

Consortium for Computing Sciences in Colleges

Fall 2013 Board Meeting – September 19, 2013 7:00pm

Findlay University

Findlay, Ohio

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Minutes of the Fall 2013 CCSC Board Meeting

7:00 p.m., September 19, 2013
Slough Conference Room, University of Findlay
Findlay, Ohio

Voting Members Present: Laura Baker, President; Scott Sigman, Vice-President; John Meinke, Publications Chair; Bob Neufeld, Membership Secretary (Friday); Bill Myers, Treasurer; Judy Mullins, Central Plains Representative; Elizabeth Adams, Eastern Representative^{*}; David Naugler, Midsouth Representative; Jeff Lehman, Midwest Representative; Lawrence D'Antonio, Northeastern Representative; Brent Wilson, Northwestern Representative, Karina Assiter, Rocky Mountain Representative; Leslie Fife, South Central Representative[†]; Kevin Treu, Southeastern Representative, Colleen Lewis, Southwestern Representative^{*}

Non-Voting Members Present: Will Mitchell, Conference Coordinator

Visitors Present: Susan Dean – Financial and Accounting Taskforce

Session Opening

President Laura Baker called the meeting to order at 7:15 p.m., September 19, 2013.

New representatives Karina Assiter from the Rocky Mountain Region and David Naugler from the Midsouth Region were welcomed by Laura Baker.

Approval of Agenda

Motion: Liz Adams moved the approval of the agenda. The motion was seconded by John Meinke. Motion carried.

Future Board Meetings

Location of the Fall 2014 Board Meeting

Motion: John Meinke moved that the Fall 2014 Board Meeting be held on November 13-14, 2014 at York College of Pennsylvania, York, Pennsylvania. Leslie Fife seconded the motion. The motion carried.

Meeting Times and Location of Upcoming CCSC Board Meetings

President Baker reminded the Board of the following upcoming meetings.

Spring 2014 board meeting has been set for Wednesday, March 5, 2014 from 7pm-11pm prior to the SIGCSE meeting in Atlanta, Georgia.

The Spring 2014 Annual Business meeting has been set for Friday, March 7, 2014 at 6pm in Atlanta in conjunction with the SIGCSE meeting. Room assignment by the SIGCSE Conference Committee is still in progress and

^{*} Attended via Skype session.

[†] Attended via conference call.

assignments will be announced when known.

Reports

Board reports as published in the board packet were received by the board. Additions to these reports are as follows.

Officers' Reports

President – No additions.

Vice-President – No Additions.

Publications Chair – 1) The acceptance rates in several regions is high. 2) When spring conferences get pushed back to mid-March the time required to get the Journal ready for publication becomes problematic. 3) The Publication Chair uses information from the conference web pages while preparing for publication. It is important that conference web pages be current. 4) The registration numbers in the budget for a conference are used to order the copies of the Journal that are sent to the conference. These projections in the conference budget are important.

Membership Secretary - Report presented on Friday.

Regional Reports

Central Plains – No additions.

Eastern – Registration for the Eastern Conference is low.

Midwest – A Conference date for the 2014 Midwestern Conference has been set as September 19 & 20, 2014. The conference will be held at Olivet Nazarene University, Bourbonnais, Illinois.

Mid-South - The quality of the 2013 Mid-South conference was noted.

Northeastern – No additions.

Northwestern - The dates for the Northwester 2014 conference are October 10 & 11. The conference will be held at Gonzaga University, Spokane, Washington.

Rocky Mountain – Both the Rocky Mountain and the Northwest 2014 conferences are scheduled on October 10 & 11. The conclusion of the discussion was that both regions cover large enough geographic areas that holding a conference on the same date will not be problematic.

South Central – No additions.

Southeastern – The region is having trouble finding hosts for conferences.

Southwestern – No additions.

Other Reports

Conference Coordinator – No additions.

National Partners Program – Wiley has not renewed as a national partner. Mark will work at SIGCSE to sign up additional partners. Only Turing's Craft has

paid the renewal fee this year.

Service Recognition Committee –

Motion: The Service Recognition Committee moved that Ernie Ferguson be awarded the Service Recognition Award for the 2013-14 year. The motion passed unopposed.

Motion: Larry D'Antonio moved that Susan Dean be appointed as the non-board member of the Service Recognition Committee. Laura Baker seconded the motion. The motion carried.

Two suggestions resulted from the discussion of the motion. 1) Past award winners should be included in email solicitation for award nominations. 2) A list of award recipients should be maintained on the CCSC web site.

UPE – Regional Representatives need to send URL to where UPE is mentioned in their publications for upcoming conference. Bill Myers informed the board that UPE did not provide the promised funds last year. The Treasurer sent invoice and two reminders. Liz Adams will follow up with UPE.

Elections and Appointments

Nominating Committee

Action: Larry D'Antonio and Kevin Treu were appointed to Nominating Committee.

Spring Elections will be held for the following positions:

- Vice President/President Elect
- Treasurer (3 years through 2017, board appointment, not balloted)
- Eastern Representative (3 years through 2017)
- Midwest Representative (3 years through 2017)
- Southwestern Representative (3 years through 2017)
- Central Plains Representative (3 years through 2017)

Spring Election

The spring 2013 election was held electronically through Votingplace.net. The election ran smoothly with no issues. Total cost of the election was \$180.00. The use of Votingplace.net for the spring 2014 election is budgeted.

Budgets and Financial

Finance Committee and CCSC Budget

The Finance Committee is a standing committee of the Board chaired by the Treasurer. Members of this committee report to the Board a recommended CCSC budget for the next fiscal year shortly after the conclusion of the Spring 2014 Board Meeting.

Action: The Treasurer appointed Brent Wilson and Leslie Fife to the 2014 Finance Committee.

Audit Committee

The Audit Committee members are Comptroller Rob Bryant (chair), and two other persons who do not serve on the board. Rob Bryant will choose members for the 2014 Audit Committee. Suggestions for members should be sent to Rob. An audit of the Consortium should take place during the Spring Board meeting in Atlanta.

Financial and Accounting Practices Task Force Report

Judy Mullins and Susan Dean presented the report of the committee to the board. (The full report is in the report package.) The committee has pilot tested using QuickBooks and new procedures for capturing both registration and conference transactions at the 2013 Central Plains Conference. They plan to refine the new procedures through pilot testing at additional conferences. The committee will report results of these pilot tests to the Board at the spring board meeting.

Additionally, the committee is recommending structural changes to the Treasurer position and changes in some for the duties of regional officers. The committee recommends that the Treasurer's duties be reallocated among one or more assistant Treasurers, the Comptroller, and a newly appointed Accounting Software Administrator. This reallocation acknowledges that it will take more than one person to replace Bill Myers' expertise, especially his knowledge of IRS rules.

The Accounting Software Administrator position would be a new non-voting position appointed by the Board (under Article VI, No. 3, of the Bylaws). The responsibilities of this person would center on the capture of registration data from regional conferences for entry into CCSC's accounting package. The Accounting Software Administrator would work with regional officers on the use of the software and on understanding procedures for the capture of local data.

The recommendations in the report also envision changes in some of the duties of regional officers. The regional Registration Chair will be responsible for the use of the software at the regional level. Following the recommendations of Steve Ludwig's report, the committee recommends that the Regional Registrar and the Regional Treasures not be the same person. The committee also recommends that a new regional position responsible for processing all cash receipts be created.

The discussion following the report centered on questions exploring the committee's recommendations. During the discussion it was recommended that the committee publish the procedures that regions need to follow and stressed the timing of implementing the committee's recommendations. Two conclusions were reached. 1) The current Treasurer, Bill, agreed to complete the tax return for fiscal year 2013-14. 2) The committee needs to create a detailed transition plan.

The Board expressed its thanks for the committee's work on the report.

Approval of Regional Budgets

Motion: Bill Meyer moved and Leslie Fife seconded the approval of the 2014 Northeastern budget.

Treasurer's Report

The 2012-13 balance sheet was discussed. There were issues with the amount listed for journal printing and for mailing. The Treasurer also noted that \$2000 had been spent from the UPE line that UPE had not supplied. Liz Adams will follow up with UPE about the promised funds.

The Treasurer noted that we finished in the black in large part due to the savings incurred from switching printers.

Corrections to the Treasurer's report: Tax returns should read 2011-12. Southeastern 2014 instead of 2013.

Insurance forms due as specified in treasurer's report.

Use treasurer@ccsc.org to send emails to the treasurer.

Old Business

ConfTool, Registration, Database

The President reported that progress is being made on issues with ConfTool and PayPal. The issues involved in creating a national membership database were discussed.

ConfTool for Paper Submission and Review

Each region needs to maintain a list of reviewers. Regions need to utilize a wide selection of reviewers. The reviewing process is important and the integrity of the process needs to be maintained.

Regional Representatives and Regional Conference Sites and Dates

The importance of correct information on regional web pages was discussed. It is requested that Regional Representatives check that the information on their regional officers and important conference dates is current on their regional web page.

CCSC Exhibit Booth/Table at SIGCSE 2014 in Atlanta

Kevin Treu will make a banner for the table. He will send a draft to Board members for review. Fall conferences need copies of their CFP for the table. Spring conferences need conference announcements and an advanced program. It was suggested that we provide chocolate candies to draw visitors to the table and that signup sheet for volunteers to man the table be maintained. As an alternative to a signup sheet, Bill Myers, Liz Adams, and Judy Mullins have volunteered to man the table. Colleen Lewis will design a card that can be handed out to visitors to the table. She will send a draft to Board members for review. Idea: design a card for CCSC with name and URL. Colleen will design a card and send it to the Board for review.

New Business

Regional POST Conference reporting

Regional registrars and treasurers need to be aware of the information that needs to be sent to the treasurer and comptroller for accurate recording of receipts and membership. The Membership Secretary, Bob Neufeld, has worked hard on developing a reporting form.

Membership Expiration Dates

The President proposed using 2 membership expiration dates in order to simplify the process of mailing journals to members. Proposed dates were June 30th for memberships expiring in the spring and Dec. 31 for those expiring in the fall.

After discussion the fall date was moved to Jan 31.

Changing the membership expiration date will require a change to the Standing Rules. To change the Standing Rules a written policy addressing complimentary memberships must be sent to the board. Ten (10) days later the board can consider the issue in an email vote. In addition to changing the member expiration dates a standing rule extending a grace period to the next expiration date to those with regular memberships is needed.

Meeting recessed at 10:39 p.m. until 10:00 a.m. September 20, 2013 in the Terry Room of the Alumni Memorial Union.

Meeting reconvened at 10:20 on Friday September 20, 2013 in the Terry Room of the Alumni Memorial Union.

Reports

Membership Secretary Report

Membership Secretary, Bob Neufeld joined the Board Meeting on Friday morning after encountering problems in travel on Thursday. In addition to his written report he discussed several issues related to membership, and the use of ConfTool.

There have been 38 online renewals. The Membership Secretary looks in each region for people who are registered in ConfTool and did not attend the last conference. He invites these people to renew their membership online.

ConfTool issues discussed are:

- ConfTool provides a bulk email facility that Regional Registrars need to use to communicate with members in their region.
- The free registration for committee members is used by the Membership Secretary to register Board Members for a conference. Regions should not use this facility.
- Individual students are users and will be carried forward as users in subsequent years. Regions need to decide whether they want to purge

students from the user database. The Membership Secretary will not purge students from the database. Please note that emails will be automatically sent to all the people in the system, including students who have graduated.

- Participant statistics are available via ConfTool. Regions can use the statistics to support budget proposals.
- The use of ConfTool requires 11 separate databases be maintained. The Membership Secretary expressed his concern that ConfTool may not be the solution CCSC needs. He encouraged the Board to continue to evaluate options and to work on developing a unified national database.
- The Membership Secretary noted that Ryan Ledbetter and Brent Wilson had been very helpful in addressing ConfTool problems. Likewise, he expressed his appreciation for the support that President Laura Baker has provided as a sounding board.
- Stoney Jackson is supporting the move of ConfTool to the CCSC web server. He is currently incorporating updates. His support has been invaluable.

The online conference administration materials do not contain directions for reporting conference attendance to the Comptroller and for producing a post-conference report. Laura Baker will put together a set of instructions for post conference reporting and will circulate to the board for comments before it is posted on the web.

A separate but related issue is the use of the Henry Walker's system for paper submission and review by the Central Plains and Southwestern regions. Both regions need to look for an alternative system.

Finally, the Membership Secretary noted that it is time for the Board to start to consider bringing on a new person to serve as Membership Secretary.

Forms – Directions from the Treasurer

Liability insurance applications were handed out to various members of the board and directions for completing the form were given. Note that cosponsors listed on the form should include SIGCSE, and others who need to be covered. The venue is where the host is located. On the bottom of the form list planning meetings at different dates and/or locations. The applications distributed pertain to what happens after Nov. 1. Return sheets to the Treasurer in time for him to set up the insurance policy on Oct. 15.

Question: Does the Board want Bill to pursue information on director's insurance? There were questions about the costs? The Treasurer will send Steve Ludwig's report to insurance agent in order to get quote.

Travel Reimbursement Form: Delete the instructions that are encoded in red. Green type indicates fields to be filled out. The first page is instructions. All that the Treasurer needs is the second page. The third page is for use by authorizing person. Any travel expenses at the Regional needs to use this form to pay travel expenses. For travel days use 0.75.

Motion: John Meinke moved the Board Meeting adjourn. Brent Wilson seconded the motion. The motion carried and the Board adjourned at 11:55 a.m., September 20, 2013.

Annotated Agenda

I. Approval of Agenda

II. Future Board Meetings

1. Location of the Fall 2014 Board Meeting

In the Fall of 2014 the Board meeting should be scheduled to meet prior to the Eastern conference which will be held on November 14-15, 2014 at York College in York, PA.

Action Item: Approve the location of the Fall 2014 Board meeting at the site of the Eastern conference in York, PA at York College on Thursday, November 13, 2014.

2. Meeting Times and Location of Upcoming CCSC Board Meetings

The Spring 2014 board meeting has been set for Wednesday, March 5, 2014 from 7pm-11pm prior to the SIGCSE meeting in Atlanta, Georgia.

The Spring 2014 Annual Business meeting has been set for Friday, March 7, 2014 at 6pm in Atlanta in conjunction with the SIGCSE meeting.

Rooms are to be assigned by SIGCSE, still in progress.

III. Reports

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. Please read the other reports ahead of time and do not read your own report to us during the meeting.

Officers' Reports

President
Vice President
Publications Chair
Membership Secretary

Regional Reports

Central Plains	Eastern
Midwest	Mid-South
Northeastern	Northwestern
Rocky Mountain	South Central
Southeastern	Southwestern

Other Reports

Conference Coordinator	UPE
National Partners Program	
Service Recognition Committee	

IV. Elections and Appointments

1. *Nominating Committee*

Two regional representatives are needed to serve on this committee chaired by the Vice President, Scott Sigman.

Action Needed: appoint two representatives to serve on Spring 2014 Nominating committee along with the Vice President, Scott Sigman

Spring Elections will be held for the following positions:

Vice President/President Elect

Treasurer (3 years through 2017, board appointment, not balloted)

Eastern Representative (3 years through 2017)

Midwest Representative (3 years through 2017)

Southwestern Representative (3 years through 2017)

Central Plains Representative(3 years through 2017)

2. *Appointments to Service Recognition Committee*

The committee has three members each serving a three year term. Susan Dean's term ends this fall and a new member of the committee needs to be selected to serve a three year term. Currently Jeff Lehman has 1 more year in his 3 year term and Colleen Lewis has 2 years left of her 3 year term. Members of this committee do not have to be on the Board.

Action Item: Appoint a new 3 year member to Service Recognition Committee

Action Item: Approve recommendation(s) for Service Recognition Award to be given at the Annual Business meeting in March 2014.

3. *Spring Election*

The spring 2013 election was held electronically through votingplace.net. The election ran smoothly with no issues. Total cost of the election was \$180.00.

Action Item: The Spring 2014 election shall be held electronically using the same vendor, votingplace.net at a cost of \$180.

V. Budgets and Financial

1. *Finance Committee and CCSC Budget*

The Finance Committee is a standing committee of the Board chaired by the Treasurer.

Currently Leslie Fife and Larry D'Antonio serve on this committee. Members of this committee report to the Board a recommended CCSC budget for the next fiscal year shortly after the conclusion of the Spring 2014 Board Meeting.

2. *Audit Committee*

The Audit Committee members are Comptroller Rob Bryant (chair), and two other persons who do not serve on the board. Last year Kathie Yeron and Joanne Selinski served on the committee. Rob Bryant will choose members for the 2014 Audit Committee. Suggestions for members should be sent to Rob. An audit of the Consortium should take place during the Spring board meeting in Atlanta.

3. *Financial and Accounting Practices Task Force Report*

Last year a financial and accounting practices task force was formed to review financial procedures and to determine possible methods for dividing up duties of the Treasurer in order to make the position have less workload and to provide better financial auditing structure and other appropriate financial practices that the Consortium should follow. Members of the committee are Carol Spradling, Will Mitchell, Susan Dean, and Judy Mullins (regional treasurer from Central Plains).

4. *Approval of Regional Budgets*

5. *Treasurer's Report*

6. *Comptroller's Report*

VI. Old Business

1. *ConfTool, Registration, Database*

Progress with conftool, issues, possible creation of national database, issues with paypal. Conference links must be correct. Please update regional information so that access to registrars, treasurers, and conference hosts is accurate.

2. *ConfTool for Paper Submission and Review*

Regions that use conftool for paper submission should be very careful to ensure a wide poll of reviewers from across the region and possibly across several regions. Reviewers should have large numbers of people some of whom are not authors in order to give more credibility to the double-blind review process. Discussion of ways to improve reviewing lists.

3. *Regional Representatives and Regional Conference sites and dates*

All regional conference links and information should be checked and updated at all times. Representatives are responsible for ensuring correct information about conference dates, locations, and key committee members is current on the national website under the regions tab.

4. *CCSC Exhibit Booth/Table at SIGCSE 2014 in Atlanta*

At the spring 2013 board meeting discussion began about possibly having a CCSC information booth at SIGCSE. This has been done in the past and the board has discussed having a table/booth in Atlanta. Costs of the booth are free but the Consortium must pay for table and chair rental. Mark Goadrich volunteered to coordinate scheduling members to mind the table during peak hours. We need contact information for CCSC, a banner (Kevin Treu mentioned that he could create one), regional brochures announcing conferences, and maybe candy.

Action Item: Board approved this expenditure via email vote. Scheduling, banner, and items for the table need to be coordinated.

VII. New Business

1. Regional POST Conference reporting

In order to assist with record keeping and budget auditing as well as financial tracking, registrars and treasurers of conferences need to be aware of the proper format and information to be sent to the treasurer and comptroller for accurate recording of receipts and membership

2. Membership Expiration Dates

The President proposes using 2 membership expiration dates, 1 in the fall and 1 in the spring to cover membership for journal mailings each year. This should make the tracking a bit simpler. Possibly June 30th for spring and Dec. 31 for fall.

Report of the President

Laura J. Baker

On behalf of the Consortium a warm welcome to new board members beginning their terms. Judy Mullins is joining the board as the new Central Plains representative, Karina Assiter is joining the board as the new Rocky Mountain representative, David Naugler is returning to the board to serve as the Midsouth representative, and Larry D'Antonio is beginning another term as the Northeastern representative. Bob Neufeld, former President and representative from Central Plains has accepted a new term as Membership Secretary. We are very happy to have each member contributing to CCSC and truly appreciate their efforts and dedication to the Consortium. Huge appreciation and thank you to outgoing board members Pat Ormond from the Rocky Mountain region, Linda Sherrell from Midsouth, and Carol Spradling from Central Plains. We welcome other members of the Consortium to consider serving on the board or to volunteer to help out in any capacity. Participation from the membership is crucial in maintaining a thriving and vital organization that can continue to find ways to improve and fulfill the mission of the Consortium.

Over the summer a Financial and Accounting Practices Task Force has met and begun to plan and document changes to the Consortium's financial procedures and delegation of duties. It is essential to the well-being of the Consortium that our financial practices continue to be in line with accepted standards and practices and that clear delineation of duties and responsibilities be available for proper accounting and auditing to take place. Much thanks to members of this committee, Carol Spradling, Will Mitchell, Susan Dean, and Judy Mullins who have worked hard over the past year determining procedures and practices that will continue to provide for the financial well-being of the Consortium.

This past year has included changes to the web presence of the Consortium and several of its regions. We have a stable hosting service and have been able to move our on-line regional conference registration systems over to this hosting service in order to provide 24/7 reliability and to discontinue the Consortium's reliance on the good will of its membership to provide hosting services. Membership Secretary Bob Neufeld has provided key leadership in this area. The Consortium is extremely grateful to Stoney Jackson (Western New England University) for his expertise and tireless efforts in providing smooth and reliable transitions to our new hosting system. Deborah Hwang continues to serve as our webmaster and she generously provides expertise and timely updates to our web presence.

The Consortium continues to thrive due to the energy and devotion of the board and membership. It is vital to that we continue to nurture and grow our membership in order to bring in new expertise and ideas. I strongly encourage our members to consider serving the Consortium by participating on regional steering committees, agreeing to run for elected representative positions or considering service as one of the board appointed positions that serve the membership. The Consortium relies heavily on its membership to provide the enthusiasm and energy to its conferences and their planning.

It is an honor to serve as president of the board and to be fortunate enough to work with fellow board members who are incredibly generous with their time and experience and who create an environment

in which the membership can participate in and benefit from their efforts. I look forward to an exciting year for the Consortium and hope to continue to serve the membership and its endeavors.

Laura J. Baker
President

Report of the Vice President Scott Sigman

Since the last Board meeting on March 6, 2013, the Vice President tallied and recorded 9 Board votes conducted by email. The results are listed below. Election results follow the vote tally. Approved regional conference budgets may be found in the appendix.

Results of Board Actions Conducted by Email

March 29, 2013: The board voted on the following motion:

Bob Neufeld moved and John Meinke seconded that:

The CCSC Board approves a gift of \$75 in gift cards to Ryan Ledbetter in appreciation for his continued work with ConfTool for CCSC.

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

April 9, 2013: The board voted on the following motion:

Bill Myers has moved and John Meinke has seconded the proposed budget for the 2013 Southeastern conference.

The motion passed with 14 votes for, 0 votes against, and 1 individuals not voting.

May 2, 2013: The board voted on the following motion:

Scott Sigman has moved and Bob Neufeld has seconded the approval of the minutes of the Spring 2013 Annual Business meeting as distributed to the board via email.

The motion passed with 10 votes for, 0 votes against, and 5 individuals not voting.

May 22, 2013: The board voted on the following motion:

Bill Myers has moved and Bob Neufeld has seconded the approval of the Midsouth conference 2014 budget as distributed to the Board via email attachment.

The motion passed with 14 votes for, 0 votes against, and 1 individuals not voting.

June 4, 2013: The board voted on the following motion:

Scott Sigman has moved and Bob Neufeld has seconded the approval of the minutes of the Spring 2013 Board Meeting as distributed to the board via email.

The motion passed with 11 votes for, 0 votes against, and 4 individuals not voting.

June 19, 2013: The board voted on the following motion:

Bill Myers has moved and John Meinke has seconded the approval of the proposed budget for the 2014 South Central conference as distributed to the board by email.

The motion passed with 14 votes for, 0 votes against, and 1 individuals not voting.

July 9, 2013: The board voted on the following motion:

Bill Myers has moved and Leslie Fife has seconded the approval of the Midwest 2013 Conference budget as distributed to the board electronically and attached to this message.

The motion passed with 14 votes for, 0 votes against, and 1 individuals not voting.

July 23, 2013: The Board voted on the following motion:

Bill Myers has moved and Larry D'Antonio seconded a motion to amend the board's travel policy to refelect changes made by the IRS for reimbursement for meals, in particular to increase from \$39 to \$41 to daily meals reimbursement (increasing by \$2 the reimbursement for dinner, leaving the other two meals the same) and to increase to 75% the reimbursement adjustment for travel days from 50%.

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

August 26, 2013: The Board voted on the following motion:

Leslie Fife has moved and Bob Neufeld has seconded approval of the expenditure of up to \$500 for an exhibit booth expenses at Sigcse 2014.

The motion passed with 11 votes for, 0 votes against, and 4 individuals not voting.

Results of Spring 2013 Election conducted from May 1 to May 31, 2013.

The new board members take office on August 1, 2013.

Central Plains Representative

Judy Mullins, University of Missouri-Kansas City (14 votes, elected)
Edward Mirielli, Westminster University (4 votes)
This is a 1 year term running through July 31, 2014.

Midsouth Representative

David Naugler, Southeast Missouri State University (5 votes, elected).
Carl Burch, Hendrix College (5 votes)
Note: Election resulted in a tie and was resolved when the Carl Burch withdrew from the election.
This is a three year term running through July 31, 2016.

Northeastern Representative

Lawrence D'Antonio (32 votes).
This is a 3 year term running through July 31, 2016.

Rocky Mountain Representative

Karina Assiter, Wentworth Institute of Technology (5 votes - elected)
This is a 3 year term running through July 31, 2016.

Total number of members who were eligible to vote electronically was 309. 67 ballots were cast.

During the Spring 2013 election 21.7% of the eligible voters cast a ballot. The percentages on a regional basis were: Central Plains 35.7%, Midsouth 20.4%, Northeastern 17.9% and Rocky Mountain 24%. These percentages fall within the expected 20% to 30% return rate that is usually quoted for electronic surveys. However, given the small number of actual voters in many regions the return raise the question of whether the Board needs to take a closer look at how and when we conduct elections. Two questions in particular that occur to me are: 1) How do we more effectively publicize elections to the membership?, and 2) Does holding elections during May, the last month of the school year, negatively impact returns?

Respectively Submitted,

Scott Sigman
Vice President

Publication Chair Report

John Meinke

Fall 2013 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	6	2	59	6/7 (86%)
Midwest	9	8	14	2	104	(9/13) 69%
Rocky Mountain	12	8.5	4	2	114	86%
Southeastern	15	8.3	6	1.7	138	12/24 (50%)
Eastern	11	7.4	11	1.6	106	67%

Please note that the figures above reflect what appears in the *Journal*. They do not reflect the final program for each conference in which there might have been additional workshops and such.

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: Jeff Lehman, Jean Johnson, Sharon Tuttle, Hala ElAarag, and David Hovemeyer. My thanks also to our printer, Courier Printing, as well as to the volunteers that helped in proof-reading. What a fantastic jobs those proofreaders do in very short order as we complete the final manuscript and then try to get it as quickly as possible to the Courier Printing!

Acceptance Rates

In the table above acceptance rates for the individual conferences are reported as both fractions and percentages. This reflects what the conferences used in their welcoming statements. I note that some of the conferences are showing dangerously high acceptance rates. This does not help our credibility as a refereed journal. Each of the regions must bear that in mind. In the early years we did not have a page limit, either expressed or implied, and when an author inquired I did the proverbial dance – not wanting the author to pad with extra pages but not discouraging content. We ended up with large conferences pushing the window on sending the proceedings out bulk rate, and had one conference that actually exceeded a 400 page total limit which forced CCSC to send the proceedings our first class – it did not qualify for bulk mail because of the weight. We then went with a page limit (loosely enforced) and then a guideline. Based on conference sizes we obviously do not have a problem at this point.

However, we also don't have the submissions! My reaction is that regions need to get out there and strengthen their regions – encourage more participation in CCSC in colleges and universities in the region. Acceptance rates over 80% along with minimal conference programs will encourage regions to essentially dissolve. Our regions need to use their regional governance to strengthen their regions. Furthermore, the Board needs to provide any resources that a region finds needed to accomplish that strengthening.

Courier Printing

I am most happy working with Courier Printing as our current printer. They have been most responsive and cooperative. Susan Dean (Associate Editor) and I were able to meet with them this past year and tour their facility. Their staff is wonderful to work with and their facility is a modern, up-to-date facility. They have been a good choice to work with as our printer.

Print Runs

This is somewhat of a repeat of an item in last Fall's report. When we determine print runs we use estimated conference attendance as a basis for determining the print run for the issue of the *Journal*. Since we no longer accept return of conference leftovers due to storage space limitations we need realistic figures to work with. I would ask that when budgets are created as realistic as possible estimate of conference attendees be used in the budgeting process. I check with the conference chair before finalizing the figure for the print run, but essentially don't expect to see a major increase or decrease in the number of proceedings budgeted compared to the number of proceedings ordered.

Manuscript Deadlines

I cannot overemphasize that conferences need to negotiate with us their final manuscript deadlines. We are dealing with five conferences in the Spring and five conferences in the Fall, all within a minimal time frame. We cannot deal with individual conferences setting their own final manuscript submission deadlines. Southwestern has moved their conference earlier this coming Spring which impacts the companion conference in the *Journal*. I have established Spring final manuscript receipt deadlines: 17th January for Southwestern and South Central; 31st January for Central Plains and MidSouth; 14th February for Northeastern. These deadlines also presuppose that the regional authors feed us as manuscripts are ready to go. Please do not wait until the final day and then send a zipped file with everything in it! As manuscripts come in and are appropriately checked and modified on the regional level, once ready to go send them to us. We are also full time faculty members and our first obligation is always to our students and our programs.

Conference Program Availability

It is important that the conference program be available as early as possible. We use the conference program to determine the order of papers in the Proceedings so allowing us to start assembly as soon as possible is most helpful. However, the conference program is also a marketing item for the conference. When we get down to a few weeks before the conference and no program is available there are folks that might have considered attendance that will not attend. Get at least a preliminary program out there early both for our assistance and marketing for the conference.

Manuscript Formatting

Again a repeat of part of last year's report. One proof-reader has consistently commented on inconsistencies in manuscripts printed. We do have guidelines that are available on the web for manuscript submission. Authors should be strongly encouraged (I'd like to say mandated!) to follow

those guidelines. It becomes very obvious when looking at the references – formatting varies all over the map. This Fall we had one paper that had six references, and the style varied all over the map – there actually were five different styles represented in six references! It is not reasonable to expect the editors to go back and do that reformatting. The CCSC web site includes the current generic copyright form (each conference receives a tailored copyright form for that conference), general manuscript preparation guidelines, manuscript formatting guidelines, and conference paper chair guidelines. In addition, a paper template was established and placed on the web. This apparently is not being generally used as indicated by the form of manuscripts received by us. Following these guidelines will assist greatly in the final document preparation. Regional Representatives: Each of you needs to bring this to the attention of the folks assembling papers, panels, and tutorial presentations! Regional editors should not forward manuscripts that are not in conformity with the guidelines. Regional representatives, please inform your regional editors. Some are very supportive of our work, others simply act as conduits and I believe don't bother to look at what they forward to us.

Copyright Forms

ACM requires the revised copyright form that we are now using. Of particular importance is the statement regarding third party material. That has to do with copyright infringement. Authors need to be aware of this – by signing that form they are either stating that they are not using any third party material or that they have permission to use it – and backing up that with the evidence of the permission.

ACM has also loosened some of its copyright requirements. The following is a short summary of the changes from <http://www.acm.org/news/featured/author-rights-management> :

New Options for ACM Authors to Manage Rights and Permissions

Working with the computing community, ACM leadership has responded to calls to make scholarly articles more openly accessible, to enable authors to exercise greater control of their published works, and to comply with the increasing demands placed on authors by funding agencies.

ACM authors now have three ways to manage their publication rights with ACM:

1. A license granting ACM non-exclusive permission to publish—by choosing to pay for perpetual open access from the ACM Digital Library, authors may opt to self-manage all rights to their work.
2. A new Publishing License Agreement granting ACM exclusive publication rights—in choosing this license authors grant ACM the right to serve as the exclusive publisher of their work and to manage ongoing rights and permissions associated with the work, including the right to defend it against improper use by third parties. This exclusive license is roughly the equivalent of ACM's traditional Copyright Transfer Agreement except that the author continues to hold copyright.
3. ACM's traditional Copyright Transfer Agreement—for authors comfortable with the existing agreement.

Learn more by visiting the Information for Authors webpage.

ACM is also implementing changes to allow for more free access to the content of ACM journals and Special Interest Group conference proceedings in the ACM Digital Library and other online venues:

- SIGs may choose to enable open access to the most current proceedings volume of their sponsored conferences from the conference or SIG site.
- SIGs may make conference proceedings freely available via the ACM DL platform for up to two weeks before the event, and for a total of one month.

These options will facilitate access to proceedings content by conference attendees. They will also enable the community at large to learn about the latest developments as they are presented at the conferences.

I don't think that we want to get into the situation where we are coordinating authors paying for perpetual open access, nor do we want option 2. At this point we are staying with option 3 – it's worked fine for how many years now – let's leave that one alone. As regards the second half of the above, we don't want to get into that one either – we're lucky to have the proceedings available in the Digital Library prior to the conference – many times that does not happen, although we do our best – again, that has to do with the amount of lead time that we have to put the proceedings together, and they are only released to the Digital Library once the final check of the blue line has been completed and they are in the final hard copy printing stage – too late to really guarantee that we could have them available two weeks prior to the conference! My recommendation is “status quo”!

Respectfully submitted,

John Meinke
Publications Chair

Membership Secretary Report

Robert W. Neufeld

Membership Count

As of August 29, 2013, CCSC membership stands at 586, broken out by region in the table below. Last fall I reported 608 as of 9/22/12. Eastern's membership dropped from 91 to 70, likely some residual hurricane damage. New and renewing memberships coming either through online renewal or by US mail total 38, an encouraging number. The rest are individuals who attended any of the 2012-2013 regional CCSC conferences. With online registration for fall conferences in progress through ConfTool, the snapshot below includes those *new* regular members who registered for a fall conference by August 29.

Region	Membership Count	Percentage of Total
Central Plains	49	8.4%
Eastern	70	11.9%
Midsouth	40	6.8%
Midwest	91	15.5%
Northeastern	130	22.2%
Northwestern	41	7.0%
Rocky Mountain	28	4.8%
South Central	30	5.1%
Southeastern	76	13.0%
Southwestern	23	3.9%
Affiliate	8	1.4%
Total	586	100.0%

2012-13 Conference Attendance

This table shows regular members who attended regional conferences during the 2012-2013 academic year. Note, for example, that the RM attendance includes board members, and that some members attend multiple conferences in one conference season.

Region	Regular Attendees	Percentage of Total
Central Plains	51	10.4%
Eastern	Cancelled	
Midsouth	44	9.0%
Midwest	67	13.7%
Northeastern	135	27.6%
Northwestern	37	7.6%
Rocky Mountain	39	8.0%
South Central	33	6.7%
Southeastern	58	11.9%
Southwestern	25	5.1%
Total	489	100.0%

ConfTool, Registrations, General Support Role

I continue to use the *bulk email* service of ConfTool to invite member renewals for “lapsed” members not attending a conference in their home region, e.g., a Central Plains member who didn’t attend CP 2013 was invited to renew CCSC membership through the online membership renewal site at <https://ccsc.org/renew/> or by mail.

It feels as though quite a bit of my energy goes to supporting regional officers and responding to ConfTool questions, partly as new members come into leadership positions in a region and also because regions have ten different ways of handling the variety of conference activities. No single tool can accommodate all that comfortably while providing adequate service to our treasurer as well. There are sample spreadsheet reports that regions should use in reporting income on a monthly basis to the CCSC treasurer, with copies going to the Comptroller and Membership Secretary. That report can be tailored to more closely match line items in regional budgets *and then* the accumulation of the monthly reports would be a good start on the income report after the close of a conference.

I am happy to share suggestions from my observations and from other regions. As regional officers configure ConfTool for a new conference, Stoney Jackson and I do the initial work and then I am available to support the region with conference-specific details. Common questions have to do with handling programming teams, either as a group or by registering individual students. Bear in mind that individual students who register via ConfTool will be carried forward as *Users* for subsequent years. A region may want to consider removing students after they leave the institution.

Post-Conference Reporting and Audits

Admin users of ConfTool have easy access on the opening screen to a *Participant Statistic* snapshot of conference participation. I have suggested that this would be useful to submit to the Comptroller together with any budget request. While it is lacking in detail, it provides an easy overview *at the close of a conference* of expected income and attendance figures.

During most of the time that I’ve been on the board, the Audit Committee has been challenged by not having good post-conference reports from each region. No doubt the Accounting and Financial Task Force will bring recommendations that improve this situation but ConfTool reports can be used to help meet the need. Regional representatives, please convey to your treasurers the importance of

reconciling regional finances with the Treasurer and providing a complete financial report which will be available to the Audit Committee.

Related to this is the need to document changes and special situations within ConfTool, using the Internal Remarks field as these come up. Check numbers should be entered to allow the Treasurer to confirm deposits and report income appropriately. If a registrar changes a registration, particularly due to a “ConfTool/PayPal challenge,” it is important to record exactly what happened.

Server Move and ConfTool Update

CCSC has made very significant progress with ConfTool in 2013, moving all fall regional conferences to a secure setting on the same server as www.ccsc.org. The online Membership Renewal site went live there with a new look on August 1. Together with the server move, we updated to the latest release of ConfTool, incorporating adaptations that had been made for CCSC use. Stoney Jackson, NE webmaster, took the lead on this work, finding a number of surprises and attempting to document *everything* using BitBucket. (The latter provided another continuing education opportunity for me!)

ConfTool is designed for multi-lingual use; as a result it provides good support for altering and adapting quite a bit of the language that appears in ConfTool screens. Using this flexibility, the new Membership Renewal site much more closely reflects the use – rather than sounding like a person is registering for a conference. Reports have been customized for easier use in membership work and, in at least one case, to satisfy a request from a regional registrar. It has been very satisfying for me to be able to make changes like this directly.

Spring Problems with ConfTool and PayPal

There is a history of problems with PayPal payments not being reported back to ConfTool. That issue resurfaced in spring, resulting in pretty intense activity for a couple of days. In addition to Stoney and I, both Laura and Ryan Ledbetter (Brent’s former assistant) got involved with an IPN listener problem. We believe that has now been resolved. While I still see cases of “Pay by PayPal” where payment hasn’t been recorded, I believe they result from user error.

Long-Range Planning

ConfTool wasn’t really designed to meet the membership needs of a Consortium with ten fairly autonomous conferences, not even ConfTool Pro. While the individual regional instances do provide bulk email services and limited export capabilities, regions find ConfTool limiting or challenging to use. At the Consortium level, ConfTool provides no support for integrating the ten regions. In my opinion, this larger need should be kept in mind to see how it fits with developments in the accounting and financial area, as well as paper submission systems, with the hope of more and better overall integration rather than a continued piecemeal approach.

Other efforts not particularly related to Membership Secretary position

Travel summary for fall board meeting. Pictorial board directory updated. History of sites for board meetings. Some support re. future regional conference sites and dates.

Orientation for new board members and a few board-related documents now housed in a directory under www.ccsc.org.

Some general documents also available at DropBox – as well as regular use of DropBox for communications with the Treasurer and Publications Chair.

In Summary

Laura Baker continues to be very supportive and a great sounding board as I test ideas to bring stability to membership work. Feel free to pass along suggestions, questions, concerns, and comments. My goal continues to be to establish routines and procedures and to provide more documentation as to how most effectively to use ConfTool, while hopefully extending our capabilities.

Respectfully submitted,

Robert W. Neufeld
Membership Secretary

Central Plains Regional Report

Judy Mullins

Regional Election

Judy Mullins of University of Missouri-Kansas City was elected as the Central Plains Regional Representative. This position is up for re-election in 2014, since the recent election was to fill the remaining year of Scott Sigman's position.

Central Plains Conference 2013

Our conference was hosted by Avila University in Kansas City, Missouri with Ron McCreary serving as conference chair. The conference schedule included a pre-conference workshop: "Audacious Android Application Programming," presented by Frank McCown, Assistant Professor of Computer Science, Harding University. The keynote speaker was Rachel Hack, Google's Community Manager for Kansas City, whose talk was entitled "The Google Fiber Project." The banquet speaker was Ken Scribner, Vice President of Production Management, Cerner Corporation, whose talk was entitled "Cloud Computing and Remote Hosting." The conference sponsored a poster contest and a programming contest for students.

Student Programming Contest Winners

31 teams from 14 colleges/universities competed in the programming contest. The programming contest followed the ACM International Collegiate Programming Contest format. The top four teams were awarded cash prizes as follows:

Rank	Team	Problems Solved	Total Minutes	Prize (shared among team)
1	KU Recursion Immersion	5	647	\$300
2	Southwest Baptist Purple	4	281	\$210
3	Southwest Baptist University Silver	4	574	\$150
4	Northwest Missouri State U. Seg Fault	3	218	\$90

A detailed summary of the contest may be found at

<http://www.cpsc.org/centralplains/2013%20Programming%20Contest%20Results.html>. Support for the programming contest was provided by Cerner Corporation and UPE.

Student Poster Contest Winners

Seven students from three universities participated in the contest. The winners are shown below:

Rank	Student	University	Award
1	Zachery Turpen and Trent Sondag	McKendree University	\$75 each
2	James Duncan	Drury University	\$100
3	Sarah Gloe	Westminster College	\$75

Central Plains Conference 2014

Our conference for 2014 will be hosted by Westminster College, Fulton, Missouri on April 4-5, 2014. Ed Mirielli will be the conference chair. Conference highlights will include papers, panels, and tutorials, a K-12 track, Nifty Assignments track, a SIGCSE sponsored workshop, a student poster contest, a student programming contest and a career fair. Conference details may be found at <http://www.ccsc.org/centralplains>.

Future Conferences

Our 2015 conference will be hosted by College of the Ozarks in Branson, MO on April 10 and 11, 2015. Jim Buchan from College of the Ozarks has been elected conference chair by the Regional Conference Committee. The 2016 conference will be hosted by Missouri Western State University, St. Joseph, Missouri. The tentative date is April 1-2, 2016. An alternate date would be April 15-16. Baoqiang Yan has been elected conference chair by the Regional Board.

Respectively submitted,

Judy Mullins
Central Plains Representative

Eastern Regional Report

Liz Adams

Our 29th Annual Regional Conference will be held November 1-2, 2013 at The College of New Jersey in Ewing, New Jersey. The theme is "*Innovating CS Curriculum and Pedagogy*". Peter De Pasquale (depasqua@tcj.edu) is the conference co-chair along with T.J Highly (highly@lasalle.edu). For a variety of reasons it has not been possible to host a programming contest at this year's (2013) conference but we have been assured by next year's (2014) conference chair that there will definitely be a programming contest then..

The Eastern Conference Facebook page, which is maintained by John Wright can be found at <https://www.facebook.com/CCSCEastern>. John also maintains the conference website which can be found at our new permanent website www.ccsc-eastern.org

The program for the 2013 Fall conference can be found at <http://public.juniata.edu/ccsce/2013Program.pdf>

The keynote and dinner speakers for the 2013 Fall conference can be found at <http://www.ccsc-eastern.org/conference-info/presenters>

The 2014 conference which will be our 30th, will be held a little later than usual on November 14th and 15th, 2014 at York College of Pennsylvania in York, Pennsylvania. The date was chosen by the College. There will be four co-chairs but the main contact is Dave Hovemayer (dhovemey@ycp.edu) The other three co-chairs, also at York College of Pennsylvania are David Babcock, Greg Link, and James Moscola. The conference committee is in the process of being formed and anyone interested in serving on the committee should contact Dave Hovemayer at the above address.

The Call for Participation for 2014 will be distributed at this year's conference and at SIGCSE 2014 and will be posted on the website and e-mailed to all CCSC members.

We are always interested in hosts for future sites.

Respectfully submitted,

Liz Adams
Eastern Regional Representative

Mid-South Regional Report

David Naugler

2013 Conference

The Eleventh Annual Mid-South Conference was held at the University of Arkansas - Fort Smith on April 5-6. Janet Renwick was the Conference Chair and Rick Massengale was the Site Chair. There were fourteen papers presented (out of twenty-seven submitted), four tutorials, three workshops, one panel discussion, a Nifty Assignments session, and a session of undergraduate student papers. Twenty teams participated in the College Division Programming Contest and three teams in the High School Division.

The banquet address **The Talent Gap and Information Technology Competitiveness** was by Jeri Dunn who has more thirty years experience in the Information Technology field and has been CIO for several large companies.

2014 Conference

The Twelfth Annual 2014 Conference will be held April 4-5 at LeMoyne Owen College in Memphis, Tennessee. The Site chair is Valerie Chu of LeMoyne Owen College. The Conference Chair is Rick Massengale of the University of Arkansas - Fort Smith.

2015 Conference

The site for our 2015 conference has not yet been finalized.

Respectfully submitted,

David Naugler

Midwest Regional Report

Jeff Lehman

Midwest Conference 2013

The 2013 conference will be held September 20th and 21st at The University of Findlay in Findlay, Ohio. Kent Palmer, Goshen College, will serve as our Conference Chair. Mary Jo Geise, The University of Findlay, will serve as our Site Chair. The national CCSC board will hold their annual fall meeting at the conference.

The 2013 Midwest Conference Committee met on April 27, 2013, at Findlay University in Findlay, Ohio to select papers and set the program. Nine of thirteen papers were selected (69.2% acceptance rate).

The conference schedule includes three parallel tracks. We will have three paper sessions, two panels, five tutorials, a vendor session, a spotlight on student session (posters and projects), nifty assignments, and a works-in-progress session. The schedule includes a pre-conference workshop titled *Introduction to the Python Programming Language*. Dr. David S. Touretzky will present our keynote address *How Should Young Children Approach Programming?* This talk is based on work originally presented at SIGCSE 2013. We would like to thank the ACM Special Interest Group in Computer Science Education for providing support. Our dinner speaker will be C. Matthew Curtin with a presentation titled *Putting the Science in Computer Science*.

A student programming contest will be held Saturday morning. A post-conference workshop *Easy as PI: An Inexpensive Platform for Machine Language Instruction* will be offered Saturday afternoon. A K-12 session *Scratch + Microsoft Xbox Kinect: A Magical Combination* will also be offered Saturday afternoon.

Several of our committee members attended our spring planning meeting “virtually” using Skype. This allowed a larger number of people to participate that could not travel that day. We will continue to investigate using this type of “hybrid” approach for planning meetings.

Midwest Conference 2014

The location for our 2014 conference will be Olivet Nazarene University in Bourbonnais, Illinois. The conference date has not been finalized.

Respectfully submitted,

Jeffrey L. Lehman
Midwest Regional Representative

Northeast Regional Report

Lawrence D'Antonio

2013 Conference

The Eighteenth Annual CCSCNE conference was held April 12-13, 2012 at Siena College near Albany, New York. Attendance continued the very positive trend of the past four years. There were a total of 314 attendees, which was up 29 from last year's conference. There were 128 regular attendees (up 2 from last year) and 154 student attendees (down 27 from last year), including 26 programming contest teams (down 1 from last year) and 47 student posters (up 4 from last year). We had 10 faculty posters (down 3 posters from last year).

There were 37 papers submitted, of which 16 were accepted (the number of paper submissions was up four from last year). This represents an acceptance rate of 43%. In addition the conference had four panels, two tutorials, and four pre-conference workshops.

There were two excellent invited speakers. Fred Martin, University of Massachusetts, Lowell, spoke on *Fighting the MOOC-opalypse and Reflections on the Aporia of Learning* and Tom Cormen, Dartmouth College, who spoke on *We Must Be Doing Something Right or Is It the Facebook Movie?*

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

There were no vendors who exhibited at the conference (Wiley did send books)

The conference committee was introduced for the 2014 conference, the Nineteenth Annual Meeting, which is to be held at Providence College on April 25-26, 2014. The conference chair is Frank Ford of Providence College.

The deadline for paper submission for the 2014 conference is November 4, 2013. For the first time the deadline for panels, tutorials, demos, and workshops is the same as the papers deadline. Faculty posters are due January 6, 2014. Student poster abstracts are due January 28, 2014. All are encouraged to submit a paper, panel, tutorial, workshop, tutorial, demo, or poster.

Other Items

- The 2015 conference, which will be the 20th annual meeting of CCSCNE, will be held April 17-18, 2015 at Holy Cross College in Worcester, Massachusetts. Laurie King and Karl Wurst will be conference co-chairs.
- Central Connecticut State College and Hamilton College are possible hosts for the 2016 and 2017 conferences.

Respectfully submitted, September 14, 2013

Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
Mahwah, NJ 07430

Phone: 201-684-7714
Email: ldant@ramapo.edu

Northwestern Regional Report

Brent Wilson

Future Northwestern Conferences

Year	Dates	School	City
2013	Oct. 4-5, 2013	Pacific University	Forest Grove, OR
2014	1st/2nd Weekend of October, 2014	Gonzaga University	Spokane, WA
2015	1st/2nd Weekend of October, 2015	???	Western Washington
2016	1st/2nd Weekend of October, 2016	Univ. of Portland	Portland, OR

Regional Concerns

1. Low attendance continues to be an issue. Faculty are reporting continued difficulty in receiving travel monies.
2. While there are some new faculty that have become members, CCSC doesn't seem to have the draw for newer faculty as it once did.

Open Regional Board Positions

2013 – Secretary

Respectfully Submitted,
Brent Wilson
Northwest Regional Representative

Rocky Mountain Regional Report

Karina Assiter

22nd Annual Rocky Mountain Conference Fall 2013

- Logistics
 - Date - October 11-12
 - Location - Black Hills State University, Rapid City, South Dakota
- Links
 - Regional Site - <http://www.ccsc.org/rockymt/>
 - Submissions - <https://www.ccsc.org/rm2013/index.php>
 - Facebook - <https://www.facebook.com/CCSCRM>
 - Program - <http://www.ccsc.org/rockymt/FullProgram.pdf>
- Fees
 - Early Registration - \$135
 - On-site - \$155
 - Student - \$35
 - Student On-site - \$45
- Dates
 - Submission – May 31, 2013
 - Acceptance – June 28, 2013
 - Final Draft & Registration – July 12, 2013
- Committee
 - Board Representative - Karina Assiter (assiterk@wit.edu)
 - Past Conference Chairs
 - Afsaneh Minaie (minaieaf@uvu.edu)
 - Resa Sanati Mehrizy (sanatire@uvu.edu)
 - Conference Co-Chairs
 - Haiyun Bian (hbian@mscd.edu)
 - Weiyang Zhu (wzhu1@mscd.edu)
 - Site Chair - Jean Johnson (jeanjohnson@bhsu.edu)
 - Registrar - Durga Suresh (sureshd@wit.edu)
 - Treasurer - Karina Assiter (assiterk@wit.edu)
 - Publicity - Allison T. Brown (allison.thompson@colorado.edu)
 - Webmaster - Kim Bartholomew (barthoki@uvu.edu)
 - Program Chair - Mohamed Lofty (mlofty@regis.edu)
 - Submissions Co-Chairs
 - Karina Assiter (assiterk@wit.edu)
 - Mohamed Lofty (mlofty@regis.edu)
 - Proceedings Co-Editors
 - Jean Johnson (jeanjohnson@bhsu.edu)
 - Pamela Smallwood (psmallwo@regis.edu)
 - Moderators Chair – To Be Determined

- Submission Statistics

	Submitted	Accepted	Rejected
Paper	13	11	2
Workshop/Tutorial	5	5	0
Student Paper	1	1	0
Total	19	17	2

- Future Conferences

- 23rd – 2014 – Oct 100 & 11 – Regis University Denver Colorado

- News Issues

- **Outgoing regional representative:** Pat Ormond. We thank him for many years of service to the RM Region!
- **Incoming Regional representative,** Karina Assiter.
- **Keynote** address is still being planned.
- Region is still in search of a **new treasurer** (Pat Ormond filled both rep & treasurer position, but it would be ideal to recruit a new volunteer).
-

Respectfully submitted,

Karina Assiter

RM Regional representative

South Central Regional Report

Leslie Fife

Planning for the Spring South Central Conference is well underway. The conference is scheduled for April 11-12, 2014 at St. Edward's University in Austin, TX. The call for papers has gone out and the conference website is up (<http://www.ccsc.org/southcentral/conference2014.html>).

This is the first year of a three year experiment. The premise is that a central location with good access (air & ground) will lead to better attendance and a healthier, more vibrant conference. The location selected is the site of the best attended conference in several years. We will monitor where people come from and how attendance fairs and will report the results.

As part of the experiment, there are two conference chairs, an overall chair and a local arrangements chair. The Conference Chair is Vipin Menon from McNeese State University, with Michael Kart from St Edward's University acting as the Conference Site Chair.

Submitted,

Leslie D. Fife, PhD

Southeast Regional Report

Kevin Treu

Fall 2013 CCSC:Southeastern Conference

The 27th CCSC Southeastern Conference is scheduled for Nov 15-16 in Greenville, SC at Furman University. This will be the fourth time Furman has hosted, and the second time in three years. Kevin Treu is the site chair and is chairing the regional board; Hala ElAarag (Stetson) and Stephen Carl (Covenant) are program chairs. Other regional board members are Susan Dean (publicity, UMUC – Maryland in Europe), John Hunt (treasurer, Covenant), Becky Rutherford (2012 site chair, SPSU), Bill Myers (at-large, Belmont Abbey), Ben Setzer (secretary, Kennesaw State), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), and Robert Lover (at-large, Belmont Abbey).

The members of the local conference committee are:

- Local Arrangements Chair, Publicity Chair, Speakers Chair: Kevin Treu
- Vendors Chair, Corporate Sponsors Chair: Kala Kennemore
- Programming Contest Directors: Andy Digh, Chris Healy
- Student Research Contest Director: Chris Healy

The scheduled program includes 12 papers, 2 tutorials, 3 workshops, 1 research poster session, a new “nifty assignments” session, and a session of student presentations from our student research competition. A total of 24 regular papers were submitted (8 fewer than last year) of which 12 were accepted, for an acceptance rate of 46.8%, compared to 46.8% in 2012 and 60% in 2011. (The acceptance rate for panels/tutorials/workshops was 86% -- 6 of 7 submissions.)

A pre-conference workshop entitled “*Computing Foundations for the Scientist*” will be presented by Dr. Cathy Bareiss and Dr. Larry Vail of Olivet Nazarene University (scheduled from 9:00 a.m. to 12:00 p.m. on Friday, November 15).

The keynote address will be given by Dr. Ray Wagner of Gartner Research, entitled “*Remaining Relevant: How to Keep Your Computer Science Program Alive in the Next Age*”. The banquet address is still being planned.

Student activities consist of a programming contest and a student research contest. The registration deadline for our 20th annual programming contest is October 11, but typically we have in the neighborhood of 24 teams, with 90-100 students from 15-20 colleges competing. The deadline for the student research contest is Friday, September 13. As of this writing, we have no submissions in spite of heavy advertising.

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 16.

2014 CCSC:Southeastern Conference

Though representatives from Georgia Southwestern State University in Americus, GA, and Kennesaw State University in Kennesaw, GA, have at various times expressed interest in hosting sometime in the future, we regrettably have no host committed for 2014. This has been an ongoing problem in recent years and a cause for concern.

Other Regional Issues/Activities

Regional Board Recruitment – A significant effort has been expended in recent years towards recruitment of new regional board members, both as replacements and in order to bring new ideas to the region. Consequently the board has a relatively new local registrar, treasurer, secretary, and paper chair team. However, the position of membership chair has remained open for some time, and recruitment has proven difficult.

Online Hosting Manual – An online, wiki-style version of our SE conference hosting manual is available for other regions to test and provide feedback on. It is located at this URL -- <http://www.ccsce.org/manual/HostingManual.php>. There are some rough edges in this application. Some of the formatting needs work, and all of the deadlines are expressed in days rather than weeks/months/years. I'm working on that and should have it fixed soon. You can view the tasks in a general "manual order", or in the order of deadlines. (Eventually you'll be able to sort by specific role too, but I haven't put all of that information in the database yet.)

Overall Health of the Region – There are some concerns here. It has been difficult to find hosts, as noted previously. Membership seems stagnant. We experienced a significant dropoff in submissions this year. Consequently, I have concerns about the long term health of the region. I hope to discuss with other representatives how things are going in their regions and what they're doing to keep them vital.

Respectfully submitted:

Kevin Treu
Southeastern Regional Representative

Southwest Regional Report

Colleen Lewis

Regional Officers:

- Regional Chair: Myungsook Klassen
- Treasurer and Registrar: Michael Doherty, University of the Pacific
- Secretary : Colleen Lewis, Harvey Mudd College
- Editor: Peter Gabrovsky, CSU Northridge
- Regional Representative: Colleen Lewis, Harvey Mudd College
- Webmaster: Marina S. Doherty, UC Davis

Southwestern Conference 2013

- **Location:** CSU San Marcos
- **Date:** April 5 – 6, 2013
- 6 workshops submitted, 3 accepted and presented.
- 1 panel submitted, accepted, and presented.
- 14 papers submitted, 10 accepted, 1 withdrawn. Papers presented: 9

Southwestern Conference 2014

- **Location:** California State University Northridge (CSUN)
- **Date:** March 14 and 15, 2014
- **Conference Organizers:**
 - **Conference Chair:** Peter Gabrovsky, CSU Northridge
 - **Papers Chair:** Megan Thomas, CSU Stanislaus
 - **Authors Chair:** Peter Gabrovsky, CSU Northridge
 - **Posters Chair:** Stephanie August, Loyola Marymount University
 - **Speakers Chair:** Subra Subramanya, National University
 - **Panels/Tutorials Chair:** Tzu-Yi Chen, Pomona College
 - **Publicity Chair:** Ani Nahapetian, CSU Northridge

Respectfully submitted,

Colleen M. Lewis
Southwest Regional Representative

Treasurer Report

Bill Myers

1. Financial Report for 2012-13.

The current state of the report will be available. (I hope that I have all the data for this by now.)

2. Tax Returns for 2010-11.

Update on the status of the tax returns.

3. Conference Budgets

The budget for Northeastern 2014 will be ready for approval.

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

Southwestern 2014
Midwestern 2014
Northwestern 2014
Rocky Mountain 2014
Eastern 2014
Southeastern 2013

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

Southwestern 2015
Northeastern 2015
MidSouth 2015
Central Plains 2015
South Central 2015

4. Insurance Updates

I will need forms filled out for the conferences and committee meetings between November 1, 2013, and October 31, 2014 by the end of September.

Our insurance company's name has changed to Liberty Mutual (the former owner of our insurer.)

5. Finance Committee

Members need to be appointed for the year so that we may have a budget ready for approval at the Spring Board Meeting.

Respectively submitted,

Bill Myers
Treasurer

Comptroller Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 9/8/13. Baseline budgets are sent to each region at least twice a year.

CCSC Comptroller Conference Budget approval status, 9/8/13

Region	Baseline yr & date	Budget yr & date	Comptroller Approval	approved by board	Next budget
-conf. term	sent to region	rcvd from region	sent to treasurer		needed
CP-SPR	2015: 7/7/2013				2015
EA - FA	2014: 7/7/2013				2014
MS - SPR	2015: 7/7/2013				2015
MW - FA	2014: 7/7/2013				2014
NE - SPR	2014: 7/7/2013	2014: 7/24/13	2014: 9/6/13		2014
NW - FA	2014: 7/7/2013	2014: 9/5/13	2014: 9/8/13		2014
RM - FA	2014: 7/7/2013				2014
SC - SPR	2015: 7/7/2013				2015
SE - FA	2014: 7/7/2013				2014
SW - SPR	2014: 7/7/2013				2014

Respectively submitted,

Rob Bryant
Comptroller

Conference Coordinator Report

William Mitchell

The Conference Coordinator coordinates all the conferences with SIGCSE so that we may use the ACM and SIGCSE symbols on our conference advertising and place our proceedings in the Digital Library. This coordination involves completing five on-line forms each semester as early as the last completed conferences get their new conference webpages up. This year I was able to reference 4 web pages in August and got emailed information from the fifth region whose 2014 conference page is still just a .pdf poster five months after the conference. I was therefore able to complete the In-Coop forms for the Spring 2014 conferences and conference chairs should receive an email from ACM when approval is granted. We are subject to ACM's rule that conference chairs or a co-chair and program chair or a co-chair be SIGCSE members. Part of the approval process is to validate that fact using the demographic information that the form collects. Therefore it is possible that some conference will not meet this requirement and we will have to add a co-chair. Two years ago they made us do this, last year we had no problem.

Respectively submitted,

Will Mitchell
Conference Coordinator

National Partners Chair Report

Mark Goadrich

Current Partners: As of the date of this report, Turingscraft and the National Science Foundation are our National Partners for 2013-2014. I continue to explore partnerships based on conversations from SIGCSE 2013, such as McGraw-Hill and would welcome suggestions for other avenues to pursue.

National Partner Participation at Regional Conferences: I am continuing to facilitate relations between our partners and the local CCSC conference vendor chairs. I have shared contact information for our National Partners so they can be vendors or deliver materials to each conference.

Respectfully Submitted,

Mark Goadrich

UPE Report

Service Recognition Committee Report

Colleen Lewis

Appendices

Financial and Accounting Task Force Report

CCSC Financial and Accounting Task Force Report

September 6, 2013

Task Force Members: Susan Dean, Brian Hare, Will Mitchell, Judy Mullins, and Carol Spradling

The CCSC Financial and Accounting Task Force has been exploring an electronic accounting package in an effort to modernize the CCSC accounting system and to facilitate the annual review of the CCSC's financial and membership records by the Audit Committee. In conjunction with a switch to accounting software, the Task Force has identified a variety of future duties for various CCSC National Board positions.

The Task Force has completed an accounting software pilot with the CCSC – Central Plains region, plans to conduct another pilot with the CCSC – Midwest region after its conference and will continue future pilots with other CCSC regions during the remainder of 2013 and 2014. Ongoing pilots will enable this Task Force to develop and revise procedures that will be used by the various regions to report their expenses and revenue using accounting software. While the Task Force is not ready to report on these procedures in detail at this time, it is the intention of this Task Force that many procedures will be available by the spring CCSC National Board meeting and will be reported at this meeting.

The Task Force has formed some recommendations regarding national CCSC officer job alignments that will be needed to support the recording of the national and regional CCSC financial records. Our recommendations follow below.

Current Job Duties for CCSC National Officers

The CCSC bylaws state that the Board of Directors is constituted with two Consortium officers (President and Vice-President) who are elected by the CCSC membership. The current officers of Publications Chair, Treasurer, and Membership Secretary are elected by the Board. Additionally, the bylaws state that each region will have a Regional Representative that is elected by the general membership of their region. All these CCSC Board members (President, Vice-President, Publications Chair, Treasurer, Membership Secretary, and Regional Representatives) have voting rights on the CCSC Board.

The Board of Directors may also charge individuals with special duties that may have representation to the Board. These special individuals will serve at the pleasure of the Board and will not have voting rights. Individuals charged with special duties, as defined in the Standing Rules, are currently the Conference Coordinator, Webmaster, National Partners Chair, Associate Editors of the Journal, Comptroller, and Database Administrator.

The bylaws further state that each regional board will elect the following officers: Regional Web Master, Regional Registration Chair, Regional Editor and Regional Treasurer.

Proposed Board Positions

Our recommendations for future CCSC Board positions are that the CCSC Board consider reallocating duties for officers and adding one or more associates for various positions.

CCSC National Treasurer

The CCSC national Treasurer will:

- handle all interactions with the Regional Treasurers and Regional Registrar Chairs regarding the income/cash receipts as they relate to PayPal/credit cards and cash and the disbursement of expenditures;
- work with the Comptroller to determine and set appropriate budgets for each region;
- handle all financial communication with the regional officers;
- develop final reports that detail the revenue and expenses for each region;
- handle all expenses that relate to the national CCSC Board, such as insurance for the various conferences and any other matters that relate to the national board or regional conference;
- prepare the tax return with advice of the Accounting Software Administrator.

The CCSC National Board may appoint associate treasurers to assist the national Treasurer in his/her duties.

Comptroller

We recommend that the Comptroller continue with currently defined duties, but also expand the duties related to regional budgets. The recommend expansion of duties is listed below:

- provide guidance to the regions as they develop their budgets and approve each regional budget prior to the submission to the CCSC Board;
- answer CCSC Board questions relating to these regional budgets as the CCSC Board reviews and approves each regional budget;
- work with the national CCSC Treasurer to provide better oversight to the regions so that regions stay within their budgets.

Accounting Software Administrator

The Accounting Software Administrator will:

- configure and operate the accounting software;
- interact with each Regional Registrar Chair and each Regional Treasurer regarding the recording of their regional conference revenues and expenses through the accounting software;
- work with the national CCSC Treasurer and the Comptroller by assisting them as they record information into the accounting software, assess reports and information from the accounting software and prepare various reports for the national Board and regions;
- perform monthly reconciliations of the records and various bank accounts which will provide a means to verify data entry, confirm accurate financial statements and provide accurate reporting of information. (Monthly account reconciliations by the Accounting Software Administrator will provide a level of internal control that is currently not available.)

Regional Registrar Chair

The Regional Registrar Chair will be responsible for regional use of the software selected by the national CCSC Board to record the regional conference registrations. The Regional Registrar Chair will submit this registration data to the Accounting Software Administrator. These regional registrations will then be processed by the Accounting Software Administrator.

Regional Treasurer

The Regional Treasurer will be charged with the following duties:

- maintain records detailing expenses associated with the regional conference;
- maintain details of all cash transactions associated with the conference registrations;
- develop a conference budget in conjunction with the national CCSC Comptroller;
- authorize a report that details the income and expenses of the conference;
- perform a reconciliation of the region's income and expenses;
- request bill payment for all conference expenses;
- record all check deposits and expenses;
- if expenses exceed income, prepare a report describing why the region exceeded its budget.
(This report will be sent to the Comptroller and national CCSC Treasurer.)

Based upon generally accepted accounting principles, we recommend that the regional registrar position and the regional treasurer position not be held by the same person.

Other Changes Related To Steve Ludwig's Report

Recommendation #1: Compensatory Controls Over Registration Records

Steve Ludwig recommended that we include a compensatory control to have the regional registrars provide membership records to the membership secretary and have the membership secretary develop a mechanism for assessing the reasonableness and completeness of the records by matching member counts with a total of collections for membership dues.

We recommend that the Comptroller and the national CCSC Treasurer work with the national Membership Secretary to develop procedures to ensure that this reconciliation occurs for each region.

Recommendation #2: Internal Controls Over Cash Disbursements

Steve Ludwig's report mentions that in order to ensure there are adequate internal controls surrounding the cash disbursements function, it is important to segregate the following three responsibilities: authorization of the payments, custody of the cash (check signing authority), and record keeping for cash disbursements. The Regional Treasurers provide a separate authorization function. However, the treasurer performs two incompatible duties, check signing and record keeping. As we explore the accounting system software, we will address this issue.

Recommendation #3: Internal Controls Over Regions and National Board

- We recommend that we purchase accounting software that allows actual versus budget comparisons for each of the regions and the organization as a whole.
- The Comptroller and/or the CCSC Board would be responsible for reviewing these reports on a regular basis and obtaining explanations for significant variances.

Recommendation #4: Modern Accounting System

Steve Ludwig reported that the current accounting system is maintained in Excel spreadsheets and is functional, but relies on the institutional knowledge of the current treasurer. The system doesn't provide for regular budget versus actual reporting.

- This recommendation has permeated our entire review.

Recommendation #5: New Position In Regions

Steve Ludwig's report recommended that the regional membership secretary and treasurer should not

be responsible for depositing cash receipts. The recommended method of providing control over the cash receipts would be to have an additional individual, an assistant, assigned to assist the Regional Registrar Chair to process all cash receipts. This recommendation would ensure some accountability over the processing of the receipts.

While this procedure would be advisable, the task force recognizes that this new position may be difficult in some regions. To compensate for this recommendation, we have recommended that the Regional Treasurer perform a report and reconciliation of the income and expenses for the region.

2013-13 Budget Summary

CCSC Summary -- 2012-13

Budget
Approved by the Board on February 29,
2012

Revenue

Current Dues	\$ 1,400.00	\$700
Future Dues	35.00	
Proceedings	1,680.00	1,800
Conference Head	19,557.00	27,000
Back Issues	-	
National Partnership	2,000.00	8,000
Adv. National Part.	-	
Interest	710.79	1,000
Cash for AR	1,087.42	
Grants	-	2,000
Donations	1.00	
Royalties	-	
Credit Card Rebates	282.21	
Sales Tax Refund	-	
Other	36.96	
Total	\$ 26,790.38	

Accounts Receivable

Current Dues	\$ -
Future Dues	-
Back Issues	-
National Partnership	-
Adv. National Part.	-
Grants	2,000.00
Donations	-
Royalties	-
Credit Card Rebates	87.49
Sales Tax Refund	(10.00)
Other	-
Total	\$ 2,077.49

Income Collected Prior Year

Dues in Advance	\$ 35.00	
Portion of Dues Paid in Prvious Year	8,269.00	11,000
National Partnership	4,000.00	

Other

Total \$ 12,304.00

Total Revenue	\$ 41,171.87	\$51,500
Advanced Payments		
Dues in Advance	\$ 35.00	
National Partnership	-	
Other		
Total Ad. Pay.	\$ 35.00	
Cash on Past Acct. Rec.	\$ 1,087.42	
Total Current Revenue	\$ 40,049.45	\$51,500
Expenses		
Board Travel	\$ 25,286.89	\$27,000
Board Meeting		
Expenses	1,335.75	1,500
Audit Committee	436.90	600
Journal Exp.		
Printing	13,901.70	18,000
Mailing	4,139.83	2,200
Professional Fees	7.14	25
Phone/Fax		25
Exempt Purpose	-	
Fund-Raising	-	
Administration	-	
Postage		250
Exempt Purpose	-	
Fund-Raising	-	
Administration	-	
Office Supplies		200
Exempt Purpose	8.08	
Fund-Raising	-	
Administration	25.73	
Promotion	-	250
Printing/Duplic.		50
Exempt Purpose	-	
Administration	6.09	
National Partnership	3,000.00	\$4,000
Fees to Conf.		
Grants to Conf.	2,000.00	2000
Voting Expenses	180.00	250
Web Expenses	315.15	150
Liability Insurance	500.00	750
Checks/Bank Fees	-	100

Credit Card Annual Fees	50.00	
Credit Card Fees	1,869.27	2000
Interest	34.96	
Conference Dev.	-	500
Database Dev.	-	1000
Publications Ex.	-	500
Awards	78.70	
Advances		
Exempt Purpose	-	
Fund-Raising	-	
Administration	0.02	
Other		200
Exempt Purpose	-	
Fund-Raising	-	
Administration	275.67	
Total Expenses	\$ 53,451.88	\$61,550

Liabilities

Accounts Payable -- Current

Board Travel	\$ (0.00)
Board Meeting Expenses	-
Audit Committee	-
Journal Exp.	
Printing	-
Mailing	-
Professional Fees	-
Phone/Fax	
Exempt Purpose	-
Fund-Raising	-
Administration	-
Postage	
Exempt Purpose	-
Fund-Raising	-
Administration	-
Office Supplies	
Exempt Purpose	-
Fund-Raising	-
Administration	-
Promotion	-
Printing/Duplic.	
Exempt Purpose	-
Administration	-
Web Expenses	-
Liability Insurance	-
Conference Dev.	-
Database Dev.	-
Publications Ex.	-
Other	

Exempt Purpose	-	
Fund-Raising	-	
Administration	-	
Total Accounts Payable	\$ (0.00)	
Reserves		
Advance	\$ 8,319.00	\$ 11,000
Memberships		
Grants		
Total Liabilities	\$ 8,319.00	
Tot Ex & Lib.	\$ 61,770.88	
Surplus (Deficit)	\$ (21,721.43)	
Payments from Previous Years		
Grants Paid		
Accounts Payable	\$ -	
Total	\$ -	
Change for Year	\$ (21,721.43)	

Approved 2013 Southeastern Budget

CCSC:Southeastern Conference -- 2013 Budget

Approved by the Board on April 13, 2013

Income	#	each	total
Registrations - Full - Early	65	\$130	\$8,450
Registrations - Full - Late	6	\$145	\$870
Registrations - Full - On-Site			\$0
Registrations - Student - early	10	\$25	\$250
Registrations - Student - late			\$0
Registrations - K-12 early			\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams	25	\$20	\$500
Registrations - Progr Students	90	\$10	\$900
Registrations - student web			\$0
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet	5	\$30	\$150
Lunch (Saturday)			\$0
Extra Proceedings			\$0
Vendors Registration	2	\$50	\$100
Vendors Presentations		\$100	\$0
National Partners	4	\$100	\$400
Industry Sponsorship			
UPE Sponsorship			\$200
Grants			
Other Income			\$0
Total			\$11,820

Expenses			
Steering Com. Travel Ex.			
Steering Com. Meeting Ex.			\$250
Phone/Fax			
Publicity			
In support of Conference			
Other			
Postage			\$25
Publicity			
In support of Conference			
Other			
Office Supplies			\$250
Publicity			
In support of Conference			
Other			
Program Printing/Duplicating			\$200
Publicity (printing, other formats)			\$100

Other duplicating Signage				
Speaker Expenses			\$1,000	
Consortium Head Tax	71	\$41	\$2,911	
Extra Proceedings	4	\$6	\$24	
Meals - Total				\$5,380
Breaks-Friday	2	\$100	\$200	
Breaks-Saturday	2	\$100	\$200	
Presenter's Luncheon-Friday	35	\$15	\$525	
Banquet	70	\$30	\$2,100	
Friday Pizza (students)	100	\$6	\$600	
Saturday Breakfast			\$0	
Saturday Breakfast (prog. Teams)			\$0	
Luncheon (prog. Teams)	90	\$12	\$1,080	
Luncheon (Sat.)	45	\$15	\$675	
Entertainment				
Transportation				
Rentals				
Student Awards			\$250	
Student Programs (other expenses)			\$50	
Faculty Awards				
Web Expenses			\$25	
Consortium Membership			\$1,000	
Other Expenses				
Total			\$11,465	
Balance			\$355	

Approved 2014 Midsouth Budget

Budget for 2014 Midsouth Conference

Approved by the Board on May 28, 1013

host: LeMoyne-Owen College, Memphis, TN

Income	#	each	total
Registrations - Full - Early	50	\$140	\$7,000
Registrations - Full - Late	5	\$180	\$900
Registrations - Full - On-Site			\$0
Registrations - Student - early	5	\$45	\$225
Registrations - Student - late	2	\$60	\$120
Registrations - K-12 early			\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams	25	\$135	\$3,375
Registrations - student web			\$0
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet	20	\$25	\$500
Lunch (Saturday)	3	\$11	\$33
Extra Proceedings	5	\$10	\$50
Vendors Registration	2	\$250	\$500
Vendors Presentations			\$0
National Partners	3	\$100	\$300
Industry Sponsorship	2	\$100	\$200
UPE Sponsorship			\$200
Grants			
Other Income (List)			
Programming Contest	2	\$180	\$360
Total			\$13,763

Expenses		
Steering Com. Travel Ex.		
Steering Com. Meeting Ex.		\$150
Phone/Fax		\$100
Publicity		
In support of Conference		
Other		
Postage		
Publicity		\$550
In support of Conference		
Other		
Office Supplies		\$600
Publicity		
In support of Conference		
Other		\$0

Brochure Printing/Duplicating			\$650	
Publicity (printing, other formats)				
Other duplicating				
Signage				
Speaker Expenses	1	\$200	\$200	
Consortium Head Tax	55	\$41	\$2,255	
Extra Proceedings	20	\$6	\$120	
Meals - Total				\$4,695
Breaks-Friday	70	\$10	\$700	
Breaks-Saturday	70	\$10	\$700	
Lunch-Friday				
Reception			\$0	
Banquet	90	\$20	\$1,800	
Saturday Breakfast			\$0	
Saturday Breakfast (prog. Teams)			\$0	
Luncheon (prog. Teams)	75	\$5	\$375	
Luncheon (Sat.)	80	\$14	\$1,120	
Entertainment				
Transportation				
Rentals			\$600	
Student Awards			\$1,000	
Faculty Awards				
Student Programs			\$600	
Consortium Membership			\$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
IT Tech Support	8	\$40	\$320	
Other				
Total			\$12,840	
Balance			\$923	

Approved 2014 South Central Budget

Budget for the 2014 South Central Conference

host: St. Edward's
University

Approved by the Board on June 24, 1013

Income	#	each	total
Registrations - Full - Early	60	\$125	\$7,500
Registrations - Full - Late	5	\$135	\$675
Registrations - Full - On-Site	5	\$135	\$675
Registrations - Student - early	20	\$45	\$900
Registrations - Student - late			\$0
Registrations - K-12 early			\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams			\$0
Registrations - student web			\$0
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet	5	\$20	\$100
Lunch (Saturday)			\$0
Extra Proceedings	3	\$10	\$30
Vendors Registration	3	\$125	\$375
Vendors Presentations			\$0
National Partners	4	\$100	\$400
Industry Sponsorship			
UPE Sponsorship			\$200
Grants			
Other Income (List)			
Total			\$10,855

Expenses

Steering Com. Travel Ex.			
Steering Com. Meeting Ex.			\$200
Phone/Fax			\$0
Publicity			
In support of Conference			
Other			
Postage			
Publicity			\$440
In support of Conference			
Other			
Office Supplies			\$150
Publicity			
In support of Conference			
Other			\$0
Brochure Printing/Duplicating			\$575

Publicity (printing, other formats)				
Other duplicating				
Signage				
Speaker Expenses			\$0	
Consortium Head Tax	70	\$41	\$2,870	
Extra Proceedings	3	\$6	\$18	
Meals - Total				\$4,590
Breaks-Friday	90	\$6	\$540	
Breaks-Saturday	90	\$6	\$540	
Reception	90	\$2	\$180	
Banquet	90	\$25	\$2,250	
Saturday Breakfast			\$0	
Saturday Breakfast (prog. Teams)			\$0	
Luncheon (prog. Teams)			\$0	
Luncheon (Sat.)	90	\$12	\$1,080	
Entertainment				
Transportation			\$100	
Rentals - Includes Banquet Room			\$600	
Student Awards			\$300	
Faculty Awards				
Consortium Membership			\$1,000	
Other Expenses (List)				
Publicity				

In support of Conference

Other

Total	\$10,843
Balance	\$12

Approved 2013 Midwestern Budget

CCSC Midwest Conference -- 2013 Budget

Approved by the Board on July 13, 2013

Income	#	each	total
Registrations - Full - Early	50	\$145	\$7,250
Registrations - Full - Late	5	\$170	\$850
Registrations - Full - On-Site			\$0
Registrations - Student - early	25	\$40	\$1,000
Registrations - Student - late			\$0
Registrations - K-12 early	15	\$25	\$375
Registrations - K-12 late			\$0
Registrations - Progr Teams	10	\$15	\$150
Registrations - student web			\$0
Workshop - early	15	\$20	\$300
Workshop - late			\$0
Extra Meals			
Banquet	5	\$25	\$125
Lunch (Saturday)	4	\$15	\$60
Extra Proceedings	5	\$10	\$50
Vendors Registration	2	\$150	\$300
Vendors Presentations			\$0
National Partners	4	\$100	\$400
Industry Sponsorship			
UPE Sponsorship			\$200
Grants			
Other Income (List)			
Board Registrations	10	\$110	\$1,100
Total			\$12,160

Expenses	#	each	total
Steering Com. Travel Ex.			
Steering Com. Meeting Ex.	2	\$175	\$350
Phone/Fax			\$0
Publicity			
In support of Conference			
Other			
Postage			
Publicity	2	\$200	\$400
In support of Conference			
Other			
Office Supplies			
Publicity			\$150
In support of Conference			
Other			\$0
Brochure Printing/Duplicating			\$1,200

Approved 2014 Northeastern Budget

CCSC: Northeast 2014 Conference Budget

Approved by the Board on September 19, 2013

	#	each	total
Income			
Registrations - Full - Early	130	125.00	\$16,250
Registrations - Full - Late			\$0
Registrations - Full - On-Site	10	155.00	\$1,550
Registrations - Student - early	60	50.00	\$3,000
Registrations - Student - late			\$0
Registrations - K-12 early			\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams	30	50.00	\$1,500
Registrations - Progr Team Members	90	50.00	\$4,500
Registrations - student web			\$0
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet	10	30.00	\$300
Lunch (Saturday)	0		\$0
Extra Proceedings	15	10.00	\$150
Vendors Registration	5	200.00	\$1,000
Vendors Presentations			\$0
National Partners	4	100.00	\$400
Industry Sponsorship			
UPE Sponsorship			\$200
Grants			
Other Income (List)			

Total \$28,850

Expenses

Steering Com. Travel Ex.			3,000.00
Steering Com. Meeting Ex.	30	\$12	360.00
Phone/Fax			
Publicity			
In support of Conference			
Other			
Postage			
Publicity			
In support of Conference			
Other			
Office Supplies			
Publicity			
In support of Conference			

Other			
Brochure Printing/Duplicating			
Publicity (printing, other formats)			
Other duplicating			
Signage			
Speaker Expenses	2	650.00	\$1,300
Consortium Head Tax	130	41.00	\$5,330
Extra Proceedings	15	6.00	\$90
Meals - Total			
Breaks-Friday	220	4.04	\$889
Breaks-Saturday	220	9.77	\$2,149
Reception	240	2.68	\$643
Banquet	240	4.39	\$1,054
Saturday Breakfast	220	16.54	\$3,639
Friday Breakfast (prog. Teams)	90	6.67	\$600
Luncheon (prog. Teams)	90	4.28	\$385
Luncheon (Sat.)	0		
Entertainment			
Transportation			\$500
Rentals			
Student Awards			765
Faculty Awards			
Consortium Membership			1,000
Other Expenses (List)			
Publicity			
Web Expenses			119
In support of Conference			
Total			\$21,823
Balance			\$7,027