

Minutes - CCSC Fall Board Meeting

November 1-2, 2001

Nashville, TN

Members present: Ingrid Russell, Elizabeth Adams, Myles McNally, Anne Cable, Kevin Treu, William Myers, Curt White, Cathy Bareiss, Bob Riser, Richard Wyatt, Matt Dickerson, Rob Bryant, Will Mitchell, John Meinke, Dean Sanders

0. Meeting called to order

Meeting called to order at 6:08 pm. Minutes from the Spring Board meeting were approved unanimously.

1. Introductory Remarks by the President

Ingrid Russell thanked all board members for their hard work throughout the year and for all the productive discussions she's had with various board members on CCSC issues since her term started. She also indicated how impressed she was with the amount of work and activities that are happening at the regional level, some of which she was not aware of until she took office.

Ingrid went on to say that CCSC's significant growth over the last year has created some challenges for us to deal with. She indicated that she has been in close contact with the past president as well as the president-elect to ensure agreement on priorities. She identified areas she would like to prioritize for this year. One is better communication with the regions and the national board. She would like to see a better structure in place to help with this. The other issue she would like addressed are the evaluation and restructuring of some of our operations and procedures in finance, membership, and publications. These are not new issues nor things that can be done overnight and we have started addressing them, but she would like to see CCSC move quicker in that direction.

Ingrid announced the formation of the finance committee to not only recommend a budget for 2002-2003 but also to help us have a better understanding of our finances over the last few years. In looking over the last few years' finances, the committee should be able to see trends, problems, and ideas which will help us in considering long term planning for CCSC.

2. Report of Past President

Matt Dickerson gave the Past-President report. We need to elect a new treasurer, president-elect, central plains representative, midwest representative, and eastern representative. A nominating committee will be put in place soon. Any volunteers will be welcome. We need to have representation from all regions on the committee.

Meeting rooms for spring board meeting and audit committee meeting at SIGCSE have been reserved.

3. Report of President-Elect

There was one vote taken via email on 9/14/01:

To authorize payment for one night stay for audit committee members at the Southeastern conference in Nashville.

Moved by Carl Steidley and seconded by Matt Dickerson. 9 in favor and 1 abstained.

Matt Dickerson appointed Dean Sanders as a regional representative for CP replacing T.S. Pennington.

Ingrid Russell appointed Myles McNally as regional representative for MW replacing Jim Aman.

UPE Award status: Announcement of award was emailed to the board on 9/17/01. To date, one proposal has been submitted. Deadline for proposals is 11/12/01.

Those conferences that did not spend their past UPE award should inform Bill Myers so that the appropriate account is budgeted. It was agreed that the unspent money should be added to this year's amount. Bill Myers will let us know the new total award amount for this year.

4. Regional Reports

a. Eastern regional report was given by Liz Adams. Report follows.

[Email report]

The 17th Eastern Small College Computing Conference was held on October 26-27 in Shepherdstown, West Virginia, hosted by Shepherd College. Ben Benokraitis of Shenandoah University was Conference Chair.

It was noted in the Call for Participation, the website, the conference program, and the opening session that this marked the first year the conference was associated with CCSC.

The conference included

- 21 papers presented in 7 paper sessions
- 5 panels
- 3 pre-conference workshops: Bioinformatics Curriculum, Integrating Math Reasoning in Intro CS, and Generic Programming using STL
- a student programming contest in which five teams competed.
- a vendor display area. Scott/Jones, IEEE Computer Society, Franklin Beedle & Associates, Prentice Hall, Course Technology, and John Wiley & Sons participated, although not all sent representatives.
- welcoming address by Ben Benokraitis and Dr. David Dunlop, President of Shepherd College.
- keynote address by Ramada Reddy of the Concurrent Engineering Research Center of West Virginia University, on *Doing the Impossible: Can a Small Computing Department Become World Class?*
- Two plenary sessions: Russell Shackelford of the Institute for Human and Machine Cognition on *Computing Curricula 2001*, and Normal Bier of Carnegie Technology Education on *Collaborative Internet-Mediated Computer Science*

There were approximately 90 attendees, including 15 students

All sessions, except for the programming contest, were held at the Clarion Hotel and Conference Center in Shepherdstown. All presentation rooms were equipped with PCs, projection systems, and Internet access,

sponsored by Citizens Communications. The reception and banquet were held at the hotel, followed by a social and musical performance at the home of a Shepherd College faculty member, Dr. Parvin Rahnvard. The programming contest was held at Smith Hall at Shepherd College, and chaired by David Weaver of Shepherd College. The first place team, from Shepherd College, was awarded \$300 and the second, from Ramapo College, was awarded \$180, both prizes donated by Prentice Hall. McGraw Hill donated books to be presented to all competitors.

The conference ended with a general membership meeting, followed by a Steering Committee meeting. The agenda included a post-conference report by Ben Benokraitis, and discussion of plans for conferences in 2002, 2003 and beyond. Several institutions expressed interest in hosting future conferences, and members discussed the optimal geographical locations for conferences. A draft of a request for funding for a student poster session for next year's conference was approved. There was a discussion about by-laws and the committee voted to have a sub-committee hold a breakfast meeting at SIGCSE to draft them.

2002 conference will be at Bloomsburg University, Bloomsburg, PA, chaired by Zahira Khan.

2003 conference will be at Montclair State University, chaired by Dorothy Deremer.

b. Midwest regional report was given by Myles McNally.

[email report]

**CCSC-Midwest Regional Report
October 19, 2001**

Midwest Conference 2001

The Midwest Conference for 2001 was held September 28 and 29 at Olivet Nazarene University in Bourbonnais, Illinois. Herb Dershem of Hope College chaired the conference. Among its features were:

- Seventeen papers, including six student papers
- Three tutorials: interpreter assignments, ethics, handhelds
- Four panels included a special two-part NSF session on funding opportunities
- Student Poster Session
- Pre-conference workshop on support tools for teaching CS1 and CS2 in Java
- Post-conference workshop on teaching multithreaded programming
- Keynote address by James Caristi of Valparaiso University entitled *Retraining Small College Educators to Teach the Hybrid Courses in ACM/IEEE's Curriculum 2001*
- Banquet Address by Dave Berque and Doug Harms, DePauw University entitled *Old Hardware: Still Useful After All These Years* (very well received!)

This was the first time the conference had well developed student sessions, both papers and posters. UPE awards were given to the best student papers, posters, and best in show.

Attendance figures:

- Preregistrations 43
- On-site registrations 6
- Student registrations 14
- Vendor Registrations 6

Although total attendance (63) was just slightly below the Midwest's average, the number of regular (i.e., non-

student) registrations was off markedly. This was no doubt partially because of the national crisis. But those who attended seemed to enjoy themselves quite well, and the conference evaluations were good.

Midwest Conference 2002

The Midwest Conference for 2002 will be held September 27 and 28 at Indiana Wesleyan University in Marion, Indiana. Florence Appel of Saint Xavier University will chair the conference. The budget for this conference is submitted as a separate document.

Other Issues

1. By-laws for the region are not yet developed. The new regional representative will make this a priority.
2. In order to develop more participation, members of the conference committee will call individuals at institutions in the region that have not, or not recently, had participants at the conferences. We would like to be able to send them a copy of the Journal. Will Mitchell has reported that he has about 5,000 such copies. The region would prefer not to have to pay for the copies it uses in this way.
3. The Region recommends that the National create a display for the SIGCSE conference that would highlight CCSC activities and contains the various Calls and Programs from the regions.

Respectfully submitted by

Myles F. McNally
Midwest Representative

c. Northeast regional report was given by Richard Wyatt. Report follows.

[email report]

NORTHEAST REPORT

Report from the CCSCNE to the CCSC Board, October 19, 2001.

A. 2001 Conference:

The Sixth Annual NE conference was held at Middlebury College in Vermont, April 20-21, 2001. It was another successful conference, with 140 regular and 50 student registrants. There were 27 papers, five tutorials, and two workshops. The three best-paper awards were given at the lunch, which marked the end of the conference. Students posters, of which there were more than ever before, were displayed and judged, mostly during the social hours. The best-poster prizes, courtesy of UPE, who gave us \$250, were given at the dinner. Vendor participation was strong, as it has been in the past. We introduced a programming contest consisting of a shortened, three hour, version of the ACM contest, which attracted seventeen teams. Three prizes, \$1200 in cash (courtesy of Microsoft) and books (courtesy of Jon Bentley), were awarded at the dinner. There were two very good plenary sessions: Jon Bentley (Bell Labs) and Michael Goodrich (Johns Hopkins).

At past NE conferences, we have had dinner speakers and, in 2000, after-dinner entertainment. However, the NE board is of the view that neither have been especially successful, mostly because the conference attendees are too tired to enjoy them. Consequently, for the 2001 conference, the dinner speaker being replaced by a Saturday morning invited

speaker and the entertainment was discontinued, without any expressions of disappointment from the attendees.

The conference committee was introduced for the 2002 conference, which is to be held at Worcester State College, Worcester, Massachusetts, April 19-20, 2002. The conference chair is Karl Wurst: kwurst@worchester.edu and the papers deadline is November 16, 2001. All are encouraged to submit.

B. Other Matters

1. The venue for the 2003 conference has been selected: Rhode Island College in Providence, Rhode Island. The tentative dates are April 25-26, 2003.

2. During the past year CCSCNE dealt with the following noteworthy matters:

(i) From the Sub-Committee on Paper Standards, Submissions, and Related Matters

A number of policies intended to reduce potential conflicts of interest were discussed.

Accepted:

- Paper chairs are not to be best paper judges.
- Paper chairs are not to submit papers.
- Panels/tutorials/workshops chairs are not to submit panels, tutorials, or workshops.
- Paper chairs are not to be paper reviewers.
- Panels, tutorials, and workshops will no longer be reviewed by the PTW chairs. Separate reviewers will be used. To be implemented beginning with the 2003 conference.

Rejected (unanimously)

- Paper authors are not to be paper reviewers.

(ii) From the Subcommittee on Travel Reimbursement

The following can be paid by CCSCNE for Board and Committee members' expenses to travel to the September or January meetings, subject to amount budgeted specifically for travel:

- Hotel: up to \$80 per person if the person must travel at least 3 hours in each direction.
- Meals: up to \$30 per person.
- Travel: up to \$50 per person, including tolls, and mileage (at current IRS rate OR gasoline)

However, Board and Conference Committee members are encouraged to seek support from their own institutions first.

(iii) CCSCNE Board minutes (excluding budgets) are to be made publicly accessible via links from the CCSCNE homepage.

Respectfully submitted(Oct.18, 2001):
Richard Wyatt
Chair of the CCSCNE Board
Department of ComputerScience
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West Chester University
West Chester, PA 19383
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wyatt@checkov.wcupa.edu

d. Northwest regional report was given by Rob Bryant.

[Email report]

**CCSC-NorthwestRegional Report
October19, 2001**

NorthwestConference 2001

TheNorthwest Conference for 2001 was held October 5 and 6 at Pacifi Lutheran University in Tacoma, Washington. GerogeHauser of PLU was the conference chair. Among its features were:

- 19 papers were submitted, 12 wereaccepted and presented.
- 8 panels and tutorials were presented.
- Keynote address by Dan McCracken of City College of New York *entitled A Stealth Approach to Teaching HCI.*
- Banquet Address by Jim Dehmlow of Unigraphics Solutions, Inc. *entitled E-Business: An insider's View.*

We attempted to have student posters this year but none weresubmitted. We plan to publicize this more next year.

Attendance figures:

- Preregistrations 51
- On-site registrations 8
- Registrations 2

Vendor these are not official numbers asthe final count is not available yet)

The total attendance was lower thanexpected. We assume we were impacted by the September events as were the otherfall conferences. The conference was well received by those in attendance andmuch positive feedback was received.

NorthwestConference 2002

TheNorthwest Conference for 2002 will be held October 4 and 5 at Seattle PacificUniversity in Seattle, Washinton. Phil Prins of SPU will chair the conference. The budget for thisconference is submitted as a separate document.

OtherIssues

4. By-laws for the region were approvedthis September. They are attached.

Respectfully submitted by

Rob Bryant

Northwest Representative

p.s. Thanks to Myles McNally for the format of this document!

e. Rocky Mountain regional report was given by Anne Cable.

[email report]

**CCSC-Rocky Mountain Regional Report
October 29, 2001**

Rocky Mountain Conference 2001

The conference was held October 19 and 20 at Black Hills State University in Spearfish, SD. Tim Reeves of San Juan Community College (in Farmington, NM) was Conference Chair. Jean Johnson of Black Hills State University was Site Chair.

- 16 papers were submitted; 14 were accepted and presented (87% accepted)
- 1 student paper, 2 panels, and 5 tutorials were presented.
- Tim McCabe of Gateway gave the Keynote Address.
- Only one student paper was presented, but it was of very high quality and the judges did not hesitate to award Jason Williams the UPE award for best paper.
- Attendance estimate: 41 (including 2 students and 1 vendor)
- Comments: The attendance was somewhat low—probably due to recent events combined with the long distance required to travel to the Rocky Mountain conference. There were many new members from South Dakota. Sessions were almost always rated as excellent or good—only the keynote session received a few scores below “good”.

Future Conferences

- 2002 Metropolitan State University of Denver; Denver, CO, Date TBA.
Conference Chair: Tim Reeves; Co-Site Chairs: Judy Gurka and Noel LeJeune
- 2003 University of Northern Colorado; Greeley, CO; Site Chair: Peter Isaacson
- 2004 Western New Mexico University, Silver City, NM. Site Chair: Richard Johnson

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Other Issues

5. The Steering Committee welcomes four new members: Tom Brown of Eastern New Mexico University, Richard Johnson from Western New Mexico University, Lazlo Szuecs from Fort Lewis College, and Henry Zwick from the College of Eastern Utah.
6. In order to increase regional participation, Tom Brown will serve in a new steering committee position: Membership Chair. Tom will coordinate the efforts of five State Membership Coordinators from Colorado, New Mexico, South Dakota, Utah, and Wyoming.

7. Anne Cable was appointed to draft a set of Bylaws for the Rocky Mountain Steering Committee.
8. We are investigating electronic submission and refereeing. Peter Isaacson will assist with this new venture. We also hope to get advice and assistance from the CCSC Board.
9. The budget for next year's conference is forthcoming.

Respectfully submitted by

Anne Cable
Rocky Mountain Representative

p.s. Thanks to Myles McNally and Rob Bryant for the format of this document!

f. Southeast regional report was given by Bob Riser.

[email report]

**CCSC-SOUTHEAST REGIONAL REPORT
Fall 2001**

Fall 2001 CCSC: Southeastern Conference

The 2001 CCSC Southeastern Conference is scheduled for Nov 2-3 at David Lipscomb University in Nashville, TN. Kevin Treu (Furman) is chairing the steering committee; Becky Tallon and Jon Fouss are the site co-chairs. Susan Dean (Samford) is the program chair, assisted by Laurie White (Mercer) who will become the program chair for the 2002 conference. Final registration figures will be provided at the Board meeting.

The scheduled program includes 22 reviewed papers (including 2 student papers), 1 panel, 4 tutorials, and 1 pre-conference workshop. The keynote address "The Future of Technology in Higher Education" will be given by Lori Smith, Director of Operations – Higher Education Department, DELL Computer Corporation. The banquet speech "Webcasting, The Way and How" will be given by Amy Kirkland, Bluebird Café, and James Kendrick and Mike Shell, Digitalstream. A total of 29 regular papers were submitted of which 13 were accepted outright, 7 were accepted conditionally, 8 were rejected, and 1 was withdrawn during the reviewing process. 2 student papers were submitted and accepted.

Student activities consist of a programming contest, a web design contest, and student papers. 22 teams representing 14 schools are entered in the 8th annual programming contest. Four student teams submitted entries to our first Web Design contest, and two student papers were accepted. Winners in each of the competitions will be announced at lunch on Saturday, Nov 3. Web contest awards are funded through the UPE grant.

Fall 2002 CCSC: Southeastern Conference

The 2002 CCSC Southeastern Conference will be hosted by Furman University in Greenville, SC. Kevin Treu and Paula Gabbert are the site co-chairs, Laurie White (Mercer) is the program chair.

Fall 2003 CCSC: Southeastern Conference

A proposal to host the 2003 conference has been submitted by Julia Benson & Priscilla Dodds of Georgia Perimeter College, Atlanta. A decision will be made by the conference steering committee at its Nov 2 meeting.

Other Regional Issues/Activities

- Increasing student participation: Efforts to increase student participation (through the programming contest, student papers, and the Web design contest) are continuing. Consideration will be given to expanding the number of teams in the 2002 programming contest to beyond 20.
- Increasing conference attendance: Previous initiatives are continuing, including each steering committee member contacting at least 5 people about submitting papers and site chair contacting all CS-related departments within 100 miles of the conference. First-time attendees and presenters will be recognized, possibly through name-tag ribbons, at the conference.
- Distribution of conference brochures: Bulk mailings of our conference brochures has not been effective and will be discontinued. Brochures will continue to be distributed at other conferences and will be available on the regional website. The membership chair is responsible for creating an e-mail distribution list for the region. The host site is responsible for developing an e-mail distribution list of local schools.
- Conference hosting manual: Work is continuing on the development of a conference hosting manual.

The CCSC:SE conference steering committee will meet on November 2 in Nashville, immediately following the conference banquet.

Respectfully submitted,
Bob Riser
Southeastern Regional Representative

g. South Central report .

[email report]

CCSC-South Central Regional Report

October, 2001

The 2001 CCSC SCC was hosted by Amarillo College, Amarillo, TX. April 20 -21, 2001. Bob Sloger and Harry Haiduk were the conference co-chairs. There were 78 paid attendees. The program included: 27 reviewed papers, 6 reviewed student papers, one non-reviewed student paper, four tutorial sessions, 2 panel sessions, and two Wideband Gigabit Networking Certification sessions. The keynote address, "Wideband Gigabit Networking and Education", describing the wideband high performance networking technology that has been designed to remedy many of the problems associated with conventional ethernet was delivered by Dr. Jay Potter of The International Academy of Science. The banquet speech, "The MV-22B Osprey Tiltrotor", was delivered by Major Al White, USAF. Major White is currently assigned as one of the test pilots of the Osprey. He is currently conducting acceptance test flights in the V-22 and participates in program

management processes to ensure production aircraft meet contractor specifications. Major White talked about this project, the evolution of the aircraft, its future, and its role in the military.

UPE supported Student Paper Awards were presented as follows:

First prize: \$100.00

Paper: "internet protocol version 6"

Authors: Gregory R. Scholz (presenter)

Jaime Flores

Clint Evans

Mustafa Rahman

(all from Southwest Texas State University)

Second prize: \$50.00

Paper: "ICMP Datagrams in Traceroute Algorithms"

Author: Tony Mendolia, St. Edwards University

Third prize: \$25.00

Paper: TCP/IP and Security Software Applications

Author: William Natale, St. Edwards University

The 2002 South Central Conference will be hosted by Texas Lutheran University in Seguin, TX April 12-13, 2002. The conference will be chaired by Bill Musgraves of Texas Lutheran University. The Planning Meeting for this conference will be held in Seguin November 16-17, 2001.

A report regarding the status of the South Central Conference's proceedings will be forthcoming from John Meinke, Journal Editor.

A report regarding the number of registrants for the South Central Conference will be forthcoming from Kathy Bareiss, Membership Secretary.

Respectfully submitted by

Carl W. Steidley

South Central Representative

h. Central Plains regional report was given by Dean Sanders. Report follows.

Regional conferences are encouraged to apply for SIGCSE in cooperation. Simply modify the Northwest form created by Ingrid and mail back to her.

Regions are asked to monitor acceptance rates for quality session papers.

6. NECC Report was given by Kevin Treu.

Kevin recommended that we publicize the NECC grants.

[email report]

NECC REPORT TO THE CCSC BOARD, November 1, 2001

1. The CCSC Society Session at NECC 2001 in Chicago was entitled "Making It Happen: Managing a Regional Conference" and featured panelists Curt White, James Caristi and Herbert Dershem. It was a good opportunity to broaden the visibility of CCSC.

2. A total of 13,573 people attended NECC 2001, with an additional 4,577 exhibitors. Steve Jobs addressed approximately 9,500 people at the keynote session. This is clearly a very large audience, with potentially many people who might be interested in learning more about CCSC.

3. Two attendees signed up for one-year individual CCSC memberships utilizing the membership option on NECC's registration form.

4. NECC 2002 is scheduled for San Antonio, June 17-19. The CCSC Society Session which has been submitted for consideration is entitled "Investing in the Future: K-12 Outreach Opportunities for College Computer Science Departments".

5. In my spring report I distributed the description and application form for the NECA Special and Collaborative Projects Grants Program. Though the deadline for proposals for this cycle is November 1, I would like to do more to make CCSC members aware of this program for the next cycle. This is an exciting opportunity for CCSC as a whole and our member institutions in particular to benefit from our relationship with NECA. As you can see, grants for reasonably sizeable amounts of money are available.

6. NECA has completed a major re-evaluation of its working relationship with ISTE (International Society for Technology in Education, which also helps sponsor NECC) and is forming a new, combined entity. There has been a nationwide search for a CEO and the selected candidate will be introduced at the next NECA board meeting in January in San Antonio.

Respectfully submitted,
Kevin Treu

7. Conference Coordinator Report was given by Will Mitchell. Will encouraged Central Plains, Eastern, and

Rocky Mountain regions to examine Northeastern's bylaws and work toward creating their own bylaws. He reported that the three regions are working on their bylaws now.

8. Membership Report was given by Cathy Bareiss. Report follows.

1. Numbers

- A. See http://csis.olivet.edu:8400/ccsc/ccsc.mem_reports.membership_report for actual numbers. This is always up-to-date.
- B. Analysis – We are currently down 60 members
 - a. While NE has a significant increase last spring (75), 65 were non-members (students, speakers, advisors, vendors).
 - b. Institutional membership has decreased (one possible reason is that the deadlines for on-time have been “lost” over the past two years).
 - c. SE has not completed registrations (currently down about 20 attendees).
 - d. I have not gotten RM or NW on-site data
 - e. MW was down about 11 “members”
 - f. SC was down 28 members
 - g. A significant number of Eastern attendees were “members” last year

2. Overview of tasks. I thought I would take the opportunity to describe many of the tasks done on a regular basis by this position.

- A. Handling local registrations. This not only includes the entering of data but also communication with the following folks: conference chair, local site, local registration folks, student activities chair, vendor chair, publicity chair, regional representative
- B. Handling 99% of incoming funds which involves:
 - a. Reports to Bill
 - b. W-9 forms
- C. Creating and distributing ballots (which went off fine this year despite being remote from the mailing)
- D. Generating mailing lists for the regions and proceedings. Typically this only involves forwarding a standard email to the right person unless there is a problem.
- E. Trying to update the data. This is a task I have had little time to spend on.
- F. Handling back mailings of “late members” and other issues.
- G. Maintain membership sec. System – There are a number of improvements that are necessary.
- H. Handle misc. questions for members and attendees.

3. Actions of the past year (most actions done remotely)

- A. Conferences: I was able to attend 6 out of 7 conferences last academic year. Only missed SC. This gave me a very good idea of how the regions vary and also allowed me to meet many of the folks I work with.
- B. Established new listservs. Let’s not talk about the past – but let’s start to use them! ccsc@olivet.edu (for general discussion). ccscmember@olivet.edu (for official business – which will need to be updated on a regular basis), and each region: for example ccscmw@olivet.edu - for regional only business
- C. Attempted to do registration locally. This failed for a number of reasons in the fall, including major firewall problems locally.
- D. Established a timeline for conferences and some forms (see other forms)
- E. Improved emailing of receipts.

4. Problems

- A. Multiple conference refund – I firmly recommend that we allow attendees to request a multiple conference refund (for attending two or more conferences at the full rate during a calendar year) by posting a form on the web that they must fill out and mail to Bill Myers. He will then send me the name and conferences. I will confirm the multiple conferences and then he will issue the refund.
- B. Site access late August, early September
- C. Getting presenter registrations. This was a very atypical problem this summer. I think the primary reasons were new people not knowing the “procedures” and the attempt to do things locally.
- D. Incorrect/incomplete/inconsistent registration forms – this is a major problem every year for many regions.
- E. Inconsistent procedures across the regions which make it very difficult to do my job.
- F. Requests for credit cards continue

5. Planned actions

- A. Local registrations
 - a. NW is trying to handle local on-site registrations after the fact. I will work with NE to try handling registrations locally for the spring.
- B. Improve timeline and finish development of forms
- C. Get assistant membership secretary
- D. Improve interface with student help
- E. Update all forms (note: new address – Cathy Bareiss / CS Department / Olivet Nazarene University / One University Avenue / Bourbonnais, IL 60914 and new fax: (815)939-5071)

9. Publications Report was given by John Meinke.

John gave an update on the ACM Digital Library (why the CCSC Journal is not yet in the Digital Library). No resolve on the issue yet but progress is being made.

[email report]

Fall 2001 CCSC Publications Chair Report

1. Proceedings

The preparation of Proceedings went relatively well this past summer, although there were a few tight deadlines. These were generated by my own work schedule, and this needs to be kept in mind when manuscript deadlines are set. I frequently find that I am unexpectedly sent on a business trip – that happened during the summer, with a two week trip to England visiting multiple sites. (As I am writing this report, less than a week before the Board meeting, I found out three days ago that I will be making a trip almost a week in length to northern Italy less than a week after returning from the Board meeting – not an awful lot of time for advance planning.)

There were three issues of the Journal that were proceedings of the five Fall conferences. Number 1 included Midwestern and Rocky Mountain, Number 2 included Northwestern and Southeastern, and Number 3 was for Eastern plus included papers that had missed proceedings deadlines over the past year.

My sincere thanks to the conference editors who helped to get papers in closer to final form so that the proceedings editing was able to go relatively quickly. Again, we did have some problems with some figures. I have purchased a scanner for home which should alleviate the problem there— as long as hard copy is available. We (CCSC) also purchased Corel Office 2002 which has helped to retrieve more manuscripts submitted in various non-standard formats.

2. Newsletters

The September newsletter included announcements for all Consortium conferences for the 2001-02 fiscal year. My thanks and kudos to the various conferences for accomplishing inclusion of all conferences in the September newsletter for the first time.

3. The Web

The migration to the new web site is proceeding – it can sometimes appear that policies are evolving slowly, but steps along the way are being thought out very carefully by Myles and being bounced off several folks carefully to insure that good policies and procedures are established.

Myles is also chairing a web committee which is examining alternative appearances to make the web site much more usable as well as pleasing. Various designs have been proposed, and are being critiqued for pros and cons. A concern that is being addressed is access to the website by the handicapped!

Respectfully submitted,
John G. Meinke

10. Treasurer Report was given by Bill Myers.

Spreadsheets submitted via email.

11. Bylaws Committee report was given by Richard Wyatt. No formal report at this time.

Informational items:

Bylaws changes have to be sent to both Indiana and the U.S. government.

The State of Indiana requires a secretary. The President-Elect acts as secretary. How will this be recorded in Indiana?

Bylaws mention an executive committee. Should this be stricken from the bylaws?

Committee ~~shall~~ will change all >shall= to >will=.

12. Finance Committee report was given by Matt Dickerson.

Task: Committee will work with Treasurer to help create a budget for the next year and preferably for two years.

Task: Committee will look over past financial records and hopes to understand budget process as well as Treasurer. In looking over the last few years finances, the committee should be able to see trends, problems, and ideas which should help us in considering long term planning for CCSC.

Goal: By end of January 2002, committee will make a report.

13. UPE Grant Committee report was given by Curt White. See President-Elect report from above.

14. Web Committee report was given by Myles McNally. Of the three web page designs, the third design (with the tabs) won the online vote. Myles presented a proposed map of links for the new web site. Discussion followed. Myles will create the appropriate web pages for the national web site using the feedback given during the board meeting. The Web Committee will also consider a standard template and minimum contents for each regional web page. Ingrid and Curt will ask their schools to consider designing a new logo.

Old Business

15. Key Positions for Communication between National and Regions

The regions would like the board to recognize key positions.

The motion: The CCSC board identifies four key positions with the following associated responsibilities:

Regional Webmaster - Responsible for maintaining the regional web site and all communication with CCSC webmaster.

Regional Registration Chair - Responsible for on-site registration, collects all non-presenter and on-site registration forms and checks and sends them to CCSC membership secretary; receives all presenter registration forms and checks from the Regional Presenters Chair and sends them to CCSC membership secretary. If a conference is approved for handling local registration, the registration chair will also be responsible for entering all registration information into the membership database.

Regional Presenters Chair - Responsible for the collection of the final versions of all papers, copyright forms, registration forms and registration fees of all presenters, and any other data the region wants from the presenters; responsible for sending the papers and copyright forms to CCSC editor and the registration forms and checks to the regional registration chair.

Regional Treasurer - Responsible for preparing the conference budget, tracking all expenses, authorizing the consortium Treasurer to pay bills, and accounting for all expenses not covered by an approved budget.

The above motion was tabled.

16. Approval of proposed regional budgets.

Midwest 2002 budget was approved unanimously

South Central 2002 budget was approved with one abstention

Rocky Mountain 2002 budget was approved unanimously

Northwest 2002 budget was approved unanimously

Eastern 2002 budget was approved unanimously

17. Dean moved and Cathy seconded to remove tabled item 15.

Matt moved and Cathy seconded to amend the motion as follows:

Each region will identify an individual who is responsible to the national board for each of the following positions for that region:

1. Regional Webmaster - Responsible for maintaining the regional web site in keeping with CCSC national guidelines, and for communication with the CCSC (National) Webmaster.
2. Regional Registration Chair - Responsible for on-site registration in consultation with the CCSC (National) Membership Secretary, and for forwarding registrations and fees to the CCSC National Membership Secretary.
3. Regional Presenters Chair - Responsible for the collection of the final versions of all papers and copyright forms and for forwarding these papers and forms to the CCSC (National) Publications Chair. Also responsible for ensuring that all presenters have registered for the conference.
4. Regional Treasurer - Responsible for preparing the conference budget in consultation with the Consortium (National) Treasurer, for tracking all expenses, for authorizing the Consortium (National) Treasurer to pay bills.
5. Regional Registration Form Master - Responsible for ensuring that all regional conference registration forms are consistent with the National guidelines, and for communication with the CCSC (National) Membership Secretary regarding such forms.
6. Regional Mailings Master - Responsible for coordinating conference mailings with the CCSC (National) Membership Secretary and for reporting any updates to CCSC (National) Membership Secretary.

A friendly motion was made to remove positions 5 and 6. It was accepted.

A call for the question was made and seconded. The call for the question was defeated.

A friendly motion was made to change Regional Presenters Chair to Regional Editor Chair. It was accepted.

A call for the question was made and seconded. The call for the question was defeated.

A friendly motion was made to insert "for communicating" into the first sentence of the motion.

A call for the question was made and seconded. The call for the question was accepted.

The final motion:

Each region will identify an individual who is responsible for communicating to the national board for

each of the following:

1. Regional Webmaster - Responsible for maintaining the regional web site in keeping with CCSC national guidelines, and for communication with the CCSC (National) Webmaster.
2. Regional Registration Chair - Responsible for on-site registration in consultation with the CCSC (National) Membership Secretary, and for forwarding registrations and fees to the CCSC National Membership Secretary.
3. Regional Editor - Responsible for the collection of the final versions of all papers and copyright forms and for forwarding these papers and forms to the CCSC (National) Publications Chair. Also responsible for ensuring that all presenters have registered for the conference.
4. Regional Treasurer - Responsible for preparing the conference budget in consultation with the Consortium (National) Treasurer, for tracking all expenses, for authorizing the Consortium (National) Treasurer to pay bills.

Five were in favor, four against, two abstentions. The motion was approved.

18. Database and Registration – Anne Cable and Nancy Cameron have volunteered to help Cathy with the database work and registration. Anne has offered to help Cathy with the database.

19. Bulk mail issues - Cathy has agreed to work within the next two weeks on making bulk mailing easier for the regions and for updating the mailing list.

20. Listservs - CCSC Member is the new listserv that includes all current members of CCSC. It is currently not moderated. Send calls to Bill Myers and he will forward the calls to seven different listservs. Cathy agreed to limit who can post to CCSC Member to board members only. Members that wish to post to this list send their request to the regional rep. Information about listservs will appear on the CCSC web page.

21. Membership data backup and recovery - Ingrid was concerned that we do not have an offsite backup of Cathy's Oracle database. Board agreed that we should have a backup done as soon as possible. Anne has agreed to host this backup.

22. Standard Operating Procedures Manual. It was recommended that we have a set of Standard Operating Procedures (SOP) Manual which includes issues separate from the Bylaws and Standing Rules. Ingrid will create a committee to create this SOP.

23. Notification of election results - Ingrid proposed a set of recommendations for better informing those members that run for a board office. In order to create a Standing Rule for vote at the spring meeting, Ingrid will modify her proposal and resubmit at least ten days before the Spring board meeting.

24. Standing Rule Change - Bill Myers noted that a change to Standing Rule 3 Article VI should be made at the Spring board meeting to change terminology to 8 regions and include the Eastern region.

25. Audit Committee Report - Susan Dean reported from the Audit Committee. CCSC Audit Instructions as well as the audit report are included below.

The audit committee will audit the 2000-2001 fiscal year at the Spring board meeting (SIGCSE meeting). The board thanked Susan and her committee for performing a nice job.

25. Recognition of all editorial contributions to the journal

Motion was presented by Richard and seconded by Liz:

The Publications Chair, for each Journal issue, will name an Editor-in-Chief, and may name an associate editor. Furthermore, each region may designate up to 3 additional people as contributing editors. All editors will be listed on the title page.

The motion passed, 8 in favor, 2 opposed, 1 abstention.

26. Conference Budgets

Ingrid reminded the regions that the Spring 2003 conferences must submit their conference budgets in January 15, 2002 for board approval. Fall 2003 conferences should submit their budgets by the Spring 2002 meeting.

Furthermore, Spring 2002 conferences send a copy of all conference registration forms as soon as possible to Cathy so that they can be checked before publishing them (to conform with the national guidelines).

Spring 2002 conferences must contact John Meinke as soon as possible to receive manuscript guidelines for camera-ready papers and coordinate with him a timeframe for the submission of camera-ready copies.

Fall 2002 conferences should check their final paper submission dates with the CCSC Editor before sending their call for papers.

27. CCSC Board Fall 2002 Meeting

The fall 2002 board meeting will be held in conjunction with the Eastern conference at Bloomsburg University in Bloomsburg, PA.

28. National vendor process and procedure - Ingrid has created a national vendor form, has been asking company reps for the names of the company's marketing manager, and has been emailing the form to these managers. Future discussion will be needed to formalize this procedure. It was felt that being a national vendor would not impact the vendors from supporting the conferences on a regional level.

29. Plans for the CCSC 20th anniversary - send ideas to Will Mitchell.

30. Changing the name of the Consortium for Computing in Small Colleges - The board will discuss this further.

New Business

30. NSF Grant to assist CCSC in developing a set of standards to help small colleges. Work is progressing on this.

31. IEEE Sponsorship of CCSC - further discussion via email.

32. Web-based paper submission - Northeast and South Central have existing systems - maybe the other regions can implement the same system.

33. Board needs to consider registration via credit card.

34. The board discussed the issue of giving members that attend multiple conferences a rebate. The board has re-iterated that a rebate will not be given. A registration fee allows a member to attend a conference - the member will also receive a complimentary 1-year membership in CCSC. Ingrid will contact those members who attended multiple conferences in 2001 and explain the current policy.

35 Meeting was adjourned at 11:38am Friday, November 2nd, 2001.

Audit Instructions

Introductory information goes here regarding the purpose of the audit, etc., as was stated on the Fall 1999 document... this will be inserted in the final version of this document, but the machine-readable version did not come to Nashville.

Information to which the committee must have access while performing the audit:

- Treasurer's detailed record of deposits and withdrawals for all banking accounts. (*Located in Treasurer's spreadsheet.*)
- Bank and investment account statements for the period being audited and at least three months beyond (since some checks may not have cleared within the FY). (*Located in "the box" in which all hardcopy records are filed by the Treasurer.*)
- Conference registration report for each region (on the lines of the sample forms proposed by Cathy for MW). We also need additional membership reports for each region regarding membership dues for those not attending conferences.
- Supporting documentation for all requests for checks and other forms of reimbursement. (*Located in "the box" maintained by the Treasurer.*)
- Each region's report(s) (in addition to the Treasurer's itemized listing) of deposits made and/or deposits sent to Membership Secretary to be made. (We need to be able to track all money through all steps).
- Report of payments and their deposits for back issues of the Journal, and all other non-registration/non-dues receipts.

Audit Committee Tasks:

- Take each bank statement and certificate of deposit record provided by the treasurer and match the July 31st amount with the amount stated on the treasurer's report.

For checking accounts, this is calculated by subtracting from the balance in the account at the end of the Fiscal Year (FY) any checks written during the FY which had not yet cleared at the end of the statement period.

For savings accounts, typically the statements are sent at the end of June, so the interest accrued to the account for July must be added in to give a true picture for the FY.

For the certificates of deposit (CD), all interest during the FY must be added. During the year, CD's may have matured and been replaced by other CD's with different numbers. Records of this are found in the CD folder in the box.

- Randomly select a month in one of the accounts and match the checks entered in the treasurer's record with the list of checks shown in the matching bank statement(s).

Typically some of the checks which clear in a given month may actually have been written in an earlier month.

- Randomly select a month in one of the accounts and match the deposits listed by the treasurer to those listed on the bank statement

Some deposits shown in the statement for one month could have been made late in the previous month.

- Select a random disbursement for each month and verify the documentation supporting this reimbursement (match check written to check request or bill statement; check requests and bill statements are organized by region)

Select an expense item from within the spreadsheet, determine whether it is associated with the CCSC or with a specific region (scroll to the right in the spreadsheet and watch the column headings); the hard copy documentation supporting this disbursement will be found in an appropriately labeled folder in "the box."

- Determine whether deposits reported by, or through in case of locally deposited funds, the treasurer as being CCSC dues match the list of new memberships and membership renewals as reported by the Membership Secretary for the appropriate time periods.

This requires a regional registration report such as the proposed sample form for MW, as well as a similar report for memberships not associated with conference attendance. It is crucial to have the numbers of registrants and/or members associated with the amounts charged for the category in which they belong, so that the audit committee can verify that the CCSC is receiving the appropriate amount of income. This requires documentation of actual deposits made on behalf of the CCSC by people other than the Membership Secretary, for example, authors' chairs or program chairs at the regional level.

- Verify that all the appropriate amounts have been reported on the tax forms.

These amounts should be obtained by removing "internal" items (for example, charging expenses to the conferences for the proceedings, and having a corresponding income item for the CCSC) from the amounts shown on the Treasurer's Summary report. In the Treasurer's spreadsheet, these items are identified by "Trans" (transfer) in the check number field in the Expenses sheet.

- Verify that all appropriate forms have been filed when due.

Both the federal Form 990-EZ and Indiana (where the CCSC is incorporated) Form IT-35AR state that the forms are due on the 15th day of the 5th month following the end of the organization's taxable year, which in our case would be December 5.

- Present the final report to the CCCS Board.

This report should describe the status of the handling of the CCSC's finances for the FY as perceived by the Audit Committee. The Audit Committee should include in this report any recommendations for changes in financial procedures as performed by the Treasurer, Membership Secretary, and/or regional officials, and should also include any recommendations for improving the audit procedure itself. Report (possibly a work-in-progress) should be presented verbally to the Board by the chair of the audit committee during the second day of the Board's Spring meeting, and the final report of the audit should be submitted electronically to the Board within two weeks of the Spring meeting.

Audit Committee Report

Report of the Audit of CCSC Fiscal Year 1999-2000

11/02/2001

Take each bank statement provided by the treasurer and match the July 31st amount with the amount stated on the treasurer's report.

All accounts checked.

Randomly select a month in one of the accounts and match the checks entered in the treasurer's record with the list of checks shown in the matching bank statement.

We verified May 2000.

Randomly select a month in one of the accounts and match the deposits listed by the treasurer to those listed on the bank statement

We verified May 2000.

Pick a random disbursement for each month and verify the documentation supporting this reimbursement (match check written to check request or bill statement; check requests and bill statements are organized by region)

Done – proper documentation found for every one of them.

Bill Myers has great records!!!!

Determine whether deposits reported by, or through in case of locally deposited funds, the treasurer as being CCSC dues match the list of new memberships and membership renewals as reported by the Membership Secretary for the appropriate time periods.

Unable to verify for 1999-2000. The proposed regional registration report will be of major help, and in our instructions for audit work in future years we have requested additional documentation that

will help considerably.

Verify that all the appropriate amounts have been reported on the tax forms.

We are convinced that the amounts are accurate, and have clarified with Bill exactly what to put into our instructions for audit work in future years regarding where to find the supporting figures within the records.

Verify that all appropriate forms have been filed when due.

Date of Bill's signature on the federal form is clearly within the period allowed as given on page 5 of the federal instructions. The Indiana form was signed later than the due date on the form, and Bill has verified that he cleared that verbally with the Indiana tax office.

Final Report

Note – the audit committee is convinced that the items listed herein as needing clarification will be resolved by discussion by our chair with Bill Myers. We feel confident that the financial matters of the Consortium were correctly handled during fiscal year 1999-2000. We very much want to commend the excellent work and record-keeping of Treasurer Bill Myers!

1999-2000 Audit Committee

Susan Dean, Chair

JoAnne Sexton

Suzanne Smith