

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

Minutes

Ohio Northern University
Biggs Engineering Building - Science Annex 218
Ada, Ohio

Friday, September 16, 2011
11:00 a.m. – 3:00 p.m.

Present: Betsy Aller, Roland Arter, Dan Budny, Doug Frampton, Greg Gunn, Andy Kline, Ruby Mawasha, Dave Retterer, Dave Sawyers, Doug Tougaw, Bob Ward

- The meeting was called to order a few minutes after 11:00 am. The chair, G. Gunn, asked for additions to and approval of the agenda. No changes were suggested. R. Arter agreed to function as Secretary for this meeting.
- The minutes of the April 1, 2011, Executive Board Meeting at University of Central Michigan, Mt. Pleasant, MI, were reviewed. The minutes were accepted with several spelling changes.
 - D. Frampton made motion to approve the minutes with the discussed changes.
 - R. Arter seconded the motion.
 - The minutes were unanimously approved.
- The Treasurer's Report was presented by the Treasurer D. Frampton. The operating account balance is \$150.00 as of 9/16/11. The BASS account balance is \$12,278.04 as of 10/27/10. A discussion followed. What is the understanding to the word "...The treasurer must not be put in the position of expending funds on behalf of the section and requesting reimbursements for expenditures" in the clause under "Secretary/Treasurer" on page 9 of 39 of the ASEE Geographic Zones & Sections Operating Manual, 8/8/2008? Depending on the interpretation of that phrase that could be one of the things the Treasurer does. D. Tougaw agreed to check into it, but no one thought that it mean thought that it related directly to Treasurer's job as implemented at this time.
 - D. Budny suggested that we not build up a large cash reserve as non-profit organization, but operate on the positive side of breakeven. Maybe we should offer more scholarships, or larger scholarships.
 - B. Aller made a motion to accept the Treasurer's report as presented.
 - D. Budny seconded the motion.
 - The report was unanimously approved.
- The spring 2011 Conference Report from K. Yelamarthi was presented and reviewed. It was suggested that a check for \$344.00 be submitted from the Illinois-Indiana section to us to defer their share of expenses.
 - D. Budny made a motion to accept the 2011 conference report as presented.
 - D. Frampton seconded the motion.

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The report was unanimously approved.

- Best paper – B. Aller and A. Kline passed out a judging form for the best paper competition. Everyone discussed the “best paper” process. The same judging form will continue to be used. The initial reviewers will try to reduce the initial list. It was suggested that K. Yelamarthi take over as the Best Paper Awards chair. This is yet to be resolved.
 - R. Arter made a motion to accept the report as presented.
 - C. Gunn seconded the motion.The report was unanimously approved.
- Vice Chair Report – A. Kline had nothing to report other than he is currently working with the Chair.
- Campus Representative Coordinator Report – B. Aller had no report at this time. Suggested that this position be taken over by K. Yelamarthi.
- Past Chair’s Report – P. Ruby Mawasha had nothing to report other than he is currently working with the past Past Chair.
- Zone II Chair Report – D. Tougaw discussed the limited size of the e-mails submitted to ASEE national. He suggested including a web address within the e-mail to convey the information, but keep the (file) size small.
 - He has suggested that quarterly report be pushed to the sections instead of them having to be requested. He has asked national to give more attention to regional (sectional) conferences. (Links to the national website, for one.)
 - National is working a code of ethics, and is introducing a second “Year of Dialog” via Members Affairs.
- Chair’s Report – C. Gunn is looking for a new section secretary since C. Cook has resigned. He is soliciting candidates. Where will the 2013 ASEE NCS conference be held? Ohio State?
- Spring ’12 Conference Report – David Sawyers, the 2012 Program Chair submitted and overall conference write-up and report that:
 - ✓ It will be held at Ohio Northern University, Ada, OH, March 23-24, 2012.
 - ✓ Although National and Zone ASEE officers are welcome to speak, the board agreed to leave lunch open for general conversation.
 - ✓ An estimated 100-140 participants will attend with about 40 of them being students.
 - ✓ A discussion followed about award amounts. The board agreed upon the following on a per paper, not per person, basis:

| <u>Awards</u> | <u>Faculty</u> | <u>Students</u> |
|---------------|----------------|-----------------|
| First place | \$250 | \$200 |
| Second place | \$150 | \$100 |
| Third place | \$100 | \$100 |

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D. Budny made a motion to accept the report and the award amounts.

R. Arter seconded the motion.

The report was unanimously approved

These amounts constitute an increase for students. The question arose, should these increases become permanent?

D. Budny made a motion to accept the increases in the student awards permanently.

B. Aller seconded the motion.

The motion was unanimously approved.

- Web Master Report – D. Retterer reported that he plans to update the NCS website to promote and support the 2012 conference. (As of early November the web site is in place and is open for registration, submitting abstracts, etc.)
- Newsletter Editor Report – R. Arter asked for inputs, articles, photos and other items anyone would like to see in the fall newsletter. D. Budny suggested soliciting a message from the ASEE president. D. Tougaw promised to look into it. The new award values and other conference materials should also be included. The goal is to have the first draft out by mid-November.
- Old Business and/or New Business – None.
- Good of the Order – None.
- Adjournment:
 - D. Frampton made a motion to adjourn the meeting.
 - R. Arter seconded the motion.
 - The motion was unanimously approved.

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Roland Arter