

Minutes

CCSC Board Meeting

Fall 2002

October 18-19, 2002

Recorded by J. Paul Myers, Jr., President-Elect

[NOTE: For a summary listing of all action motions passed, see Appendix 1]
[NOTE: the Agenda is in Appendix 2]

Present: Liz Adams
Cathy Bareiss Will Mitchell* Bob Riser
Rob Bryant Bill Myers Ingrid Russell
Anne Cable Paul Myers Carl Steidley
Myles McNally Bob Neufeld Curt White
John Meinke Kris Powers* Richard Wyatt

Absent: Kevin Treu

* non-voting attendee.

1. Call-to Order. Curt White called the meeting to order at 9:05 AM, 10/18/02.

2. President's Comments. After some welcoming and preparatory comments by the President, introductions were made.

Motion:

Approval of Minutes, Spring 2002 Board Meeting.

-- Amended to reflect the attendance of John Meinke.

-- Amended to reflect that Carl Steidley expressed opposition to the creation of a Midsouth region.

Motion passed unanimously.

A suggestion was made for the President to call for corrections to minutes in a timely fashion after draft minutes have been published, as it is difficult to amend after six months.

REPORTS

3. Past President (Ingrid Russell): See Appendix 3.

- There are now eight national vendors.
- The President submits SIGCSE in-cooperation requests twice a year (this is not done by individual regions).
- The Nominating Committee will present the upcoming Board election slate at the Spring Meeting, 2003.

4. President-Elect (Paul Myers): See Appendix 4.

- Since the Spring 2002 Meeting, three motions were passed by electronic voting:
 - to allocate \$2000 for a database server;
 - to enact a standing rule on electronic voting;
 - to reimburse the incoming Membership Secretary for attendance at the Fall 2002 Board Meeting.

5. Regional Reports ... (See Appendices 5-12)

Central Plains (Bob Neufeld): See Appendix 5.

- The Spring 2002 Conference was well attended.
- The 2003 Conference will be held April 25-26 in Emporia, Kansas.
- The revised 2003 budget was distributed; there are no bylaws yet.

Eastern (Liz Adams): See Appendix 6.

- Report yet to be published (forthcoming).
- Next year's conference to be held October 17-18, 2002 in New Jersey.
- Bylaws are in progress.
- Kudos to Bloomsburg (made contribution to the Region).
- And kudos to George Benjamin.

Midwest (Myles McNally): See Appendix 7.

- 2002 was their largest conference yet.
- Bylaws are in progress.
- The 2003 Conference will be held October 3-4 at Denison Univ. in Granville, OH.

Northeastern (Richard Wyatt): See Appendix 8.

- There was less than 50% paper acceptance at the last conference.
- The 2003 Conference will be held April 25-26 at Rhode Island College in Providence.

Northwest (Rob Bryant): See Appendix 9.

- The new database was used/tested – it worked well.
- There was good attendance at the last conference.

- The 2003 Conference will be held October 3-4 at Central Washington Univ. in Ellensburg, WA.

Rocky Mountain (Ann Cable): See Appendix 10.

- Bylaws are in progress.
- Next year's site is not final yet (October 17-18, 2003).

Southeastern (Bob Riser): See Appendix 11.

- The draft of Bylaws is being revised; probably to be finalized soon.
- The 2003 Conference will be held November 7-8 at Georgia Perimeter College in Dunwoody, GA.

South Central (Carl Steidley): See Appendix 12.

- All paper handling is now electronic (submissions, reviews, etc.).
- The 2003 Conference will be held April 11-12 at Millsaps College in Jackson, MS.

6. NECC Representative (mailed by Kevin Treu; Curt White read): See Appendix 13.

- Name change: ISTE (International Society for Technology Education).
- We need to reconsider our further relationship with ISTE (cost-benefit).

7. Conference coordinator (Will Mitchell): See Appendix 14.

- Mid-South conference budget needs to be approved (later in meeting).
- We need discussion about forming new regions. (later in meeting).

8. Membership Secretary (Cathy Bareiss): See Appendix 15.

- Membership should be up this year. Depending on when you access the data, NW "new membership" is not included. RM, ES, and SE will not be included.
- Institutional membership continues to decline.
- Spring conferences attendance are up; Fall conferences look very healthy.
- A number of regions need to work on getting information to Membership in a timely fashion. This includes information before and after a conference.
- The current membership form includes the Mid-South "region." This should be removed as an option on the membership form as there is no such actual region yet.

9. Publications Coordinator (John Meinke): See Appendix 16.

- Papers from Federally-funded projects cannot be copyright; our copyright release form is being revised to reflect U.S. Government standards.
- Handling copyright for panel abstracts needs to be clarified. Probably the author or authors of the abstract must sign copyright form.
- If a panel participant includes a position statement, then that participant should fill out a copyright form.

Motion (Liz Adams, seconded by Bob Neufeld):

All people on panels must sign the copyright form.

Yes-1; No-11: Defeated.

10. Treasurer (Bill Myers): See Appendix 17.

- CCSC is now a 503c5 organization: we can take tax-deductible donations!
- We have a sales tax exemption form (Indiana). Some other states may recognize a reciprocal exemption. It's not worth time/money to similarly file in all states (CCSC is incorporated in Indiana).
- Still no action from our bank on our being able to accept credit cards for registration fees (or other payments).
- Discussion on journal costs: extra postage for large issue vs. extra costs for additional issue(s). Can the Journal be sent media rate or book or some other discount rate?
- Regions with Bank of America: Bill Myers can provide an ATM card that allows deposit only. Then the deposit slip(s) can be forwarded to the Membership Secretary with information on all income. This would lower our cash on hand and would earn interest earlier. This procedure is written, but needs to be more widely distributed.

11. Bylaws Committee: deferred.

12. Finance Committee

- No report (Formal reports are in the Spring only).
- Annually the Board needs to appoint a Finance Committee.
- In addition to Bill Myers, the President appointed Rob Bryant, Ingrid Russell, Liz Adams.

13. Web Committee (Myles McNally)

- Regions must be diligent in sending news and contact information!
- The logo must be used uniformly; this is not being done.
- The final official logo must be highlighted on website (presently it doesn't appear!).
- Discussion on phone numbers for regions on website: encouraged, but voluntary
- Kudos from the Board to Myles McNally for Web work.

14. National Vendor Report (See Report of Past-President).

15. In-Cooperation with SIGCSE (See Report of Past-President).

- In-cooperation with IEEE (they appear to be interested). Will Mitchell is going to continue investigating this.

16. OLD BUSINESS

A. Regional Bylaws:

- Required by earlier Board action stating that regions "must organize."
- The following regions have at least draft bylaws at present: SC, NW, SE, MW, NE.
- Present CCSC Bylaws don't require CCSC approval of regional bylaws; there is no mechanism for doing so.
- Present CCSC Bylaws should be re-evaluated, in part to add more information on regions (adding bylaws, electing officers and regional representatives, etc.)
- Regional bylaws are not legally required; but they should be part of the regions' operating documents:
 - How to nominate/elect regional representatives;
 - Who is authorized to deal with money;
 - How to nominate/elect regional Steering Committee members;
 - How are specific officers/positions filled; etc.

Motion (Rob Bryant; seconded by Richard Wyatt):

The organizational and procedural documents produced by the regions will be called Bylaws and/or Standing Rules.

Yes-9; No-2: Passed.

Motion (Paul Myers; seconded by Ann Cable):

- a. All work on draft Bylaws/Standing-Rules may now be suspended until
- b. The President/Board appoint a committee to determine specific requirements for regional Bylaws/Standing-Rules and a model Bylaws/Standing-Rules for optional use by the Regions.

Motion to Table (Liz Adams; seconded by Bill Myers):

Yes-10; No-2: Passed: the motion was tabled.

An impromptu and internal committee (Bill Myers, Rob Bryant, Ingrid Russell, and Paul Myers) was appointed by the President to make recommendations on Regional Bylaws and Standing Rules. This Committee was charged to meet during the present Fall meeting.

The Fall CCSC Board Meeting was suspended: Noon 10/18/02.

The Fall CCSC Board Meeting was re-convened: 2:04 PM 10/19/02.

The Meeting reconvened at 2:04 (with a quorum of 8 voting members; remaining members in attendance joined the meeting over the next half-hour or so).

Presentation of Draft of CCSC Regional Governing Document Guidelines.

Motion (Rob Bryant; seconded; Paul Myers):

(Friendly amendment by Myles McNally: Change title of document To "CCSC Regional Bylaws/Standing-Rules Guidelines"). Final motion: To accept ...

CCSC Regional Bylaws/Standing-Rules Guidelines

Any Bylaws/Standing-Rules created by/for a CCSC Region must be consistent with CCSC Bylaws and Standing Rules. They should include:

1. Name and Purpose of the Region. This section must include "to provide one yearly conference in the CCSC: XX Region."
2. Governing Body (suggested name: Regional Board; hereafter this name will be used in these guidelines).
 - (a) Membership: define the make-up of the Regional Board.
 - (b) Define how Regional Board member positions are elected/appointed; how to remove/replace Regional Board members; and the position terms.
 - (c) Define how the Regional Board is to meet and what constitutes a valid meeting.
 - (d) Responsibilities must include the running of the yearly conference. The Regional Board may delegate tasks and responsibilities to other Regional members.
3. Regional membership is defined by the CCSC National Bylaws and Standing Rules.
4. The Regional Bylaws/Standing-Rules must define at least the following five positions: Regional Representative, Treasurer, Editor, Webmaster, and Registration Chair. The positions of Treasurer and Registration Chair must be filled by two different people (due to auditing reasons).
5. Define how changes in the Regional Bylaws/Standing-Rules are approved.

Comments:

- A. More than one of the positions specified in the Regional Bylaws/Standing-Rules may be filled by one individual (with the exception of Treasurer and Registration Chair).
- B. It is recommended that a Region establish a Regional Board and a Conference Committee. The Regional Board charge is to provide regional continuity beyond the charge of the Conference Committee, the charge of which is the running of the regional conference. These two bodies may have common members.

Yes-8; No-0: Passed.

These Guidelines are to be added to our CCSC Operating Procedures document.
Remaining regions will be encouraged to produce Bylaws/Standing-Rules by Spring 2003 Board meeting.

B. Approval of Proposed Regional Budgets:

CP 2003
Eastern 2003
NE 2004 (2003 was previously approved)
MW 2003
NW 2003
[SE & SC were previously approved for 2003].

Motion Cathy Bareiss; seconded by Liz Adams):

To accept these five budgets as reported.

Yes: unanimous: Passed.

C. Database Project:

- We need to tell Brent Wilson what still needs to be done with the DB and give him the specs so he can complete the work.
- NW used the new DB for its registration this fall with no internal problems.
- There are non-registration uses of the DB: e.g.,
 - * George Benjamin uses the DB for Journal mailing;
 - * Auditing/accounting/money-handling (this still needs testing; auditable book-keeping is presently done separately from the DB (merging still needs to be developed/tested));
 - * Local site issues (seem to be working).

- Cathy Bareiss: by Fall 2003 all components should be functional in all regions.

Motion (Liz Adams; seconded by John Meinke):

The DBA must be provided by the Membership Secretary with printed copies of all reports that the DB produces (including electronic auditing spreadsheets).

Yes-9; No-2: Passed.

- Cathy Bareiss and Kris Powers will make every effort to comply with the motion within 2 weeks.
- NE may withdraw from upcoming testing of the DB.
- President will create a new DB subcommittee to consider:

Regional use	Import data
Backup person	Dual run
Buy server	Cut over
Privacy policy	

It was suggested to include on this committee: Membership Secretary, DBA; the President took these suggestions under advisement.

D. CCSC Curriculum Study Effort

- Panels were in 4 conferences; data have been collected for guidelines, etc.
- A paper is being written.
- 300 surveys were sent to the membership.
- The Board never approved sponsoring this project and hence the use of the CCSC name.
- The Board never approved this use of the membership DB. Such uses of CCSC data must be approved by the Board. It was suggested that the Board develop a Privacy Policy for data it administers. This was added to the issues of concern for the DB committee, to be appointed.
- The Committee sent out a survey (using publicly available names -- i.e. participation lists of the conferences attended by people on the Committee) to get a sense of the need and direction for the projects. The following is the introductory paragraph: "CCSC is working on a project to aid faculty in small departments. Our first step is to better understand our audience. We hope to use the information from the survey below to not only better understand the environment but also identify the best ways to assist in the challenges associated with teaching in a small department. Please encourage everyone you know from a small department to fill out the survey. Results from this survey will be presented in the CCSC conferences during the year of 2002-2003 and will be used to guide the future work of this project. "

Motion (Cathy Bareiss; seconded by Ann Cable):

Kris Powers be authorized to use students, under her guidance, to assist with her duties as she moves into the Membership Secretary position.

Yes: unanimous: Passed.

E. Standard Operating Procedures Manual

- This Manual is done!

F. Update to Bylaws

- Bylaws Committee report was given by Curt White:
- Issues:
 - How to deal with a tie in an election;
 - Electronic voting;
 - President-Elect coordinates all committees;
 - Regions are all but absent in the national bylaws;
 - Audits;
 - Membership;
 - Fewer bylaws; more standing rules.

- There are many small issues, each of which will provoke much discussion; maybe a large-scale revision is now appropriate.
- A suggestion was made to obtain legal advice (relevant to Indiana where CCSC is incorporated) for any draft to be brought to the Board for approval.
- A suggestion was made to send an electronic draft to the entire Board, when available.
- The President will appoint this committee.

G. Audit Procedures.

- The President will appoint an Audit Committee to make its annual report at the spring 2003 board meeting.
- There was discussion that we may need to hire a professional auditor. This may have impact on the bonding of Board members, among other issues. Bill Myers has initiated contacts with professional auditors for work to be completed by tax time.

H. Fall 2003 Board Meeting Location.

- Possibilities: Eastern & RM (overlap); MW & NW (overlap); SE.

Motion (Liz Adams; seconded by Bob Neufeld):

The Fall 2003 CCSC Board Meeting will be held in conjunction with the CCSC:SE conference, November 7-8, 2003.

Yes-10; No-0: Passed.

I. Credit Card Registration.

- Covered in Treasurer's Report: in progress.
- Care must be taken in the transmission of, and even short-term storage of, credit card numbers.

J. Travel Policy.

Motion (Richard Wyatt; seconded by Carl Steidley).

To be paid by the Consortium for Board meetings for travel within the continental US:

- Lodging costs for the duration of the Board meeting (at no more than the conference rate); and additional nights of lodging if they result in net savings.
- Also a meal *per diem* of \$5, \$10 and \$20 (Breakfast, Lunch, and Dinner, respectively), if not covered by the event, will be paid to the participant.
- The Fall conference registration is waived.
- The airfare should be coach class. Members are expected to make reservations in advance in order to take advantage of discount rates.
- Members should attempt to secure funding from their home institutions.

Other travel will be decided by the Board on a case-by-case basis.

Yes-11; No-0: Passed.

Motion (Liz Adams; seconded by Myles McNally):

John Meinke is approved to be reimbursed the Spring 2003 CCSC Board Meeting.

Yes-12; No-0: Passed.

NEW BUSINESS

A. Procedure for Establishing New Regions.

-- Some members feel that there is no such procedure at present, or that the present procedure needs to be updated:

- Do new conferences automatically create new regions?
- Can any region have more than one conference per year?
- Can resulting papers be published in the Journal?

Motion (Paul Myers; seconded by John Meinke):

We place a moratorium on the formation of new conferences and regions until we have an updated mechanism in place for creating new conferences and regions. An exception will be made for the Mid-South 2003 Conference.

Yes-12; No-1: Passed and result remanded to the Bylaws Committee, to be formed (see F above).

During discussion of this motion, a number of points were made:

- The President-Elect ran on a platform of consolidation and was elected; hence the spirit of this motion seems to be the will of the membership;
- Carl Steidley read the old CCSC procedures for the creation of a new conference. These do seem to be outdated.
- No explicit Board approval was given for the Mid-South Conference.
- New conferences can cause attendance drains on current conferences.

Motion (Cathy Bareiss; seconded by Liz Adams):

To approve the Mid-South 2003 Conference budget, as revised.

Yes-unanimous: Passed.

- The Treasurer spreadsheet column will be designated 'Other' with a footnote: "For the Mid-South Conference."
- The Mid-South "Region" should be removed from CCSC Website.
- For all practical purposes, the 2003 Mid-South Conference should be treated as any new conference.

B. Board Positions

C. Increase Membership

D. ISTE (NECC) Invitation

E. National Vendor vs. Regional Vendor.

F. Paper Templates Similar to SIGCSE's.

Due to lack of time, these Agenda items (B-F) were tabled until the Spring 2003 CCSC Board Meeting.

G. Publication of the Minutes

- Publication of the Minutes in the Newsletter is required by our Bylaws: our bylaws require that Minutes are published in the next issue of the newsletter.
- It was discussed that Minutes should not be made public before the Board has approved them. There is a reason for having approval of previous minutes at the next meetings -- the minute-taker is only human, and can err; and the Board must approve the minutes before they are made public -- to do otherwise puts a totally unreasonable burden on the minutes-taker, and leaves Board members open to being held accountable for things reported erroneously.
- This issue was resolved by speculating that, until the Board approves Minutes, there really are no Minutes to be published. Therefore, one interpretation is that Minutes are to be published in the next Newsletter after Board approval of those Minutes.
- To facilitate more timely publication of the Minutes, it was mentioned that we might strive for approval by email.

MISCELLANEOUS

- There was discussion of membership terms and eligibility to vote in regional elections. This is to be revisited by Bylaws Committee.

Motion (Richard Wyatt; seconded by John Meinke):

The name and/or logo of the CCSC will not be used for any purposes that do not have approval of the Board.

Yes-3: No-9: Defeated.

During discussion, the motion was seen as unenforceable, but the intent of the Board is that no Board member may represent the position of the Board on their own.

Motion (Carl Steidley; seconded by Liz Adams):

The President is charged to prepare and distribute electronically in a timely fashion, prior to a Board meeting, a packet of the Agenda, various reports and Minutes of the previous meeting, and other relevant materials.

It was further suggested to bind these Minutes. It was also suggested that the President prepare a well-organized packet of materials in advance of Board meetings. Some opposition was voiced to this suggestion.

Motion to Table (Richard Wyatt; seconded by Bill Myers):

Yes-7; No-4: Passed.

The Fall 2002 CCSC Board Meeting was adjourned at 6:20 PM, 10/19/02.

APPENDIX 1: ACTIONS TAKEN

The Following are All Formal Motions Approved:

1. **Approval of Amended Minutes**, Spring 2002 Board Meeting.
2. The **organizational and procedural documents produced by the regions** will be called Bylaws and/or Standing Rules.
3. **CCSC Regional Bylaws/Standing-Rules Guidelines:**

CCSC Regional Bylaws/Standing-Rules Guidelines

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5. Define how changes in the Regional Bylaws/Standing-Rules are approved.

Comments:

- A. More than one of the positions specified in the Regional Bylaws/Standing-Rules may be filled by one individual (with the exception of Treasurer and Registration Chair).

B. It is recommended that a Region establish a Regional Board and a Conference Committee. The Regional Board charge is to provide regional continuity beyond the charge of the Conference Committee, the charge of which is the running of the regional conference. These two bodies may have common members.

4. To accept the five **regional budgets** as reported.
5. The DBA must be provided by the Membership Secretary with printed copies of all **reports that the DB produces** (including electronic auditing spreadsheets).
6. **Kris Powers be authorized to use students**, under her guidance, to assist with her duties as she moves into the Membership Secretary position.
7. The **Fall 2003 CCSC Board Meeting** will be held in conjunction with the CCSC:SE conference, November 7-8, 2003.

8. **Travel Policy.**

To be paid by the Consortium for Board meetings for travel within the continental US:

- Lodging costs for the duration of the Board meeting (at no more than the conference rate); and additional nights of lodging if they result in net savings.
- Also a meal *per diem* of \$5, \$10 and \$20 (Breakfast, Lunch, and Dinner, respectively), if not covered by the event, will be paid to the participant.
- The Fall conference registration is waived.
- The airfare should be coach class. Members are expected to make reservations in advance in order to take advantage of discount rates.
- Members should attempt to secure funding from their home institutions.

Other travel will be decided by the Board on a case-by-case basis.

9. **John Meinke is approved to be reimbursed** the Spring 2003 CCSC Board Meeting.
10. We place a **moratorium on the formation of new conferences and regions** until we have an updated mechanism in place for creating new conferences and regions. An exception will be made for the Mid-South 2003 Conference.
11. To approve the **Mid-South 2003 Conference budget**, as revised.

The Following are Actions Suggested:

1. A suggestion was made for the President to call for **corrections to minutes** in a timely fashion after draft minutes have been published, as it is difficult to amend after six months.
2. Discussion on journal costs: extra postage for large issue vs. extra costs for additional issue(s). **Can the Journal be sent media rate or book or some other discount rate?**

3. **Regions with Bank of America:** Bill Myers can provide an ATM card that allows deposit only. Then the deposit slip(s) can be forwarded to the Membership Secretary with information on all income. This would lower our cash on hand and would earn interest earlier. This procedure is written, but needs to be more widely distributed.
4. The final **official logo must be highlighted on website** (presently it doesn't appear!).
5. The new **Regional Bylaws/Standing-Rules Guidelines are to be added to our CCSC Operating Procedures document.**
6. Remaining **regions will be encouraged to produce Bylaws/Standing-Rules** by Spring 2003 Board meeting.
7. President will create a new **Database Committee** to consider: Regional use, Backup person, Buy server, Import data, Dual run, Cut over, Privacy policy, etc. It was suggested to include on this committee: Membership Secretary, DBA; the President took these suggestions under advisement.
8. The President will appoint a **Bylaws Committee** to propose a substantial modification to the CCSC Bylaws and Standing Rules. A suggestion was made to obtain legal advice (relevant to Indiana where CCSC is incorporated) for any draft to be brought to the Board for approval. A suggestion was made to send an electronic draft to the entire Board, when available. There was discussion of membership terms and eligibility to vote in regional elections. This is to be revisited by Bylaws Committee.
9. The President will appoint an **Audit Committee** to make its annual report at the spring 2003 board meeting.

APPENDIX 2: AGENDA

Agenda
CCSC Fall Board Meeting
October 18-19, 2002, Bloomsburg, PA

1. Call to order
2. President's comments
3. Report of past president
4. Report of president elect
5. Regional reports
 - Central Plains (Bob Neufeld)
 - Eastern (Liz Adams)
 - Midwest (Myles McNally)
 - Northeastern (Richard Wyatt)
 - Northwest (Rob Bryant)
 - Rocky Mountain (Anne Cable)
 - Southeastern (Bob Riser)
 - South Central (Carl Steidley)
6. NECC report (Curt White for Kevin Treu)
7. Conference Coordinator report (Will Mitchell)
8. Membership report (Cathy Bareiss)
9. Publications report (John Meinke)
10. Treasurer report (Bill Myers)
11. Bylaws committee report (Richard Wyatt)
12. Finance committee report ???
13. Web committee report (Myles McNally)
14. National vendor report (Curt White)
15. In cooperation with SIGCSE report (Curt White)
16. Old business
 - a. Regional bylaws
 - b. Approval of proposed regional budgets
 - c. Database project
 - d. CCSC curriculum study effort
 - e. Standard Operating Procedures Manual
 - f. Update to bylaws
 - g. Audit procedures
 - h. Fall 2003 board meeting location
 - i. Credit card registration
 - j. Travel policy

15. New business

- a. Procedure for establishing new regions
- b. Board positions

>From Ingrid R.: We need to evaluate what positions should be board positions. This is an issue that Will Mitchell raised at the board meeting last year but we did not have time to address it. Now that we are adding positions: DB admin, web master..... we need to decide which should be board positions and which not. Why for example is a NECC rep a board position but not the DB admin... If we decide to reduce and eliminate these board positions this is also one way to reduce board cost, an item you wanted to address.

- c. Increase membership

>From Ingrid R.: Individual, institutional. Our numbers are going down. I think we should have some efforts to recruit. I don't think we have such efforts now. SIGCSE's numbers are up which suggests that we could increase ours that have been stable even given the fact that we added another region: Eastern.

- d. ISTE (NECC) invitation
- e. National vendor vs. regional vendor

>From Richard W.:(1) At NE, we charge a local vendor (one that's not also a national vendor) \$200 to attend. Suppose we (NE) are interested in Vendor A and, in the absence of the national vendor program, would have been able to sign him up. In that case, NE gets \$200. But, suppose, because there is a national vendor program, vendor A decides to sign up with national. As a result, NE get only \$100, where we would have gotten \$200 had there been no national vendor program. We (NE) are therefore out of pocket \$100. What can National do to prevent NE (and other regions similarly affected) from loosing out on this? In other words, the recent introduction of the national vendor program is cost us (NE) money.

(2) As things stand at present, NE has a dilemma: should we aggressively pursue local vendors (and get the \$200) while national is itself pursuing the same vendor, in which case both national and NE appear a little "flaky", uncoordinated and unprofessional to the vendor (what if we both succeed?), or should we await the outcome of national's attempt to recruit the vendor, in which case, should national fail, it might then be too late for us? What can be done to address this? Can national set a reasonable time by which their attempt to recruit a vendor expires?

To facilitate the discussion at the meeting next week, and to get the ball rolling, might I propose the following:

RE (1): One option would be to increase the amount National gives to each region when a national vendor is signed up. It's currently \$100; but it would need to be \$200 to redress Northeastern's loss. However, first, this would probably require us to increase substantially the fee National charges, and second, some regions have only ever charged their local vendors \$100 and would then profit "unnecessarily". An alternative is for National to award to each region an amount of a National vendor's fee that reflects the size of the region and its conference, so that larger regions/conferences get a larger percentage. The percentage could be based on the num-

ber of persons paying the full registration fee at the region's previous conference. The total for all of the regions could be set by the board, with the individual percentage for each region being determined by attendance at the region's previous conference.

RE (2):

Set a time frame within which National can attempt to recruit National vendors and after which National will stop trying to do so and let individual regions attempt to do so.

f. Paper templates similar to SIGCSE's

>From Carl S.: One of my colleagues mentioned how helpful the "paper templates" and "format specifications" provided by SIGCSE are to people submitting papers to SIGCSE, particularly to first-timers. He suggested that CCSC consider providing similar help at our website; either by individual conference or by the national. I don't think any of our conferences do this currently.

g. Publication of the minutes

>From Ingrid R.: Publication of the minutes in the newsletter as required by our bylaws: Our bylaws require that minutes are published in the next issue of the newsletter. Why have we not published them consistently? And what can we do to help ensure their publication as per our bylaws?

>From Susan Dean: Minutes should not be made public before the group/Board/Vestry has approved them. There is a reason for having approval of previous minutes at the next meetings -- the minute-taker is only human, and can err, and the group/Board/Vestry MUST approve the minutes before they are made public -- to do otherwise puts a totally unreasonable burden on the minute-taker, and leaves group/Board/Vestry members open to being held accountable for things reported erroneously

17. Informational items

18. Adjournment

APPENDIX 3: PAST-PRESIDENT REPORT

Report of the Immediate Past President

CCSC Fall 2002 Board Meeting

I. National Vendor Program

We recruited 8 national vendors last year: Microsoft, Prentice Hall, Pearson Education, Scott Jones, Metrowerks, NCSI, McGraw-Hill, and Holt Software.

We generated close to **\$20,000** from grants and from national vendor registrations.

II. In-cooperation with SIGCSE

In order to simplify the process, we made the following agreement with SIGCSE regarding SIGCSE in-cooperation status of CCSC conferences:

Procedures for In-cooperation with SIGCSE (from May 2002 email agreement between Henry Walker, SIGCSE chair; Ingrid Russell, CCSC chair; and Donna Baglio, ACM representative)

1. CCSC will submit request forms for "in-cooperation" status for its conferences twice a year:
 - approximately in March of each year, covering all CCSC conferences for the following spring.
 - approximately in November of each year, covering all CCSC conferences for the following fall.

Requests will provide needed time, place, leadership, and proceedings information.

These can be submitted electronically. However, ACM also requires a signature on the "hold harmless" and "scientific freedom" clauses. A single hardcopy cover sheet for all the conferences that are submitted under it is sufficient.

2. Approximately each October, CCSC will submit a summary financial statement for all conferences for its previous year (August 1 through July 31). As an example, such a Treasurer's Report for 2000-2001 is attached.

This can be submitted electronically.

The first set of in-cooperation requests was submitted and has been approved for the Spring 2003 conferences. I forwarded the documents to Curt White to be used as templates for future requests.

III. Nominating Committee

This spring we will be electing board members for the following positions:

President Elect/Secretary
Publications Chair
Southeastern Representative
Southcentral Representative
Northwest Representative

As per our bylaws, the nominating committee should have representatives from all regions. Could regional representatives please nominate a member from your regions to serve on the nominating committee? These nominations should be sent to me asap.

IV. Spring 2003 Board Meeting and Annual Membership Meeting

I have started the communication with Scott Grissom, SIGCSE-03 Chair, regarding CCSC needs. He is aware of our needs but it is too early to make final plans now. I will forward information as I receive it.

Respectfully submitted,

Ingrid Russell
CCSC Immediate Past President

APPENDIX 4: PRESIDENT-ELECT REPORT

Report of the President-Elect

**CCSC
October 2002**

J. Paul Myers, Jr.

The President-Elect is charged with reporting the results of electronic votes taken by the Board since the last Board Meeting. It's an odd task since the President-Elect becomes aware of the Board activities only in August. In any event, these are the votes that I'm aware of ...

1. March 12, 2002

That the Journal Editor be given the authority to recognize editorial efforts on the part of the individual conferences either on the title page or in a separate editorial roster for issues of the Proceedings / Journal.

Yes: 5

No: 4

Abstain: 0

Not Voting: 4

Motion fails (per action of the Board, an email motion requires 8 affirmative votes in order to pass).

2. June 2002

To Allocate \$2000 for a Database Server.

Yes: 10

No: 0

Abstain: 1

Not Voting: 3

Motion passes.

3. July 11, 2002

To Enact the Following Standing Rule on Email Voting:

Conducting business by email shall be allowed and will be governed by Roberts Rules of Order, with the following modifications/clarifications:

- i) Any item which is proposed by a voting Board member and seconded by another voting Board member must be transmitted to the Board by the President.
- ii) All percentages will be of the number of eligible voting board members, rather than the number of votes.
- iii) A minimum time of 72 hours will be allowed for all discussions.
- iv) A minimum time of 48 hours will be allowed for all votes.
- v) At the beginning of each email discussion and vote, the President shall indicate the length of time for discussion and voting.
- vi) The Past President shall be responsible for collecting and reporting the votes. The report should include the overall counts as well as the individual votes.
- (vii) The President will distribute these rules whenever a proposal is transmitted to the Board.

Amendments, tabling motions, and calling the question are allowed as governed by Roberts Rules of Order, as modified by this Standing Rule.

Yes: 9

No: 0

Abstain: 0

Not Voting: 5

Motion passes.

4. September 23, 2002

To Reimburse Kris Powers, Attending the Fall Board Meeting (CCSC Eastern Conference, 10/02):

Yes: 11

No: 0

Abstain: 1

Not Voting: 2

Motion passes

APPENDIX 5: CENTRAL PLAINS REPORT

CCSC:Central Plains Regional Report October 15, 2002

Central Plains Conference 2002

The conference was held April 5-6 at Kansas City Kansas Community College. Bob Neufeld of McPherson College and Terri Sullivan of Kansas City Kansas Community College served as co-chairs.

- 36 papers were submitted by 29 authors. (Actually, a number of papers had multiple authors which would increase this count significantly.) 36 reviewers reviewed the submitted papers. 19 papers were accepted for presentation at the 2002 conference from 17 different authors, two of whom presented two papers. (52.8% accepted).
- The program included three workshops, four tutorials, one panel, and an open forum on curriculum 2001. We also had two "professional presentations" which were not reviewed and for which only an abstract appeared in the journal plus one student paper
- Robert Panoff, President and Executive Director of the Shodor Education Foundation, Inc. gave the Keynote Address on *Modeling as an Interactive Learning Environment*.
- Attendance was about 90.
- Eight or nine vendors were at the conference; four of those are national vendors. We currently list eleven "active vendors" on our conference web site.
- Once again the conference included a student web page contest. Entries were in two categories: Financial support was obtained from UPE and corporate contributions. Additionally, the contest site is hosted by Absolutionz. The winners are listed below.

Grand Prize (\$500): Thomas Sanchez - Northwest Missouri State University

Academic Category

First place (\$300): Adam Love

Organizational/Commercial Category

First place (\$300): Derek Helwig - Northwest Missouri State University

Second place (\$200): College of the Ozarks ACM

Third place (\$100): Melissa Breazile - Northwest Missouri State University

Future Conferences

2003: The conference will be held April 25 and 26 at Emporia State University, Emporia, KS. The conference chair is Dr. Chuck Pheatt.

2004: We have an invitation from Dr. Mustafa Kamal of Central Missouri State University in Warrensburg.

Web Site

- The Central Plains regional web site is hosted permanently at <http://www.ccsc.org/centralplains/>.
- Bruce Neubauer of Pittsburg State University continues as Webmaster and has a vision for developing a much more extensive site that "extends" the conference well past the meeting dates. As examples, this past year we placed links from the program to abstracts of the papers in advance of the conference in hopes of attracting more participation. We did not, however, include E-mail addresses for the speakers as we want interested persons to attend the conference. The keynote address was videotaped and is available on-line.

Regional Organization

While our organizational structure to date has focused on our annual conference, we have listed individuals for the "Key Positions" as requested at <http://www.ccsc.org/regions/regions.htm>. Dean Sanders of Northwest Missouri State University and Scott Sigman of Southwest Baptist University have been working on bylaws for the region and anticipate adapting the bylaws of the Northwest region to our region. Unfortunately this work has not progressed to the point of a straw vote by the conference committee but I'm hopeful that it will yet this semester.

Respectfully submitted
Bob Neufeld
Central Plains Regional Representative

APPENDIX 6: EASTERN REPORT

2002 Conference

Our 18th annual conference is being held at Bloomsburg University this weekend October 18th and 19th, 2002. The conference chair is Zahira S. Khan of Bloomsburg University. The registration chair is Youmin Lu, also of Bloomsburg University. Amruth Kumar of Ramapo College served as papers chair. The Panels/Workshop Chair was Jennifer Polack-Wahl of Mary Washington College. Curt Jones is the Programming Contest Chair. Erik Wynters is Student Poster Chair. Robert Montante is serving as Local Arrangements Chair.

Our web site is <http://orgs.bloomu.edu/ccsce02>

33 papers were submitted and 24 were accepted. Each paper was reviewed by three reviewers. There were 2 workshops submitted and both were accepted. There were 6 panels submitted and 5 were accepted.

The conference is being held at the Kehr Student Union at Bloomsburg University. On Friday, from 9am to 6pm and on Saturday from 8am to noon, there will be a display of student posters in the ballroom lobby. This is the first time we are having a student poster display at Eastern and we are very pleased that students from the following institutions are participating: State University of New York at Geneseo, Montclair State University, Lafayette College and Bloomsburg University. George Benjamin continued his capable handling of the Proceedings. Chris Kelsey was the web master and Stacy DeWaelche was an able student helper.

The vendor display will be in the Kehr ballroom lobby on Friday from 9am to 6pm And from 8am to noon on Saturday.

Robert Panoff will offer a pre-conference workshop entitled "Modeling Across the Curriculum: An Introduction to Computing in Science and the Science of Computing from 9 to noon in the Computer Lab on the first floor of the Kehr Student Union.

The student programming contest will take place between noon and five pm on Friday in the computer lab on the 3rd floor of McCormick. There are 14 teams with 41 students participating. The following institutions have sent teams: Mt. St. Mary's College, Bloomsburg University, Franklin Marshall College, Wilkes University, University of Scranton, Clarion University and Ramapo College.

Our keynote speaker is Dr. Watts Humphrey

We are grateful for the support of Bloomsburg University and Bloomsburg University Foundation for their support of the Conference.

2003 Conference plans

Our Steering Committee will meet this Saturday after lunch to make further plans for next year's Conference which will be held at Montclair State University. Dorothy Deremer will be next year's Conference Chair and John Dougherty will be the Papers Chairperson. The conference will be held October 17th and 18th, 2003 in Upper Montclair, NJ. Jennifer Polack-Wahl will be the Panels and Workshop Chairperson; Andreas Koeller will be the Programming Contest Chairperson and the Student Poster Chairperson is John Jenq. The deadline for submission of Papers, Panels and Workshop Proposals is March 18, 2003. The Call for Participation will be distributed at this year's Conference in Bloomsburg.

Other business

The members of the Eastern Steering Committee present at SIGCSE 2002 met there to discuss plans for 2003 and to discuss the status of the by-laws. George Benjamin and Jack Beidler are working on them. We will report on them after the Steering Committee has had the opportunity to review and approve them.

The Steering Committee met at Bloomsburg University in April 2002 to view the conference site and assist conference chair Zahira Khan and her committee make final decisions about the 2002 Conference.

respectfully submitted,
Elizabeth Adams

APPENDIX 7: MIDWEST REPORT

CCSC-Midwest Regional Report October 14, 2002

Midwest Conference 2002

The Midwest Conference for 2001 was held September 27 and 28 at Indiana Wesleyan University in Marion, Indiana. Flo Appel of Saint Xavier University chaired the conference. Among its features were:

- Fifteen papers, including four student papers.
- Four tutorials: Extreme programming, Database Driven Web, Mac OSX Development, AP Case Study.
- Three panels including a special two part NSF session on funding opportunities.
- Student Poster Session with 9 posters.
- Pre-conference workshop on Database-backed Websites.
- Post-conference workshop on Using Lego Mindstorms across the Computer Science Curriculum.
- Keynote address by Jane Pray of the National Science Foundation entitled *NSF Funding Opportunities for Small College Computer Science Departments*.
- Banquet Address by Dr. Panos Linos, discussing "The EPICS (Engineering Projects In Community Service) Program at Butler University."
- Our first programming team competition, with 13 teams participating.

UPE awards were given to the best student papers, posters, and best in show. Awards were also given to the top three programming teams.

Attendance was a record high of 115, with large increases in student attendance due to the programming contest. The attendance figures were as follows:

Attendee	40	Student	36
Participant	19	Programming Team	14
Speaker	2	Vendor	4

A great time was had by all!

Midwest Conference 2003

The Midwest Conference for 2003 will be held October 3-4, 2003 at Denison University in Granville, Ohio. Deborah Hwang of the University of Evansville will chair the conference, and Joan Krone of Denison University will be the site chair. The budget for this conference is appended to this report.

Other Issues

- At the business meeting associated with the conference, regional bylaws were discussed in detail. A first draft of this document is appended to this report.
- The tentative site for the Fall 2004 Midwest Conference is Kalamazoo College in Kalamazoo, Michigan. The conference chair will be Cathy Bareiss of Olivet Nazarene University and Alyce Brady of Kalamazoo College will be the site chair if the conference is held at Kalamazoo.

Respectfully submitted by Myles F. McNally, Midwest Representative.

APPENDIX 8: NORTHEASTERN REPORT

Northeast Report Report from the CCSC: NE to the CCSC Board

{2002 Conference}

The Seventh Annual NE conference was held at Worcester State College, Worcester, Massachusetts, April 19-20, 2002. It was another successful conference. The total attendance was 273, with 253 pre-registering, 28 registering on-site, and eight no-shows. There were also 134 student registrants. There were just 20 (of the 43 submitted) papers accepted. Two (of two) workshops, three (of four) tutorials, and five (of five) panels were accepted.

The three best-paper awards, \$150 for first, and two at \$75 for equal second, were given at the lunch, which marked the end of the conference. There were 29 student posters displayed. Each was judged by at least two of the twelve judges, mostly during the social hour. The best-poster prizes, sponsored by UPE, were given at the dinner on the Friday. Vendor participation was strong, as it has been in the past. The programming contest consisting of a shortened, three hour, version of the ACM contest attracted 29 teams from 22 different schools. Prizes, courtesy of Microsoft, were awarded at the dinner on the Friday. There were two excellent plenary sessions: Leslie Pack Kaelbling (Massachusetts Institute of Technology) and Allen Tucker (Bowdoin College).

The committee was introduced for the 2003 conference, which is to be held at Rhode Island College, Providence, RI, April 25-26, 2003. The conference co-chairs are Rod Rodrigues (Rhode Island College) and Frank Ford (Providence College). The papers deadline is November 16, 2002; all are encouraged to submit.

{Other Matters}

1. The venue for the 2004 conference has been selected: Union College, Schenectady, N.Y.
2. During the past year CCSC: NE dealt with the following noteworthy matters:
 - [a.] Our paper submission process has had two problems: authors do not need to register and submit their papers at the one time; and, there is the potential for naming conflicts to arise as did, perhaps, for the

2003 conference.

Henceforth, (1) the submission process will consist of just one step, (2) at the time of submission, authors are to be given a paper number and a password, which will allow for paper revisions (3) each paper is to go into a unique directory, and (4) authors are to be sent an email containing relevant information immediately after their submissions.

[b.] Henceforth, papers are to be submitted only in MSWord or PDF formats.

[c.] We are moving towards have the camera-ready versions of papers, etc. submitted via the WEB.

[d.] The best-paper winners are now to be determined by the papers chairs based on the remarks from reviewers and, if necessary, further evaluation by the papers chairs themselves. In the past, the papers chairs merely chose the candidate papers from the reviewers' reports and awards were then based on the content and delivery of the papers at the conference, as judged by the best paper judges.

Respectfully submitted (Oct.18, 2002):

Richard Wyatt
Board Chair of the CCSC: NE

APPENDIX 9: NORTHWEST REPORT

CCSC-Northwest Regional Report October 11, 2002

Northwest Conference 2002

The Northwest Conference for 2002 was held October 4 and 5 at Seattle Pacific University in Seattle, Washington. Phil Prins of SPU was the conference chair. Among its features were:

- 13 papers were submitted, 11 were accepted and presented.
- 8 panels and tutorials were presented.
- Keynote address by Larry Wall of The Perl Foundation *entitled Studies in Ballistic Arts*.
- Banquet entertainment - piano (Elaine Weltz), violin (Larry Wall), and flute (Barbara Oakley) music.

We had 7 student posters this year and awarded 1st, 2nd, and 3rd cash prizes for best posters

Attendance figures:

- Preregistrations: 49- regular, 5- onsite, 16- student
Vendor Registrations: local - 2, national 3

The conference was well received by those in attendance and much positive feedback was received.

Northwest Conference 2003

The Northwest Conference for 2003 will be held October 3 and 4 at Central Washington University in Ellensburg, Washington. Ed Gellenbeck of CWU will chair the conference.

Other Issues

1. By-laws for the region were revised to a shorter version along with the creation of standing rules. They are attached. The regional membership will vote on approval of these this winter.
2. The NW region used the new DB for registrations (in parallel with the membership secretary's registration), name tag generation, and meal ordering. The local registrar reported everything went smoothly with the new process. (registration report attached).

Respectfully submitted by

Rob Bryant
Northwest Representative.

APPENDIX 10: ROCKY MOUNTAIN REPORT

CCSC: Rocky Mountain Region-Preliminary Report October 16, 2002

Rocky Mountain Conference 2002: October 18-19

The conference is being held at Metropolitan State College of Denver. Details will appear in the Spring report. General information about the conference and steering committee can be found at the conference web site: <http://www.business.uvsc.edu/rmccsc/>. The Conference Chair is Tim Reeves (reeves@sjc.cc.nm.us) and the Co-Site Chairs are Judy Gurka (gurka@mscd.edu) and Noel LeJeune (lejeunen@mscd.edu)

Rocky Mountain Conference 2003: October 17-18

The RM steering committee will meet on October 18, 2002 to determine final details of next year's conference. Agenda items include: next year's conference committee, regional bylaws, regional policies and procedures. An addendum to this report will include the decisions made at this meeting.

Respectfully submitted by

Anne Cable
Rocky Mountain Representative.

APPENDIX 11: SOUTHEASTERN REPORT

CCSC-SOUTHEAST REGIONAL REPORT Fall 2002

Fall 2002 CCSC: Southeastern Conference

The 16th CCSC Southeastern Conference is scheduled for Nov 8-9 at Furman University in Greenville SC. Kevin Treu (Furman) is chairing the steering committee; Kevin Treu and Paula Gabbert are site co-chairs, Laurie White and Andy Digh (Mercer) are program co-chairs, Lorie Moffit (East Tennessee State) is in charge of the programming contest, and Becky Tallon (David Lipscomb) is in charge of the Web contest. Other regional board members are Julia Benson (membership and 2003 site co-chair), Priscella Dodds (2003 site co-chair), Susan Dean (publicity, UMUC – Maryland in Europe), Dee Medley (treasurer, Augusta State University), Bill Myers (local registrar, Belmont Abbey College), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), and Jon Fouss (2001 site co-chair, David Lipscomb University).

The scheduled program includes 23 regular papers, 1 student paper, 2 panels, and 3 tutorials. A total of 39 regular papers were submitted of which 19 were accepted outright, 5 accepted conditionally, and 15 rejected (acceptance rate 61.5%). 3 student papers were submitted with 1 accepted, 1 conditionally accepted and then withdrawn, and 1 rejected.

Greg Easterlin, Chief Information Officer of Milliken & Company will give the keynote address “Using a Mixture of Old and New to Build a World-Class Internal Supply Chain System.” Dr. Robert Geist, co-founder of the Master of Fine Arts in Computing at Clemson University, will give the banquet address “Digital Production Arts: Coming Soon to a College Near You!”

Student activities consist of a programming contest, a web design contest, and student papers. 22 teams have already registered for our 9th annual programming contest but the maximum of 25 is expected. 6 teams submitted entries to our 2nd annual Web Design contest, and one student paper will be presented. Winners in each of the competitions will be announced at lunch on Saturday, Nov 9. Web contest awards are funded through the UPE grant.

Fall 2003 CCSC: Southeastern Conference

Georgia Perimeter College, Dunwoody GA, will host the 2003 conference on Nov 7-8. Julia Benson and Priscilla Dodds are site co-chairs.

Other Regional Issues/Activities

The regional board will meet at the fall conference in Furman.

Regional by-laws – A draft was distributed (attached) and modified based on feedback received. Additional suggestions continue to be received. The by-laws will be considered for official approval at the Furman conference.

Consideration of new category of paper submissions – It has been suggested that we consider a new non-referred category for which brief proposals would be considered. This might be something like ITiCSE's new category for tips, ideas, works in progress or the Lightning Talks (5 minute) at the Open Source Conference. This will be discussed at our fall meeting.

Respectfully submitted,
Bob Riser
Southeastern Regional Representative.

APPENDIX 12: SOUTH CENTRAL REPORT

CCSC-South Central Regional Report

October, 2002

The 2002 CCSC SC Annual Conference was hosted by Texas Lutheran University in Seguin, Texas April 12-13, 2002. The conference was chaired by Bill Musgraves. There were 93 total attendees with 26 of these being student attendees. The keynote speaker was David Reed of Advanced Micro Devices. The title of his talk was: "Functional Verification and the Continued Need For Software Professionals." The dinner speaker was Don Shafer, a software consultant. The title of his talk was: "Why2K? A Look Back at Confusion, Conflict, and Crappy Software."

There were 31 professional papers submitted, 20 were accepted (64.5%)

Amardeep Kahlon, Austin Community College, Panels and Tutorials Chair, reported that 1 Panel proposal had been received and 4 Tutorial proposals had been received.

Student paper winners were:

First place:

Merging Operations on Binary Space Partitioning Tree
Representations for Objects Bounded By Curved Surfaces.

by

Angela Roles,
Southwestern University

Second Place: Sustained Learning in Critical Domains of Robotic Systems.

by

Hoimonti Pal
Trinity University

Third place:

Genetic Algorithms vs. Greedy Algorithms in the
Optimization of Course Scheduling.

by

Chris Herbig
St. Edwards University

Honorable Mention:

A Quantitative Analysis of Robotic Languages.

by

Arnold Vento, Cindy Beltran, Emi Taniuchi
St. Edwards University

Honorable Mention:

KRAK: Knowledge Based Resource Advising Kit.

by

Ashish Bansal, Kyle Cline, Kassie Rangle, Ryan Zunke
Texas Christian University

The National Vendors that attended or sent information to be displayed included:

Course Technology

Shodor Corporation

Prentice Hall

Holt Software Associates Inc.

The workshop

“Modeling as an Interactive Learning Environment:
An introduction to computing in science
and the science of computing”

was conducted by Dr. Robert Panoff of National Computational Science Institute.

The 2003 South Central Conference will be hosted by Millsaps College of Jackson, MS. South central Fall 02 Steering Committee meeting will be held in Jackson, MS at Millsaps College, Nov.15-16, 2002. The Spring 03 conference will be held on April 11-12, 2003.

With respect to our report to the board at the Spring 02 meeting in Cincinnati when we were questioned about the SC “In-Cooperation with SIGCSE application” and responded that Bill Musgraves of Texas Lutheran University reported that he had filed the documentation, but had received no reply, please see the email below.

Date: Wed, 17 Apr 2002 10:40:32 -0500

From: Barbara Boucher Owens <owensb@southwestern.edu>

To: Donna Baglio <baglio@hq.acm.org>

Cc: Henry Walker <walker@cs.grin.edu>

Subject: In co-operation with

Donna,

I received your letter announcing the "in cooperation with" status of the Consortium for Computing in Small Colleges South Central Conference. The timing was not very good as the conference was last weekend. I know that I completed the paperwork in early January. Thus, SIGCSE's name did not appear on any of the paperwork, nor in any meeting announcement list on the web.

Could you advise me of the time needed to complete the paperwork?
Should we expect a four-month delay?

Thanks,

Barbara

The 2004 conference will be hosted by Austin Community College of Austin, TX. The Conference Chair will be Amardeep Kahlon.

Respectfully submitted by

Carl W. Steidley
South Central Representative.

APPENDIX 13: NECC REPORT

NECC REPORT TO THE CCSC BOARD, October 18, 2002

1. NECC 2003 is scheduled for Seattle, June 30-July 2. Please see the web site at www.neccsite.org for conference details. The submission deadline for papers, etc. is October 9. The conference is expected to draw between 13,000 and 15,000 attendees. There is the potential for finding a large audience for people interested in learning more about CCSC.
2. CCSC sponsored a panel discussion entitled "Investing in the Future: K-12 Outreach Opportunities for College Computer Science Departments" at the 2002 conference in San Antonio in June. Panelists included Gail Miles from Lenoir-Rhyne College, Lori Mullen (Technology Coordinator for Greenville County Schools), Steve Howard (Virginia Governor's School for Science and Math) and myself. The presentation began with a discussion of CCSC. There were approximately 20 attendees at the session.
3. The National Educational Computing Association (NECA), which was the primary organizer of NECC, has officially merged with the International Society for Technology in Education (ISTE). The new organization (called ISTE) is still working out some of the details of its operation. Relevant to CCSC is the concept of a "cooperating professional society" (CPA). In the old NECA organization, CCSC was a "sponsoring society". Benefits of being a sponsoring society included the annual society session at the conference, booth space to advertise, access to the NECA grants program, and the ability for people to join CCSC on the NECC registration form.
4. CCSC has been "grandfathered" as a CPA through June 2003 (with no dues).
5. The question before us now is whether or not to continue our association with ISTE as a CPA after June 2003. The ISTE Board is meeting this weekend (October 5-6) to discuss the report of a task force on CPA dues and benefits. Though our meetings is two weeks after this, I've been assured that any feedback we provide will be considered before a final decision is made. Attached is a brief outline of the proposed ISTE CPA dues and benefits structure. I will pass along any comments/suggestions that the CCSC Board has to make. The main bit of feedback that I've provided thus far is that the fee is too high. The benefits as listed don't seem to be significant enough to justify the fee, especially considering that previously there **was** no fee. So, what I'd like the Board to discuss is two-fold: (1) what other benefits, if any, should be considered by the ISTE task force, and (2) even if these benefits are added, does CCSC wish to remain as a CPA?

Respectfully submitted,
Kevin Treu

APPENDIX 14:

CONFERENCE COORDINATOR REPORT

Report of the Conference Coordinator
to the Fall 2002 Board Meeting of the
Consortium for Computing Sciences in Colleges
William Mitchell

- A. Progress of the initial MidSouth Conference. Attached is the first call for this conference. The second call for papers is going out this week to nearly 500 individuals. The mailing list began with CCSC members in the region combined with a list of IT faculty maintained by the Business College at the University of Mississippi. The website is present on the CCSC server (<http://www.ccsc.org/midsouth>) and at Rhodes College (<http://www.mathcs.rhodes.edu/~ms>). The Vendors chair is working on bringing in vendors (Memphis has many possibilities) and is to contact the national committee to determine the potential for having national vendors present (because this is an experimental conference, it is not promised to national vendors). The paper submission deadline is December 6, so no papers have been received to date, but several promises have been received. Only one panel has semi-officially submitted but the panels chair hopes to have a couple of others. The Student Activities committee is working on details for the logo contest and student participation. The French Quarter Inn on Overton Square has quoted us a \$59 per night conference rate. The Steering Committee continues to be enthusiastic about the prospects for a successful conference and a new region.
- B. The Board's Standing Rules commit the CCSC to supporting the initial conference once the Steering Committee has been formed and accepted the conditions imposed on conferences by the Board. The CCSC will publish the conference proceedings as an issue of the Journal as a consequence of the refereeing processes being followed. However, the Board needs to approve the proposed conference budget (attached), and the Board may wish to stipulate any conditions that must be met to continue under CCSC sponsorship and to join the CCSC as a new region. Taking these matters serially, **I move that the proposed budget be approved.**
- C. As Conference Coordinator my role is to support existing conferences and to organize new ones. As presented to the last board meeting, a Memphis area conference has been in the making for several years, and I believe that a MidAmerica region is feasible in another few years. I think that with the addition of Eastern we have begun to downplay the role of state boundaries in describing a region (at least in terms of a partition). Eastern overlaps both NE and SE. I describe MidSouth as 200 mile radius around Memphis. It will pick up western TN and KY, northern AL and MS, Northeastern LA, the eastern half of Arkansas, the SE of Missouri, and southern IL. St. Louis area remains on the border between CP, MW, and MS, and the Columbus, Cleveland,

Pittsburgh, Charlestown, WV quadrilateral is un-served by CCSC (the potential MidAmerica region). I would describe SE as a 300 mile radius of Chattanooga and SC as a 300 mile radius of Austin even though they have gone to Oklahoma City once and Jackson, Mississippi twice in thirteen years. NE seems to attract within 150 miles of Boston, and Eastern within 150 miles of Scranton (where it began). Northwest was carved out of Rocky Mountain, but actually RM doesn't reach across the Rockies in the same way that neither SE or SC ever reached Memphis. There are a dozen institutions of higher education teaching computing within the Memphis city limits, and only three of the private ones are on the MidSouth steering committee (but we will recruit the others). I therefore believe that MidSouth will make a very viable region and will have minimal overlap with its neighbors (it might win attendees from central Mississippi, but only when the conference goes south of Memphis).
I move that the Board evaluate the progress of MidSouth at the next meeting in Reno and at that time specify conditions for forming a new region.

Attachment:

Mailed from: DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE
Box 4025 • Clinton, Mississippi 39058

FIRST ANNUAL

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

MID-SOUTH CONFERENCE

□ □ □ □ □ □ □ □ □ □

Call For Papers

□ □ □ □ □ □ □ □ □ □

Papers Panels Tutorials Workshops

Logo Contest

RHODES COLLEGE

March 28-29, 2003

Memphis, Tennessee

Statement of Purpose

The Mid-South Conference intends to provide a forum for the exchange of information in computing. It is aimed at college faculty, students, and other interested college personnel.

2003 Conference Steering Committee

Conference Chair Donna Satterfield
University of Arkansas at Little Rock dksatterfiel@ualr.edu

Papers and Authors Chair Charlotte Owens
University of Louisiana at Monroe owens@ulm.edu

Panels/Tutorials/Workshops Chair H. Conrad Cunningham
University of Mississippi hcc@ark.cs.olemiss.edu

Speakers Chair Edd Joyner
University of Tennessee Martin ejoyner@utm.edu

Participants Chair Brian Reithel
University of Mississippi breithel@bus.olemiss.edu

Student Activities Chairs Jean Henderson
University of North Alabama Jhenders@unanov.una.edu

Carla Lowery
Mississippi University for Women clowery@muw.edu

Publicity Chair Debbie Woodall
Mississippi College woodall@mc.edu

Vendors Chair David Naugler
SE Missouri State University dnaugler@semo.edu

Registration Chair Valerie Chu
LeMoyne-Owen College valerie_chu@loc.edu

Site Chair Robert England
Rhodes College englandr@rhodes.edu

Suggested Topics

- Multimedia
- World Wide Web
 - Ethics
 - Distance Learning
 - Course Development
 - Instructional Issues
- Course Content
- Use of Technology Across the Curriculum
- Computer Lab Issues
- Wireless Campuses

Other topics welcome

Submission Dates and Guidelines

Professional Papers

Submission Deadline: December 6, 2002

Notification of Acceptance: January 17, 2003

Final Draft Deadline: February 14, 2003

Unpublished professional papers will be refereed and those accepted for the conference will be published in *The Journal of Computing in Small Colleges*. Papers should be no more than 15 double spaced pages in length (including illustrations). There should be no references to your self or your organization. Include a separate cover page listing title, author's name, affiliation, phone number, address, and e-mail address.

E-mail cover sheet with abstract and paper (Word / ASCII format) to:

Charlotte Owens owens@ulm.edu

Panels / Tutorials / Workshops

Submission Deadline: December 6, 2002

Notification of Acceptance: January 17, 2003

Panels: Presenters are asked to submit a detailed proposal (1-2 pages) including a description of the topic, a list of panelists, brief (2-3 line) biographies of the panelists, the panel format and, if possible, the position statement of each panelist. Include a separate cover page listing title, author's name, affiliation, phone number, address, and e-mail address.

Tutorials/Workshops: Presenters are asked to submit a detailed proposal including a description (1 page) of the topic and its suitability with a description (1 page) of the presenter's background on that topic. All workshops are pre-conference. Include a separate cover page listing title, author's name, affiliation, phone number, address, and e-mail address.

See www.ccsc.org for further details.

E-mail cover sheet with proposal (Word/ASCII format) to:

Conrad Cunningham hcc@ark.cs.olemiss.edu

Vendors

Vendors are invited to purchase display table(s) at the conference. E-mail inquiries to:

David Naugler dnaugler@semo.edu

Logo Contest

Entry deadline: December 6

A logo contest for 3-person student teams will be held on Friday morning, March 28. The task will be to design a logo for the new Mid-South region conference of CCSC. This logo may be used on all regional materials. Pre-registration is required. The registration fee of \$90 includes conference registration fee for the team members. A faculty sponsor is required and is encouraged to register and attend the conference. The computer lab will be available from 10:30 am – noon for teams to develop their logo ideas. The winning team will be announced at the banquet and a prize will be awarded.

E-mail inquiries to:

Edd Joyner ejoyner@utm.edu

Registration Fee

Academic/Professional \$120 by 2/28

\$150 after 2/28

Students \$35

(Does not include conference proceedings.)

Registration fee includes membership in CCSC for 2003–2004, the Friday evening dinner, the luncheon on Saturday, admission to all sessions, and one copy of the conference proceedings

Conference Agenda

All conference proceedings will be held on the campus of Rhodes College in Memphis, Tennessee.

	Registration:	Friday 9:00 am – 4:00 pm
Logo contest:	Friday 10:30 am – 12:00 pm	
Papers, Panels	Opening Session:	Friday 1:00 pm
	and Tutorial Sessions:	Friday 2:30 pm – 5:15 pm
	Banquet:	Friday 7:00 pm
More Papers, Panels and Tutorial Sessions:		
	Saturday 8:30 – 1:15 pm	
Closing Luncheon:	Saturday 1:30 pm	

CCSC:MS Request for Information

Please include my name on the mailing list for CCSC:MS registration materials:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone (Work) : _____

(Home): _____

E-mail: _____

I would be willing to review papers in the following area(s):

I would be willing to serve as a session moderator.

Yes: _____ No: _____

Mail to: Donna Satterfield
UALR
Dept of Information Science
2801 South University
Little Rock, AR 72204

Or E-mail to: dksatterfiel@ualr.edu

All presenters must register for the conference. Please complete and mail the above form, or e-mail your request, including with it the above information.

APPENDIX 15:

MEMBERSHIP SECRETARY REPORT

First the numbers:

see http://csis.olivet.edu:8400/ccsc/ccsc.mem_reports.membership_report

Membership Report by Type Membership Report Totals by Type

1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-
8	0	4	5	0	2	0	0	0	0	0
58	36	37	39	26	24	0	0	0	0	0
496	492	541	559	571	589	1	1	1	1	1
1	0	0	1	4	2	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
563	528	582	605	601	618	1	1	1	1	1

Attendance Type Report for Southeast

1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001
38	34	61	37	25	40	52	45	44	50	50
0	0	0	0	0	0	0	2	0	8	8
35	31	25	29	34	23	18	28	24	25	25
0	0	0	0	0	1	0	0	0	0	0
0	0	0	0	0	2	0	1	0	0	0
5	7	2	0	2	0	2	0	0	0	0
6	1	20	4	33	11	8	4	3	4	4
0	0	0	0	0	0	0	1	5	5	5
5	84	73	108	70	94	77	80	81	76	92

Attendance Type Report for South Central

1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001
60	107	45	50	45	38	31	33	52	33

	0	0	0	0	0	0	0	0	0	1
est	19	26	31	33	29	33	35	32	43	34
	1	2	3	2	0	2	0	0	0	0
	6	3	1	13	16	19	19	7	33	10
	0	0	0	1	0	0	0	0	0	0
	86	138	80	99	90	92	85	72	128	78

Attendance Type Report for Rocky Mountain

ie	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002
	37	23	29	13	37	28	22	34	22	22
	0	0	0	0	0	3	0	6	0	0
	27	31	23	22	21	16	21	15	13	15
	0	0	0	0	0	0	0	2	0	1
est	1	3	1	2	1	0	0	0	0	0
	3	2	7	4	1	10	3	6	3	2
	0	0	0	0	0	0	0	0	0	1
	68	59	60	41	60	57	46	63	38	41

Attendance Type Report for Midwest

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
Attendee	37	26	26	39	27	33	36	27	40
Other	0	0	0	1	0	0	1	0	0
Participant	23	38	32	23	24	21	24	22	18
Programming Team	0	0	0	0	0	0	0	0	14
Speaker	0	0	0	0	0	2	2	3	2

Speaker/Guest	1	2	2	0	2	0	0	0	0
Student	4	1	8	2	6	9	4	14	36
Vendor	1	0	0	5	0	2	5	7	4
Vendor/Other	0	0	0	0	9	0	0	0	0
Totals	66	67	68	70	68	67	72	73	114

Attendance Type Report for Central Plains

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002
Attendee	26	35	29	27	65	32	35	40
Other	0	0	0	0	0	0	0	3
Participant	23	29	31	19	19	23	36	23
Speaker	0	0	0	0	0	0	2	0
Speaker/Guest	2	1	2	3	0	0	0	0
Student	1	27	16	2	13	1	5	13
Vendor	0	0	0	0	0	0	6	9
Totals	52	92	78	51	97	56	84	88

Attendance Type Report for North East

Member type	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002
Attendee	50	65	74	80	82	95	98
Other	0	1	0	2	0	0	0
Participant	68	79	85	46	56	51	42
Prog. Team Advisor	0	0	0	0	0	6	6
Programming Team	0	0	0	0	0	43	70
Speaker	0	0	2	0	0	2	1
Speaker/Guest	2	2	1	3	0	0	0

Student	22	34	49	37	41	47	68
Vendor	0	19	0	8	8	18	15
Vendor/Other	0	0	20	3	0	0	0
Totals	142	200	231	179	187	262	300

Attendance Type Report for Northwest

Member type	1999-2000	2000-2001	2001-2002	2002-2003
Attendee	26	37	32	32
Other	0	6	0	0
Participant	22	25	19	21
Speaker	2	1	2	0
Student	4	1	0	16
Vendor	1	4	0	4
Totals	55	74	53	73

Attendance Type Report for Eastern

Member type	2001-2002	2002-2003
Attendee	29	62
Other	1	14
Participant	38	36
Programming Team	0	7
Speaker	3	0
Student	14	30
Vendor	5	2
Totals	90	151

Summary of the data:

- 1) Membership should be up this year. Depending on when you access the data, NW "new membership" is not included. RM, ES, and SE will not be included.
- 2) Institutional membership continues to decline because of the lack of benefit if attending a conference.
- 3) Spring conferences attendance are up
- 4) Fall conferences look very healthy

Conference status:

A number of regions need to work on getting information to me in a timely fashion. This includes information before and after a conference.

Current work:

- 1) Most of my current work has been organizing my job and teaching Kris all of the details.
- 2) Kris' primary tasks have been two fold: a) learn the job, b) work on designing the new system to meet her requirements

Future work:

- 1) Two regions (hopefully NE and MS) will work on doing registrations completely local. Kris has asked me to help with that coordination. If that goes extremely well, there is a possibility of many regions doing local registrations during the next academic year.
- 2) Regions need to continue to improve communication between board positions and local conference committee members. Encourage your regions to consult the time line. Also the responsibilities form and post-conference registration reports are required of each region for communication and auditing purposes.
- 3) Wrap up everything for my resignation.

Respectfully submitted:
Cathy Bareiss

APPENDIX 16: PUBLICATIONS COORDINATOR REPORT

CCSC — PUBLICATIONS CHAIR REPORT 18th October 2002 John G. Meinke

Journal issues:

Over the past year we have printed six issues of the Journal. The following table summarizes the contents of those six issues, based on individual conferences.

	Page	Papers			Panels, etc.			Student		
	Count	Nmbr	Pages	Avg	Nmbr	Pages	Avg	Nmbr	Pages	Avg
Eastern	257	24	231	9.6	4	13	3.2	2	13	6.5
Midwest	110	11	98	8.9	9	12	1.3			
Rocky Mntn	211	19	194	10.2	9	12	1.3	1	5	5.0
Northwest	121	11	114	10.4	5	7	1.4			
Southeast	233	25	223	8.9	4	10	2.5			
Northeast	304	20	211	10.6	10	24	2.4	30	69	2.3
Cntrl Plains	194	18	173	9.6	9	21	2.3			
South Central	228	22	167	7.6	2	5	2.5	10	56	5.6

Totals	1658	150	1411	9.4	52	104	2.0	43	143	3.3
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These figures do not include leader pages in each issue, those leader pages constituting the title page, the copyright notice page, the table of contents (which varies from about 4-6 pages per issue), rosters of referees, steering committees, etc. Those leader pages (and I use that term to include conference leader pages for Journal issues that are proceedings for multiple conferences in which case the “leader pages” will be included in the regular page count) will vary from roughly 13 to 20. This also does not include the index page(s) or supplemental pages to bring the total page count to a multiple of four, a printing requirement. Additional note: the table figures were manually assembled, so could very possibly involve off-by-one type errors.

Digital Library

The proceedings are going very quickly up on the ACM Digital Archives. It involves extra work to make this happen efficiently in that each paper in the final assembled manuscript must be separately converted to pdf format, an extra time item. However, when the papers are broken out individually ACM can simply index them and get them up. The fact that they are going up so quickly, though, means that I am now reverting to holding the transmittal to ACM until well after the conferences in that particular issue of the *Journal* are held. This raises an issue. Do we release the proceedings to ACM after the conference is held or wait until after the *Journal* publication date? See the proposal at the end of this report regarding such.

Copyright Releases

There appears to be a problem with the filing of copyright releases. In the past I have generally gone ahead with publication of proceedings trusting that the copyright releases would arrive subsequent to the submission of the manuscript to the printer. This appears to be becoming a problem in that conference representatives may be regarding this as a “non-essential detail”. I am still waiting on the copyright releases for last Spring’s Northeastern conference. Due to legal issues, we cannot function in this manner. I simply must have the copyright releases on file prior to releasing any papers for publication. **Regional representatives: please take this message back to your conference committees — no paper will be released for publication until such time as the copyright release is in the conference copyright files that I maintain.**

Newsletter

The principle content of the Newsletter is calls for participation from the various conferences. There is a problem quite typically obtaining such. They appear to be going on the Consortium web site quite late, and sometimes I’m receiving paper copies in the mail prior to finding an electronic copy anywhere. **Regional representatives: please take this message back to your conference committees — as soon as either the preliminary call for participation and/or the final call for participation is available in electronic form it should be forwarded directly to me for inclusion in subsequent issues of the Newsletter.**

Manuscript Preparation Guidelines

We (a committee consisting of Susan Dean, Terry Scott, Steve Dannelly, and myself) are working on the manuscript preparation guidelines. We are currently working with a

reasonably good draft that Steve prepared for use with South Central for the 2003 conference. (There were some modifications to that draft which were incorporated into the version that will be piloted. For those interested in checking the current status of the guidelines, they are available at www.sci.tamucc.edu/ccsc_scc/2003_Guidelines.PDF) In addition, George Benjamin, Susan Dean, and I are working on the procedures that are followed in assembling the final manuscript from the individual manuscripts. It's not a trivial process in that the method of translating what is received from the presenter to final form can cause glitches in the final production. Susan has been most valuable in the process in that she has assumed some of the pre-editing that George does, plus was available for witnessing the "glitches". She has used my techniques as well as George's techniques, and is able to try to backtrack what has caused individual "glitches"!

Web Site

Myles McNally continues to do an excellent job of maintaining the Consortium web site. I must say that there are times when I forget to get items to him, but we're getting better at reminding each other. (For example, it was discovered that the presidential welcome that appears in the September issue of the Newsletter was two years old. The updated welcome was then extracted from the September newsletter and within hours Myles had it up on the web site.) The lines of communication between the webmaster and the publications chair seem to be working very well. Myles is doing an excellent job of keeping the web up-to-date with the information that he receives.

Publications Committee

The publications committee has consistently consisted of the Publications Chair, the Webmaster, and the Associate Editor with additions having been made in previous years for special items. This year an additional member has been added, an assistant editor. The current constitution of the Publications Committee is: John Meinke, Myles McNally, George Benjamin, and Susan Dean.

Proposal: The CCSC Publications Chair is authorized to release papers for the ACM Digital Archives any time subsequent to the conclusion of the last conference in any *Journal* issue.

Discussion issues:

1. This would mean that the ACM Digital Archives would reflect the print version of the *Journal* prior to the membership receiving the print issue. I would point out, though, that the appearance on the Digital Archives is not as an intact entity – rather, it is broken down to a paper by paper presentation. Even the Table of Contents does not appear as it does in the print version.
2. This would insure that the individual papers are out in published form to a much wider audience for the individual papers in a more timely manner.

APPENDIX 17: TREASURER REPORT

	CCSC	CP	EA	MW	NE
BEGINNING BALANCE					
INCOME					
Membership Dues	1,570.00				
Dues Collected in 2000-01	10,550.00				
Dues for 2002-03	1,945.00				
Conference Head Tax	22,509.00				
Proceedings	1,296.00				
Back Issues	30.00				
Interest	2,041.86				
National Vendor Registrations	16,000.00	700.00	100.00	100.00	
Grants	5,200.00	180.00		175.00	
Registration		8,225.00	7,325.00	8,020.00	17
Advanced Registrations			2,400.00	2,500.00	
Extra Meals		22.00	114.00	10.00	
Extra Proceeding		30.00	110.00	20.00	
Other	(35.00)		1,000.00	300.00	2
Other Advance Income			808.00	710.00	
TOTAL INCOME	\$61,106.86	\$9,157.00	\$11,857.00	\$11,835.00	\$22
Reserves for Advanced Payments	\$1,945.00	\$0.00	\$3,208.00	\$3,210.00	
NET INCOME	\$59,161.86	\$9,157.00	\$8,649.00	\$8,625.00	\$22
EXPENSES					
Conference Meals		1,965.09	4,235.50	2,368.00	11
Conference Rentals		300.00	(485.00)		
Conference Head Tax		2,583.00	2,747.00	1,968.00	6
Journal Printing	22,777.11				
Journal Mailing	1,709.82				
Professional Fees	40.00				
NECC Expenses					
Web Expenses	99.00				
Office Supplies	59.40	247.85		120.00	
Postage	325.06	326.83	3.70	96.84	

Printing & Dup.	109.00		4.80		
Brochure Printing		439.56		602.07	
Proceedings		132.00	414.00	90.00	
Speakers Expenses		500.00			
Student Programs	1,271.58				
Student Awards		1,200.00	480.00	225.00	
Advances					
Board Travel	9,480.07				
Board Meeting Expenses	1,890.58	108.69		273.10	
Audit Committee Expenses	164.12				
Conference Development	463.39				
Phone/Fax					
Checks/Bank Fees	20.00				
National Vendor Reg. to Conf.	5,600.00				
Other				200.00	
TOTAL EXPENSES	\$44,009.13	\$7,803.02	\$7,400.00	\$5,943.01	\$20

RESERVES

Head Tax for Future Memb.	\$9,485.00				
Future Grants/Conf. Payments	\$6,000.00				
TOTAL RESERVES	\$15,485.00	\$0.00	\$0.00	\$0.00	

Net 2001-02

Year End Balance

Accounts

Checking	\$9,903.28
Savings	\$24,013.41
Certificates of Deposit	\$52,178.91
Cash	\$12,373.00
Accounts Receivables	\$120.00