

# **ASEE North Central Section**

## **Minutes of the Executive Board Meeting**

**Friday, September 29, 2017**

**At University of Akron**

**Akron, Ohio**

Executive Board members present: Dan Budny, Andy Kline, Betsy Aller, Karinna Vernaza, Andy Milks, Kumar Yelamarthi (by Skype), Jeffrey Kastner, Greg Harstine, Gary Steffen, Stefanos Papanikolaou, Nicholas Baine, and Mary Verstraete

Meeting called to order at 12:28 PM by Vernaza.

1. Introductions of all present.
2. Motion to approve meeting agenda made, seconded, and passed.
3. Motion to approve minutes from the March 4, 2017 Executive Board meeting at San Juan, Puerto Rico was made, seconded, and passed.
4. Spring 2017 San Juan, Puerto Rico Zone 2 Conference Report (Budny)
  - 156 oral presentations, 10 workshops, 61 student posters. 65 papers rejected or were no-shows.
  - Southeast section: 95 papers and 13 posters
  - North Central section: 21 papers and 4 posters
  - Illinois and Indiana section: 11 papers and 1 poster43 posters by students from Puerto Rico universities
  - About 25 additional papers from ASEE members outside of Zone 2

Audio equipment that came from U of Pittsburgh for the conference was donated to Puerto Rico Polytechnic University.

Financial report: Each of the three sections sent \$2,000 in seed money. Each section was returned \$1,017.02 after all the invoices were settled. Loss to NCS of less than \$1,000.

Discussion: Budny and Steffen. Nationals talking about rotating a Zone conference annually across all four zones. Possibly have another one in Zone 2 in 4 to 6 years. Will be discussed at Zone Chair level. Need to check with sections to see how far out they have their regionals already planned.

5. Spring 2018 conference plans (Milks and Verstraete)

Using Open Conference software. Registration fees probably through PayPal.

Theme: Engineering and Engineering Technology Working Together for a Better Future  
Final registration cost in process of being determined. Looking at local events for Friday afternoon rather than workshops.

Southeast section conference is March 4 to 6 at Dayton, FL at Emory Riddle.

Illinois Indiana section conference is March 24 at Purdue University.

Special Guest: Visit to our meeting by Dr. Elizabeth Kennedy, Dean of the College of Technology and Applied Sciences at University of Akron, welcoming us and expressing appreciation for having the Spring 2018 conference at U of Akron.

6. Treasurer's Report (Harstine, handout)

Accounting through Nationals seems to have caught up, and matches what we expect.

Discussion: cost to host our website through Nationals server, rather than our own. Would it be difficult to port our archived materials (papers, minutes, etc.) to them?

**Action Item:** Yelamarthi and Steffen to explore options through the Zone Chair to Nationals.

**Motion by Aller:** Allocate a payment to the web master as compensation for his efforts for the 2016-17 fiscal year for \$250, and a fee for the 2017-18 fiscal year for an additional \$250.

**Motion seconded by Milks. Passed.**

7. Campus Rep Report (Aller)

Please verify your campus representative at your home institution by comparing to the Nationals website list. Usually a dean or associate dean or chair, but try and get someone who is active in the section to fill the role by discussion with your dean. Campus Rep reports are due December 1, 2017

8. Vice Chair Report (Milks)

Outstanding Teaching Award flyer as handout. Nomination on Nationals website opens mid-November, and due January 15, 2018.

9. Past Chair's Report (Budny)

Fully retired at U of Pittsburgh on December 31, 2019. Elections to be held at U of Akron in March 2018 during the conference are for section Vice Chair and two Director positions.

#### 10. Zone II Chair Report (Steffen)

Upcoming ASEE National conferences (June each year): Salt Lake City 2018; Tampa, FL 2019; Montreal 2020; Long Beach, CA 2021; Minneapolis, MN 2022; and Baltimore, MD 2023.

Please send the campus Rep Award winner to Steffen by February 1, so he can get award materials from Nationals.

Finances at ASEE Nationals are now good. Nationals will try to send a National Board representative to each section regional conference. National Board is discussing a reorganization to try and streamline its work. Zone Chairs are looking at leveraging best practices in sections to other sections.

Doug Tougaw is now VP of Financial Affairs at Nationals (formerly a Zone 2 Chair). He is looking at BASS Account balance and encouraging sections to spend funds in a reasonable fashion for the good of the membership. He is also looking into “the tax” on incoming funds to section accounts to see if it is actually gaining much for Nationals.

#### 11. Newsletter Editor Report (Kastner)

Expecting an edition on-line in November. Will highlight Spring 2017 conference and upcoming Spring 2018 conference. Goal is two newsletters per year. Send photos from Puerto Rico to him.

#### 12. Best Paper Chair Report

Yelamarthi to work with Milks and Verstraete on process for the Spring 2018 conference.

#### 13. Web Master Report

Yelamarthi will work with Steffen on possible porting to ASEE Nationals server for archival materials from the section. **Need to know** who 2017 Campus Rep winner was for the section to add it the website. **Aller will send.**

#### 14. Chair Report (Vernaza)

Quarterly accounting reports from Nationals are coming in better now.

Discussion on Awards for Papers or Posters at future section conferences. Can be paid by the conference host from their conference funds (reduces amount of funds returned to the section, if any) or pay them through the section account as in the past.

**Motion by Aller, seconded by Budny** about awards for section conferences:

Best Faculty Papers, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place: free registration at the next NCS sectional conference

Best Student Papers: 1<sup>st</sup> place, \$200; 2<sup>nd</sup> place \$150; 3<sup>rd</sup> place \$100  
Best Student Posters: 1<sup>st</sup> place \$150; 2<sup>nd</sup> place \$100; 3<sup>rd</sup> 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 have to figure out how to divide it up.

**Motion passed unanimously.**

15. Spring 2019 NCS Conference (Baine)

To be held at Eberhard Center in downtown Grand Rapids, MI. Working on how many hotel rooms to reserve in a block (**Yelamarthi to advise them**). Will get a “University rate” which should be lower than normal rate.

16. Old Business and/or New Business

**Papanikolaou says West Virginia University is trying to decide** if it will bid on hosting the Spring 2020 NCS section conference. Person from U of Toledo had expressed some interest at Puerto Rico meeting.

Meeting Guest: Don Visco, Dean of Engineering at University of Akron

**Kline and Aller will bring needed plaques** with them to the Spring 20018 meeting.

17. Good of the Order

Aller asked about how to establish a student chapter of ASEE at a university. Steffen volunteered to look for information, and check with Tim Manicom at ASEE Nationals.

18. Adjournment

**Motion to Adjourn** made by Vernaza at 2:52 PM. Second by Aller. Passed unanimously.

DRAFT Minutes submitted by Kline to the NCS Executive Board on March 21, 2018 for review.

Minutes approved as revised by the NCS Executive Board on March 23, 2018.