

# Consortium for Computing Sciences in Colleges

## Fall 2009 Board Meeting

Thursday, October 29, 7:00-11:00 PM

Villanova University, Mendel Science Center 103

Villanova, PA

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## Minutes of CCSC Fall Board meeting

October 29-30, 2009  
Villanova University  
Villanova, Pennsylvania

Reported by Robert Neufeld, Vice President

Meeting called to order at 7:30 p.m.

**Members Present:** Myles McNally, President (and Webmaster); Robert Neufeld, Vice President; John Meinke, Publications Chair; Bill Myers, Treasurer; Scott Sigman, Central Plains; Elizabeth Adams, Eastern (and UPE Coordinator); David Naugler, Midsouth; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; Brent Wilson, Northwestern (and Database Coordinator); Ernest Carey, Rocky Mountain; Tim McGuire, South Central; Will Mitchell, Conference Coordinator; Robert Bryant, Comptroller; Paul Wiedemeier, National Partners Chair

**Absent:** Jim Aman, membership chair; Kevin Treu, Southeastern; Kim Kihlstrom, Southwestern

### 1. Reports

Reports had been distributed prior to the meeting; board members were given opportunity to highlight and/or amend as needed.

- a. President (McNally) – Highlighted the annotated agenda. Board members introduced themselves for the benefit of new board members McGuire and Wiedemeier.
- b. VP (Neufeld) – Lifted out two items in his report re. the 2009 election and the elections required for 2010.
- c. Regional reports: Additions as follows were made to the published reports:
  - 2010 Midwest conference is to be at Franklin College.
  - Rocky Mountain had attendance concerns. Their 2010 conference will be October 15-16 at Front Range Community College in Fort Collins, CO.
- d. Publications Chair – Reminded board that acceptance rates for papers should be included for the *Journal*.
- e. Comptroller – Some additional budgets have been processed since the time of Rob's report that was in the board packet.
- f. Treasurer:
  - Consortium has more money now than at the beginning of previous years, although these amounts are not yet ready for audit.
  - Eastern budget will be ready for approval today.
  - An updated report with details re. IRS is coming later in the meeting.
  - Bill explained that we have received royalty checks relating to international copyrights, resulting from a non-US library making copies of CCSC materials from the ACM DLL.
- g. Membership Secretary – In the absence of Jim Aman, Brent Wilson (as DB administrator) discussed some issues re. getting data from regions. The current DB works really well for some conferences; others don't use it at all. The national board was encouraged to get to a point where we say to regions that they *will* use the DB for all registrations. Brent would like to survey uniqueness of each conference vis-à-vis registrations and DB. [We may choose to discuss this tomorrow if we have time – considering what features, etc., should be supported.]
- h. Conference Coordinator – As prescribed by the Consortium bylaws, Will is checking bylaws of the regions and requests that regions verify that the links on their websites are to current bylaws.

- i. National Partners Chair – Bob Neufeld reporting as interim National Partners Chair:
  - Please be sure that your regional website lists (or links to) the National Partners as listed in the report.
  - The four Partners to date for 2009-2010 surpasses the number of three used in budgeting.
  - Concerns resulting from the economic downturn and requests for more regional involvement with workshops were discussed.
- j. UPE Coordinator – Nothing to add to the printed report. Keep sending the information to Liz about how UPE funds are used by the regions.

## 2. Location of Fall 2010 meeting

The annotated agenda presented some of the history and criteria for selecting a site for the Fall Board meeting. There is good reason to not have board meetings with conferences that conflict with other conferences. Additionally, we should consider how easy it is to get to a conference site. It is beneficial for a conference to have additional registrations. Considering those factors and the tables in the agenda resulted in the following:

Motion: Moved that the Fall 2010 Board Meeting be with the Northwestern conference at George Fox University. Those dates are October 6-7, 2010. D’Antonio, Wilson, carried.

*NB – added after approval of minutes: Correct dates for this meeting are October 8-9, 2010 rather than as above. RWN*

The Spring 2010 Board meeting is arranged for the Wednesday evening of SIGCSE as usual on March 10, 2010.

## 3. Nominating Committee

The Nominating Committee for the spring elections is chaired by the Vice President with representatives from two separate regions. Scott Sigman and Ernie Carey will serve with Bob Neufeld on this committee. (Elections will be for the position of Vice President/President Elect and regional representatives from MidSouth, Northeastern, and Rocky Mountain.)

## 4. Individuals with Special Duties

See the annotated agenda for more background on these three issues or questions:

- a. Establish rotation for evaluation of these individuals serving “at the pleasure of the Board.”
- b. How often or which meetings should they attend?
- c. Evaluation method.

It was determined to establish a subcommittee to work at the above questions, *keeping the relevant bylaws and standing rules in mind in working on this task.*

Motion: That the president be empowered to appoint a committee to study the three issues of a) three-year evaluation cycle, b) frequency of meeting attendance, and c) evaluation procedure for individuals serving at the pleasure of the board and to bring a recommendation back to the Board. McGuire, Adams, Carried without dissent.

[Committee appointment for this task was deferred and included as part of the assignment of the committee of the next action.]

## 5. Bylaws amendments re. Newsletter:

The bylaws prescribe certain notifications via a “Newsletter.” With the Newsletter no longer being published, some action is required. Previous discussion of this issue has centered on the interpretation of “publish” and on the sixty day limit appearing at various places in the bylaws and standing rules, as

well as whether an online Newsletter would serve this function. Board consensus seems to now be to remove this language from the bylaws and standing rules.

Moved that the president appoint a committee to recommend language changes in the Bylaws and Standing Rules as appropriate. Adams, Sigman, carries without dissent.

Meinke, Mitchell, and Neufeld were appointed. They are also asked to bring recommendations for handling the action in number 4 above.

## **6. Listserve**

Some members have expressed interest in having a CCSC listserv and a volunteer has come forward to implement and manage such a list. Some questions raised in the discussion included:

- How would purposes be differentiated from those of the DB functions?
- Would it be a useful service to our members?
- How would we work at it, use it, manage it?

Myles will pursue this with the volunteer, explore it further, and report back to the Board.

## **7. Service Recognition Committee**

The committee proposal was in the board packet, comes as a recommendation from that committee so stands alone as a

Motion: The Committee proposes to establish the CCSC Distinguished Service Award as described on the next page, including establishing a Service Committee as a standing committee of the Board to administer this award. Carries without dissent.

There was discussion re. nature of award which is not specified in the recommendation. Would it be possible to obtain sponsorship of a firm for the award? If not, then we should plan for the budget ramifications.

Bylaws amendments required by this action are to be considered and recommended by the earlier committee of Will/Bob/John.

Motion: Moved to charge an *Interim Service Committee* to serve until bylaws amendments are in place. This committee is to determine the form of the award and also implement the presentation/awarding of the previously approved action on an award to Susan Dean. Naugler, Adams, Carried.

The current Service Recognition Committee of Deborah Hwang, Scott Sigman, and Larry D'Antonio is to continue as this interim committee.

[It was noted that this approved action of establishing a Service Recognition Committee is not completely in line with Article IX of the bylaws regarding creation of committees.]

## **8. National Partners**

Considerable discussion re. advantages offered to National Partners accruing from their sponsorship – vis-à-vis presentations/workshops/seminars at regional conferences. Is it somehow unfair if different regions handle these requests differently? Do we want to *encourage* National Partners to submit workshop proposals to regions to be evaluated competitively? Timing of proposals is a potential concern as proposals or requests come in late. *Individual regions control their programs; National Board is not trying to override that.*

CCSC is probably not interested at this point in different levels of engagement at different cost levels. The board invites the National Partners Chair to facilitate presentations by National Partners, gathering proposals or “options” from National Partners and distributing this to the regions. Concern was expressed as to whether different standards apply for National Partners who make presentations vs. other “ordinary” presenters.

Motion to Recess (at about 10:20): Meinke, no second required, passes weakly.  
Reconvene at 9 a.m. Friday.

Meeting reconvened at 9:10 a.m. Friday

## 9. Budget, Etc.

### a) Audit Committee:

The Audit Committee is chaired by the Comptroller. The membership is not yet determined but Rob has a list of past participants whom he will contact.

### b) Budget approvals:

Northeastern – Question about steering committee travel expense but Larry is aware of the situation.

Northwestern – No problems

Southeastern – No problems

Eastern – This budget was distributed last night (Thursday evening), has had some tweaking, and is now ready for approval.

Motion: Moved to approve these four budgets – Myers, Adams, Carried.

### c) IRS issues

Bill reviewed this section of his (updated) report concerning IRS and non-profit organizations. *May need to have an attorney review for compliance with Indiana statutes.* “General description of governing body” part on website should suffice for this. Many nonprofits don’t do an audit so we’re ahead of the game on this. Copy of the tax return to be filed is to be vetted by the board before it is submitted.

Will is the registered agent for the Consortium and has just checked on this. Issue is not pressing at this time. Will and Bill will follow up on this and keep us posted on an “as needed” basis.

### d) Issues re. the creation of regional budgets – Rob Bryant

Discussion included the following observations, opinions, and questions:

Approval of budgets requires historical attendance figures. Rob does not routinely have access to this information. *Responsibility of local registrar is to insert post-conference data into the budget template for the following year.* [Appreciation was expressed to Rob for the way that the current budget process works with prior year data included.] Online registration supports running a conference by making data available to planners.

Spring Board meeting should include demo of online registration ***with mandate to take this back to regional registrars.*** Can we invite appropriate regional representatives such as registrars to attend this session? Eastern this year used a local system in order to be able to use Villanova’s credit card registration.

By spring, Brent will have system ready for demonstration, perhaps on the Wednesday afternoon before our board meeting. The will of the board is that all regions are to use this online registration system for the next academic year.

Bill (treasurer) needs a final count as does Jim (membership secretary).

Rob brings us back to doing everything so that it fits into the budget template. That would be a simplifying factor as it all needs to run through there. Conference income goes to Bill; attendance figures go to Jim; final budget submission, of course, goes to Rob. [Bill needs tracking info on a check-by-check basis with breakdown connecting that check to registrants, particularly for university checks, also for bad checks.]

Programming contest students – do the students register individually or as a team (Brent’s question): Answer is that it depends on the conference. Food for thought – may be pursued off-line.

#### **10. Paper Submission Sub-Committee Report**

John Meinke had conducted a survey of regional editors re. paper submission systems currently in use. The results of this survey were distributed.

- A concern was raised about not accepting PDFs and about whether PDFs can effectively be converted for the Journal.
- Question: Are we paralyzed by the fact that regions do things differently and therefore we can’t do things the same?
- In principle, we should separate inputs (what format do we accept) from outputs – quality of publication.
- CCSC should force in direction of common system just as we do with the DB.
- MAA has a different philosophy, allowing Sections to do as they please without explicit central control.

*[Short break at 10:30]*

[Bryant] The fiscal responsibility imposed on the Board suggests that the Board impose more standards on the regions and move toward conformity. The database implementation is coming online and its use for registration will be expected from all regions. Does Board want to move in this direction re. paper submission? Should the sub-committee be continued and re-charged to investigate how to move toward a common solution re. paper submission system that is sustainable and appropriate? *Consensus* was to do so.

#### **11. Determining Suitability of Paper Submissions**

*Coming from the Midwest region* is a discussion about the focus of paper submissions. Must papers have an educational emphasis? Are we concerned, or should we be, that papers are too technical? Of particular importance is that reviewers are attuned to calls for papers. This could readily lead to a discussion about the purpose of CCSC. There appears to be consensus that the relevant question is “Will this paper have an audience?” or “Is this of interest to our members?” and that suitability of papers is determined by regions. Board concurrence was that CCSC is not solely education-oriented.

#### **12. Date coordination among Conferences**

Coordination of conference dates among regions is a continuing and legitimate concern but one that is difficult to accomplish. In theory, the Consortium could assign conference dates to regions, avoiding conflicts, and then find a host site for each region. Inasmuch as we depend on host institutions, we are at their mercy to a considerable extent, influenced by holidays such as Easter and local conflicts.

- One expressed position is that we primarily need one conflict-free weekend in fall to accommodate the fall board meeting
- Is this primarily a problem for adjacent regions like SC, CP, and MS (except for the fall board meeting)?
- Was it the case that this weekend was the only possible date?

Can we do some survey as to what parameters influence the selection of conference dates and sites – across the regions? Might Conference Coordinator be charged with this?

Motion – Moved that the Conference Coordinator conduct a survey on selection of conference dates and sites across the regions and report back to the board. Neufeld, Adams, Carries without dissent.

An unresolved question remains as to a clear definition of what the problem is: Is it about National Partners wanting to attend all regional conferences? Or is it more about different weekends for conferences that are close together?

### **13. Note re. liability insurance**

Bill previously sent out to regional representatives the information re. our liability insurance coverage. There is an updated certificate number that he will circulate. In order for planning committee meetings to be included in this coverage, Bill Myers should be notified of the dates and locations of these meetings for this academic year. He will send a form to the board list for this purpose.

### **14. Adjournment**

Meeting adjourned at 11:40 a.m. M/S/P

## **Agenda At A Glance**

### **Reports**

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*Officers, Regional Representatives, and Other Reports*

### **Board Meetings**

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*Location of the Fall 2010 CCSC Business Meeting*

### **Elections and Appointments**

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*Appointment of the Nominating Committee*

*Individuals with Special Duties*

### **Publications**

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*Newsletter*

*Listserves*

### **Service Recognition**

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*Recognition of Service to CCSC*

### **Bylaw and Standing Rules Changes**

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*Appoint a Committee to Recommend Language Changes*

### **National Partners**

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*Enhanced National Partner Relationships with Conferences*

### **Budgets, etc.**

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*Audit Committee*

*Submission of Regional Budgets*

*Treasurer's Presentation and New IRS Requirements*

*Issues impacting the Creation of Regional Budgets*

### **Conferences and Publications**

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*Date Coordination among Conferences*

*Determining Suitability of Paper Submissions*

### **Other Old Business**

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### **New Business**

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## Annotated Agenda

### Reports

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*As usual, Board members are requested to report verbally only on any additions to, or action items contained in (but not present in this agenda), the written reports submitted and distributed prior to the meeting. New action items arising from reports will be deferred to New Business.*

#### Officers' Reports

President

Vice President

#### Regional Reports

Central Plains

Northwest

Eastern

Rocky Mountain

Midwest

South Central

Mid-South

Southeast

Northeast

Southwestern

#### Other Reports

Publications

Conference Coordinator

Comptroller

National Partners

Treasurer

UPE

Membership

### Board Meetings

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#### *I. Location of the Fall 2010 CCSC Business Meeting*

Discussion: Considering the usual rotation of locations among the five fall conferences, this would be Rocky Mountain's year. However that conference may be scheduled on the same weekend as Eastern's. It would seem inappropriate to schedule the meeting on such a weekend. Northwestern would be next in line, but their date is not yet finalized either.

Here are locations of fall meetings in the recent past:

<b>Year</b>	<b>Region</b>	<b>Location</b>
1995-96	SE	Nashville, TN
1996-97	RM	Longmont, CO
1997-98	MW	River Forest, IL
1998-99	SE	Jefferson City, TN
1999-00	RM	Colorado Springs, CO
2000-01	NW	Portland, OR
2001-02	SE	Nashville, TN
2002-03	EA	Bloomsburg, PA
2003-04	SE	Dunwoody, GA
2004-05	MW	Kalamazoo, MI
2005-06	RM	Denver, CO
2006-07	NW	Spokane, WA
2007-08	SE	Myrtle Beach, SC
2008-09	MW	Holland, MI

Here are dates and locations of Fall 2010 conferences (as known):

<b>Region</b>	<b>Dates</b>	<b>Location</b>
Midwest	Sept. 24-25	Franklin College Franklin, IN
Northwestern	Oct 8-9	George Fox U Newberg, OR
Rocky Mountain	Oct 8-9 or 15-16	Front Range CC Fort Collins, CO
Eastern	Oct. 15-16	Juniata College Huntingdon, PA
Southeastern	Nov. 12-13	Spelman College Atlanta, GA

Action Item: Approve the co-location of the Fall 2010 CCSC Fall Board Meeting with either the CCSC Rocky Mountain (preferred) or Northwestern conference, as long as their dates do not conflict with other conferences.

## **Elections and Appointments**

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### ***I. Appointment of the Nominating Committee***

Discussion: The Nominating Committee is chaired by the Vice-President. We have four openings to be filled by election by the general membership: Vice President/President-elect and the Midsouth, Northeastern, and Rocky Mountain Regional Representatives. We need two volunteers from the Regional Representatives to serve with the Vice-President on this committee.

Action Item: Appoint two Regional Representatives to the Nominating Committee.

### ***II. Individuals with Special Duties***

Discussion: We seem to be out of compliance with bylaws and standing rules in regard to individuals with special duties who have been appointed to the board. In particular we have not been evaluating such individuals on a three year cycle, nor have we been formally appointing (or re-appointing) such individuals after such a review.

Relevant bylaw from Article VI of the CCSC Bylaws

3. Upon approval by the Board of Directors, individuals charged with special duties may have representation to the Board. Such individuals will serve at the pleasure of the Board and will not have voting rights.

Relevant standing rules from Article VI of the CCSC Bylaws:

5. Individuals charged with special duties are the Conference Coordinator, Webmaster, National Partners chair, Associate Editors of the Journal, Comptroller, and Database Administrator.

12. Upon appointment, the Board will decide whether and how frequently an individual charged with special duties is to attend Board meetings. This schedule can be changed only by Board action.

13. Evaluation by the Board of the need for each special duties position shall take place no later than three (3) years after the (re)establishment of need for the position; election by the Board of the individual to fill the position will occur concurrently. Approximately one third of existing special duties positions should be revisited in each of the next three years.

Individuals currently so appointed:

<b>Name</b>	<b>Role</b>	<b>Appointment Date</b>
George Benjamin	Associate Editor	?
Susan Dean	Associate Editor	?
Robert Bryant	Comptroller	Fall, 2007
Will Mitchell	Conference Coordinator	?
Brent Wilson	DB Administrator	Spring, 2002
Paul Wiedemeier	National Partners	Fall, 2009
Myles McNally	Webmaster	Fall, 2001

Action Item: Establish a rotation for the evaluation of these individuals and determine (or remember) how frequently these individuals are to attend Board meetings.

## **Publications**

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### ***I. Newsletter***

Discussion: The newsletter is no longer being published. Are changes are required in the bylaws?

Article V.2:

The Consortium will hold an Annual Meeting once during each fiscal year. The date and place of this meeting shall be selected at the previous Annual Meeting by a vote of those attending the meeting and shall be communicated to all members either through the September issue of the **Newsletter** or at least sixty days before the meeting, whichever is earlier.

Standing Rules for Article VI.2.b:

Publish a separate **newsletter** regularly, typically to be included as an insert with Journal issues. The September newsletter shall serve as an annual newsletter to the membership, containing the results of the Spring elections, the current Bylaws, and the Standing Rules of the Consortium. The issue shall contain a list of the year's sponsored conferences with dates, locations, and conference chair, information regarding the Annual Meeting, and any other article or information deemed of interest to the membership by the Publications Chair.

Standing Rules for Article XII.1:

After approval by the Board, minutes of all Board meetings must be published on the consortium's Web page and the URL of this Web page will be published in the next subsequent **Newsletter**.

Article XVI:

Any Consortium member in good standing may appeal any action of the Board of Directors to the general membership within sixty days of the publication of the **Newsletter** reporting that action.

Action Item: Requires Bylaw or Standing Rules changes – form a committee to work on this (see later action item).

## ***II. Listserve***

Discussion: Several of the membership have inquired about the creation of a CCSC listserv. Do we wish to create one?

## **Service Recognition**

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### ***I. Recognition of Service to CCSC***

Discussion: Service Recognition Committee has brought a recommendation to the Board (see their report).

Action Item: Adopt the recommendations of the Service Recognition Committee (requires Bylaw or Standing Rules changes).

## **Bylaw and Standing Rules Changes**

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### ***I. Appoint a Committee to Recommend Language Changes***

Discussion: If earlier actions warrant it, create a committee to recommend language changes in the Bylaws and Standing Rules

Action Item: Appoint the appropriate committee.

## **National Partners**

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### ***I. Enhanced National Partner Relationships with Conferences***

Discussion: Some National Partners would like to be able to present workshops or in other ways be able to provide enhanced content at conferences. This is particularly true of Shodor, who is willing to do workshops or tutorials at most conferences.

## **Budgets, etc.**

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### ***I. Audit Committee***

Discussion: The audit committee membership should be reviewed and the status of that committee discussed.

Action Item: If needed, appoint members to the Audit Committee.

### ***II. Submission of Regional Budgets***

Action Item: Approve the Northeastern, Northwestern, and Southeastern budgets. Approve the Eastern budget if it is ready.

### ***III. Treasurer's Presentation and New IRS Requirements***

Discussion: The current fiscal situation of CCSC. Also, an update on how the new IRS requirements are impacting the organization.

### ***IV. Issues impacting the Creation of Regional Budgets***

Discussion: The following is from the Comptroller (Rob Bryant):

1. How to improve a regions advance preparation of the baseline budget. We know for some regions it is very difficult to build a budget for a conference in which they do not have the site determined. I believe until that issue is addressed, we will continue to have budget approval delayed from the timeline goal the board has set for budgets to be approved.

2. How to improve accurate conference attendance reporting. The most influential item in a conference budget is the projected amount of attendees. It drives most all other budget items on both the income and expense side. In order to make an analysis of a proposed budget being in line with past years we need to have accurate past attendance data. We do not have that data. We have attempted in the past to get regions to send us a post-conference attendance report which would show the number of paying attendees along with the corresponding category (regular, late, student, programming team, etc.). The CCSC treasurer does not have this information since he only sees the dollar amount (which is what is shown on annual reports).

## **Conferences and Publications**

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### ***I. Date Coordination among Conferences***

Discussion: Scheduling conferences on distinct weekends has been always been a challenge. Now that CCSC has ten regions this has become even more difficult, as the 2009 schedule demonstrates. Can something be done to help this problem will respecting the difficulties the regions have negotiating dates with host institutions? Can regions identify future host institutions and dates earlier to allow for some coordination between regions as to dates (and locations)? (Deferred from the Spring, 2009 Board Meeting)

### ***II. Determining Suitability of Paper Submissions***

Discussion: Does the consortium need a policy about the appropriate nature of conference submissions? Are research papers appropriate for conference presentations? Is this an issue for the individual regions or for the national organizations? (Of course this may lead to a discussion of the “purpose” of CCSC.)

## **Other Old Business**

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## **New Business**

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## **Report of the President**

**Myles McNally**

I would like to begin by welcoming the two new members of the Board, Timothy McGuire, who is representing the South Central region and Paul Wiedemeier, our new National Partners chair. Also a welcome back to Kevin Treu, who is returning as the Southeastern Representative. And last but not least, Brent Wilson has added to his responsibilities as Database Administrator with his election as the representative from the Northwestern region. Thanks to all of them for their willingness to serve the organization and its members.

As usual, there hasn't been a lot of CCSC Board activity over the summer. But one notable item is that our conferences now all have insurance liability coverage – thanks to Will Mitchell for doing most of the work there, along with handling all of our conference in-cooperation agreements with SIGCSE.

This Board meeting will be a challenging one terms of the amount of work we need to accomplish. I have circulated a detailed agenda, and I will not recapitulate it here. Hopefully we can make progress on almost all (if not all) of the items listed within it.

Two issues I would like to comment on:

First, I will note that, as I made up that agenda, I noticed that it was filled with mostly what I would call procedural issues, rather than with larger picture issues like regional coordination, the vitality of regions, and future and growth of CCSC as a national organization. These latter issues have always been important with me, as those with better memories than mine will recall. It's not that procedural issues are unimportant (they are), but I think we need to find a way to talk about these larger issues, and I don't see that happening as part of the regular Board meeting process.

Second, we are a large Board, but (in my view) without an effective committee structure. Most large boards have an active committee structure where most of the work is done. These committees have scheduled meetings (physical or virtual) that help them accomplish their tasks. I think this is also something we should consider – particularly given that the Board seems to only grow in size as time marches on.

In conclusion, I am hoping that this will be a great year for CCSC and its regions. I am looking forward to seeing all of you at the upcoming Board meeting at Villanova with the Eastern Regional Conference. It should be a great meeting and a great conference.

## Report of the Vice President

Robert Neufeld

### Results of Board Actions Conducted by Email

During this last period the Vice President tallied and recorded 9 Board votes conducted by email. The results are listed below. Approved regional conference budgets are collected in an appendix.

**March 17, 2009:** The Board voted on the following motion, submitted by Bill Myers and seconded by Bob Neufeld, and that read

Funds received from UPE in any fiscal year be divided equally between the current conferences. If any funds are not spent by a conference, the funds will be added to the pool for the following year to be divided among the conferences. Starting with all budgets not previously approved, each conference can budget \$120 from UPE to be used for student events.

The motion passed with 13 votes for, 1 vote against, and 1 individual not voting.

**April 6, 2009:** The Board voted on the following motion, submitted by Jim Aman and seconded by John Fernandez, and that read

The current travel policy limits on meal reimbursement become a per-diem retrospective to Jan. 1, 2009, removing the requirements of providing receipts.

The motion passed with 8 votes for, 3 votes against, and 4 individuals not voting.

**April 13, 2009:** The Board voted on the following motion, submitted by John Meinke and seconded by Bob Neufeld, and that read

Moved to approve the minutes of the 2009 Annual CCSC Business meeting as circulated. The motion passed with 9 votes for, 0 votes against, and 6 members not voting.

**May 5, 2009:** The Board voted on the following motion, submitted by John Meinke and seconded by Bob Neufeld, and that read

The Consortium for Computing Sciences in Colleges Board authorizes the purchase of liability insurance to cover all conferences and events associated with such conferences in a coverage amount that will meet the minimal requirements of conference host institutions at a policy price that is market competitive.

The motion passed with 12 votes for, 0 votes against, and 3 members not voting.

**May 20, 2009:** The Board voted on the following motion, submitted by Bob Neufeld and seconded by Jim Aman

Moved to approve the Spring 2009 Board meeting minutes as distributed on April 25. The motion passed with 13 votes for, 0 votes against, and 2 members not voting.

**July 11, 2009:** The Board voted on the following motion, submitted by Bill Myers on behalf of the Budget Committee:

Attached find a copy of the 2009 Budget as approved by the Budget Committee (2009CCSCBudget.xls) and a copy of the data used by the Budget Committee when

considering the budget(budgetdata2009.xls). Since the majority of the Budget Committee are voting members of the Board, the Committee moves and seconds the adoption of the 2009 CCSC Budget as listed in the first mentioned file. (The second file is there for those of you who wish to take a look at the historical data and the reasonings for the changes made.)

The motion passed with 13 votes in favor, 0 votes opposed, and 2 members not voting.

**July 30, 2009:** The Board voted on the following motion, submitted by Bill Myers and seconded by Bob Neufeld

to approve the budget for the 2010 Midwest Conference as distributed by Bill Myers  
The motion passed with 12 votes in favor, 0 votes opposed, and 3 members not voting.

**August 27, 2009:** The Board voted on the following motion, submitted by Bill Myers and seconded by John Meinke

to approve the budget for the 2010 Southwestern Conference as distributed by Bill Myers.

The motion passed with 13 votes in favor, 0 votes opposed, and 2 members not voting.

**September 9, 2009:** The Board voted to approve Paul Wiedemeier as National Partners Chair. The vote carried with 9 votes in favor, 0 votes opposed, and 6 members not voting.

### **Annual Elections**

In May and June, I conducted the mail elections for the Northwestern, South Central, and Southeastern regional representatives. The procedure specified by the bylaws is somewhat tedious and involved, particularly this year when all candidates were unopposed in their regions.

### **Upcoming Elections**

Terms of office expire in 2010 for the following positions:

- President, Myles McNally – replaced by Vice President
- Vice President, Bob Neufeld – consortium election by mail
- Membership Chair, Jim Aman – elected by Board
- Midsouth Representative, David Naugler – regional election by mail
- Northeastern Representative, Lawrence D’Antonio – regional election by mail
- Rocky Mountain Representative, Ernest Carey – regional election by mail

The Bylaws specify a “Nominating Committee consisting of the Vice President and two representatives from separate regions, and chaired by the Vice President” to prepare nominations for Board members to be elected in spring.

## Central Plains Region Report

Scott Sigman

### Regional Election

Judy Mullins from the University of Missouri-Kansas City was elected regional treasurer. Dean Sanders from Northwest Missouri State was re-elected as regional editor.

### Central Plains Conference 2009

Our conference was hosted by Southwest Baptist University. Tim DeClue was the conference chair. The conference schedule included a pre-conference workshop: *Computer Science Unplugged* was presented by Tom Cortina, Carnegie-Mellon. The pre-conference workshop was sponsored by ACM SIGCSE. Our keynote speaker was Jeff Jackson of Intel Corporation. The conference sponsored a poster contest, a web site contest, and a programming contest for students.

#### Student Web Site Contest Winners

Best Overall Web Site - Rodrigo Neri, Park University

#### Student Programming Contest Winners

1<sup>st</sup> Place - Jacob Williams, Andrew Cook, and Aaron Meyer of Southwest Baptist University

2<sup>nd</sup> place - Kurtis Conrad, Joel Cash, and Tim Baker of College of the Ozarks

3<sup>rd</sup> place - Andy Pryor, Dana Estes, and Dustin Singleton of Northwest Missouri State

4<sup>th</sup> place - Rose Polly, Jennifer Collins, and Rinor Sodiku of Graceland University

5<sup>th</sup> place - David Mcdermit, Adrian Chia, Michael Easter of Graceland University

6<sup>th</sup> place - Blayne Riffle, Aaron Davis, and Andy Fulton of Southwest Baptist University

7<sup>th</sup> place - Aaron Bone, Jonathan Keedy, and Christopher Stuckey of Southwest Baptist University

Support for the programming contest was provided by Cerner Corporation and by Tradebot Corporation.

### Central Plains Conference 2010

Our conference for 2010 will be hosted by Park University, Parkville, Missouri on April 9 & 10, 2010. Wen Hsin will be the conference chair. Conference highlights will include Nifty Assignments, a SIGCSE sponsored workshop, a student poster contest, a student web site contest, and a student programming contest. Conference details can be found at <http://www.ccsc.org/centralplains>.

### Future Conferences

Our 2011 conference will be hosted by the University of Central Missouri in Warrensburg, Missouri. Mahmoud Yousef will chair the conference. The 2012 conference will be hosted by Ozarks Technical College in Springfield, Missouri. We are looking for a host for the 2013 conference.

Respectively submitted by Scott Sigman, Central Plains Representative

## Eastern Region Report

Elizabeth S. Adams

Note that this report is being written and submitted before our Fall 2009 Conference which will be held on October 30<sup>th</sup> and 31<sup>st</sup> at Villanova University in Villanova, Pennsylvania. It is being co-chaired by Don Goelman of Villanova University and John Lewis of Virginia Tech. In keeping with the Halloween date, the conference is titled *Treats and Some Tricks in Computer Science Education*. The website for the conference is <http://ccsce09.villanova.edu/index.shtml> The program for the conference as of July 30<sup>th</sup> 2009 can be found at <http://ccsce09.villanova.edu/pdf/program.pdf>

The following colleagues are members of the conference committee:

- Registration: [Vijay Gehlot](#), Villanova University
- Local Arrangements: [Tom Way](#), Villanova University & [Paula Matuszek](#), Matuszek Consulting & Villanova University
- Papers : [Pete DePasquale](#), The College of New Jersey & [Amruth Kumar](#), Ramapo College
- Panels, Workshops, and Tutorials: [Joe Chase](#), & [Ian Barland](#), Radford University
- Nifty Ideas & Lightning Talks : [Leigh Ann Sudol](#), Carnegie Mellon University
- Student & Faculty Posters : [Dave Hovemeyer](#), York College of Pennsylvania
- Undergraduate Programming Contest: [Thomas Cortina](#), Carnegie Mellon University & [Najib Nadi](#), Villanova University & [Sara Miner More](#), McDaniel College
- Vendors: [Frank Klassner](#), Villanova University
- Web Site : [Daniel Joyce](#), & [Victoria Suwardiman](#) Villanova University
- K-12: [JD Dougherty](#), Haverford College
- 2010 Conference Co-Chairs: [Jerry Kruse](#), & [John Wright](#), Juniata College

The keynote speaker will be Eric Raymond, self-named Author and Troublemaker and the title of his talk will be *After the Open-Source Revolution in the Cinema*.

The Friday night dinner speaker will be Tom Way of Villanova University whose talk is titled *The Magic of Computer Science*

In addition the program contains 22 quality papers, two important panels, four fascinating tutorials and six innovative workshops (three pre-conference and three post-conference). There is an invited session presented by Tiffany Barnes exploring the creation and evaluation of educational games for computing. sponsored by SIGCSE. The conference is continuing and expanding CCSC's outreach to the K-12 community.

Registration categories are shown below. Online registration using a credit card was available through Villanova.

Registration	Early	Regular	On-site
Standard	\$135	\$155	\$175

Student	\$35	\$45	\$55
K-12 Teacher	\$50	\$60	\$70
*Vendor	\$150		

Registrants were asked to pay a fee for each workshops (\$6.00) to cover costs of printing materials and to give an idea of how many copies of presenter materials would be required.

The CCSCE-2009 Collegiate Programming Contest will be held on Saturday, October 31, 2009, from 8:00am-12:30 pm. Prizes will be awarded courtesy of Upsilon Pi Epsilon. Team registration fee is \$45 and faculty advisor must register for conference.

The 27<sup>th</sup> Annual Conference will be held at Juniata College in Huntingdon, Pennsylvania. The Call for Participation has been prepared and will be distributed at this year's conference and at SIGCSE and other venues. It will be posted on the web as soon as this year's conference has completed. The dates for the conference are October 15<sup>th</sup> and 16<sup>th</sup>, 2010.

The budget for the 2010 conference has been submitted to Rob Bryant and Bill Myers for their approval and I hope will be brought to the Board as a whole at the Board meeting for Board approval.

We hope to have a site for the 2011 conference confirmed shortly and are looking for a site for the 2012 conference.

Respectfully submitted by Elizabeth Adams, Eastern Regional Representative.

## **Mid-South Regional Report**

**David Naugler**

### **2009 Conference**

The Seventh Mid-South Conference was held at the University of Tennessee at Martin in Martin, Tennessee on April 3-4, 2009. Otha Britton and James Clark were the site co-chairs. Twelve papers were selected for presentation from eighteen submissions. The submissions were reviewed by sixteen paper reviewers from five states. Double blind reviewing with at least three reviewers per paper was used. There was one workshop, one panel, and four tutorials. Our keynote speaker was Dr. Bob Panoff, Executive Director of Shodor and founder of the National Computational Science Institute. Our banquet speaker was Dr. Jesse Poore, Vice President for Information Technology and Chief Information Officer of the University of Tennessee. The programming contest for student teams went very well again this year.

### **2010 Conference**

The Eighth (2010) Mid-South Conference will be held at Harding University in Searcy, Arkansas on March 26-27, 2010. Gabe Ferrer will be the conference chair and Tim Baird will be the site chair.

### **2011 Conference**

The Ninth (2011) Mid-South Conference will be held at Arkansas Tech University in Russellville, Arkansas. Overall conference chair will be Larry Morell and Vamsi Paruchuri will be the site chair.

Respectfully submitted,  
David Naugler  
Mid-South Regional Representative

## Midwest Regional Report

Deborah J. Hwang

### Midwest Conference 2009

The 2009 Midwest Conference Committee met on May 2, 2009, at Saint Xavier University, Chicago, IL, to set the program. 24 papers were submitted of which 12 were accepted. 12 tutorials and/or workshops were submitted of which 8 were accepted as tutorials and 1 was accepted as the pre-conference workshop. In addition there is a Nifty Assignments and Tools panel.

The 2009 Midwest Conference was held on October 9-10, 2009, at Saint Xavier University in Chicago, IL. The conference was well attended with 64 regular participants, 36 student participants, 25 programming contest only participants, and 6 K-12 only participants. The keynote speaker, Owen Astrachan from Duke University, was excellent. He gave a talk on “A New Way of Thinking about Computational Thinking.” The Midwest Women in Computing (MidWIC) Conference was held co-located with the Midwest Conference. The two conferences shared a banquet and dinner speaker, Justine Cassell from Northwestern University, who gave an interesting talk on “Getting By with a Little Help from Your (Virtual) Friends.”

The conference had its usual format of 3 parallel tracks of paper, tutorial, and panels/special sessions. Once again there was a special concurrent K-12 track starting with the last conference session and continuing on into Saturday afternoon, a student poster competition, and a student programming contest.

There were 6 student poster submissions. The winners were:

First place	Austin Toombs, Ball State University	<i>Using Interactive Curriculum Visualization to Facilitate Decision-Making Among Students</i>
Second place	Eric Schultz, University of Wisconsin-Oshkosh; Tom Fairfield, Xavier University	<i>Visualization Software and Teaching Parameter Passing Strategies</i>
Third place	Mitch Loudenbeck, Alma College; Nicola Klein, Centre College	<i>Visualizations in Bioinformatics</i>

Taylor University once again provided the programming contest submission system. 14 teams from 9 schools participated. 11 teams solved as least one of the 7 problems posed. The winners were:

First place	Indiana University 3	7 problems solved
Second place	University of Michigan – Dearborn	6 problems solved
Third place	Edinboro University 1	6 problems solved

A good time was had by all.

## **Midwest Conference 2010**

The 2010 Midwest Conference Committee will meet on November 14, 2009, at Huntington University, Huntington, IN. The conference will be September 24-25, 2010 with Robert Beasley serving as Conference Chair and Kerry Smith serving as Site Chair. Both Robert and Kerry are at Franklin College.

## **Steering Committee**

The Midwest Region Steering Committee met on May 2, 2009, at Saint Xavier University. The main agenda item was construction of the 2010 Conference budget. This budget was subsequently approved by the National Board without changes. Discussion regarding future sites and chairs for 2011 and 2012 continue.

At the annual Midwest Region General Business Meeting held on October 9, 2009, at Saint Xavier University, the following Steering Committee elections were held. Scott Thede, DePauw University, was reelected to a 3-year term as an At-Large member of the Steering Committee. Michael Rogers has resigned from his position as Regional Webmaster since he has moved to Missouri. Kerry Smith, Franklin College, was elected to fill the remaining 2 years of the Regional Webmaster term. Jeff Lehman, Huntington University, was elected to a 3-year term as Regional Editor.

The next meeting of the Steering Committee will be held virtually when a possible site and possible chair for 2011 have been identified.

Respectfully submitted,  
Deborah J. Hwang, Midwest Representative

## Northeast Region Report

Lawrence D'Antonio

### 2009 Conference

The Fourteenth Annual CCSCNE conference was held April 24-25, 2009 at SUNY Plattsburgh in Plattsburgh, New York. Attendance was down from last year, but as much as we originally feared, given the relatively isolated location. The conference had 99 regular (faculty) attendees (down 12 from last year) and 122 student attendees (up 10 from last year), including 28 programming contest teams and 32 student posters. We also had four faculty posters (this was the first time we had solicited faculty posters).

Paper submissions were down for a second year in a row. There were 27 papers submitted of which 14 were accepted. This represents an acceptance rate of 52%. In addition the conference featured five panels, five tutorials, and three pre-conference workshops.

There were two excellent invited speakers. Susan Landau, Sun Microsystems spoke on *Unsecuring the Internet: A New Government Policy?* and Jeannette M. Wing, President's Professor of Computer Science, Carnegie Mellon University spoke on *Computational Thinking*.

The programming contest took place on Friday morning. The student posters were displayed during the Friday evening social hour.

There were two vendors who exhibited at the conference.

- Microsoft Corp.
- Ray Supply

The conference committee was introduced for the 2010 conference, the Fifteenth Annual Meeting, which is to be held at the University of Hartford, April 16-17. The conference chairs are Ingrid Russell and Hisham Alnajjar of the University of Hartford. The invited speakers for 2010 are Fran Allen, IBM Fellow Emerita, IBM T. J. Watson Research Center, Recipient of ACM's 2006 Turing Award speaking on *Is Computing at a Tipping Point? A Personal Perspective* and Alison Young, Chair of Department of Computing Christchurch Polytechnic Institute of Technology, speaking on *Computing and Sustainability: An ICT Project in the High Andes*.

The deadline for paper submission for the 2010 conference is November 20, 2009. The deadline for panels, tutorials, and workshops is December 4, 2009. Faculty posters are due January 12, 2010. A new type of session we are doing this year will be called Demos. A demo provides an opportunity to present a pedagogical tool, a class activity or assignment, or courseware that support learning in computing. Demo abstracts are due December 4, 2009. Student poster abstracts are due February 26, 2010. All are encouraged to submit a paper, panel, tutorial, workshop, tutorial, demo, or poster.

## **Other Items**

1. The 2011 conference will be held at Western New England College. Stoney Jackson, Western New England College and Karl Wurst, Worcester State College will be co-hosts. The dates for the meeting are April 15-16, 2011.

2. We are considering SUNY Fredonia and Quinnipiac College as future hosts.

Submitted, September 30, 2009

Lawrence D'Antonio

Chair of CCSCNE Board

Ramapo College of NJ

Mahwah, NJ 07430

Phone: 201-684-7714

Email: [ldant@ramapo.edu](mailto:ldant@ramapo.edu)

## Northwestern Region Report

**Brent Wilson**

Report of the Northwestern Regional Representative  
Fall 2009  
George Hauser – Brent Wilson

### Future Northwestern Conference Sites

<i>Year</i>	<i>Dates</i>	<i>School</i>	<i>Location</i>
2009	10/09 - 10/10	Pacific Lutheran University	Parkland, WA
2010	10/8-9	George Fox University	Newberg, OR
2011	10/7-8 or 14-15	WSU – Tri-Cities	Tri-Cities, WA

### Regional Board Meeting

The last regional board meeting was held at George Fox University in June.

There were 14 papers submitted for the 2009 conference and we accepted 6. We had one angry author who contested his paper's rejection in a very insulting and rude way. The papers chair eventually passed the problem to the regional representative who, after a few email exchanges, simply stopped responding to the offensive emails being sent.

Registration for the 2009 conference is lower than hoped but that is likely due to the budget freezes happening all across the nation and people not having any travel money.

Brent Wilson was elected regional representative.

The Northwest conference would like to extend the invitation to the National Board to come to the Northwest for its Fall Board Meeting.

Respectfully submitted,  
George Hauser & Brent Wilson  
Northwestern Representative

## **Rocky Mountain Region Report**

**Ernest Carey**

There have been no conferences in the Rocky Mountain Region since the last report. The next conference is scheduled for October 16-17 and data from that conference will not be available in time for this report.

## **South Central Region Report**

**Tim McGuire**

### **2009 South Central Conference Report**

Southeastern Louisiana University at Hammond, LA hosted the April 24-25, 2009 conference. Thirty five papers were submitted and 18 were accepted (51% rate) for publication. In addition, the conference included one pre-conference workshop, three tutorials, and six student papers. Student papers and abstracts of posters are available in the CCSC-SC *Student Paper E-Journal*, Volume 2, <http://www.sci.tamucc.edu/ccsc/E-Journal/2008/>.

### **2010 South Central Conference**

St. Edwards University, Austin, Texas will host the 2010 conference on April 23-24, 2010. The Steering Committee planning meeting will be held Friday, December 4, 2010. Professional Paper submissions are due November 9, 2009.

### **Future Conferences**

The SCC Steering Committee has selected the following future conference sites:

2011 Sam Houston State University, Huntsville, TX, April 15-16, 2011. Dr. Ken Hartness will be the conference chair.

2012 West Texas A&M University, Canyon, TX

2013 Louisiana State University at Shreveport, LA

2014 UT Dallas, Dallas, TX

Respectfully submitted,  
Tim McGuire

## **Southeast Region Report**

**Kevin Treu**

### **Fall 2009 CCSC:Southeastern Conference**

The 23<sup>rd</sup> CCSC Southeastern Conference is scheduled for Nov 13-14 in Salem, VA at Roanoke College. Anil Shende and Jane Ingram are the site chairs, Kevin Treu (Furman) is chairing the regional board; Laurie White and Andy Digh (Mercer) are program co-chairs. Other regional board members are Julia Benson-Slaughter (local registrar, Georgia Perimeter), Susan Dean (publicity, UMUC – Maryland in Europe), Lynn Denoia (treasurer, UConn), James Hale (2009 site chair, Spelman), Dee Medley (2008 site chair, Augusta State), Bill Myers (at-large, Belmont Abbey), Hemant Pendharkar (secretary, SC Governor's School), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Paula Gabbert (at-large, Furman University) and Robert Lover (at-large, Belmont Abbey).

The members of the local conference committee are:

- Local Arrangements Chair: Anil Shende
- Local Publicity Chair: Jane Ingram
- Speakers Chair: Anil Shende
- Vendors Chair: Jane Ingram
- Corporate Sponsors Chair: Anil Shende
- Programming Contest Directors: Andy Digh, Chris Healy
- Student Research Contest Director: Anil Shende

The scheduled program includes 18 papers, 3 tutorials, and a session of student presentations from our student research competition. A total of 29 regular papers were submitted of which 8 were accepted outright and another 10 accepted conditionally (acceptance rate 62%).

A pre-conference workshop entitled "Linking Computer Science, Art, and Practice Through Digital Sound" will be presented by Jennifer Burg and Jason Romney of Wake Forest and the University of North Carolina School for the arts, respectively (scheduled from 8:30 a.m. to 11:30 on Friday, November 13).

Dr. Ron Vetter of UNC-Wilmington will give the keynote address "Building Mobile Phone Applications". Dr. Scott Grissom of NSF will give the banquet address "NSF Funding: Opportunities and Competitive Proposal Writing".

Student activities consist of a programming contest and a student research contest. Registrations have begun to be received for our 16<sup>th</sup> annual programming contest. Five submissions have been received for the student research contest.

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 14.

**2010 CCSC:Southeastern Conference**

Spelman College in Atlanta, GA, will host the 2010 conference on Nov 12-13. James Hale is the site chair.

Respectfully submitted,  
Kevin Treu  
Southeastern Regional Representative

## **Southwestern Report**

**Kim P. Kihlstrom**

### **Southwestern Conference 2009**

Our second conference was held on April 3 & 4, 2009 at National University in San Diego. Commendations are due everyone for a job well done! The keynotes, papers, tutorials, and panels were all excellent.

- Ali Farahani of National University was the conference chair. The site chair was Mdasser Wyne of National University.
- Cay Horstmann of San Jose State University and Sam Stokes of Microsoft gave excellent keynote addresses.
- There were 37 regular registrations and 6 student registrations.
- 18 papers were accepted out of 24 submitted for a 75% acceptance rate.
- 3 tutorials were presented:
  - Java assembly Language Programming for JVM
  - Animated Database Courseware (ADbC): Interactive instructional materials to support the teaching and learning of database concepts
  - Teaching virtual reality to undergraduates
- We elected the following:
  - June Porto, Treasurer & Registrar
  - Michael Doherty, Editor

### **Southwestern Conference 2010**

The 2010 Southwestern Conference Committee met on Friday, September 25, 2009 at California Lutheran University. It was decided that the conference will be held Friday and Saturday, March 26th & 27th, 2010 at California Lutheran University.

The following deadlines were determined:

Papers, Panels, tutorials, and workshops: December 4, 2009  
Author Notification: January 15, 2010  
Author Registration deadline: January 22, 2010  
Camera Ready version deadline: February 5, 2010  
Student Poster Abstracts: February 19, 2010

The members of the 2010 Southwestern conference committee are:

<b>function</b>	<b>name</b>	<b>email</b>
Conference Chair	Myungsook Klassen, California Lutheran University	<a href="mailto:mklassen@clunet.edu">mklassen@clunet.edu</a>
Site Chair: local arrangements	Chang-Shyh Peng, California Lutheran University	<a href="mailto:peng@callutheran.edu">peng@callutheran.edu</a>
Paper Chair: collect submissions, supervise referees	Michael Doherty University of the Pacific	<a href="mailto:mdoherty@pacific.edu">mdoherty@pacific.edu</a>
Author Chair: publication	Stephanie E. August, Loyola Marymount University	<a href="mailto:saugust@lmu.edu">saugust@lmu.edu</a>
Student posters	Kim Kihlstrom, Westmont College	<a href="mailto:kimkihls@westmont.edu">kimkihls@westmont.edu</a>
Speakers	Jiang Guo, CSU Los Angeles	<a href="mailto:jguo@exchange.calstatela.edu">jguo@exchange.calstatela.edu</a>
Panels & Tutorials	Tzu-Yi Chen, Pomona College	<a href="mailto:tzuyi@cs.pomona.edu">tzuyi@cs.pomona.edu</a>
Partners & exhibitors	Salam Salloum, Cal Poly Pomona	<a href="mailto:ssalloum@csupomona.edu">ssalloum@csupomona.edu</a>
Website	Paul McQuesten, University of Redlands	<a href="mailto:paul_mcquesten@redlands.edu">paul_mcquesten@redlands.edu</a>

The officers of the Southwestern region are as follows:

2011	Region Chair	Ani Nahapetian, UCLA, CSU Dominguez Hills	<a href="mailto:ani@cs.ucla.edu">ani@cs.ucla.edu</a> <a href="mailto:ani@csudh.edu">ani@csudh.edu</a>
2012	Treasurer & Registrar	June Porto, Mira Costa College	<a href="mailto:JPorto@miracosta.edu">JPorto@miracosta.edu</a>
2010	Secretary & Webmaster	Paul McQuesten, University of Redlands	<a href="mailto:paul_mcquesten@redlands.edu">paul_mcquesten@redlands.edu</a>
2012	Editor	Michael Doherty University of the Pacific	<a href="mailto:mdoherty@pacific.edu">mdoherty@pacific.edu</a>
2010	Regional Representative	Kim Kihlstrom, Westmont College	<a href="mailto:kimkihls@westmont.edu">kimkihls@westmont.edu</a>

--	Past Region Chair	G. Michael Barnes, CSU Northridge	<a href="mailto:renzo@csun.edu">renzo@csun.edu</a>
--	Past Conference Chair	Ali Farahani, National University	<a href="mailto:afarahan@nu.edu">afarahan@nu.edu</a>
--	Current Conference Chair	Myungsook Klassen, California Lutheran University	<a href="mailto:mklassen@clunet.edu">mklassen@clunet.edu</a>

Respectfully submitted,

Kim P. Kihlstrom  
Southwestern Regional Representative

## Publications Chair Report

John Meinke

### Fall 2009 Conferences

A summary of the statistics for the fall conferences follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Page Count	Acceptance rate
Northwest	6	7.2	8	2.25	61	43%
Midwest	11	8.3	11	1.4	106	50%
Rocky Mountain	10	7.5	1	1.0	76	high
Southeastern	22	7.4	4	1.5	185	62%
Eastern	22	7.3	12	1.1	174	58%

Once again, my thanks to the editorial team, Susan Dean and George Benjamin, as well as the folks I worked with from the individual conferences: Bill Cupp, Jean Johnson, Sharon Tuttle, and Andy Digh. My thanks also to our printer, Montrose Publishing.

The copyright release form was revised this Spring due to ACM requiring that the author sign separately regarding third party material. While we were scrambling to get the form in final form at the last minute, it did appear to work fairly well.

There are periodic inquiries regarding LaTeX submissions. We simply don't have the software available to work with LaTeX. Without appropriate software as well as a learning curve to accomplish the interface between various forms of submissions we cannot accept LaTeX submissions.

### Electronic proceedings

ACM has given a guideline of 2-3 weeks to get the *Journal* into the Digital Library. As soon as the blue line for the manuscript has been checked the individual papers are submitted to ACM for posting. It is a system that is working well. As of this report all proceedings for Fall 2009 conferences are available in the Digital Library.

Respectfully submitted,  
John Meinke, Publications Chair

## **Comptroller's Report**

**Rob Bryant**

The table below is the status of budgets that have been sent, received, and processed by me as of 10/4/09.

The table represents a view of budget processing status and NOT communication between region treasurers and myself. Some region treasurers have communicated they are working on them while others have had no communication.

I would like to request the board to discuss some methods for achieving two items that would help improve the budget approval process from my perspective:

1. How to improve a regions advance preparation of the baseline budget. We know for some regions it is very difficult to build a budget for a conference in which they do not have the site determined. I believe until that issue is addressed, we will continue to have budget approval delayed from the timeline goal the board has set for budgets to be approved.
2. How to improve accurate conference attendance reporting. The most influential item in a conference budget is the projected amount of attendees. It drives most all other budget items on both the income and expense side. In order to make an analysis of a proposed budget being in line with past years we need to have accurate past attendance data. We do not have that data. We have attempted in the past to get regions to send us a post-conference attendance report which would show the number of paying attendees along with the corresponding category (regular, late, student, programming team, etc.). The CCSC treasurer does not have this information since he only sees the dollar amount (which is what is shown on annual reports).

**CCSC Comptroller Conference Budget approval status, 10/4/09**

Region-conf. term	Baseline yr & date sent to region	Budget yr & date rcvd from region	Comptroller Approval sent to treasurer	approved by board	Next budget needed
CP-SPR	2011: 4/28/2009				2011
EA - FA	2010: 12/2/2008				2010
MS - SPR	2010: 11/20/2008				2010
MW - FA	2011: 9/20/2009				2011
NE - SPR	2010: 11/20/2008	2010: 4/27/2009	2010: 4/28/2009		2011
NW - FA	2010: 12/2/2008	2010: 3/4/2009	2010: 3/12/2009		2011
RM - FA	2010: 4/28/2009				2010
SC - SPR	2011: 4/28/2009				2011
SE - FA	2010: 12/2/2008	2010: 7/27/2009	2010: 7/27/2009		2011
SW - SPR	2011: 9/20/2009				2011

## Treasurer's Report

### Bill Myers

#### 1. Financial Report for 2007-08.

	August 1, 2007	July 31, 2008
Bank of America Checking Account	\$3,230.58	\$3,198.25
Bank of America Savings Account	16,588.09	12,313.89
Wachovia Checking Account	4,580.65	31,692.07
Wachovia Savings Account	6,269.89	5,216.97
PayPal Account	84.45	59.45
Wachovia CDs	93,257.11	84,937.06
Cash	7,392.00	*
Total	\$131,402.77	\$137,417.70
Reserves for Advance Registrations, etc. for Fall Conferences	\$12,752.00	
Reserves for Committed Services	\$8880.50	#
Accounts Receivable	\$415.00	\$70.00
Accounts Payable	\$4,635.71	\$2850.90

\*This data is no longer tracked  
#Data not complete

#### 2. Conference Budgets

Attached find the following budgets recommended by Rob and me for adoption:

Northeastern 2010  
Northwestern 2010  
Southeastern 2010

The following conferences need to have budgets approved at the meeting (or soon thereafter); submit your proposed budgets to Rob ASAP:

Eastern 2010  
Rocky Mountain 2010

The following budgets should be submitted to Rob before December, so that they can be acted upon before the Spring meeting:

Southwestern 2011  
Central Plains 2011  
South Central 2011  
Northeastern 2011  
MidSouth 2011

#### 3. Tax Return

Data for the return is still being compiled. I will need to e-mail the completed return to you for your review before submitting it. This should occur in January.

4. IRS changes

A discussion of any of the issues raised in the informational data I submitted to you from the IRS.

5. Royalty Payments

This has just come up. I will learn more about it and have more details at the meeting.

## Membership Report

**Jim Aman**

The snapshot of total membership as of October 28, 2009, including individuals who pay their dues independently stands at 546. Both Brent Wilson and I believe this is significantly below the actual number. The problems lie with regions not reporting in a timely manner or completely and regional registrars who do not mark attendees as paid (i.e., update memberships) in the database. These errors, once identified and corrected, will yield probably another 70-80 names, which would bring total membership into the normal range (around 620). I am working through reports now to correct the errors.

My biggest concern with this these inaccuracies is the impact on distribution of Journal editions, which draws addresses from the database. While there is something to be said for distributing the workload through the regional registrars, the practice has also introduced time-consuming problems. Human error, oversight, and neglect require as much time to correct as if all the entry were done by a single person. It is a goal of the new database system that these errors be caught early in the process – as close to the time of entry as possible – so the accuracy of the database can be assured. No doubt the auditors will also be pleased with this.

The timeline for the new database system called for its inauguration at Midwest in early November. With my knowledge and complete agreement, Brent Wilson focused on completing his doctoral dissertation against a hard deadline. He made it (congratulations, DR. Wilson, un-Quakerly as it is to say that!) but at the cost of completing work on the new system. His remarks at the meeting will address the new timeline.

### CCSC MEMBERSHIP – October 28, 2009

	Spring '09	Fall '09
CP	56	
ES		84
MW		55
MS	47	
NE	101	
NW		48
RM		10
SC	48	
SE		54
SW	43	
Indpnd't		1
Totals	295	251
	546	

2008 figure

## **Conference Coordinator's Report**

**Will Mitchell**

I have assisted Bill Myers in acquiring liability insurance;

I have filed for SIGCSE In-Cooperation status for the Spring 2010 conferences;

I have not been advised that any bylaws are ready for review.

## National Partners Chair Report

Bob Neufeld

**Transitions:** Over the last several years, Ernie Ferguson has built up a successful National Partners program. With his retirement this spring, the board still didn't have a replacement in sight so I took over that responsibility on an interim basis in July. Ernie was most helpful in transferring his records to allow me to contact partners about renewals, to update publicity and contact information, etc. As of early September, Dr. Paul Wiedemeier of the University of Louisiana at Monroe has been named the new National Partners Chair. Paul has been active both in Central Plains and now in MidSouth and will join the board at the Fall '09 Board meeting to become more familiar with our expectations for the National Partners program, as well as how the Consortium functions at the board level.

**Publicity & Outreach:** The National Partners brochure was updated with a listing of sites and dates for the 2009-2010 regional conferences as well as (twice) for the contact information for the National Partners Chair. In my communication with current and potential National Partners, I also included URLs for each regional conference website and vendor contacts for each conference, in addition to the above (and sending the brochure, of course). Because of the printing dates for the fall issues of the Journal, we made a judgment as to which partners would renew before these transactions were actually completed. Similarly, the listing of partners on our website needs to be pared down at the time that this is written. The National Partners Chair solicits your assistance in having the current list of National Partners posted at your own conference websites and in your programs.

**Current Partners:** Currently we have four National Partners for the 2009-10 academic year:

- Microsoft
- turingscraft
- Shodor
- Cengage Learning

**Costs/Losses:** Two former partners have cited cost as their reason for not renewing their partnership this year, one of them inquiring about the possibility of a partial payment to allow them to still provide packet inserts for conferences. Another contact person from a former partner wrote "Could you send me a list of universities that participate as part of CCSC?" In response, I sent the "Front matter" from two recent Journal issues and referred them to information available at our web site which shows a distribution of regions and also provides access to the CCSC Journal. The *Front matter* includes both a list of authors and of reviewers together with their affiliations. The two that I sent had participation from Portugal, Netherlands, Canada, as well as from across the US.

**Workshops, Requests:** Both Shodor (Bob Panoff) and Microsoft have expressed interest in providing workshops or "added content" at regional conferences "as part of our sponsorship." Our response has been that they may contact conference committees with these requests. Regional representatives may appreciate more conversation about CCSC's position on this.



Kevin Treu	Southeastern Representative	<a href="mailto:kevin.treu@furman.edu">kevin.treu@furman.edu</a>	Southeastern Region uses the UPE money to fund the student research paper contest prizes, and credit UPE on their call for papers ( <a href="http://cs.furman.edu/ccscse/docs/2009CallforPapers.pdf">http://cs.furman.edu/ccscse/docs/2009CallforPapers.pdf</a> ) and web site. Logo is generally in conference program.
Kim Kihlstrom	Southwestern Representative	<a href="mailto:kimkihls@westmont.edu">kimkihls@westmont.edu</a>	Student Poster website contains the following "Prizes will be awarded for the top two posters! We would like to express our gratitude to ΥΠΕ, the <a href="#">Upsilon Pi Epsilon</a> international honor society for the computing sciences, for generously donating the prizes". The money was used to purchase two \$50 gift cards, one for each of our two poster awards.

## **Service Recognition Sub-committee Report**

**Deborah Hwang, Larry D'Antonio, Scott Sigman**

The Committee proposes to establish the CCSC Distinguished Service Award as described on the next page, including establishing a Service Committee as a standing committee of the Board to administer this award.

## **CCSC Distinguished Service Award**

### **Purpose**

To recognize and honor an individual who has a long history of meritorious and significant service to the Consortium for Computing Sciences in Colleges.

### **Eligibility criteria**

Persons who have served at least 10 years in the Consortium are eligible to receive this award. This service may take many forms, such as leadership at the national or regional level, conference organization, or outreach efforts. Qualification is enhanced by the level and number of contributions, excellence, dedication, and tenure of service.

### **Nomination procedure**

Nominations are due by September 1 each year for consideration at the Fall Board meeting. Nominations may be made by any individual member of the Consortium and are sent to the chair of the Service Subcommittee.

Nominations are to consist of the following:

- the name, affiliation, and contact information of the individual being nominated
- a 1-2 page summary of why this person deserves the award
- at least 3 letters of support from current or former members (including the nominator) of the Consortium on behalf of the candidate documenting meritorious service

Elected members of the Board are not eligible for an award until one year after their term of office ends; i.e., they become eligible in the second year after serving their elected term.

### **Service Committee**

The Service Committee is a standing committee of the National Board consisting of three (3) elected members of the Board. The committee will ensure that all nomination materials are in order, review them, then recommend up to six (6) nominations to the National Board at the Fall Board Meeting.

### **Award selection and presentation**

Selection of recipients of this award will be made by the National Board from those recommended by the Service Committee. Up to three (3) persons may be selected each year. Presentation of this award will be made by a representative of the Board at the Annual Business meeting or at a Regional Conference as appropriate.

## **Paper Submission Sub-committee Report**

**John Meinke, Scott Sigman, Liz Adams, Bob Neufeld**

The committee has surveyed the Regional editors about the submission systems that are currently in use in the regions, inquiring about their satisfaction with various aspects of the system and whether the system was one that could be shared with other regions. Some of this information will be shared at the board meeting. The committee will also be meeting face-to-face prior to the fall board meeting. It seems unlikely that a system will emerge that is recommended for use by all regions, either from “commercial” packages or from those systems currently being used, most of which were designed and implemented within the region. The exception to the latter part is that several regions use the SIGCSE system, supported by Henry Walker.

## Appendices

### A. Spring 2009 Minutes

**Minutes of CCSC Spring Board meeting  
March 4, 2009  
Sheraton Read Hotel  
Chattanooga, Tennessee  
Reported by Robert Neufeld, Vice President**

Meeting called to order at 7:17 p.m.

**Members Present:** Myles McNally, president; Robert Neufeld, vice president; John Meinke, publications chair; Bill Myers, treasurer; Jim Aman, membership chair; Scott Sigman, Central Plains; Elizabeth Adams, Eastern; David Naugler, Midsouth; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; George Hauser, Northwestern; Ernest Carey, Rocky Mountain; Kevin Treu, Southeastern; Kim Kihlstrom, Southwestern; Will Mitchell, Conference Coordinator; Robert Bryant, Comptroller; Brent Wilson, database administrator; Ernie Ferguson, National Partners Chair

**Absent:** John Fernandez, South Central.

#### 2. Approval of minutes

- a. Fall 2008 Board Meeting – Approval of these minutes was moved by Meinke and seconded by Aman prior to the meeting. They were approved without dissent.
- b. Spring 2008 Annual Business Meeting – **Motion** to approve by Meinke, seconded by D'Antonio, and carried.

#### 3. Reports

- a. President (McNally) – expressed concern about budget issues in light of economic downturn.
- b. VP (Neufeld) – Nothing to add.
- c. Regional reports: Additions as follows were made to the published reports:
  - Dates for Eastern conference are October 15-16, 2010.
  - Northeastern is having issues with balancing budget for their 2010 conference and is considering a separate charge for lunch. This would affect the database design. After some discussion, Brent Wilson agreed to make provision in the DB to unbundle lunch in the registration procedure.
  - SW advocates for CD proceedings.
- d. National Partners (Ferguson) – Epic Systems has not renewed yet. Microsoft is wanting to “automate” payment. It has been useful to show web site to vendors. As Ernie Ferguson is leaving the position of National Partners Chair, he expressed disappointment that his replacement hasn't yet been named so that they could together meet vendors at SIGCSE. Other notes and questions are:
  - What about including a flyer in registration packet? Turing's Craft, for example, cannot attend all conferences but would like to have publicity.
  - Conference date conflicts are an issue.
  - An announcement in the Newsletter would be helpful.
  - Some vendors send books in lieu of attending a conference.
- e. Publications chair (Meinke) – Electronic form of papers is available to conferences.
- f. Membership chair (Aman) – Jim Aman reports a membership of 630 and is pleased that he and Brent Wilson, DB administrator agree on this number!

- g. Conference coordinator (Mitchell) – Nothing to add.
  - h. CSTA (Aman) – Nothing to add.
  - i. Treasurer’s report (Myers) – A more complete report will come later in the meeting.
  - j. UPE report (Adams) – Liz Adams reported that she has heard from eight regions about use of UPE funds.
4. **Motion:** By Bill Myers, seconded by Jim Aman.  
 Recommend to the annual meeting that the business meeting in 2010 be co-located with SIGCSE as per usual.  
 Motion carries.
5. **Spring Board meeting time and location** – As noted in the agenda, “The SIGCSE conference committee has suggested that it will be difficult for them to provide meeting space for CCSC Spring Board meetings in the future.” This has become more of a problem as Wednesday night workshops are on site. Myles has been in conversation with Barbara Boucher Owens about this but has no firm commitment at this time. This could raise the question of whether we want to continue to meet with SIGCSE. The cost for making our own arrangements this year is over \$600. Meeting earlier on Wednesday would be problematic. This issue is ongoing.
6. **Election of Publications Chair** – It was moved by Liz Adams and seconded by Larry D’Antonio to close nominations and elect John Meinke to another three-year term. Motion carries.
7. **Nominating Committee** – Kevin Treu and George Hauser were appointed to serve on the nominating with Bob Neufeld as ex officio chair.
8. **National Partners Chair** – There is continuing need to appoint a new National Partners Chair which could be a current regional representative.
9. **Conferences and Publications**
- a. **Liability insurance** – The Midwest region has been asked to provide proof of insurance coverage as a condition of use by the school that will be hosting their conference in fall of 2009. This will likely come up more frequently.
    - May be \$200 for a single weekend conference.
    - Will Mitchell, as conference coordinator, will investigate options both for individual conferences and blanket coverage and report back to President.
    - This liability coverage could be an umbrella coverage for CCSC, which would also cover conferences.
  - b. **Electronic paper submission system**
    - Regions use different systems, some paper, some electronic. The system used by South Central is very supportive for publications chair. Is Board interested in a cross-region submission system which would also give better support for the publications chair?
    - Would it require support from another person “serving at the pleasure of the board” to run this system?
    - The SIGCSE system is used by four regions and Henry Walker has indicated that he would be willing to support this for all ten regions.
    - Eastern and Northeastern use the same package (Amruth’s) – but independently.

- With South Central’s system, John Meinke gets notification when paper is submitted, etc. Interface with editor is pervasive with attachments to e-mail, zip files, etc.
  - This could be considered another service provided to regions by national and we should evaluate the total process as it is being done now.
  - A subcommittee of Meinke, Sigman, Neufeld, and Adams was appointed to investigate current practices amongst the regions and possible solutions for a consortium wide system. They are asked to report one month before fall meeting with a recommendation as to whether or not to head in this direction.
- c. **Date Coordination among Conferences** – This discussion will be deferred until later.
- d. **National Partners Advertising** - Various National Partners have asked if it is possible to have advertisements in the Newsletter or Journal, or to have advertising inserts in them.
- Need to distinguish between “service to membership” and paid advertising. This distinction is important from an IRS standpoint. We can advertise *what they are doing* but not *their product*. If it is not advertising, then we control the wording.
  - Possibilities include a website presence; newsletter articles; inclusion of flyers, etc., in packets; flyers at conferences.
  - Should regions be expected to stuff materials from national partners in packets of registrants? Yes.
  - Can we put those announcements on the web site? OK.
  - Printing in Journal? No.
- e. **Status of the Newsletter**  
 May be going to an electronic form of the Newsletter as per action of Fall ’08 Board meeting. John Meinke will draft a proposed change to the standing rules to accommodate this.
- f. **Recognition Sub-committee**
- Should recognition also be for work within the regions? Optional for the regions?
  - Does the national board want to honor distinguished or outstanding service? There would be a backlog of such awards. The board does not want to *tell* regions what to do in this area.
  - ACM and MAA have patterns that could be adapted to CCSC if we choose.
  - CCSC has a backlog of individuals who might well be worthy of an award for past service.
  - **Moved** by Liz Adams and seconded by Jim Aman to give an award to Susan Dean for outstanding long-term service to the CCSC organization. Motion carries.
  - **Moved** by Deborah Hwang and seconded by Scott Sigman to reconstitute Service Recognition Committee with same charge as from Fall Board meetings. Motion carries. New members are Hwang, D’Antonio, and Sigman. Their report should include suggestions on how to publicize this.

*Break*

**Budgets issues:**

**10. Finance Committee**

This committee prepares the budget, must include Treasurer and Comptroller and three additional members of the Board. Hauser, D’Antonio, and Meinke were appointed to serve with Bill Myers and Rob Bryant. The budget is to be presented to Board for e-mail vote within two to four weeks.

**11. Budget Approval Process**

- a. President expresses displeasure that budgets have not been submitted and processed as per the charge from fall.

- b. Bill: What does Board want to see by way of approval?
- c. Much discussion about this procedure – here we go again, what kind of deadlines, etc, etc.
- d. Do the best you can but recognize that some changes may be necessary.
- e. Comptroller needs better historical data on regional budgets.
- f. Board does not need to view historical data in the budget approval process, only Treasurer and Comptroller.
- g. For fall, would like to see ALL of the five required budgets in the report packet for the fall board meeting.

12. **Treasurer’s Report** – The treasurer’s report and the financial report for 2007-08 were available at the meeting and are attached below. Some observations from the treasurer (Myers) follow:

- a. While the first paragraph of report shows a loss, Bill is not overly concerned at this point.
- b. Sarbanes-Oxley act places new (potential) requirements on Treasurer and on board responsibility. See “Major changes” under item 3 in the treasurer’s report.
- c. Bill needs a report from each voting Board member on any payments paid to Consortium during 2008-2009 fiscal year. This would include Fall 2008 and Spring 2009 conferences, or any payments made to CCSC during this time. Even though this was reimbursed by some other individual or entity, it needs to be reported. Aug. 1, 2008 through July 31, 2009 OR payment made for one of those conferences.
- d. **Motion:** Moved by Deborah Hwang and seconded by Liz Adams.  
Membership fees are considered to be 100% for program services and 0% for donations.  
Carries without dissent.
- e. **Motion:** Moved by Bill Myers and seconded by Jim Aman that the Rocky Mountain, South Central, and Central Plains regional budgets be approved as distributed. (These budgets are included below.)  
Motion carries.

### 13. **Conference Date Coordination**

The president declares that the date coordination issue will not be addressed tonight.

### 14. **DB update** (Wilson)

- a. Fall is still the target date but it will take time to get clean data. Bringing data across from the present system is not feasible.
- b. Question about level of data required on students *in membership data base* and also for how long this information needs to be kept. Is student data required in order to manage programming contests, etc.? The plan is to *not* maintain individual student data long term.
- c. Is national DB also going to be asked to manage “external” mailing lists? Brent hopes not.

*Meeting adjourned at 11:15 p.m.*

B. Approved Budgets

Consortium 2009

CCSC Budget -- 2009-10	
Approved by the Board on July 11, 2009	
<b>Income</b>	
Membership Dues	\$490
Head Tax	27,000
Reserves from Prior Year	12,700
National Partners	6,000
Grants	1,500
Interest	3,510
Proceedings Sold to conferences	1,800
Back Issues	
Donations	
Other Income	
Conference Surpluses	10,000
<b>Total Income</b>	<b>\$63,000</b>
<b>Expenses</b>	
Board Travel	\$23,000
Board Meet. Exp.	1,500
Audit Comm. Exp.	600
Journal Printing	21,000
Journal Mailing	3,500
Professional Fees	25
Phone/Fax	25
Office Supplies	350
Promotion	250
Other Printing/ Duplicating	50
Postage	350
National Partners Fees to Conferences	3,000
Web Expenses	150
Bonding	
Liability Insurance	1,000
Checks/Bank Fees	150
Credit Card Expenses	1,200
Grants to Confs.	1,500
Conference Dev.	500
Database Development	1,000
Publication Expenses	500
Miscellaneous	350
<b>Total Expenses</b>	<b>\$60,000</b>
Reserves for Grants	\$750
Reserves for Memberships Expiring in the Year	\$11,000
<b>Surplus</b>	<b>(\$8,750)</b>

Midwest 2010

**Midwest Conference Budget  
For Fall 2010 Conference  
Approved by the Board on July 30, 2009  
Host: Franklin College**

<b>Income</b>	<b><u>Number</u></b>	<b><u>Per Item</u></b>	<b><u>Total</u></b>
Registrations			
Full-Early	60	140	8400
Full-Late	5	160	800
Student	15	40	600
ProgContest Participants	10	15	150
K12 educators	15	25	375
Workshops	25	20	500
Local Vendor	2	150	300
Nation Partners	3	100	300
Extra/Previous Proceedings			
Extra Meals			
Banquet	5	25	125
Luncheon	4	15	60
Other Income Items			
UPE Award			120
		<b>Total Income</b>	<b>\$11,730</b>
<b>Expenses</b>	<b><u>Number</u></b>	<b><u>Per Item</u></b>	<b><u>Total</u></b>
Consortium Membership			1000
Consortium Head Tax	65	41	2665
Extra/Previous Proceedings			
Planning Meeting Meals	2	175	350
Planning Meeting Travel			
Postage	2	200	400
Office Supplies			150
Brochure Printing			1000
Duplication			200
Speakers Expenses			1000
Meals			
Breaks	80	7	560
Banquet	80	22	1760
Saturday Breakfast	95	8	760
Luncheon	95	13	1235
Social			
Room Rental			350
Students			
Event			0
Poster Awards			150
ProgContest Awards			150
Other Expenses			
		<b>Total Expenses</b>	<b>\$11,730</b>
		<b>Balance</b>	<b>\$0</b>







