

ASEE North Central Section

APPROVED

Minutes of the Executive Board Meeting

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Friday, March 18, 2022 6:30 pm
Live in Person Meeting
University of Pittsburgh

Executive Board members present: Nicholas Baine, Craig Gunn, Andy Milks, Tony Kerzmann, Greg Harstine, David Sanchez, David Dampier, Matt Cavalli, Jeff Kastner, Robin Hensel, Taryn Bayles, Karina Vernaza

Meeting called to order at 6:26 PM 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 was made by Greg Harstine, seconded by David Dampier. Unanimously approved.

3. Approval of the minutes from online September 24, 2021 Executive Board Meeting (draft sent by Andrew Milks)

No changes or corrections were suggested. Motion to approve was made by David Sanchez, seconded by Greg Harstine. Unanimously approved.

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

No report.

5. Spring 2022 Conference Update – David Sanchez, University of Pittsburgh

There are 105 registered participants, 10 paper sessions, 1 poster session. The conference did not use the seed money, which has been returned. Pitt provided funds to cover expenses, and will apply for reimbursement from registration fees paid through SLAYTE.

Preliminary financial report: \$8300 in registration feeds, expenses \$10,906. Pitt plans to subsidize anything over the registration income.

Preliminarily there were 63 abstract submissions, 39 accepted conference presentations, and 7 posters.

\$100 registration fee, the fee is lower than previous conferences and was intentionally kept low to encourage participation.

Conference registration income has been collected directly via the ASEE national website SLAYTE system.

Motion was made to disburse all NCS Conference registration fee income held at ASEE National SLAYTE system to Pitt by David Dampier, seconded by Matt Cavalli. Approved unanimously.

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

Conference dates March 24 and 25, 2023. At WVU in Morgantown. The conference will be a similar set up to Pitt with a Friday evening social hour, executive meeting and paper sessions primarily on Saturday. A conference theme has not yet been determined.

7. Spring 2024 Conference Letter of Interest -- Nicholas Baine, Grand Valley State University

Western Michigan University provided a letter to propose hosting the 2024 conference. A motion to accept the proposal was made by David Sanchez, seconded by David Dampier. Approved unanimously. Craig Gunn suggested planning around the theater schedule if possible.

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

Greg shared the Treasurer's report. The report is included as an attachment, the current BASS balance is \$18,013.32. The WVU \$5000 seed money has been returned to the BASS account, the 30% tax fees was not applied to the returned seed money. There were 1,397 NCS members for 2021.

Greg reported \$379.78 difference between section and National balance, this amount has held consistently for a long period of time. The section shows a balance \$379.78 less than shown by National.

A motion to accept the \$379.78 difference to be reflected in the section balance so the ending balance will become \$18,393.10 to match the balance shown by national was made by David Sanchez, seconded Nick Baine. Unanimously approved.

A motion to accept the Treasurer's report was made by Jeff Kastner and seconded by Craig Gunn. Unanimously approved.

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

Craig said to make sure you know who your campus representative is, if you do not know them contact Craig. Each institution does need to have a representative.

10. Vice Chair Report – Andy Kline, Western Michigan University, Emeritus

Andy Kline was not able to attend; Nick made the Vice Chair Report. Nine high quality submission packages were received for the Outstanding Teaching Award. The selected Outstanding Teacher Award recipient is Mark Bedillion from Carnegie Mellon University. Mark plans to attend the awards dinner on Saturday.

There was a discussion of creating an award for new faculty. Nick suggested a volunteer subgroup of Nick Baines, David Dampier and Matt Cavalli to develop criteria. David Dampier will reach out to the SE Section to see what awards and criteria the SE section uses.

11. Past Chair’s Report – Betsy Aller, Western Michigan University, Emerita

Betsy was not able to attend.

12. Zone II Chair Report – John Brocato, SE Section

John was unable to attend. David Sanchez asked John about the possibility a recorded message to present at the conference, which may be presented at lunch on Saturday.

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

Newsletters are posted on the new ASEE-NCS.org website. There will be a June newsletter including conference pictures. Robin and Jeff will work on the notice for the 2023 WVU conference.

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

Tony Kerzmann volunteered to take over as Best Paper Awards Chair when Kumar moved to the SE Section.

Tony presented a schedule of best paper candidates and asked for volunteers. Matt 1A, Tony 1A, David D. 1A, Karina 1B, David S. 1B, Jeff 1B, Nick 1C, Andy M. 1C, Greg 1C, Craig 1D, Taryn 1D, Robin 1D. All board members will judge the poster session between 11:30 and 12:15.

A motion was made by Tony Kerzmann to authorize payment for the following conference awards: Best Student Paper Awards of \$200, \$150 and \$100 and Best Student Poster Awards of \$150, \$100, \$50 and for Faculty Best Paper - NCS Conference registration for 2023 to the best three papers, seconded by David Sanchez. Approved unanimously.

For Reference - From the Fall 2017 meeting minutes:

Motion by Aller, seconded by Budny about awards for section conferences:
Best Faculty Papers, 1st, 2nd, and 3rd place: free registration at the next NCS sectional conference

Best Student Papers: 1st place, \$200; 2nd place \$150; 3rd place \$100

Best Student Posters: 1st place \$150; 2nd place \$100; 3rd place \$50

Must be member or student in 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.

Other Established Section Awards

Best campus Rep Award: \$250

Outstanding Faculty \$750

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

Wook-Sung was not able to attend. Nick noted the good job the Wook-Sung did updating the web site. Marshall is hosting the website currently. David Dampier was not aware of any costs that were incurred but will confirm.

A motion to approve payment of URL, domain name and hosting costs when needed, was made by Nick Baines, seconded David Sanchez. Unanimously approved.

The current domain name is registered until 2023.

16. Chair Report – Nicholas Baine, Grand Valley State University

Nick reported that all board vacancies have been filled. Conferences are booked for 3 years:

WVU 2023

WMU 2024

Marshall 2025

Diversity themes and the new SLAYTE system are topics of conversation amongst many at the national level.

17. Constitution / By-laws Update – Andy Kline, Western Michigan University, emeritus

Andy K. was not able to attend. Nick reported that the ASEE Board has accepted our approved bylaw changes however, the nation website does not yet show the updated information.

18. Old Business and/or New Business

Craig inquired about the discussion of reorganizing the sections and zones. Nick indicated that the idea has been put on hold.

National conference is planned for face to face, an online option is not expected.

19. Good of the Order

Motion to adjourn by David Sanchez, seconded by David Dampier, the meeting was adjourned at 8:06 pm.

20. Adjournment

DRAFT Minutes submitted by Milks
Attachment: Treasure's Report

NORTH CENTRAL SECTION – ASEE TREASURER’S REPORT
Friday March 18, 2022 ASEE Fiscal Year runs 10/1 - 9/30

NORTH CENTRAL SECTION – ASEE
TREASURER’S REPORT
Friday March 18, 2022
ASEE Fiscal Year runs 10/1 - 9/30

Operating Account has been eliminated as of 10/1/19		
BASS ACCOUNT (Banking and Accounting Services System)		
9/24/2021	BASS Account Balance (as report on Section Treasurer Report)**	\$11,603.45
Debits		Debit
12/31/2021	FY2022- Q1 Bass Administrative Fees _Dec 2021	\$3.00
	Total BASS Account Disbursements	\$3.00
Credits		Credit
9/30/2021	FY2021- Q4 Bass Interest Allocation _Sep 2021	\$0.38
10/31/2021	ASEE BASS Membership Allocation Funds Oct1, 2021	\$1,387.00
12/17/2021	Zone Conference Money (Seed Money)	\$6,000.00
	West Virginia University, College of Engineering & Mineral Resources	
12/31/2021	FY2022- Q1 Bass Interest Allocation _Dec 2021	\$6.48
12/31/2021	307845-Colin Drummond-Donation-North Central-CC-Dec 2021	\$10.00
	Total BASS Account Revenue	\$6,412.87
3/18/2022	BASS Account Balance	\$18,013.32
12/31/2021		\$18,393.10
	difference matches 9/24/21 & 4/3/21 Treasurers Report	difference: \$379.78

Last statement Received 12/31/2021

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