

ASEE North Central Section (NCS)

Final and Official Minutes of the Executive Board Meeting

Thursday, September 28, 2023, 9:00 AM

On-line meeting hosted by David Sanchez

Executive Board members present: David Sanchez, Nicholas Baine, Betsy Aller, Andy Milks, Carmen Cioc, David Dampier, Matt Cavalli, Jeffrey Kastner, Kimberly Gray, Lin Zhao, Wook-Sung Yoo, Andy Kline

Meeting called to order 9:05 AM 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 Betsy Aller, seconded by Matt Cavalli.** Unanimously approved.

3. Approval of the minutes from March 2023 Executive Board Meeting (draft sent by Andrew Milks)

No corrections were noted. **Motion to accept by David Dampier, seconded by Nicholas Baine.** Unanimously approved.

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

Please double check the NCS officer list (sent out in March 2023 by Andy Milk) for any errors.

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

Robin not present. David Sanchez to follow up with Robin Hensel on getting final financial report from the conference held at West Virginia University. See March 2023 meeting minutes for number of paper and presenters.

Carmen Cioc requested that 2023 NCS Conference papers need to be posted to PEER (through ASEE Nationals) so they become searchable to a larger audience (including faculty tenure review processes).

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

Dates are set for March 22 and 23, 2024. Conference committees have been formed and are starting to do their work. Using Conference in a Box linking to AEE. Registration to attend conference opens January 8, 2024.

Call for papers	October 1, 2023
Abstracts due	November 15, 2023
Notice of Acceptance	December 15, 2023
Draft Submission	January 29, 2024
Notification of Acceptance	February 19, 2024
Final Submission	February 26, 2024

Conference website will be linked to NCS website. Tony Kerzmann working with Matt Cavalli on paper review process.

7. Spring 2025 Conference – David Dampier, Marshall

David Dampier suggested conference dates March 28 and 29, 2025 or first weekend in April 2025. To be held at the new Business Building and Conference Center and the Engineering Building. Date will be picked to avoid the Easter holiday weekend.

8. Spring 2026 - Mt. Union University in Ohio

Update expected at March 2024 NCS Executive Board meeting.

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

Not present. Noted by Milks that most recent written report was included in the minutes from the March 2023 NCS Executive Board meeting.

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

Not present, but he is at his cabin on Lake Michigan. Has talked to David Sanchez about getting an updated master list of all institutions in our Section.

11. Vice Chair Report – Andy Milks, University of Akron

Follow up from Fall 2022 Executive Board meeting Section will now be offering an Outstanding Teaching Award for Early Career (first 5 years). This is in addition to the

current Outstanding Teaching Award that qualifies the recipient to compete for the ASEE National Outstanding Teaching Award. Each Award will come with a plaque and cash award of \$400 from the Section.

Milks will coordinate applications dates with ASE Nationals website. Need to decide if applications will submit to ASEE Nationals website, or directly to Milks. Has been done both ways in the past. **Milks will work with 2023 award winner** to get their materials updated for submission for the 2024 National Outstanding Teaching Award review process.

2024 Review Committee: Milks as Section Vice Chair; Baine, Aller, and Kline.

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

Nicholas indicated a Vice Chair and two Director positions will be open for election at the March 2024 Section Conference. **Baine will solicit potential candidates** by an e-mail to the Section listserv. Per the By Laws, Vice Chair candidates must have served previously as a Board member. Carmen Cioc said she will be willing to run again for Director

13. Zone II Chair Report – Charles McIntyre, Indiana-Illinois Section – not present - David Sanchez as sub

Officer training slides are available on Nationals website to review.

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

October 17 deadline for materials for Newsletter. **Jeffrey working with Matt Cavalli** on 2024 Section Conference information. **Jeffrey needs additional pictures** from 2023 Section Conference, and a Chair's Letter from David Sanchez.

15. Best Paper Awards Chair –Tony Kerzmann, University of Pittsburgh - not present - David Sanchez as sub

Tony in contact with WMU about review process for 2024 Section Conference. File of Best Paper from Spring 2023 Section Conference needs to be sent to the Zone 2 Chair. For Zone 2 Paper Review Committee process (held in Fall 2023, winner advances to June 2024 competition at ASEE Nationals). **Andy Milks will serve** as “NCS Awards Chair” for the Zone 2 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

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

Updating content on website can be done, Transitioning website to new software platform. GoDaddy.com as host, rather than a university server. **Send updated materials to Wook-Sung Yoo. If anyone wishes to proofread website, please send any corrections that are identified.**

Need to reimburse for web address. **Motion by Sanchez and seconded by Baine to reimburse.** Unanimously approved. Yoo needs to get receipt or bill to the Treasurer, Greg Harstine.

17. Chair Report – David Sanchez, University of Pittsburgh

Conference Request Letters have been received from Ohio Northern University (ONU) and Kettering University (KU), plus a letter from Gary Steffen (IL/IN Section) to host a joint NCS and IL/IN Section Conference.

Discussion ensued. Single host in 2027 and Joint Conference in 2028? Geography of Section and desire to move conference around, and review of locations of past few years. Contact ONU about hosting Joint with IL/IN as they are closer geographically than KU?

Motion by Betsy Aller and seconded by Nicholas Baine to accept ONU as host for 2027 NCS Section Conference. Unanimously approved. Sanchez will contact ONU about a possible Joint Conference with IL/IN, but it will be an ONU decision as to their preference.

Have had a Joint Conference with IL/IN in the past at Fort Wayne, IN. A Joint Zone 2 Conference was held at San Juan, Puerto Rico in June 2017. Not a lot of support in the discussion for a Joint Conference, as NCS is successful in having interest to host by individual institutions.

Motion by Betsy Aller and seconded by Carmen Cioc. Pending outcome of ONU decision on a possible Joint Conference in 2027, we would invite Kettering University for hosting in 2028. Unanimously approved.

18. Old Business and/or New Business

Old Business

Due to financial difficulties at ASEE Nationals, we have limited access to our “historic balance funds,” which were all swept by ASEE Nationals to pay bills, with promise of return in the future. Next Treasurer report will update Section as to what we have access to.

New Business

a). Pursue industry sponsors for some NCS items? e.g., Newsletter, Student Paper Awards, etc. Acknowledge sponsors on website and in Newsletter. Would need to figure out an accounting mechanism.

Motion by Nicholas Baine and seconded by Andy Milks and David Dampier. NCS Executive Board members can have sponsorship discussions for Section events. Not official unless approved by NCS Executive Board. Unanimously approved.

b). Outstanding Teaching Award Honorable Mentions

Discussion ensued on recognizing very good applicants who were not selected.

Motion by Carmen Cioc and seconded by David Dampier. Decision on Honorable Mentions will be made at the discretion of the Vice Chair and the Review Committee. Acknowledge in Newsletter, at Section Conference, and on website. Unanimously approved.

c). Include links on website to a map of the Section institutions and the Newsletter.

d). Award Plaques for Section Conference (Outstanding Teaching, Outstanding Campus Representative, Appreciation to Long Serving Executive Board members). Betsy Aller and Andy Kline have been getting these done for a number of years (and donating the cost), or does the conference host wish to do themselves? Consensus to continue with Aller and Kline. One less thing for conference host to worry about.

19. Good of the Order

Motion by Betsy Aller, seconded by David Dampier to allow the \$500 Honorarium for the use of the Section Chair at his discretion in Year 1 of his term. Unanimously approved.

20. Adjournment

Motion by Nicholas Baine and seconded by Carmen Cioc . Unanimously approved. Meeting adjourned at 10:12 AM.

DRAFT Minutes submitted to the NCS Executive Board by Kline, March 2024

Approved March 22, 2024 at the NCS Executive Board Meeting, without any updates or changes.