

# ASEE North Central Section

APPROVED

Minutes of the Executive Board Meeting

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Friday, October 7, 2022 10:00 am  
On-Line Zoom Meeting

Executive Board members present: Nicholas Baine, Betsy Aller, Craig Gunn, Andy Milks, Tony Kerzmann, Greg Harstine, David Sanchez, Carmen Cioc, David Dampier, Matt Cavalli, Jeff Kastner, Wook-Sung Yoo, Yogendra Panta, Andy Kline

Meeting called to order at 10:00 AM by Nick Baine.

## 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 Jeff Kastner, seconded by Betsy Aller. Unanimously approved.

## 3. Approval of the minutes from online March 2022 Executive Board Meeting (draft sent by Andrew Milks)

No changes or corrections were suggested. Motion to approve by Dave Dampier, seconded by Greg Harstine. Unanimously approved.

## 4. Secretary's Report – Andy Milks, University of Akron

The draft minutes from today and approved minutes will be circulated next week.

## 5. Spring 2022 Conference Final Report – David Sanchez, University of Pittsburgh

There were 105 registered participants, 69 paper abstracts submitted, 40 papers presented, and 10 posters.

No expenses or additions to the income from the March meeting. The total expenses were \$11,461.69, registration income was \$8540.00. Pitt did not use the seed money and will ensure it is returned to the section.

The \$8540 conference registration income was collected directly via the ASEE national website. David asked that Pitt be reimbursed for the \$8540 registration collected via ASEE National. Pitt has agreed to absorb the \$2,921.69 difference between the collected

registration fees and the actual expenses. A motion was made under the New Business section to approve the reimbursement from the NCS to Pitt.

**6. Spring 2023 Conference Update – Robin Hensel, West Virginia University**

Theme: Innovating the Future  
 March 24 – 25, 2023 West Virginia University, Morgantown, WV  
 Registration and paper management done via ASEE National.  
 The conference will be held on campus at the Media Innovation Center.  
 The hotels will be off campus, details to follow.

Submission Deadlines

Abstract Submission Opens	Monday, October 17, 2022
Abstract Submission Deadline	Monday, December 5, 2022
Abstract Decision Notification	Friday, December 16, 2022*
Draft Paper Upload/Deadline & Student Poster Abstract Submission Deadline	Monday, January 16, 2023
Paper Acceptance Decision Notification	Monday, February 13, 2023
Final Paper Submission Deadline	Friday, March 3, 2023
Author/Presenter Registration Deadline	Friday, March 3, 2023

The registration fees are in the table below:

Registration Fee	<i>thru 3/3/2023</i>	<i>After 3/3/23</i>	On-Site
	Early-bird	Regular	
Student	\$ 75.00	\$ 100.00	
Retired Member	\$ 75.00	\$ 100.00	
Member	\$ 150.00	\$ 175.00	
Non-Member	\$ 200.00	\$ 225.00	
On-site Registration			\$ 250.00

WVU has a team of 10 people working on this conference and are in the process of hotel negotiations.

**7. Treasurer’s Report – Gregory Harstine, University of Akron**

Greg shared the Treasure’s report. The report is included as an attachment, the current BASS balance is \$26,559.98. Several 2022 conference award winners did not supply their IRS forms, so they have not received the monetary award. Carmen Cioc opted to

donate her \$250 Campus Rep award back to the section and was thanked by several members.

Motion to accept the Treasure's report by Betsy Aller seconded by David Sanchez Unanimously approved.

The report is attached to the minutes.

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

Craig expressed a concern that several campus reps retired or left and has been working directly with campus deans to get interested people to be campus reps. He will encourage campus reps to attend section and national conferences.

**9. Vice Chair Report – David Sanchez, University of Pittsburgh**

Nomination dates are Nov 15 to Jan 15 for the Outstanding Teaching award. Mark Bedillion of Carnegie Mellon, NCS section winner, will be put forward for ASEE National Outstanding Teaching Award. David will send out an email on the list serve to announce and encourage applications.

There was a discussion of a new faculty teaching award, South East Section use 4 years or less teaching as criteria for their award. This may be a good way to attract younger faculty to ASEE early in their career.

A proposed 6 years or less teaching time award was suggested. David Sanchez will send out a draft wording of the award criteria and will pilot it this year.

No monetary award was discussed but left open for future discussion.

**10. Past Chair's Report – Betsy Aller, Western Michigan University, Emerita**

There is a need for election of 2 directors, Chair, and Vice Chair positions at the spring election conference.

Let Betsy Aller know of nominations for the available positions.

Betsy indicated the Bylaws indicate a person who has served as Vice Chair or Director may run for the Chair position.

**11. Zone II Chair Report – Charles McIntyre, Indiana-Illinois Section**

Charles was unable to attend. Nick indicated the tax on BASS tax accounts has ended.

**12. Newsletter Editor Report – Jeffrey Kastner, University of Cincinnati**

Jeff is working on updating information for the fall newsletter. It will include the 2023 WVU conference notice in the newsletter. Jeff will include the Outstanding Teaching Award notices (both the existing and new faculty teaching awards) as well as the new officer list and National Conference notice.

David Dampier noted his position is now Dean and no longer interim Dean.

### **13. Best Paper Awards Chair –Tony Kerzmann, University of Pittsburgh**

There was a total of 9 best paper award recipients. Nick sent plaques and certificates to the winners.

Greg had previously noted that not all winners had provided the appropriate IRS form for award disbursement.

Tony and Robyn will work together for screening of best paper candidates for the 2023 conference as part of the abstract/paper review process. Tony asked for volunteers to help narrow down the best paper candidates to allow the scheduling presentation at early sessions.

#### **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

Winners must be member or student in the NCS section 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.

### **14. Web Master Report – Wook-Sung Yoo, West Virginia University**

Wook-Sung currently owns and pays for the ASEENCS web domain. A motion was approved to cover the cost of the web domain name at the March 2022 meeting. He showed the current web page and requested members to contact him with any updates or suggested changes to the page. He will be adding information on the future conferences 2023 WVU, 2024 WMU, 2025 Marshall.

David Sanchez suggested that the section own the domain and should dedicate an email address to the webmaster to allow easier transition when the web master position transitions to another person in the future. Carmen suggested the section investigate the possibility of host the section webpage as part of the ASEE nation website.

Nick will investigate the possibility of a purchasing card to be used against the BASS account balance to be able to handle web hosting and other purchasing in the future. He will work with Greg to set up a purchasing card account if it is possible.

### **15. Chair Report – Nicholas Baine, Grand Valley State University**

Nick did not have additional material beyond what was discussed in other area, Conferences are set through 2025. The 2026 conference location is available and a campus in Ohio would be a

good choice to get the conference back to the middle of the section after three conferences in a row outside of Ohio.

## **16. Old Business and/or New Business**

Nick Baine made a motion that the NCS Section reimburse the University of Pittsburgh \$8540.00, for the web registration fees collected by ASEE National, seconded by Betsy Aller. Unanimously approved.

David indicated during his 2022 conference final report that expenses above the conference registration would be absorbed by Pitt.

## **17. Good of the Order**

Nick thanked everyone for their continued efforts.

Nick indicated the agenda was complete and adjourned the meeting at 11:04 a m.

DRAFT Minutes submitted by Milks  
Attachment: Treasure's Report

**NORTH CENTRAL SECTION – ASEE**  
**TREASURER'S REPORT**  
 Friday October 6, 2022  
 ASEE Fiscal Year runs 10/1 - 9/30

<b>BASS ACCOUNT</b> (Banking and Accounting Services System)		<b>\$18,013.32</b>
<b>9/24/2021</b>	<b>BASS Account Balance (as report on Section Treasurer Report)**</b>	
<b>Debits</b>		<b>Debit</b>
<b>Total BASS Account Disbursements</b>		<b>\$0.00</b>
<b>Credits</b>		<b>Credit</b>
1/31/2022	Reg_2022 ASEE - North Central Conf-MC/CC-Jan 2022	<b>\$150.00</b>
2/28/2022	2022 ASEE - North Central_Conf Registration-MC/CC-Feb 2022	<b>\$1,950.00</b>
3/31/2022	2022 ASEE - North Central_Conf Registration-MC/CC-Mar 2022	<b>\$6,440.00</b>
3/31/2022	FY2022- Q2 Bass Interest Allocation_Mar 2022	<b>\$6.66</b>
<b>Total BASS Account Revenue</b>		<b>\$8,546.66</b>
<b>3/18/2022</b>	<b>BASS Account Balance</b>	<b>\$26,559.98</b>
<b>12/31/2021</b>		<b>\$26,939.76</b>
difference matches 9/24/21 & 4/5/21 Treasurers Report		difference: <b>\$379.78</b>

Last statement Receiver 3/31/2022

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

The 30% Administrative fee on Conference net income will be charged in FY2022 Q4 report

teaching award	Mark Bedillion <mbedillion@cmu.i	750	complete
Rep award	Carmen Cioc / carmen.cioc2@UTo	250	x

<u>Best Faculty Paper</u>			
1	Jason Berberich	<a href="mailto:berberj@miamioh.edu">berberj@miamioh.edu</a>	none
2	Colin K Drummond	<a href="mailto:colin.drummond@case.edu">colin.drummond@case.edu</a>	none
3	Ramakrishnan Sundaram	<a href="mailto:sundaram001@gannon.edu">sundaram001@gannon.edu</a>	none
<u>Best Student Paper</u>			
1	Alexia Leonard	<a href="mailto:Leonard.370@osu.edu">Leonard.370@osu.edu</a>	200
2	Samuel Joel Rainey	<a href="mailto:samuelrainey@rocketmail.com">samuelrainey@rocketmail.com</a>	150
3	Matthew James Bellafaire	<a href="mailto:mbellafaire@oakland.edu">mbellafaire@oakland.edu</a>	100
<u>Best Poster</u>			
1	<u>Eric Cui</u>	<a href="mailto:cui004@gannon.edu">cui004@gannon.edu</a>	150
2	Dean Castros, Jackson Deemer, Garrett Habegger, Connor Law, Braden Miller, Dominic Wnek Advisor		100
3	Lin Zhao	<a href="mailto:zhao001@gannon.edu">zhao001@gannon.edu</a>	50

Below are the recipients and Their emails. I am missing the email for the 2<sup>nd</sup> place Best Student Poster group, although I think the advisor is Dr. Kahlid Al-Olimat -

[k-al-olimat@onu.edu](mailto:k-al-olimat@onu.edu).

It appears I never contacted k-al-olimat but I will.