

ASEE North Central Section (NCS)

Minutes of the Executive Board Meeting

Friday, September 19, 2025, 5:00 PM

MS Teams On-Line meeting, Carmen Cioc as Host

Executive Board members present: David Sanchez, Betsy Aller, Carmen Cioc, Nick Baine, Craig Gunn, David Dampier, Andy Kline, Tony Kerzmann, Todd Schweisinger, Robin Hensel, Jeffrey Kastner, Wook-Sung Yoo, Stephany Coffman-Wolph, David Sawyers, Haroon Malik, Chad Korach, Greg Harstine, Diane Peters

Meeting called to order 5:03 PM by Carmen Cioc

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 Robin Hensel.** Motion unanimously approved.

3. Approval of the minutes from March 2025 Executive Board Meeting

Request by Harstine to include 2025 Outstanding Teaching Award winner in minutes for disbursement purposes. **Motion by Betsy Aller to accept, seconded by Greg Harstine.** Motion unanimously approved.

2025 Outstanding Teaching Award: Alexa Rihana Abdallah from University of Detroit Mercy

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

Officer list on website has been updated, with assistance from Wook-Sung Yoo. Officer archive list on website is correct. Contact list to be updated circulating as a hard copy.

5. Spring 2025 Conference – Haroon Malik, Marshall University

149 papers submitted, 79 accepted; 5 workshops. Used Conference in a Box (\$2000 fee). Food costs for conference are an in-kind contribution by Marshall University. Net revenue to NCS is about \$4900.

Working with Monica at ASEE to get papers into the ASEE system. Working with Greg Harstine and Zouell at ASEE to facilitate BASS account needs.

Haroon needs to have a completed written report for the conference (paper numbers, participant numbers, finance summary, etc.) for the NCS Executive Board to review.

Work with past conference hosts (David Sanchez or Nick Baine) on report format or content.

On-line judging form for paper and poster presentations was useful, and could be available for other conferences to use, per Tony Kerzmann.

6. Spring 2026 Conference – Chad Korach, University of Mount Union

March 27 and 28, 2026 in Alliance, OH. Have Program Chair and Abstract Review Committee.

Program Chair: Dr. Shehta Arif arifsh@mountunion.edu

Website to go live soon, sent information to Kastner for the Newsletter.

Advertise for Spring 2026 through section listserv maintained by ASEE Nationals. Cioc to check to make sure it is working. Schweisinger noted Southeast section has also been having some problems in using its listserv.

7. Spring 2027 – Ohio Northern University

Stephany Coffman-Wolph will be the Conference Chair. Planning Committee has been formed.

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

Updated NCS Treasurer's Report attached from Harstine (September 19, 2025 date).

Harstine said that ASEE is slated to reimburse 10% of “unavailable funds” in 2025 and 10% in 2026.

See expenditures requested at end of Treasurer’s report. ASEE fiscal year end is September 30, and hope to get an updated report after that.

Hensel is working with Harstine on making sure the direct transfer to reimburse WVU for their conference in March 2023 has occurred.

Malik will attach receipts to his written conference report from March 2025 event for Greg to review.

Baine asked if Conference in a Box fee was for 2025 conference or for an earlier conference, as it is not clear. Greg will work with ASEE to double check.

Appears that WMU has been reimbursed as organizer of NCS 2024 Spring Conference.

Motion by Aller and seconded by Baine to accept September 19, 2025 Treasurer’s Report, as explained. Motion unanimously approved.

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

Did not attend March 2025 conference as not yet driving again at that time. Planning to attend June 2025 ASEE meeting at Montreal. **Gunn is sending notices to Campus Reps** about Spring 2026 Conference.

10. Vice Chair Report – Nicholas Baine, Grand Valley State University

Announce nomination process for the NCS 2026 Outstanding Teaching Award and New Educator Award in November 2025, with deadlines in January 2026.

Review committee volunteers: Aller, Dampier, Cioc, and Kastner

Nomination materials to be sent direct to Nick, not using the ASEE system.

Nick will make sure that 2025 section award winner gets nominate through the on-line system for the 2026 ASEE National Outstanding Teaching Award review process.

11. Past Chair’s Report – David Sanchez, University of Pittsburgh

Spring 2026 Conference will include an election ballot for Vice Chair and two Directors. **Will solicit for nominations by e-mail.**

Distinguished Service Award for the section. Looking to mirror some ASEE Nationals Criteria, with a section modification. Sanchez will form committee to formulate criteria, and Executive Board will need to review and vote on whether to initiate. No monetary award included. Will be a plaque with recognition at spring conference and a new category on the section website.

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

Reported that BASS account repayments are expected, but at a 5% rate, plus can request additional 5% for “critical needs” (not 10% as mentioned by Harstine). Will check with ASEE Nationals on 5% versus 10%, and continue to push for full repayment.

Two new Councils may be forming, Workforce Development and Engineering Pathways, pending By-Laws and Constitution approval process.

Harstine and Baine reference August 20 e-mail from ASEE nationals on 10% reimburse rate, not 5%. Schweisinger said his more current information is 5% rate is automatic, with 5% for critical needs by request.

Agreement by NCS Executive Board that ASEE Nationals needs better and clearer communication so that they are not sending out conflicting information.

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

Newsletter for Fall 2025 is being worked on. Need Spring 2026 Conference information from Korach. Baine to provide Outstanding Teaching Award nomination information. Gunn to do the same for Outstanding Campus Representative process.

Always remember to send your spring conference pictures with captions to Jeff for use in the next newsletter.

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

Expecting to use same on-line judging process in Spring 2026 that was used in 2024 and 2025. **Kerzmann will consider** sending out judging categories to the NCS listserv in advance of conference so people see what is being judged, but not necessarily the category weightings.

Note that student monetary awards often go unclaimed. **Kerzmann and Harstine work together** on needed paperwork to get awards out whenever possible.

For Reference: Tony Kerzmann will send the NCS 2026 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.

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

2024 and 2025 paper/poster winners and major Awards winners lists on website need updates. **Kerzmann, Baine and Gunn to double check website for their areas and get needed information to the webmaster.**

Cioc volunteered to check future Conference Hosts list.

Yoo would like detailed e-mails or screen shots (preferred) when people are asking for NCS website updates or requested changes. Please resend request after 24 hours if not responded to, due to the volume of e-mail Yoo has coming in.

Website Discussion Topic: Yoo has been in contact with ASEE Tech Officer (Joe?) about ASEE Nationals hosting the section website. They would provide templates, edit pages to fit, etc. Our current cost is \$140 through GoDaddy. Not a problem for Yoo to do the work and transfer to ASEE Nationals if we want.

Aller: Section control to edit? Yoo: yes

Kline: Archive information to be maintained? Yoo: put in folders and should work

Sanchez: They cannot do a central system for Teaching Awards, listserv issues, accounting report problems, and other problems. How do they plan to make this a success?

Sanchez: Run in parallel with our website and Nationals until they prove they can do what they promise?

Cioc: Can we see completed website hosted by ASEE Nationals to review? Google search on ASEE North Central Section goes direct to our website now, which is good.

Baine: We should not be an early adopter.

Aller: Wary of loss of control, and increase in frustration based on past issues with ASEE Nationals service.

Schweisinger: Southeast Section has adopted, and he will get information on how it is working.

16. Chair Report – Carmen Cioc, University of Toledo

Recruiting for Spring 2029 NCS Conference host. Have been in contact with Gannon University, and University of Detroit Mercy. University of Cincinnati has also been suggested as interested.

Reading the website to see where additional updates are needed.

Will be doing one or more Chair Surveys to our section colleagues to gather their input and experience with the section. Aller suggested asking about how likely someone is to attend the section conference, and if location or cost are issues.

Thank you to everyone for your continued efforts to support the North Central Section..

17. Old Business and/or New Business

Old Business

Aller requested that conference updates, advertising, awards nomination processes, conference registration, hotel information and costs, etc., be sent out more frequently by e-mail than the last couple of conferences have done.

Discussion on listserv issues as noted earlier was reiterated.

New Business

No New Business brought forward to discuss.

18. Good of the Order

Carmen Cioc has been promoted to Professor.

Diane Peters has been promoted to Professor.

Many Congratulations to both Carmen and Diane !!

Gunn to Schweisinger: Number of ASEE Fellows is very small. Getting local section people nominated and then selected as fellows is very difficult. The default seems to be that Fellows almost always are from the Divisions, or it seems if you have not held an ASEE National officer position you cannot be a Fellow. This is a topic brought up several times in the last few years by the NCS Executive Board, and we are curious if ASEE Nationals is aware of the perceptions that are out there.

Sawyers brought up new *Distinguished Member* category to self-nominate for.

Aller and Kline will not attend the March 2026 Conference, due to a scheduled hiking vacation. **An Acting Secretary will be needed for the Friday evening Executive Board meeting.**

19. Adjournment

Motion to Adjourn by Sanchez and seconded by Dampier at 7:00 PM. Motion unanimously approved.

Information Item from Kline

Summary of Monetary Awards for NCS Spring Conference, after Spring 2025 changes

Student awards are the same as in the past, per the list in Item 14 of these minutes.

Best Faculty Paper has no cash award (continuing current practice).

Outstanding Teaching Award is now \$500.

Early Career Awards will have no cash award. Distinguished Service Award, when implemented, has no cash award.

Outstanding Campus Rep Award will have no cash award.

DRAFT Minutes submitted for review by Kline to Cioc, March 16, 2026.

Minutes approved on March 27, 2026 at NCS Executive Board Meeting.

Attachment:

September 19, 2025 Treasurer's Report (2 pages).

**NORTH CENTRAL SECTION – ASEE
TREASURER’S REPORT**

Friday September 19, 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)		\$14,339.61
3/28/2025	BASS Account Balance (as report on Section Treasurer Report)**	\$14,339.61
Debits		Debit
1/17/2025	Reimbursement for Web hosting service fee	\$153.03
	Total BASS Account Disbursements	\$153.03
Credits		Credit
1/31/2025	BASS North Central Section Conference Regist-MC/CC-Jan 2025	\$525.00
1/31/2025	BASS-North Central Section Conference Regist-MC/CC-Jan 2025	\$375.00
2/24/2025	527468_Ram Sundaram-2025 NCS_BASS-Regist-LB_Feb2025	\$150.00
2/28/2025	BASS North Central Section Conference Regist-MC/CC-Feb 2025	\$2,375.00
2/28/2025	BASS-North Central Section Conference Regist-MC/CC-Feb 2025	\$225.00
3/31/2025	BASS North Central Section Conference Regist-MC/CC--Mar 2025	\$6,600.00
	Total BASS Account Revenue	\$10,250.00
3/31/2025	BASS Account Balance	\$24,436.58
Balance now matches ASEE national financial statement 6/30/22		
		"unavailable" \$25,057.48
		Total \$49,494.06

**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% Administrative fee on Conference net income may be charged in FY2022 Q4 report

teaching award*

complete

email

phone

Alexa Rihana-Abdallah	750	X	rihanaa@udmercy.edu
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Campus Rep award *change to \$500 next spring in minutes, 3/28/25 mtg

Deborah Grzybowski Ohio State University	250	X	grzybowski.3@osu.edu	(614) 292-1563
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Best Professional Paper

	Authors		Email	Phone
1	Ernest Cartwright		cartwrig@marshall.edu	
2	Diane Peters		dpeters@kettering.edu	
3	Susie Huggins		susie.huggins@mail.wvu.edu	

Best Student Papers

	Authors	Award		Email	Phone
1	Kathryn Chludzinski	200			
2	Shuyu Wang	150	X	wang.17317@osu.edu	
3	Jarod Banzon	100	X	banzon2@marshall.edu	

Best Student Posters

	Authors	Award		Email	Phone
1	Tyler Dean	150		t-dean@onu.edu	
2	Yousef Sardahi	100	X	sardahi@marshall.edu	
3	Manar Yamany	50	X	mmy00002@mix.wvu.edu	

WVU Invoice is Outstanding. awaiting ACH as far as i know.

Need minutes showing Alexa Rihana-Abdallah as Teaching award winner

Recieved letter from national that 10% repayment to be done this year and 10% next year.

GPH 9/19/25