

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

**Minutes**

The University of Cincinnati  
Rhodes Building, Conference Room 800A  
Cincinnati, OH

Friday, October 17, 2014  
1:00 p.m. – 4:00 p.m.

Present: Ahmed Abel-Mohti, Roland Arter, Craig Gunn, Jeff Kastner, Andy Kline, Andy Milks, Kathleen Ossman, Kenneth Reid, Karinna Vernaza.

- The meeting was called to order at 1:00 p.m. After opening introductions, the chair, A. Kline, asked for additions to and an approval of the agenda. No changes were suggested.  
Motion to accept the agenda: C. Gunn  
Seconded by: K. Ossman  
Vote to accept motion: Unanimous
- The minutes from the last Executive Board meeting, April 4, 2014 were reviewed. Several minor corrections were made.  
Motion to accept meeting minutes with corrections: A. Milks  
Seconded by: K. Vernaza  
Vote to accept motion: Unanimous
- The spring 2014 Conference Report, ASEE NCS, Rochester Hills, MI: A written report was presented by the A. Kline in behalf of S. Ganesan, the Conference Chair.

Attendance: 65 members, 2 non-members and 55 students.

Income, \$12,945.41, expenses, \$11,350.50, and a balance of \$1,594.91.

This balance will be adjusted when remaining income and costs are identified. A follow up report(s) will be presented in the future.

The report was accepted.

- The Web Master's report was presented in writing and presented by A. Kline.

Highlights: The section website has been updated with the new ASEE logo. Requested \$75 to keep the current website domain. The board agreed to pay this amount. The web master questioned whether or not the \$500 the board voted to provide annually for maintenance of the website was one time or continual. This was discussed during the Treasurer's report.

Motion was made to pay \$75.00 to keep the website domain: K. Ossman

Seconded by: A. Milks

Vote to accept motion: Unanimous

- Campus Representative Coordinator Report – Presented by A. Kline for B. Aller.

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Requests for campus representative reports were sent. No replies yet.  
The report was accepted.

- The Spring 2015 Conference Report, presented by K. Ossman, Conference Chair - The 2015 ASEE NCS will be held on April 17-18, 2015, and hosted by the University of Cincinnati, Cincinnati, Ohio.
  - Friday's reception will be held in the Engineering Learning Center, 800 level of the Rhodes Building.
  - K. Ossman presented an estimated budget.
  - Everyone discussed the conference schedule.
  - Conference website scheduled to start up on October 16, 2014.
  - A Faculty Emeritus conference rate: do not implement this year (table it), but consider it in future.
  - Abstract and paper submissions will be processed with Easy Chair.
  - Hotels: King's Gate (main hotel) and Conference Center Marriott.The report was accepted

- The Treasurer's Report was presented by the Treasurer, A. Milks. He commented that corrections were made to correct a spreadsheet mistake made earlier. The corrected values are as shown. Summary:

4/7/14 Operating account balance: \$550.00.

6/11/14 Allocation: \$550.00

4/4/14 Operating account balance: \$0.00.

4/7/14 BASS account balance: \$8,131.08.

Total BASS account disbursements: \$2,749.99.

Total BASS account revenue: \$984.00.

10/17/14 BASS account Balance: \$6,365.09 (does not include funds from last conference).

Last report, corrected.

11/8/13 Operating account balance: \$0.00.

1/1/14 Allocation: \$550.00

4/4/14 Operating account balance: \$550.00.

11/8/13 BASS account balance: \$10,654.04.

Total BASS account disbursements: \$2,632.13.

Total BASS account revenue: \$109.17.

10/16/14 BASS account Balance: \$8,131.08

- √ K. Yelamarthi called in about 3:00 pm. The board discussed the amount to be offered to the web master to cover expenses and efforts related to maintaining the ASEE NCS website.

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- Motion: The web master should be allocated \$250.00 for expenses and travel per year, if the web master chooses to receive it: K. Vernaza  
Seconded by: C. Gunn  
Vote to accept motion: Unanimous
- Motion to spend up to \$100 (\$75 now) to maintain ASEE NCS website domain:  
K. Vernaza  
Seconded by: A. Abel-Mohti  
Vote to accept motion: Unanimous
- √ D. Budny needs to send remaining ASEE NCS flash drives to K. Ossman for the 2015 spring conference. (A note for the 2015 conference.)
- √ B. Bernal's invoice for services, copying data to flash drives and converting all conference papers to PDF format, rendered. Payment was tabled until more information could be determined about the expense and guidelines that apply to paying it.

Motion to accept the Treasurer's report as presented: C. Gunn  
Seconded: J. Kastner  
Vote to accept motion: Unanimous.

- Best paper competition report was presented by A. Abel-Mohti. The same process as last year will be followed. The categories will be Best Paper (faculty), Student Best Paper, Best Poster (students). General discussion followed.  
The report was accepted.
- K. Yelamarthi, Vice Chair's report – No report.
- Past Chair's report, C. Gunn: The upcoming elections will be for a new vice-chair, two new unit directors and a person to complete K. Reid's vacated unit director position. There was no feedback about ASEE NCS's bylaws and constitution. Standard guidelines for conferences should be developed per R. Gustafson's (past conference chair) suggestion.  
The report was accepted.
- Zone II Chair Report – B. Bernal sent a written report.

Plans to have a Zone II conference in the spring of 2017 in Puerto Rico. She asked that we decide if we would support the conference with attendance, etc.

Motion to support the Zone II conference in 2017: K. Ossman.

Seconded: C. Gunn

Vote to accept motion: *None, with one abstention.*

The concerns were time, cost and other ASEE activities occurring in the same time frame.

- Chair's Report, A. Kline – Passed out copies of the bylaws and constitution. Discussion on changing from "Unit Directors" to "Directors," and on making Directors who have served a term as eligible candidates for section Chair in order to broaden pool of candidates. C. Gunn to compile recommended changes and review with Executive Board by

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e-mail. A. Kline to send to section members at least 30 days before April 2015 conference for their review. Vote by section membership to accept or not to accept will occur at April 2015 conference. Approval then needed from ASEE National office before implementing.

Motion to accept the Chair's Report: A. Milks.

Seconded: K. Vernaza.

Vote to accept motion: Unanimous.

- Spring 2016 Conference – K. Yelamarthi has volunteered to host it at Central Michigan University. No one disagreed. (*Note*: K. Yelamarthi is the 2016 conference chair, and the 2016 NCS conference will be held at Central Michigan University [see Appendix].)
- Newsletter Editor Report, R. Arter – The fall 2014 newsletter is forthcoming. It will cover the 2014 NCS conference and promote the upcoming 2015 NCS conference to be held in Cincinnati. R. Arter agreed to check on setting up ASEE NCS Dropbox. (*Note*: Since this meeting a Dropbox folder, “ASEE NCS” has been set up, but I do not know who did it.)  
The report was accepted.
- Old Business and/or New Business – Continuing allocations (see Treasurer's report section above) were reviewed to ensure that they were the agreed upon values.
- Good of the Order – None.
- Adjournment - Motion to adjourn: C. Gunn.  
Seconded: K. Vernaza.  
Vote to accept motion: Unanimous.

Meeting adjourned at 4:10 pm, 10/17/14.

Respectfully submitted,



Roland Arter  
Secretary

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Appendix



Nov 13, 2014

ASEE NCS Executive Committee

To Whom It May Concern:

The School of Engineering and Technology at Central Michigan University would be honored to host the 2016 ASEE North Central Section Conference on our campus. As the School Director, I extend my full support in organizing the conference.

If you should have any questions or concerns about Central Michigan University and our campus, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "MS Qatu". The signature is written in a cursive style with a large, sweeping "M" and "S" at the beginning.

Mohamad S. Qatu, Ph.D., P.E.  
Fellow, ASME, SAE  
Director, School of Engineering and Technology