

ASEE North Central Section (NCS)

Minutes of the Executive Board Meeting

Friday, March 28, 2025, 6:30 PM

**Held at Marshall University, Arthur Weisberg Family Applied Engineering (WAEC)
WAEC Conference room 3101-B**

Executive Board members present: David Sanchez, Nicholas Baine, David Dampier, Matt Cavalli, Kimberlyn Gray, Jeffrey Kastner, Wook-Sung Yoo, Andy Kline, Tony Kerzmann, Stephany Coffman-Wolph, David Sawyers, Todd Schweisinger, Haroon Malik (conference co-Chair), Chad Korach

Zoom On-line: Carmen Cioc, Greg Harstine, Betsy Aller, Lin Zhao
Written report to Sanchez from Craig Gunn.

Meeting called to order 6:30 PM by David Sanchez.

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 Nick Baine, seconded by Matt Cavalli.** Motion unanimously approved.

3. Approval of the minutes from September 2024 Executive Board Meeting

Motion by David Dampier to amend Topics 5 and 6 to reflect outstanding invoices to ASEE Nationals from West Virginia University and Western Michigan University, seconded by Matt Cavalli. Motion unanimously approved.

Motion to approve amended minutes by Betsy Aller, seconded by Carmen Cioc. Motion unanimously approved.

4. Secretary's Report – Andy Kline, Western Michigan University, Emeritus

Contact list to circulating as a hard copy. Will update again after officer elections.

5. Spring 2024 Conference -- Matthew Cavalli, Western Michigan University

Final invoice from Western Michigan University, as attached. Also amended to Fall 2024 minutes (Topic 3 of these minutes) to get it published, so reimbursement from ASEE Nationals can be pursued.

6. Spring 2025 Conference – David Dampier, Marshall University

Preliminary numbers: 103 abstracts, 75 plus papers and posters to be presented, 5 workshops. 93 paid registrants. Revenue of \$10,475 using ASEE Nationals system (NEMO, approximately \$5500 spent. Marshall University is donating the food at events. Revenue being used to cover costs through NEMO.

Updated report expected at September 2025 meeting.

Discussion by Haroon Malik on difficulties using NEMO. Use Easy Chair in the future? Cavalli and Baine as past conference chairs discussed learning curve, their difficulties, crappy NEMO product, etc.

Kline: NEMO allows easier transfer of our conference papers to ASE for archiving and searching, which has been a problem at times in the past when NEMO or Smooth Papers not used for section conference.

Todd Schweisinger to bring up to ASEE Nationals on his Zone II Chair list of items.

7. Spring 2026 Conference - University of Mt. Union in Ohio, Chad Korach as Chair

March 27 and 28, 2026. “Transformative Engineering.” **Chad Korach, Conference Chair, will work with Jeffrey Kastner to get information into the newsletters.**

8. Spring 2027 Conference – Ohio Northern University, Stephany Coffman-Wolph as Chair

April 9 and 10, 2027. Using Energy Building and the on-campus Conference Hotel.

9. Treasurer’s Report – Greg Harstine, University of Akron – on-line

See attached handout for Treasurer’s Report. Following up on 10/23/2024 cheque of \$2000, to see how it meshes with WMU costs (do not want to get charged twice).

Revenue on 10/1/2024 of \$500 is from ASEE. No longer getting \$1 per registered ASEE NCS member as in the past. Comment by Kline that we usually have around 1000 section members, so this is a revenue loss.

Motion by Jeffrey Kastner to accept Treasurer’s Report, seconded by Matt Cavalli. Motion unanimously approved.

Comment by Sanchez and Kline that it was decided that when they were created, the Early Career Awards to not have a cash prize.

10. Campus Representative Coordinator Report – Report to Sanchez from Craig Gunn, Michigan State University

Remind your Dean to make sure you have a Campus Rep on your campus. Must be appointed by the Dean through ASEE Nationals.

11. Vice Chair Report – Carmen Cioc, University of Toledo – on-line

2024 NCS Outstanding Teaching Award winner: Nihad Dukhan, University of Detroit Mercy, has been submitted to ASEE Nationals for the 2025 National Outstanding Teaching Award competition.

Cioc had 2025 NCS Outstanding Teaching Award nominee materials sent direct to her, instead of suing ASEE Nationals system. Ten nominees; 7 regular and 3 in the Early Award category. Five reviewers on panel, from Directors and past winners.

Selected one for 2025 NCS Outstanding Teaching Award, and two for Early Career Award. Announce at dinner on Saturday evening.

2025 NCS Outstanding Teaching Award winner: Dr. Alexa Rihana-Abdallah from University of Detroit Mercy

12. Past Chair's Report – Nicholas Baine, Grand Valley State University

Officer elections. Nicholas Baine has 7 nominees for Director. Aller nominated Cioc for Chair, and Cioc accepts. Kline nominates Baine for Vice Chair, and Baine accepts. Voting by written ballot at conference lunch on Saturday. Sanchez will administer election (with help), as Baine is on the ballot.

13. Zone II Chair Report – Todd Schweisinger, Clemson University

Power Point slides to present at lunch meeting with section on Saturday.
ASEE National Conference: 2025 in Montreal; 2026 in Charlotte, NC; 2027 in Toronto.
Noted that faculty can have trouble in travel to Canada for conferences due to visas, price, etc. Can Nationals be in the United States most years?

Question by Kline about realign of Sections and Zones (review had been started before Covid; similar to realign of Divisions that was completed in 2019). Schweisinger said no work is underway on realigning Sections or Zones.

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

Newsletter was done in June and November 2024 on website. Planning on June and November 2025. June 2025 focuses on conference at Marshall (send pics to Jeffrey with captions). November 2025 newsletter will focus on Spring 2026 conference.

Need “Letter(s) from the Section Chair” for the newsletter.

15. Best Paper Awards Chair –Tony Kerzmann, University of Pittsburgh

Five faculty papers to judge, and five student papers. About 10 student posters to judge. Will send out judging assignments to volunteers by e-mail this evening.

Tony Kerzmann will send the NCS 2025 Best Paper from the faculty category to the Zone II Chair after the conference (include author contact information), as it is needed for the 2026 Best Zone Paper review process.

For Reference - From the Fall 2017 meeting minutes:

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

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

Faculty paper winners do not come with a cash award. Free registration at next year’s Section Conference, if they coordinate with Conference Chair.

Winners must be a member or student in NCS 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.

16. Web Master Report – Wook-Sung Yoo, Marshall University

Hosting fee for NCS website from Go Daddy not reflected yet in BASS account. Can be sent to Harstine to reimburse as had been approved previously.

17. Chair Report – David Sanchez, University of Pittsburgh

a). Discussions are ongoing with Lin Zhao and Karinna Vernaza about Gannon University hosting Spring 2029 conference in Erie, PA

b). ASEE Fellows at Section Level. Discussion of review process at Nationals Level (skewed more strongly to ASEE Division participants), use of Fellow title at section Level, versus Distinguished Service Award or NCS Service Award. Comment by Baine that as of June 2024, Nationals now has Senior Member and Distinguished Member titles you can self-nominate for (through Tim Manicom). See Nationals on-line for requirements and process.

Discussion in b). leads to results in c).

c). **Motion by David Dampier to create NCS Distinguished Service Award, seconded by Sanchez.** Motion passed unanimously.

Sanchez to form committee to work out details. Vote on final version at Fall 2025 meeting, with goal of awarding at Spring 2026 Conference. Possibly multiple awards in first year as we play catch up, and up to two per year after that.

d). Fiscal update from Nationals covered by Todd Schweisinger and his Saturday Power Point presentation.

e). Sending in Chair's report to ASEE Nationals in June with NCS highlights.

Further discussion led by Sanchez. Costs of conference plus money for awards are not generally all covered by conference registration fees. Slowly eroding BASS account balance. Discussion on revisiting cash award amounts for all section awards, starting with 2026 Conference.

For Reference - From the Fall 2017 meeting minutes:

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

Motion by David Sanchez to keep Student Poster Awards at current level, seconded by Betsy Aller. Motion passed with no opposing votes, and two abstaining votes.

Motion by David Sanchez to keep Student Paper Awards at current level, seconded by Betsy Aller. Motion passed with no opposing votes, and one abstaining vote.

Motion by David Sanchez to consider cash award for Outstanding Campus Rep Award, seconded by Betsy Aller. Two votes in favor, four opposed, and two abstaining votes. Motion fails.

Motion by David Sanchez to keep Outstanding Teaching Award at current level (\$750), seconded by Betsy Aller. One vote in favor, five opposed, and one abstaining vote. Motion fails.

Motion by Tony Kerzmann to have a \$500 cash prize with Outstanding Teaching Award, seconded by Nick Baine. Motion passed with one abstaining vote and no opposing votes.

From Topic 9: No cash prize as part of Early Career Award.

Note from Kline: Winner of Best Faculty Paper (First Place) can claim free registration at the next year's NCS Spring Conference.

18. Old Business and/or New Business

Old Business

New Business

Kline discussion: plaques at one time were \$20 each, now at \$43 each, which is a bit much to be donating them every year.

Motion by David Dampier to reimburse Kline \$172 for Conference Award plaques, seconded by Tony Kerzmann. Motion passed unanimously.

See invoice as attachment to reimburse to Kline.

19. Good of the Order

11:48 left in second half, Old Miss 48, MSU 44 (March Madness basketball).

Ohio State Buckeyes are NCAA National Football Champions.

David Dampier retiring by 2029.

Haroon Malik an incoming department chair at Marshall University.

20. Adjournment

Motion by Nick Baine and seconded by Greg Harstine. Motion unanimously approved. Meeting adjourned at 8:47 PM.

DRAFT Minutes submitted by Kline to Cioc, September 4, 2025.

Final Minutes Approved as amended by NCS Executive Board, Sept. 19, 2025.

Attachments:

Invoice from WMU for reimbursement for Spring 2024 Conference.

Treasurer's Report

Invoice for plaque reimbursement to Kline.

Invoice

The table below summarizes expenses incurred by the WMU College of Engineering and Applied Sciences to host the Spring 2024 ASEE North Central Section Conference. The total amount to be reimbursed is \$12,952.30.

Total income from conference registrations was \$17,620.

WMU CEAS made a donation of \$1 ,000 to cover the costs of registration for conference committee members. \$2,000 was due ASEE for NEMO services.

<u>Item</u>	<u>Cost</u>
Welcome Reception-Food	\$2, 185.43
Welcome Reception-Alcohol	\$579.17
Welcome Reception-Activity	
Continental Breakfast	\$1 ,260.00
Lunch	\$1 ,954.00
Awards Dinner-Food	\$2,317.50
Drinks & Ice for Breaks, Lunch, Dinner	\$438.46
Snacks for session breaks	\$467.95
Parking Signs	\$250.00
Giveaways	\$2, 134.32
Supplies	\$1 ,365.47
Welcome Reception-Food	\$2,185.43
Total	\$12,952.30

NORTH CENTRAL SECTION - ASEE
TREASURER'S REPORT

Friday March 28, 2025

ASEE Fiscal Year runs 10/1 - 9/30

253 North Central Section YTD 03-31.24 financials Received 3/11/25

BASS ACCOUNT (Banking and Accounting Services System)

5/22/2024	BASS Account Balance(as report on Section Treasurer	\$19,114.61
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	Debits	Debit
5/22/2024	Best Student Poster 1st place	\$150.00
122/2024	Section Teaching Award	\$750.00
5/22/2024	Best Student Paper 3rd place - BASS North Central	\$100.00
5/24/2024	Best Student Paper 1st place - BASS North Central	\$200.00
6/7/2024	Best Student Poster 2nd place	\$100.00
9/5/2024	Best Student Paper 2nd place	\$150.00
9/30/2024	Co Section Campus Rep Award	\$125.00
9/30/2024	409767-conference in Box from NCS Bas_Internal Transfer	\$2,000.00
40/23/2024	Conference in a box - 2024 ASEE North Central Section Confer	\$2,000.00
	Total BASS Account Disbursements	\$5,575.00

	Credits	Credit
10/1/2024	ASEE's Member BASS Allocation Funds Octlj 2024	\$500.00
1/30/2024	BASS North Central Section Conference Regist-MC/CC-Nov 2024	\$75.00
12/31/2024	BASS-North Central Section Conference Regist-MC/CC-Dec 2024	\$150.00
12/31/2024	BASS North Central Section Conference Regist-MC/CC-Dec 2024	\$75.00

WVU Invoice Outstanding?? I need minutes with the authorizaion noted in the approved minutes.

Note Awards page.....information I need to process disbursement.
GPH 3/28/25

Total BASS Account Revenue		\$800.00
12/31/2024 BASS Account Balance		\$14,339.61
	Balance now matches ASEE national financial statement 6/30/22	
	"unavailable"	\$25,057.48
	Total	\$39,397.09

**Last ASEE statement received 3/11/25 was a 12/31/24 statement.

Submitted by: Greg Harstine, UofA, ASEE North Central Section Treasurer

The 30% Adminitrative fee on Conference net income may be charged in FY2022 Q4 report



Crown Trophy #104

6136 Lovers Lane

Portage, MI 49002

CrownTrophyKzoo@gmail.com

Phone 269-329-4380

Invoice

Date	Invoice #
3/10/2025	47232

Bill To
Western Michigan University 1903 W. Michigan Ave. Kalamazoo, MI 49008

Ship To
American Society for Engineering Education

Ship Date	3/10/2025
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P.O. No.	Payment Due By	Terms	Ship Via
	3/10/2025	Due on Receipt	Customer P/U

Qty.	Item	Description	Rate	Amount
4	233	8" x 10" Classic Wood Plaque	43.00	172.00



Thank You For Your Order!	Subtotal	\$172.00
	Sales Tax (6.0%)	\$0.00
	Total	\$172.00
	Payments/Credits	\$0.00
	Balance Due	\$172.00

www.crowntrophy.com/store-104	"If you follow the same path as everyone else you're just going to be like everyone else." Kevin Harvick
ALL SALES ARE FINAL	