

# ASEE North Central Section

## Minutes of the Executive Board Meeting

Friday, September 21, 2018

At University of Toledo

Executive Board members present: Betsy Aller, Karinna Vernaza, David Sanchez, Mahender Mandala, Nicholas Baine, Gregory Bucks on Zoom, and Andy Kline.

Guest and Meeting Host: Carmen Cioc, U of Toledo

Meeting called to order at 12:15 PM by Vernaza.

1. Introductions of all present.
2. **Motion to approve meeting agenda** made by Aller, seconded by Baine, and passed unanimously.
3. **Motion to approve minutes** (as modified) from the March 23, 2018 Executive Board meeting at Akron, Ohio made by Vernaza, seconded by Sanchez, and passed unanimously.
4. Spring 2018 Conference Report. Written report from Andy Milks, reviewed by Vernaza, as attached. Seed funds in the amount of \$5,000 have been sent to Grand Valley State University. Funds deposited to our account with ASEE Nationals are \$2,039.01 (subject to 30% tax for funds deposited with ASEE Nationals).
5. Spring 2019 Conference (Baine)

March 22 and 23, 2019 at Grand Valley State University in downtown Grand Rapids, MI. Link conference webpage to the section website by working with Yelamarthi. Open conference license was \$700 to be included in the conference expenditure budget. Discussion about types of Friday evening activities in Grand Rapids, and how the conference registration fee will be set.

6. Best Paper Chair (Yelamarthi) e-mail report read by Vernaza

Will be working on a rubric for judging posters at the Spring 2019 conference, assisted by Sanchez, Aller, and Mandala.

7. Treasurer's Report (Harstine and Milks) e-mailed to Vernaza

See attached. **Motion by Baine** to accept, seconded by Mandala. Passed unanimously.

## 8. Campus Rep Report (Aller)

Reminder about the Dean's Program for ASEE National membership. Dean pays first year, ASEE pays the second year for new members. Campus Reps should ask their Deans to participate. Aller will contact Campus Reps about sending in their annual reports, with one to be selected as the Outstanding Campus Rep for our section, with award given at Spring 2019 conference.

Reminder by Vernaza that if your university pays its institutional dues to Nationals, the institution receives four memberships to distribute as it sees fit.

## 9. Vice Chair Report (Baine)

Kline will send files he has on the Outstanding Teaching Award process. Vernaza to get Baine listed as having access to the section's list serve address.

## 10. Past Chair's Report (Vernaza for Budny)

Spring 2019 Executive Board Elections nominees.

Section Chair: Betsy Aller  
Vice-Chair: Nicholas Baine  
Director: Mahender Mandala  
Director: Gregory Bucks

Budny will solicit additional nominees by e-mail from the section. Election by paper ballot at lunch on Saturday, March 23. Nominations remain open until closed at the lunch event.

## 11. Zone II Chair Report (Kline)

Reminder to carry out section award processes on time to give them out at the Spring 2019 conference. Outstanding Teaching Award (Baine) and Outstanding Campus Rep Award (Aller). Baine to follow up with last several section winners for the Outstanding Teaching Award so they nominate themselves for the National Outstanding Teaching Award to be given out in June 2019.

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

Kline will send rubric used at the national level for judging the Best Zone Paper competition to see if the section wishes to use it for the section conference.

Analysis by Doug Tougaw shows 30% tax rate is just covering expenses to date for ASEE Nationals accounting efforts.

12. Newsletter Editor Report (Kastner) e-mail report to Vernaza

Newsletter posted to website in June. Another planned for December 2018 which will focus on the call for the Spring 2019 conference. Will include bios from new Section Executive Board members if you send them in.

13. Web Master Report (Yelamarthi) e-mail report to Vernaza

New material posted as they are sent to him. Link to Grand Valley for Spring 2019 Conference will be done when conference site is ready.

14. Chair Report (Vernaza)

Letter received from University of Toledo offering to be the host for the Spring 2021 NCS regional conference. **Motion by Aller to accept** the letter, seconded by Baine. Passed unanimously.

Future Fall Executive Board meetings are planned to be the third Friday in September and held at University of Toledo, as that seems to be a more central location for the section. Will continue as long as U of Toledo is willing to host.

Some combination of Vernaza, Budny, Sanchez, and/or Mandala to visit West Virginia University this fall to review conference facilities and give input as needed. These Executive Board members are the geographically closest to the 2020 section conference site. Vernaza to coordinate with Papanikolaou.

Vernaza, Kline, and Aller met with ASEE Nationals accounting person at the June 2018 meeting in Salt Lake City. Our section account is in good shape.

15. Spring 2020 NCS Conference (Papanikolaou) past discussion with Vernaza

See note in Item 14 about visit from Section Executive Board members.

16. Old Business and/or New Business

None.

17. Good of the Order

None.

18. Adjournment

**Motion to Adjourn** made by Sanchez at 1:58 PM, seconded by Aller. Passed unanimously.

DRAFT Minutes submitted by Kline (acting in place of Milks) to the NCS Executive Board on March 18, 2019 for review.

**Attachments:**

Spring 2018 conference report (2 pages)

Accounting report (1 page)

**Note:**

**2021 Program Chair**

Carmen Cioc

See attached business card.