

ASEE North Central Section

Minutes of the Executive Board Meeting

**Friday, March 23, 2018
At University of Akron
Akron, Ohio**

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

Meeting called to order at 6:54 PM by Vernaza.

1. Introductions of all present.
2. Motion to approve meeting agenda made by Kline, seconded by Aller, and passed unanimously.
3. Motion to approve minutes from the September 29, 2017 Executive Board meeting at Akron Ohio made by Milks, seconded by Kastner, and passed unanimously.
4. Spring 2018 Conference (Milks and Verstraete)

All session chair positions are covered. Report at a later date on number of paper and poster. Finances to date look solid based on number of registered participants. Final conference report to Board in Fall 2018.

5. Best Paper Chair (Yelamarthi)

Judges for the Best Paper and Best Poster competitions were decided. Posters need to be set up before the lunch break.

6. Spring 2019 Conference (Baine)

March 22 and 23, 2019 at Grand Valley State University in downtown Grand Rapids, MI. Baine will work with Milks on transfer of seed money (\$5000 expected) from U of Akron to GVSU. Any balance of conference proceeds from the 2018 conference at the U of Akron above \$5000 will need to be sent to ASEE Nationals for deposit, and will be subject to the 30% tax for indirect costs.

7. Treasurer's Report (Milks for Harstine)

Review of account statement that will also be reviewed at the Saturday lunch event for the conference. Accounting interactions with Nationals continues to improve, and our balances match with Nationals.

Motion by Budny: Payment of \$250 to the NCS webmaster (Yelamarthi) for the 2017-18 fiscal year for his efforts if not already done, and an additional \$250 payment for the 2018-19 fiscal year. Payment to the Section Chair Vernaza of up to \$500 for travel to section conference for Spring 2019, if she chooses to take it. Seconded by Aller. Passed unanimously.

8. Campus Rep Report (Aller)

Annual reports sent in by 15 camps reps. Paul Lin, Cleveland State University has been selected as Outstanding Campus Rep for the section for 2018.

9. Vice Chair Report (Milks)

Six nominees received for Outstanding Teaching Award. Melissa Morris from West Virginia University was selected as the award winner for the section for 2018.

10. Past Chair's Report (Budny)

Paper ballot will be use at lunch on Saturday for election of section Vice Chair. Nominee is Nicholas Baine. Two highest vote getters for Director positions will receive a 2-year term. Third place finisher will fill the remaining year of Baine's term as Director, assuming he is elected Vice Chair.

Other Board appointments by Vernaza: Milks as Section Secretary effective after June 2018 ASEE National meeting. Kastner appointed to continue as Newsletter Editor.

11. Zone II Chair Report (Steffen)

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

Exiting as Zone 2 Chair after ASEE National meeting in June 2018, and will be stepping in as ASEE VP of Member Affairs. Kline is Zone 2 Chair-elect.

Conference seed money sent to Nationals will not be subject to 30% tax, if it is identified as seed money.

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

Steffen goal as VP: increase number of nominees for National Awards.

Motion by Kline: Align or match the section's requirements for applicants to the Outstanding Teaching Award to be the same as the requirements for the National Outstanding Teaching Award. Seconded by Budny. Passed unanimously.

Vice Chair will coordinate with Nationals on website changes for NCS Outstanding Teaching Award information, as needed.

12. Newsletter Editor Report (Kastner)

Newsletter expected in May 2018 highlighting current conference events. Next edition in December 2018 focusing on 2019 conference. Kastner will be taking pictures on current conference, but you can also send him your conference photos.

13. Web Master Report

Web site is up and running and has archive of proceedings from past conferences, past award winners, meeting minutes, etc.

Discussion: Look into possibly hosting archive at Nationals. Potential costs may be an issue, but would give broader access to the conference papers by search engines. Budny mentioned that he sent the Zone 2 conference papers from Puerto Rico to Nationals for archiving. Nationals may be able to give storage space in the future, possibly as a back-up. Steffen said this is a topic that IT at Nationals is aware of. Yelamarthi mentioned we own our domain name for the next several years, as small fee was paid.

Motion by Kline: Maintain our current website and its archive, under direction of the current webmaster. Seconded by Aller. Vote: 1 abstention, all others in favor. Motion passes.

14. Chair Report (Vernaza)

Letter received from West Virginia University offering to be the host for the Spring 2020 NCS regional conference.

Motion by Budny to accept the letter. Seconded by Aller. Passed unanimously.

Vernaza will follow up about possible interest from U of Toledo to host the 2021 Spring Conference.

Vernaza will meet at the June 2018 Nationals conference with Nationals accounting person to review our section account balances as compared to the values Nationals has. Funds in our account are the "cushion funds" for the section, and we do not have a mandate from Nationals to spend down the funds, per previous discussions.

15. Spring 2020 NCS Conference (Papanikolaou)

Tentative dates are March 22 and 23, 2018.

16. Old Business and/or New Business

Dinner price for Saturday evening at section conference in March 2108 at U of Akron is based on a lesser number of people eating dinner than the number of people registered for the conference as a whole.

17. Good of the Order

Budny will be out as Director of Freshman Programs at U of Pittsburgh on May 1, 2018. Fully retire no later than December 31, 2019, to a golf course in Atlanta, GA.

18. Adjournment

Motion to Adjourn made by Yelamarthi at 8:23 PM. Seconded by Baine. Passed unanimously.

DRAFT Minutes submitted by Kline to the NCS Executive Board on September 19, 2018 for review.

Minutes approved as revised by the NCS Executive Board on September 21, 2018.