

ASEE North Central Section

Minutes of the Executive Board Meeting

**Friday, September 20, 2019
At the University of Toledo
Toledo, Ohio**

Executive Board members present: Stefanos Papadopoulos, Nicholas Baine , Betsy Aller, Craig Gunn, David Sawyers, Andy Kline, Carmen Cioc, David Sanchez, Greg Harstine, and Andy Milks in Toledo. Karinna Vernaza, Robin Hensel, and Greg Bucks via WebEx.

Meeting called to order at 12:11 PM by Aller.

LUNCH – Thanks to the University of Toledo for providing lunch for the meeting participants.

1. Introductions

Informal introductions and lunch began before the meeting was called to order. Scott Molitor, Associate Dean of Undergraduate Studies of UT College of Engineering and Technology greeted the and welcomed the group.

Garnett Hegeman (UT) provided WebEx connection and support so that those unable to attend the meeting could participate with audio and video.

2. Additions to and Approval of Agenda

Motion to approve the agenda, as submitted, by Kline, seconded by Baine and passed unanimously.

3. Approval of the minutes from Friday, March 22, 2019, Executive Board Meeting at Grand Rapids, MI

Motion to approve meeting minutes made by Sanchez, seconded by Harstine and passed unanimously.

4. Spring 2019 Conference Report – Nicholas Baine, Grand Valley State University

The conference reported net proceeds of \$1748.58. 148 total people attended the conference. There were 3 workshops. 25 faculty papers, 27 student papers, 3 faculty extended abstracts, 5 student extended abstracts and 16 posters presented.

The seed \$5000 money will be sent to WVU once the mechanism for sending a check is identified by Robin Hensel and remaining proceeds to be deposited with the treasurer.

See attached 1-page conference financial report.

5. Spring 2020 Conference Updates – Robin Hensel and/or Stefanos Papanikolaou, West Virginia University

Conference dates Friday and Saturday March 27 and 28, 2020 in Morgantown, WV. The conference activities will occur at the Marriot Waterfront Place.

The conference website link: <https://www.statler.wvu.edu/asee-ncs-2020>

Conference Deadlines

Abstract submission will open Monday October 21, 2019

Abstract review November 8, 2020.

Abstract submission December 13, 2019.

Abstract notification January 3, 2020.

Draft paper upload January 17, 2020.

Paper decision February 3, 2020.

Draft revision February 14, 2020.

Revision decision March 2, 2020.

Author registration deadline March 6, 2020.

Final Paper deadline March 13, 2020.

Discussion ensued about predicting the percentage of registrants who will attend the Friday evening social (WVU Evansdale Crossing) and Saturday evening dinner (Marriott Waterfront Place). The consensus is approximately 40% attend the events and alcohol service should conform to campus policies. All meals will be served buffet style.

WVU is planning to use the ASEE Monolith paper management system. The cost is \$25 per paper or poster and papers will be searchable on the ASEE website. Expected cost of using Monolith is approximately \$2500 for the conference.

Best paper process discussion: Conference planners should narrow the list to approximately 5 faculty and 5 students papers to provide to the best paper chair. Robin to coordinate with Kumar.

6. Best Paper Awards Chair – Kumar Yelamarthi, Central Michigan University

Kumar was not able to join the meeting. Conference planners should include the best paper candidates in morning sessions to allow final selection and printing of certificates. It may be possible to include the best paper rubric in the Monolith system to help the narrowing process.

7. Treasurer's Report – Gregory Harstine, University of Akron

No statement has been received from nationals. Statements may be provided online.
Aller to investigate with nationals

Current BASS account balance \$10,863.04.

The \$550 operating account credit will be placed in the BASS account beginning October 2019.

Motion: to pay previously approved \$250 webmaster 2019-2020 stipend to Yelamarthi. Motion by Sanchez, seconded by Aller. Passed unanimously.

Motion: to pay previously approved \$500 2019-2020 chair travel stipend to Chair Aller. Motion by Sawyers, seconded by Sanchez. Passed unanimously.

Motion made by Aller to accept the treasurer's report, seconded by Baine and passed unanimously.

See attached 1-page report

8. Campus Representative Coordinator Report – Craig Gunn, Michigan State University

Campus rep newsletter will be generated and sent to the current campus representatives.

9. Vice Chair Report – Nicholas Baine, Grand Valley State University

Outstanding Teaching Award - Nick will submit both Melissa Morris (2018) and Ryan Krauss (2019) section award winners for consideration for the national teaching award.

Baine will send out the request for section award nominations in October and in the fall newsletter, nominations will open on the national website in November.

10. Past Chair's Report – Karinna Vernaza, Gannon University

Vernaza will send a call for nominations for 2 director positions and a vice chair in January that will be elected at the spring conference at WVU.

11. Zone II Chair Report – Andrew Kline, Western Michigan University

The operating account balance will end on October 1, 2019. All future funds will be deposited and maintained in the BASS account including the annual \$550 operating funds. The operating budget will no longer be forfeited if not spent by the end of the fiscal year.

David Sanchez volunteered to be the NCS representative to the Zone II best paper committee for the 2020 national conference in Montreal.

Zone chairs are conducting a review of section and zone arrangements to see if they should be modified. Kline noted the southeast and north central sections are more active than the Illinois/Indiana section in Zone II.

Incoming zone chair is from the SES, this will require a 2022-24 NCS or Illinois/Indiana candidate to be run for zone chair Karina, Andy K. and Craig are eligible as NCS past chairs.

12. Newsletter Editor Report – Jeffrey Kastner, University of Cincinnati

Jeff was not able to join the meeting. Betsy provided a report for Jeff. Nick will provide Outstanding Teaching Award information to Jeff for the newsletter. Information for 2020 WVU conference will be included. The newsletter will go out December 1, 2019, about 2 weeks before the abstract submission deadline. Please send newsletter information to Jeff by November 15, 2019.

13. Web Master Report – Kumar Yelamarthi, Central Michigan University

Kumar was not able to join the meeting. Betsy provided a report for Kumar. The 2019 conference proceedings, awards are posted as well as updated board members and 2020 conference link.

14. Chair Report – Betsy Aller, Western Michigan University

Betsy thanked everyone for their service to the section and keeping things running smoothly, especially U Toledo for hosting the fall meeting in a central location. There was discussion of appointed positions, all appointed officers present indicated they were interested in continuing in their current role.

Next fall planning meeting will be Friday September 18, 2020 at University of Toledo.

Upcoming Conferences:

WVU 2020

Toledo 2021

Pittsburg 2022

Looking for 2023 and 2024 conference locations. Interested schools should provide a letter from the dean to the NCS Chair.

15. Old Business and/or New Business

New:

Gunn reported MSU will host another ASME E-Fest the first week of April 2020, anyone interested or associated with Mechanical Engineering is invited to participate, contact Craig for details.

16. Good of the Order

Teaching and Campus Rep awards – send information to Betsy or Andy K. by March 1, 2020 so that plaques can be made for presentation at the conference.

17. Adjournment

Motion to Adjourn made by Sanchez at 2:13 PM, seconded by Baine and passed unanimously.

DRAFT Minutes submitted by Milks

Attachments:

Grand Valley Financial report (1 page)
Treasurer's report (1 page)

Grand Valley State University 2019 NCS Conference Final Report

Registration Type	Price	Reg Data	Totals
Student	\$ 65.00	83	\$ 5,395.00
Retiree	\$ 75.00	2	\$ 150.00
Member	\$ 150.00	53	\$ 7,950.00
Non-Member	\$ 175.00	10	\$ 1,750.00
Late-Fee	\$ 25.00	8	\$ 200.00
Total		148	\$ 15,245.00

Income	
Registration Fees	\$ 15,245.00
GVSU Dean + Director	\$ 3,387.50
Seed Money	\$ 5,000.00
Total	\$ 23,632.50

Expenditures		
Fall Meeting Lunches	\$ 105.01	
Refreshments/snacks	\$ 523.30	
OpenConf	\$ 700.00	
LaserPen (200 items)	\$ 1,970.66	
Rooms	\$ 1,155.00	
Reception	\$ 2,000.00	Charged to Dean
Lunch and Dinner	\$ 7,737.48	
Paper Awards	\$ 700.00	
Badges/supplies	\$ 173.89	
Volunteer Lunches	\$ 111.75	
CC service	\$ 319.33	
Catered Breakfast	\$ 1,387.50	Charged to School of Engineering
Total	\$ 16,883.92	

Net Income	\$ 6,748.58
less seed money	\$ (5,000.00)
Net Proceeds	\$ 1,748.58

**NORTH CENTRAL SECTION – ASEE
UNOFFICIAL TREASURER'S REPORT
Friday, September 20, 2019
EXECUTIVE BOARD MEETING UNIVERSITY OF AKRON
Grand Valley State University, Grand Rapids, MI**

OPERATING ACCOUNT			
DATE	Transactions*	AMOUNT	
6/25/2019	Operating Account Balance		\$550.00
		Debit	Credit
6/25/2019	Outstanding Teacher-Ryan Kraus	\$550.00	
		\$0.00	\$0.00
12/31/2018	Operating Account Balance		\$0.00
BASS ACCOUNT (Banking and Accounting Services System)			
9/20/2019	BASS Account Balance (as report on Section Treasurer Report)**		\$12,063.04
		Debit	
6/25/2019	Chair Stipend	\$500.00	
6/25/2019	Outstanding Campus Rep - Carmen Cioc	\$250.00	
4/12/2019	Webmaster-Kumar Yelamarthi	\$250.00	
6/25/2019	Outstanding Teacher-Ryan Kraus	\$200.00	
	Total BASS Account Disbursements	\$1,200.00	
		Credit	
	Total BASS Account Revenue	\$0.00	
12/31/2018	BASS Account Balance		\$10,863.04

Last statement Received 3/19/19

**3/19/19 Report Balance

Greg Harstine P.E. ASEE North Central Section Treasurer