

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

Minutes

The University of Akron  
Student Union, Room 310  
Akron, OH

Friday, October 21, 2016  
12:00 p.m. – 4:00 p.m.

Present: Betsy Aller, Roland Arter, Nicholas Baine, Greg Bucks, Dan Budny, Jeff Kastner, Andy Kline, Andy Milks, Gary Steffen (via speaker phone), Karinna Vernaza, Kumar Yelamarthi.

- The meeting was called to order at 12:45 p.m. After opening introductions the chair, D. Budny, asked for additions to and an approval of the agenda. No changes were suggested. The Officers list was reviewed and corrected. Updated copies are to be sent to D. Budny and K. Yelamarthi.  
Approval was unanimous.
- The minutes from the last Executive Board meeting, March 18, 2016 were presented by R. Arter then reviewed. Corrections were made.
  - Correct spelling of “Baine.”
  - Remove bullet “If a faculty member”.
  - Correct spelling of “Budny.”
  - Change “right in” to “write in” (candidate).
  - Add “national” to 125<sup>th</sup> anniversary.
  - “B. Aller suggested moving \$2,000 to the Zone 2 conference to help with funding,” was never moved or voted on. Corrected: B. Aller moved to accept chair’s report and transfer funds. Motion seconded by K. Yelamarthi. The motion passed unanimously.  
Motion to accept meeting minutes with corrections: D. Budny.  
Seconded by: B. Aller.  
Vote to accept motion: Unanimous.
- K. Yelamarthi reported (written) on the Spring 2016 Conference (at Central Michigan University).

Attendance

50 members

11 non-members

11 graduate students

130 undergrad students

Papers

34 faculty, full papers

18 faculty, extended abstracts

40 students, full papers

52, students, posters

- The attendance numbers are correct as is.
- Income: \$21,770. Expenses: \$16,770.
- \$1,500 returned to ASEE NCS board (seed money). \$3,500 forwarded to 2017 Zone 2 Conference to help with up-front expenses, up from \$2,000. Verified by e-mail vote.
- Remaining conference flash drives, about 10% bad. Check before using.  
Report unanimously accepted.

- D. Budny presented the best paper report. Discussed how submitted and winning papers from the NCS will be selected at the Zone 2 Conference. The procedure will be determined by the three best paper chairs. Discussed how to include or exclude attendees from outside of Zone 2.  
Report unanimously accepted.
- Partial Treasurer's report was given by A. Milks. \$550.00, 2016 operating account allocation was received, \$550.00 was awarded for the Outstanding Teacher Award. The BASS account balance is reported as \$10, 306.15 as of 10/21/16. Some information is outstanding.  
Report unanimously accepted.
- A. Kline gave the past chair's report. Upcoming year, a chair, vice-chair and two directors will be needed. Also mentioned that B. Aller won several awards at the National ASEE Conference.
  - Most New Professional Members during 2015-2016 Annual Membership Promotion Program.
  - Most New Professional Members in North Central Section during 2015-2016 Annual Membership Promotion Program.
  - The Section with the Highest Percentage of Campus Representative Activity Reports Submitted during the 2015-2016 Annual Membership Promotion Program.  
Report unanimously accepted.
- B. Aller, Campus Representatives Report - no report.
- Gary Steffen, the Zone 2 Chair, called in (speaker phone) and gave the Zone 2 report. The following topics were discussed.
  - B. Aller has not be receiving campus representative report from national ASEE.
  - Putting and reading papers in the Monolith system, from sections and zones.
  - Fee to submit papers? Steffen asked, but no response.
  - National plans to automate, but still working by hand.
  - Goal: For the Zone 2 Conference, have all papers in PDF format so that papers can be searched and reviewed.  
Report unanimously accepted.
- The Spring 2018 Conference at The University of Akron, Akron, OH. This part of the meeting was attended by:
  - Don Visco, Interim Dean of the College of Engineering
  - Mary C. Verstraete, Dean of Undergrad Students, College of Engineering
  - Elizabeth Kennedy, Interim Dean of the College of Applied Science and Technology (CAST, including Engineering Technology)
  - Mike Johanyak, Interim Associate Dean of CAST
  - Marcie Belcher, Chair of the Engineering and Science Technology Department, CAST
 All from The University of Akron. Faculty from both colleges, Engineering and CAST (Engineering Technology), participate in the activities of ASEE.
  - D. Budny presented an overview of our sectional conferences, the typical activities, the time frame and typical provision such as banquet space and hotels.
  - Both Deans Visco and Kennedy verbally agreed to host the 2018 ASEE NCS Conference at The University of Akron.
  - The exact venue is open. Could be in the Student Union or in classrooms.
  - Conference theme? Something general.  
Report unanimously accepted.

- R. Arter gave Newsletter report. The next newsletter will focus on a review of the Spring 2016 Conference and add announcements of upcoming events, the 2017 Zone 2 Conference and the 2017 National ASEE Conference. J. Kastner volunteered to help with the newsletter in the future.  
Report unanimously accepted.
- K. Yelamarthi gave the webmaster's report. Webspace exists on the national ASEE server if you want it. K. Yelamarthi recommends that we maintain the NCS website where it is. There are concerns about trying to make changes at this time.  
Motion to leave website at current location: K. Vernaza  
Seconded by: N. Baine  
Vote to accept motion: Unanimous
- Best teacher award report was given by K. Vernaza. Topics were discussed earlier during discussion of how winning papers are submitted to the national ASEE office.
- D. Budny gave a Zone 2 Conference Chair report.
  - Zone 2 website: <http://www.zone2.asee.org>.
  - Abstract acceptance:
    - Total submitted - 232 (mostly faculty)
    - Total accepted - 198
    - Total rejected - 13
    - Pending - 21
  - Abstract type:
    - Full - 154
    - Work-in-progress - 56
    - Workshop - 14
    - Student posters - 8
  - Presented tentative program schedule (over 3 days).
  - Hotel accommodations: \$199.00 per night + tax.
  - Software for the conference for managing abstract and paper submissions: \$750 for one year subscription.
  - Registration fees, Zone 2 Conference:
 

	<u>Early</u>	<u>Regular</u>	<u>After (late)</u>
Faculty/professional	\$350.00	\$375.00	\$450.00
Students	\$150.00	\$150.00	\$200.00

Report unanimously accepted.
- Old and/ or New business: R.
  - Grand Rapids has volunteered to host the 2018 ASEE NCS Conference.
  - Motion to forward up to \$5,000 to next Conference is needed.  
Motion: K. Yelaimarathi  
Seconded by: N. Baine  
Vote to accept motion: Unanimous
  - Arter is retiring from the ASEE NCS board.
- Good of the Order: No discussion.
- Motion to adjourn: Mutually agreed. Submitted by:  
Meeting adjourned at 3:55 pm. Roland Arter, Secretary