

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

Minutes

The Ohio State University
Hitchcock Hall, Dean Conference Room
Columbus, Ohio

Friday, November 16, 2012
11:00 a.m. – 3:00 p.m.

Present: Ahmed Abel-Mohti, Betsy Aller, Roland Arter, Dan Budny, Greg Gunn, Andy Kline, Andy Milks, John Merrill (for Robert Gustafson), Kumar Yelamarthi (via Skype).

- The meeting was called to order a few minutes after 11:47 am. Introductions were made around the table. The chair, G. Gunn, asked for additions to and approval of the agenda. No changes were suggested. The minutes of the March 23, 2012, Executive Board Meeting at Ohio Northern University, Ada, OH, were reviewed. The minutes were accepted with minor changes.

Motion to accept the minutes as read: A. Kline.

Seconded by: B. Aller.

Vote: Unanimous.

- Web Master Report – K. Yelamarthi gave the web master's report over Skype. He gave a demonstration of the new ASEE NCS web design with demonstrations, including the 2013 conference web page. D. Bundy tested it on the spot. Y. Yelamarthi and R. Arter agreed to discuss the interaction between the website and the newsletter (what best goes where) when next they meet.

The report was accepted and well received.

- The Treasurer's Report was presented by A. Milks, filling in for D. Frampton, the Treasurer.

3/23/12 BASS account balance: \$11,946.46.

Total BASS account disbursements: \$2,950.00.

Total BASS account revenue: \$1,590.96.

11/15/12 BACC account Balance: \$10,586.76.

This section is expecting \$1 per member in additional revenue. D. Budny suggested that we cover the web master's (K. Yelamarthi's) cost at the upcoming conference, including registration, hotel costs and travel costs up to \$1,000, or some fixed amount. It would constitute a grant. After discussion, it was agreed that the amount would be \$500 as a grant to the web master as a means of offsetting web costs.

Motion to accept the Treasurer's report as presented: D. Budny.

Seconded: B. Aller

Vote: Unanimous.

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- The spring 2012 Conference Report, ASEE NCS, Ada, OH, was sent in from Dave Sawyer.

Presentations: 47 full papers, 10 extended abstracts, 7 posters.

Attendees: 70 professional, 61 students, including 4 K-12 educators.

There were 5 workshops, and 2 workshops for students.

Income: \$11,000.00

Expenses: \$9,383.72

Balance: \$2,616.28, including \$1,000 seed money.

The seed money plus half of the remaining balance, \$1,616.28, was returned to the North Central Section. (Not received at the time of this meeting.)

Motion to accept the 2011 conference report as presented: A. Kline

Second: A. Milks

Vote: Unanimous.

- Best paper – Discussed the criteria for “best paper.” The papers are peer reviewed and their presentations are reviewed. The same judging form will continue to be used. The judging form is on the website.
The report was accepted.
- Vice Chair Report – A. Kline reviewed the Best Teacher award status. National not up to speed. Nominations (forms, process) available on line.
The report was accepted.
- Past Chair’s Report – No report.
- Campus Representative Coordinator Report – B. Aller reported. Wants to get list of campus reps from the ASEE web page and determine who’s active and who is not. Need to remind deans to submit \$25 to North Central Section for their departments. How best to activate campus reps, including talking to deans who determine campus reps? A discussion followed. B. Ward will handle awards for past campus reps.
The report was accepted.
- Zone II Chair Report – No report.
- Chair’s Report – Deferred to new business. “Interesting” year. We need to get more people on the board, especially specialized board members and supporters. (Committee members do not have to be members of the board.)
- Spring ’13 Conference Report – Bob Gustafson, the 2013 Program Chair submitted and overall conference write-up and report that:
 - ✓ It will be held at The Ohio State University, Columbus, OH, April 5-6, 2013.
 - ✓ Hotel rooms are available on campus at the Blackwell at \$133/night.
 - ✓ Parking is available at the Tuttle and Lane parking garages.

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- ✓ Passed out a general conference schedule. Discussions followed about details.
- ✓ The early conference fee will be between \$80 and \$150 depending on costs.
The report was accepted
- Newsletter Editor Report – R. Arter: the newsletters are forthcoming, Fall 2012 and Spring 2013.
- Old Business and/or New Business – C. Gunn recommended that the ASEE bylaws and constitution be reviewed by the committee. Please read and proof and return to C. Gunn. Possible future sites for conferences, especially for 2014: Detroit, MI; Oakland, MI. Should we invite the IN-IL Section for Zone I?
- Good of the Order – None.
- Adjourned: 2:58 pm, 11/16/12.

Respectfully submitted,



Roland Arter
Secretary