and Engineering Building, 8th Floor Conference Room
Rochester Hills, MI

Friday, April 4, 2014
6:30 p.m. – 8:00 p.m.

Present: Ahmed Abel-Mohti, Betsy Aller, Roland Arter (late), Barbara Bernal, Dan Budny, Subramaniam Ganesan, Craig Gunn, Andy Kline, Andy Milks, Kathleen Ossman, Kenneth Reid, Karinna Vernaza.

- The meeting was called to order about 6:30 p.m. The chair, A. Kline, asked for additions to and approval of the agenda. No changes were suggested.
- An interim spring 2014 Conference Report, ASEE NCS, Rochester Hills, MI, was presented by the Convention Chair, S. Ganesan.

Presenters: 99.
Posters: 17
Workshops: 2
Faculty in attendance: 70
Students in attendance: Approximately 50

Breakfast will be served at 8:00 am

- Web Master, K. Yelamarthi, had no report.
- The Treasurer's Report was presented by the Treasurer, A. Milks. Summary:

4/4/14 Operating account balance: \$550.00.
1/1/14 Allocation: \$550.00
11/8/13 Operating account balance: \$0.00.

11/8/13 BASS account balance: \$12,654.03.
Total BASS account disbursements: \$2,632.13.
Total BASS account revenue: \$109.17.
4/4/14 BACC account Balance: \$10,131.07.

- ✓ D. Budny purchased 500 flash drives embossed with the ASEE logo for \$2,000 for used at future conventions. 200 were used at the 2014 spring conference.
- ✓ Motion: The chair should be allocated \$500.00 for travel in 2014 K, if he chooses to do so.
Motion to accept: K. Reid

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Seconded by: K. Vernaza

Vote to accept motion: Unanimous

- ✓ Motion to reimburse registration fees for board members that attend section meetings if they (the board members) choose to do so.

Motion to accept: B. Aller

Seconded by: D. Budny

Vote to accept motion: Unanimous

- ✓ Motion to allocate \$1,000 to the convention committee at the University of Cincinnati for use at the spring 2015 ASEE NCS section meeting.

Motion to accept: K. Vernaza

Seconded by: K. Reid

Vote to accept motion: Unanimous

- ✓ Motion for conference hosts receive a plaque thanking them for host a section conference, and this should be done for at least the past 10 conferences as well.

Motion to accept: D. Budny

Seconded by: B. Aller

Vote to accept motion: Unanimous

The board agreed to the following prize allocations for best paper competitions. A best poster category has been added.

Best paper (faculty) First place, \$250.00
 Second place, \$150.00
 Third place, \$100.00

Best student paper First place, \$200.00
 Second place, \$100.00
 Third place, \$100.00

Best student poster First place, \$150.00
 Second place, \$100.00
 Third place, \$50.00

Motion to accept the Treasurer's report as presented: C. Gunn

Seconded: B. Aller

Vote to accept motion: Unanimous.

- Best paper competition report was presented by A. Abel-Mohti. Eight candidates have been selected for the Best Paper competition, 4 faculty (professional) and 4 students papers. Four will be presented on Friday and four on Saturday. The same judging processes and forms will be used. Members of the board were asked to serve as judges.
 The report was accepted.
- K. Yelamarthi, Vice Chair's report – the 2014 Outstanding Teacher Award goes to Mary C. Verstraete, Associate Professor, Biochemical Engineering, The University of Akron.

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- Past Chair's report, C. Gunn: Passed out copies of the ASEE NCS bylaws and constitution. Asked that the board review them and forward suggestions if they have any.
- Campus Representative Coordinator Report – B. Aller selected David Sawyers, Assistant Professor, Mechanical Engineering, Ohio Northern University, for the Outstanding Campus Representative Award for 2014.
The report was accepted.
- Zone II Chair Report – B. Bernal compared the NCS to other sections in Zone II and made the following observations.
 - √ Consistency: A unified method of submissions of abstracts and papers.
 - √ Keeping track of faculty versus student papers.
 - √ Have a consistent paper (article) template. (This was done for the ASEE NCS conference held in Pittsburgh.)
 - √ Use unit director as technical chair for evaluating papers.
 - √ Document the Outstanding Paper winners in the minutes, not just in the newsletter.
 - √ Still discussing a possible Zone II conference in 2017. Looking for a location.
 - √ Executive Director Norman Fortenberry will visit conference this year or next.

A brief discussion followed and the report was accepted.

- Chair's Report, A. Kline – Still looking for a host for the ASEE NCS 2016 conference. Check with ASEE campus reps or members at Cleveland State and Case Western Reserve.
- Newsletter Editor Report, R. Arter – The spring 2014 newsletter is forthcoming. It will cover the 2014 NCS conference and promote the upcoming 2015 NCS conference to be held in Cincinnati. The spring newsletter will probably be published in September or early October 2014. Will correct errors in NCS board listing.
The report was accepted.
- Spring '15 Conference Report, K. Ossman, - The 2015 ASEE NCS will be held on April 17-18, 2015, and hosted by the University of Cincinnati, Cincinnati, Ohio. It will be chaired by K. Ossman. Abstract and paper submissions will be processed with Easy Chair.
- Old Business and/or New Business – Looking for location for 2016 conference. General discussion about the role of unit directors: on the job training for the board, able to take on miscellaneous jobs especially as it pertains to conferences. Are new names needed? New job descriptions?
- Good of the Order – None.
- Adjournment -Motion to adjourn: K. Vernaza

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Seconded: C. Gunn.
Vote to accept motion: Unanimous.

Meeting adjourned at 8:20 pm, 4/4/14.

Respectfully submitted,



Roland Arter
Secretary

Follow up notes:

The following members were elected as new officers at the ASEE NCS business meeting,
Saturday, April 5, 2014, 11:45 a.m. – 1:15 p.m.

Dan Budny – Vice Chair
Jeffrey Kastner – Unit Director, Instructional
Ken Reid – Unit Director, Industrial (position is vacant again. K. Reid is moving out of
the NCS and Zone II.

Many thanks to C. Gunn for helping with the board meeting minutes.