

Consortium for Computing Sciences in Colleges

2014 Fall Meeting of the CCSC Board of Directors

7 p.m. – 11 p.m. - November 13, 2014

Room 11, Kinsley Engineering Center

York College of Pennsylvania

York, Pennsylvania

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Minutes of the Fall 2014 Board Meeting

2014 Fall Meeting of the CCSC Board of Directors
7 p.m. – 11 p.m. - November 13, 2014
Room 11, Kinsley Engineering Center
York College of Pennsylvania
York, Pennsylvania

Voting Members Present: Scott Sigman, President; Hala ElAarag, Vice-President; John Meinke, Publications Chair; Susan Dean, Treasurer; Tim McGuire, Membership Secretary; Will Mitchell, Conference Coordinator; John Wright, Eastern Representative; Larry D'Antonio, Northeastern Representative; Judy Mullins, Central Plains Representative; Kevin Treu, Southeastern Representative; Jeff Lehman, Midwest Representative; Karina Assiter, Rocky Mountain Representative; David Naugler, Midsouth Representative;

Voting Members Present via Skype: Megan Thomas, Southwestern Representative; Brent Wilson, Northwest Representative; Leslie Fife, South central Representative

Session Opening

President Scott Sigman called the meeting to order at 7:20 p.m., November 13, 2014. Board members introduced themselves.

Approval of Agenda

There were no objections on Agenda. Two items have been added to new business.

A1. Email concerns.

A2. Marketing, recruitment and membership.

Future Board Meetings

Spring 2015 Board Meeting

We will meet for both the Spring board meeting and the CCSC Annual Meeting at the SIGCSE Conference in Kansas City, Missouri. The CCSC Board of Directors will meet on Wednesday, March 4, 2015 from 7:00 p.m. to 11:00 p.m. The CCSC Annual Meeting will be held on Friday, March 6, 2015 following the SIGCSE Business Meeting. Rooms for the board meeting, the meeting of the audit committee, and the CCSC Annual Meeting have been scheduled through SIGCSE.

Fall 2015 Board Meeting

The Board of Directors meets each fall in conjunction with one of the fall conferences. If we remain on the same schedule of rotation, the Fall 2015 Board of Directors meeting should be held in conjunction with the Northwest 2015 Conference.

Brent Wilson moved to approve the location of the Fall 2015 Board Meeting in conjunction with Northwestern region. David Naugler seconded. The motion was approved.

Reports

Officers' Reports

President

Scott Sigman officially thanks Laura Baker for her help with CCSC during last two years.

Vice President: no addition

Publications Chair

Brent Wilson asked John Meinke if acceptance rate for Northwest is known. John Meinke said that it is in Northwest report. John Meinke asked board to look at number of acceptance. He noted that all of the regions end up competing with each other.

Henry Walker is no longer maintaining his submission system. Central Plain has used his system but are now using a home-grown system this year.

Scott Sigman asked Judy Mullins to check on numbers on student competition.

Northwest have sites 5 years ahead. The Northwest conference is on October 9. Rocky Mountain conference should be on October 2 so there is no conflict.

South Central: Issue is acceptance rates. The deadline has been extended in hopes of allowing time to receive more paper submissions. This may relate to a need to revisit the number of regions.

Having the conferences at a place with good transportation may increase attendance.

Southwest: They are ahead, having selected meeting sites for the coming two years.

Conference coordinator: We need to put Call for Papers as early as we know the location. Then update the website with info about the conference then add the program. This falls within the regional representatives responsibility. The information should be on the web in a timely manner. For Fall conferences the information will be requested in February.

Comptroller report

Scott Sigman pointed out the Comptroller's report listing approved budgets is sparsely populated. We need to get budgets to Rob Bryant and Susan Dean quickly enough.

Susan Dean mentioned that 2015 budget for fall need to be approved in the fall board meeting. Budgets should be approved a year in advance. It is better to put in a rough budget and then do adjustments.

National partners: The levels of support provided by the National Partners are set. Tim DeClue provided a list in the National Partners Chair Report. It is Deborah Hwang's responsibility to put it on the website.

Regional representatives should put a slot in the program for national reps. Jeff Lehman asked how many slots do we plan and how many partners to account for. Scott Sigman responded that we need to show some flexibility.

John Meinke said partners are listed in proceedings as well.

Karina Assiter asked if site chairs should contact national reps to know if they need a table at the conference. There is a list in the report of all vendors.

Service recognition: committee needs to name a chair. There is a different procedure this time and it worked well. Get nominations from your area.

UPE: Liz Adams retired. Leslie Fife is an advisor of UPE chapter. He volunteered to be liaison. Liz Adams and Leslie Fife will work together for a transition period.

Elections and Appointments

A. Nominating Committee

Nominating committee:

Two regional representatives are needed to serve on the Nominating Committee, which will be chaired by the Vice President, Hala ElAarag.

Appointed two regional representatives to the Nominating Committee for 2015; Karina Assiter and Larry D'Antonio

Bring a slate of nomination for the Northwest, South Central and Southeast regional representatives and for the Publications Chair to spring business meeting on March 6.

B. Finance Committee

The finance committee is a standing committee of the Consortium appointed by the Treasurer. The committee is chaired by the Treasurer and is charged with submitting a budget for the next fiscal year by or shortly after the conclusion of the spring meeting of the Board of Directors.

Finance committee appointed members are Rob Bryant, Judy Mullins and Jeff Lehman.

C. 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 2015 Audit Committee. Suggestions for members should be sent to Rob Bryant. An audit of the Consortium should take place during the spring board meeting in Kansas City.

D. Financial and Accounting Practices Taskforce

The Financial and Accounting Practices Taskforce was formed to review the financial procedures of the Consortium and to examine the division of the duties of the Treasurer among the Treasurer, an Associate Treasurer, and the Comptroller. Members of the committee, as reappointed by the President on September 21, 2014, are Carol Spradling (chairperson), Will Mitchell, Susan Dean, Brian Hare (regional treasurer from Central Plains), and Judy Mullins (national associate treasurer).

E. Service Recognition Committee

Members of the Service Recognition Committee are Susan Dean, 2 years remaining in term, and Colleen Lewis, 1 year remaining in term. Jeff Lehman's term expires after presentation of the Distinguished Service Award this year. Colleen is the non-board member of the committee.

Kevin Treu is appointed by board members to replace Jeff Lehman and to chair the committee.

F. Spring Elections

The spring 2014 election was held electronically through votingplace.net. The election ran smoothly with no issues. Total cost of the election was \$180.00.

The Spring 2015 election shall be held electronically using the same vendor, votingplace.net.

Votingplace.net was set up by Laura Baker and she is the administrator. With multiple people, we will lose accessibility. The bill should be paid automatically.

Financial Reports

Susan Dean and the financial task force are working hard on establishing and documenting financial and accounting procedures. Susan Dean reports that the use of QuickBooks Online has made the financial accounting process significantly easier, and will make the job of the audit committee much easier.

Scott Sigman acknowledged the tremendous work of the financial and accounting task force.

Treasurer report. Susan Dean needs to bring Bill Myers on the meeting in the spring because he will present to the Board the CCSC's tax return for the final year in which he was Treasurer and be available to work with the audit committee.

Susan Dean moves to pay Bill Myers expenses to board and annual meeting. Judy Mullins seconds. Motion passes.

Susan Dean reports that the actual income and expenses experienced in the 2014 fiscal year were slightly better than projected in the budget. Details are provided in the Appendix.

Old Business

A. National Vendors Policy

In April and May the Board of Directors approved a series of motions that established a new National Partners Program, which features levels of partnership. The details of the new program impose new planning constraints that regional planning committees need to take into consideration when planning a conference. The National Vendors Chair's report addresses these requirements. Regional representatives should make sure that the planning committee for the conference in their region is aware of the policy and its requirements.

B. SIGCSE Exhibit Booth

The Consortium operated an Exhibit booth during SIGCSE 2014 and the consensus of the Board was to again operate the booth during SIGCSE 2015. An exhibit booth has been requested from SIGCSE.

Scott Sigman will bring banner, business cards and candy. John Meinke requested to get the exhibitor badges, especially for retirees who are not registered, earlier so to have time for set up. Badges needed for Judy Mullins, Susan Dean, John Meinke and Tim McGuire.

Tim McGuire moves to authorize up to \$500 for booth at SIGCSE.

Larry D'Antonio seconded. The motion was approved.

John Meinke suggests having about 200-250 pens with CCSC printed on them. He will bring copies of most recent journals that are left over. Regional representatives are to bring CFP for next year. We should be working for each other's regions.

Tim McGuire will coordinate this activity and solicit regional conferences for flyers.

C. Regional Representatives and Regional Conference Sites & Dates

The table of future conference sites and dates posted on the CCSC web site is sparsely

populated. Regional representatives need to communicate information on future conferences to the Webmaster, Deborah Hwang, as soon as it is available.

Kevin Treu suggested that regional reps should contact individual people at conferences as potential hosts for upcoming conferences. Larry D'Antonio mentions to people that there are advantage of hosting CCSC. Brent Wilson tells people if you benefited from having papers then you should pay back.

D. ConfTool for Paper Submission and Review

During the fall 2014 board meeting a year ago we discussed this issue. With the withdrawal of Henry Walker's paper submission and review site, the question is perhaps even more important this year. What is each region doing? Are there safeguards in place to ensure that the submission and review process in each region does not negatively affect the integrity or reputation of the Journal?

Question: Should a committee be formed (again) to revisit this issue and report to the board during the spring board meeting on 1) the system in use by each region, 2) the future plans of regions who have used Henry Walker's system in the past, and 3) additional issues related to this question on a region by region basis.

ConfTool is working for people who are using it.

John Meinke asked to make sure the pool of reviewers should not be simply made of authors as this weakens the refereeing process in the eyes of tenure and promotion committees

Brent Wilson volunteered to create an online survey from all regions and share info across regions.

Stoney Jackson and Tim McGuire are setting up ConfTool for next year.

New Business

A. 1. Mailing List Policy

This issue has been discussed in the past, but has recently come up again with a request to email a position announcement to CCSC members. Likewise, it was explicitly necessary to address this issue in the new National Partners Policy. Do we need to examine this issue with a view to formulating and adopting a written policy?

A committee was appointed to look into it and report back. Committee members Jeff Lehman, Deborah Hwang, Scott Sigman

During the discussion, it was requested that Jeff Lehman, John Wright, and John Meinke be added to Board emails, as for them the Board list does not seem to be working well.

2. Marketing, recruitment and membership

We need to build membership more aggressively by doing a better job at marketing.

Do we need a publicity chair?

We need to publicize that this is a national organization and not a regional organization. We need to consider how we can change to remain viable.

A committee of Stoney Jackson and Tim McGuire was formed. They are to report to Scott Sigman.

B. Document Archive Policy

One of the duties assigned to the Vice President is as follows:

Maintain the official copy of the Bylaws, Standing Rules, and other policies of the Consortium; submit the official Bylaws and Standing Rules for official Consortium publication; distribute a copy of any Bylaw, Standing Rule, or policy to any member requesting the same, and bring the official copy of the Bylaws, Standing Rules, and other policies to each meeting of the Board of Directors.

The statement raises several questions. First, where is the repository of official documents located? At present we have documents stored on the server for our website and through various individuals' Dropbox accounts. Second, who has access to the documents? Third, outside various statements scattered throughout the minutes, is there a comprehensive collection of the policies of the Consortium? As a case in point, we have adopted a National Partners program with different levels of participation through an email vote. All the minutes will reflect is the motion to adopt the policy and the results of the vote. In particular, they will not include the details of the policy.

The board has appointed a committee consisting of John Meinke, Megan Thomas and Brent Wilson to explore this issue and bring recommendations to the board at the spring board meeting.

C. Permanent Address for the Consortium

Currently the mailing address for the Consortium is the Treasurer's address. This approach works well in periods of a long-serving treasurer. However, in periods where the Treasurer changes every few years, the current approach is problematic. Are there ways we can go about establishing a permanent mailing address for purposes of official business?

Suggestions were made to have ACM or SIGCSE address then forward to treasurers. Susan Dean will take the lead on that.

The meeting was adjourned at 11:00 p.m.

Annotated Agenda

2014 Fall Meeting of the CCSC Board of Directors
7 p.m. – 11 p.m. - November 13, 2014
Room 11, Kinsley Engineering Center
York College of Pennsylvania
York, Pennsylvania

II. Approval of Agenda

III. Welcome to New Members

A warm welcome to the new members of the Board of Directors: Hala ElAarag (Vice President/President Elect), Megan Thomas (Southwest Regional Representative), and John Wright (Eastern Regional Representative). Returning in a new position are Susan Dean as Treasurer and Tim McGuire as Membership Secretary. Though not new to the board or returning to the board, Jeff Lehman (Midwest Regional Representative) and Judy Mullins (Central Plains Regional Representative) were re-elected to their respective positions.

IV. Future Board Meetings

Spring 2015 Board Meeting

We will meet for the both the Spring board meeting and the CCSC Annual Meeting at the SIGCSE Conference in Kansas City, Missouri. The CCSC Board of Directors will meet on Wednesday, March 4, 2015 from 7:00 p.m. to 11:00 p.m. The CCSC Annual Meeting will be held on Friday, March 6, 2015 following the SIGCSE Business Meeting. Rooms for the board meeting, the meeting of the audit committee, and the CCSC Annual Meeting have scheduled through SIGCSE.

Fall 2015 Board Meeting

The Board of Directors meets each fall in conjunction with one of the fall conferences. If we remain on the same schedule of rotation, the Fall 2015 Board of Directors meeting should be held in conjunction with the Northwest 2015 Conference.

Action Item: Approve the location of the Fall 2015 Board Meeting.

V. Reports

Board members are requested to report verbally only on additions to their written report, which was 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
Comptroller's Report
National Partners Chair
Service Recognition Committee
UPE

VI. Elections and Appointments

A. Nominating Committee

Two regional representatives are needed to serve on the Nominating Committee, which will be chaired by the Vice President, Hala ElAarag.

Action Item: Appoint two regional representatives to the Nominating Committee for 2015.

Positions Elected in the Spring – All 3 year terms through August 2018

Publications Chair (Elected by the Board)
Northwest Representative
South Central Representative
Southeastern Representative

B. Finance Committee

The finance committee is a standing committee of the Consortium appointed by the Treasurer. The committee is chaired by the Treasurer and is charged with submitting a budget for the next fiscal year by or shortly after the conclusion of the spring meeting of the Board of Directors.

Action Item: Treasurer's appointment of a Finance Committee.

C. 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 2015 Audit Committee. Suggestions for members should be sent to Rob. An audit of the Consortium should take place during the spring board meeting in Kansas City.

D. Financial and Accounting Practices Taskforce

The Financial and Accounting Practices Taskforce was formed to review the financial procedures of the Consortium and to examine the division of the duties of the Treasurer among the Treasurer, an Associate Treasurer, and the Comptroller. Members of the committee, as reappointed by the President on September 21, 2014, are Carol Spradling (chairperson), Will Mitchell, Susan Dean, Brian Hare (regional treasurer from Central Plains), and Judy Mullins (national associate treasurer).

E. Service Recognition Committee

Members of the Service Recognition Committee are Susan Dean, 2 years remaining in term, and Colleen Lewis, 1 year remaining in term. Jeff Lehman's term expires after presentation of the Distinguished Service Award this year. Colleen is the non-board member of the committee.

Action Item: Appoint a board member to replace Jeff on the Service Recognition Committee.

Action Item: Name a chairperson for the Service Recognition Committee.

F. Spring Elections

The spring 2014 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 2015 election shall be held electronically using the same vendor, votingplace.net at a cost of \$180.

VII. Financial Reports

A. Report of the Financial and Accounting Practices Taskforce

B. Treasurers Report

C. Approval of Regional Budgets

VIII. Old Business

E. National Vendors Policy

In April and May the Board of Directors approved a series of motions that established a new National Partners Program, which features levels of partnership. The details of the new program impose new planning constraints that regional planning committees need to take into consideration when planning a conference. The National Vendors Chair's report addresses these requirements. Regional representatives should make sure that the

planning committee for the conference in their region is aware of the policy and its requirements.

F. SIGCSE Exhibit Booth

The Consortium operated an Exhibit booth during SIGCSE 2014 and the consensus of the Board was to again operate the booth during SIGCSE 2015. An exhibit booth has been requested from SIGCSE. Costs are not known at the time of the writing of this agenda. When they are known they will be submitted for approval via an email vote.

Questions: Are there changes we want to make for this year? Who is going to coordinate this activity? Who will solicit regional conferences for flyers to distribute?

G. Regional Representatives and Regional Conference Sites & Dates

The table of future conference sites and dates posted on the CCSC web site is sparsely populated. Regional representatives need to communicate information on future conferences to the Webmaster, Deborah Hwang, as soon as it is available.

H. ConfTool for Paper Submission and Review

During the fall 2014 board meeting a year ago we discussed this issue. With the withdrawal of Henry Walker's paper submission and review site, the question is perhaps even more important this year. What is each region doing? Are there safeguards in place to ensure that the submission and review process in each region does not negatively affect the integrity or reputation of the Journal?

Question: Should a committee be formed (again) to revisit this issue and report to the board during the spring board meeting on 1) the system in use by each region, 2) the future plans of regions who have used Henry Walker's system in the past, and 3) additional issues related to this question on a region by region basis.

IX. New Business

C. Mailing List Policy

This issue has been discussed in the past, but has recently come up again with a request to email a position announcement to CCSC members. Likewise, it was explicitly necessary to address this issue in the new National Partners Policy. Do we need to examine this issue with a view to formulating and adopting a written policy?

D. Document Archive Policy

One of the duties assigned to the Vice President is as follows:

Maintain the official copy of the Bylaws, Standing Rules, and other policies of the Consortium; submit the official Bylaws and Standing Rules for official

Consortium publication; distribute a copy of any Bylaw, Standing Rule, or policy to any member requesting the same, and bring the official copy of the Bylaws, Standing Rules, and other policies to each meeting of the Board of Directors.

The statement raises several questions. First, where is the repository of official documents located? At present we have documents stored on the server for our website and through various individuals' Dropbox accounts. Second, who has access to the documents? Third, outside various statements scattered throughout the minutes, is there a comprehensive collection of the policies of the Consortium? As a case in point, we have adopted a National Partners program with different levels of participation through an email vote. All the minutes will reflect is the motion to adopt the policy and the results of the vote. In particular, they will not include the details of the policy.

Action Item: Appoint a committee to explore this issue and bring recommendations to the board at the spring board meeting.

C. Permanent Address for the Consortium

Currently the mailing address for the Consortium is the Treasurer's address. This approach works well in periods of a long-serving treasurer. However, in periods where the Treasurer changes every few years, the current approach is problematic. Are there ways we can go about establishing a permanent mailing address for purposes of official business?

Report of the President

Scott Sigman

Let me begin by expressing our gratitude to Laura Baker for her service to the CCSC. Laura has been active in the South Central Region for years and is the region's long-serving editor. She served on the Board of Directors from 2010 to 2014 serving two years as Vice President followed by a two year term as President. Laura's terms on the Board coincided with a transitional period for the Consortium, which saw the retirement of the long time treasurer and the establishment of a membership system based upon online conference registration. While the transitional work in both these areas continues, Laura's leadership was instrumental in getting us to where we are today. On behalf of the Board of Directors, I would like to express the sincerest thanks to Laura for a job well done.

I would like to extend a warm welcome to the Board of Directors for our new members. Hala ElAarag will be serving as Vice President for two years followed by a two year term as President. John Wright will be serving as Eastern Representative and Megan Thomas as Southwest Representative. Re-elected members are Judy Mullins, serving as Central Plains Representative, and Jeff Lehman, serving as Midwest Representative. Transitions include Susan Dean, who will be returning to the Board as Treasurer and Tim McGuire, who is returning to the board to serve as Membership Secretary.

There are several issues that we need to consider over the 2014-2015 year. Foremost on the list is continuing the task of developing and documenting financial and accounting procedures. Under the capable leadership of the Financial and Accounting Taskforce this task is well underway, but there is still much to do. A related issue is overseeing the transition taking place in the Treasurer's position. Again the process is well underway and proceeding smoothly under the leadership of Susan Dean and with the cooperation of Bill Meyers. The Board's task will be to oversee the process and provide the needed assistance. We will also need to revisit the issue of paper submission and review. While this issue is not new to the Board, perhaps the time has come to reach some type of resolution. Finally, we need to consider carefully the questions of a permeate address for the Consortium and the establishment of a central document archive.

I am looking forward to working with each of you over the next two years. I am honored to be able to serve as CCSC President and I am excited about the possibilities we have to serve our members together.

Respectively submitted,

Scott Sigman, CCSC President

**Report of the Vice President
Hala ElAarag**

The Vice President has tallied and recorded 11 email votes of the Board since the Spring Board Meeting. The results are listed below. Approved regional conference budgets may be found in the appendix.

CCSC Budget - 7/11/2014

To: ccscBoard@ccsc.org

Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

Bill Myers has moved and Bob Neufeld has seconded approval of the CCSC 2014-2015 budget as attached to this email.

The motion has a friendly amendment moved by Bill Myers and seconded by Bob Neufeld to make the following changes to the budget under motion:

Change the budget amount for Journal Printing to \$14, 500 from \$13,500.

Decrease the budget amount for Journal Mailing from \$4500 to \$4000.

Decrease the budget amount for Reserves for Memberships Expiring in the Next Year (correction) from \$11,000 to \$10,500).

Results of the Board vote:

11 member voted yes.

0 members voted no.

4 members did not vote.

Minutes of the CCSC Business Meeting - 6/23/2014

To: ccscBoard@ccsc.org

Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

Scott Sigman has moved and Bob Neufeld has seconded approval of the Minutes of the Spring 2013 CCSC Business Meeting with McPherson University was changed to McPherson College and Assistant Treasurer changed to Associate Treasurer.

Results of the Board vote:

11 member voted yes.
0 members voted no.
4 members did not vote.

National Partners Levels - 4/5/2014

To: ccscBoard@ccsc.org
Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

Bob Neufeld has moved and Jeff Lehman has seconded:

On behalf of our new National Partners Chair, I move the approval of the "Levels of Partnership" proposal brought by Tim DeClue. The proposal specified is attached to this email as a Word document.

Friendly Amendment: The National Partner recognition will be posted in the Fall/Spring Journals if the fee is received by July 1st and for Spring/Fall Journals the fee must be received by January 1st.

Results of the Board vote:

10 member voted yes.
0 members voted no.
5 members did not vote.

National Partners - Email Policy - 5/2/2014

To: ccscBoard@ccsc.org
Subject: Results of Board Vote

CCSC Board Members,

My apologies for my tardiness in reporting the results of our last vote. The short story is that email problems left me knowing who had voted, who had not, or even that a vote had been called.

More to follow in another email in an attempt to solve my email problems. The results of the vote follow.

Results of the vote on the following motion:

Jeff Lehman has moved and Bob Neufeld has seconded the following motion:
(with the friendly amendment agreed upon by both Bob and Jeff using the word "may" instead of "will" send out two emails per year...)

Platinum membership level of National Partners includes the following:

On behalf of Platinum Members of National Partners, the Consortium may send out two emails per year to the membership list containing information about such partners as determined by the partners and the National Partners Chair who may consult with the Board as needed.

The emails allowed include the following specifications:

- 1) CCSC specifies twice a year as the maximum number of emails sent out on their behalf.
- 2) National partners will not receive the email lists of our membership.
- 3) Emails are linked to the payment dates that John Meinke noted for National Partners listings that appear in the Journal.

Voting begins today, Thursday, May 1, 2014 and continues through Friday, May 2, 2014 at 11:59pm CST.

Please send your votes to Scott Sigman ssigman@drury.edu.

As required to be included from the bylaws:

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

- a) Any item which is proposed by a voting Board member and seconded by another voting Board member must be transmitted to the Board by the President.
- b) All percentages will be of the number of eligible voting Board members, rather than the number of votes.
- c) A minimum time of 3 business days will be allowed for all discussions.
- d) A minimum time of 2 business days will be allowed for all votes.
- e) At the beginning of each email discussion and vote, the President shall indicate the length of time for discussion and voting.
- f) The Vice President shall be responsible for collecting and reporting the votes. The report should include the overall counts as well as the individual votes.
- g) The President will distribute these rules whenever a proposal is transmitted to the Board.

Results of the Board vote:

12 member voted yes.
0 members voted no.
3 members did not vote.

Northeast 2014 Budget - 3/27/2014

To: ccscBoard@ccsc.org
Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

Bill Myers has moved and Bob Neufeld has seconded the approval of the 2015 Northeastern budget as distributed to the board via email and also attached to this email.

Results of the Board vote:

13 member voted yes.
0 members voted no.
2 members did not vote.

Northwest 2014 Budget - 4/18/2014

To: ccscBoard@ccsc.org
Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

William Myers has moved and Brent Wilson has seconded the motion to approve the Northwestern Conference 2014 budget.

Results of the Board vote:

12 member voted yes.
0 members voted no.
3 members did not vote.

Rocky Mountain 2014 Budget - 6/30/2014

To: ccscBoard@ccsc.org
Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

John Meinke has moved and Judy Mullins has seconded the approval of the Rocky Mountain 2014 conference budget as distributed to the board.

Results of the Board vote:

13 member voted yes.
0 members voted no.
2 members did not vote.

Minutes of the Spring Board Meeting - 6/10/2014

To: ccscBoard@ccsc.org
Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

Scott Sigman has moved and Bob Neufeld has seconded the motion to approve the minutes of the Spring 2014 Board Meeting in Atlanta. The minutes are attached to this email. The motion was amended by a friendly amendment removing Deborah Hwang from the list of non-voting members in attendance.

Results of the Board vote:

13 member voted yes.
0 members voted no.

Approval of IRS Tax Forms - 3/14/2014

To: ccscBoard@ccsc.org
Subject: Results of Board Vote

CCSC Board Members,

Results of the vote on the following motion:

Kevin Treu has moved and Jeff Lehman has seconded the approval of the four IRS forms and Indiana tax form with corrections made, sent to the Board by Bill Myers.

Results of the Board vote:

13 member voted yes.

1 members voted no.
1 members did not vote.

September 2, 2014: The board voted on the following motion:

Susan Dean has moved and John Meinke seconded the following motion : To approve the Rocky Mountain 2015 conference budget as attached to this email.

The motion passed with 8 votes for, 0 votes against, and 7 individuals not voting.

September 30, 2014: The board voted on the following motion:

Jeff Lehman has moved and John Meinke has seconded the following motion:

"I move that Liz Adams be awarded the 2015 Distinguished Service Award and that the award be presented early, in conjunction with the Fall 2014 Eastern Conference, per the recommendations of the Distinguished Service Award committee."

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

Hala ElAarag
Vice President

Publication Chair Report

John Meinke

Fall 2014 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	9	8.2	7	2.1	100	9/12 (75%)
Midwest	9	9.0	12	1.8	108	?
Rocky Mountain	16	8.1	3	2.7	142	84%
Southeastern	12	7.9	8	2.9	122	12/22 (55%)
Eastern	14	8.6	8	1.25	135	14/18 (77%)

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, Stephen Carl, Steve Kreutzer, and David Hovemeyer. My thanks also to our printer, Courier Printing, as well as to the volunteers that helped in proof-reading. What 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 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. I note that we never received an acceptance rate for the Midwest conference.

Regions need to be strengthened, and that only comes from marketing! I mentioned that to a regional committee member for one of the regions a couple months ago and it was as though it was something that had not been stressed by his regional committee! Both the regional board and the regional conference committee need to get out there and promote the regional conferences!

The marketing is not solely the responsibility of the publicity person – it is the responsibility of every member of both the regional board and the conference committee. Furthermore, the national board also has a responsibility there as well – we need to be out there promoting **all** of the regional conferences! I was a bit disappointed in our marketing attempt at SIGCSE 2014 in that folks who were manning the table at times seemed to be specifically marketing their own individual conferences! There was somebody that I was speaking with from Calgary, Alberta – could cite that there were folks at the Northwest conference in previous years – and was intercepted by a regional representative who went off on that region’s conference, geographically inappropriate for somebody from Calgary! As a national board we need to market every region keeping in mind the region that would be “most appropriate” for the person – we need to stand together for the whole Consortium.

I will admit that the SIGCSE ListServe is a cheap and easy way to market our conferences. However I definitely do **NOT** believe it to be effective! I see so much coming through the ListServe that I don’t bother reading a lot of it, and when I see one more of ten CCSC conferences posting a site for the Call for Participation I could care less – particularly when there are multiple postings for each conference (call for participation, reminder that the submission deadline is approaching, opening of registration, reminders of lightning talks/nifty assignments/student research competitions/programming contests) – our ten conferences are competing with each other as well as everything else that is coming through the ListServe which includes how many other conference! Our conference submissions are declining not because they are not good conferences, but rather because they are being lost in the busyness of the SIGCSE ListServe, which appears to be the only marketing tool that some of our regions are using! Our marketing scheme simply is not there – we need to look at that both on the regional level and on the national board level – what is going to be more effective. I do feel that the table at SIGCSE was a wonderful addition, but that also needs to be used more effectively! In the meantime, our regions need to be out there plugging on the regional level! That’s where our base is supposed to be!

Revamped national web site

Kudos to Deborah Hwang for revamping our national web site! Deborah did a nice job on that. Now, it would be good if our regions could do some updates to the regional sites. One comment that I have heard recently is there is a major lack of consistency between the different regional sites – inconsistency both with respect to appearance and navigation as well as content. It would be good if the regional web sites were a bit more consistent with each other.

Another item relating to regional web sites is keeping them up-to-date. When a call for registration goes out there is nothing more disastrous than having no conference program available. If folks want to apply for travel funds from their own institutions they need to justify that attendance at that particular conference is going to complement their professional development. The conference program helps in that justification. Furthermore, applications for travel funds take time for approval. The conference program should be out there well in advance of the conference! I am seeing more and more regions where the conference program is not available until the last minute, and even the regional committees are posted but out-of-date! The regional sites must be constantly monitored for currency. I would also note that we use the conference program in proceedings manuscript assembly. We need at least a preliminary program as early as possible!

Tying somewhat in with that, we designate the regions by name geographically. While the intent of the regional conferences is to reduce travel costs to participants each conference is

certainly not restricted to attendees from that geographic area! I wonder whether we might be losing participants at some of the regional conferences due to a misconception that the conference is intended specifically for that geographic region.

Courier Printing

I stand by my endorsement of Courier Printing as our publisher. We have had a few ups and downs this past year, one being the type font in the June issue of the *Journal*. That particular issue was one for which the final proofs were not checked, but assumed to be as transmitted! We still don't know what all happened – when I saw the final copy I was disappointed and checked the download site – and couldn't download. Susan was able to download and it went perfectly – looked exactly as we had submitted it! However, that was in a period when the final proofreader was going through a family situation so we suspended that final proofing! Courier will deliver, even if it is at the last minute! The Midwest proceedings arrived at 8:58 am on the first day of the conference – that's cutting it a bit tight, but it was also due to a new person supervising the binding section – he's been informed that it was way too tight and the folks at Courier are working quite nicely with us.

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 estimates of conference attendees be used in the budgeting process. I check with the individual conference 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.

I would also note that we need the copyright forms! As long as you assure us that you are still assembling the copyright forms we will trust your judgement and when the copyright forms get to us that's fine – as long as they do get to us.

We trust that conferences are checking that authors are registered. When we were trying to determine the final print run for one of the Fall conferences we discovered that a number of the presenters had still not registered. At that point it was too late to pull those papers from the final manuscript – and, sure enough, there was an author that never registered and did not show up for the conference to present his paper. The region was able to finally get a registration out of him,

and we considered pulling his paper from the ACM Digital Library. However, the disclaimer had never been included in the original call for participation for the conference, so he did get his publication without presenting the paper. Please, regional representatives, make certain that if you plan to pull any papers from the Digital Library for non-presentation at the conference you need to so indicate on the call for participation. We will go ahead and prepare the final manuscript but will be ready to pull any papers from the final manuscript for printing provided we receive notifications of any papers that do not have an associated registration or copyright form. That can be easily accomplished at the last minute! We can then regenerate the table of contents and the index of authors and release it to the printer – a few key strokes and the paper is simply not included.

Late Submissions

We typically end up with late submissions which we have always tried to accommodate. There were two situations this Fall that were very different but we feel were handled appropriately.

The first was a conference committee member through oversight not managing to forward some of the manuscripts for the short “self held copyright” items. He contacted the authors with a note of apology, and one responded that he needed the publication and asked whether it could be included in a later issue of the *Journal*. My response was that we need to support our front line folks – we **all** are **VERY** capable of such oversight – yes, we will accommodate and support the regional committee as best we can!

The second was a late paper submission for a different conference! I received the email asking whether the manuscript could be included after the proofs had been checked and signed off on! My answer was **no**! Furthermore, there was no offer of a publication in a later issue of the *Journal*. This was a failure of the author to submit his manuscript within the time constraints, and although it was much beyond the time constraints I feel that we should adhere to the submission deadlines rigorously! There are times that we must – and when I look at the Spring conference deadlines we will be in flux between the US and Germany! The deadline dates need to be hard and fast. We will deal with folks directly who have individual problems. However, the deadline dates as posted are the dates that if any manuscript is received **BY US** later than that deadline date we reserve the right not to include it in the final copy! The other item is that we have five Fall conferences and five Spring conferences, all with good geographical distribution. The author could present the paper at one of the Fall conferences (in this case) and present it again at a Spring conference with publication – as long as he/she doesn’t attempt to gain double publication which would violate the copyright agreement!

Regional representatives: please note that the message above indicates manuscripts received **BY US** – and not by the region – they need to be in our hands so that we can do our best to deliver the final product for your conference in a timely fashion! The deadline dates for receipt of manuscripts are for us not the conference representatives! We expect all manuscript receipts, including copyright releases, by the individual conference dates posted above!

Use of logos/marketing symbols

A concern this Fall was figures/graphics that included what could be construed to be endorsements of brand name products! They were in individual papers, and possibly regional editors should screen submissions to insure that such possible interpretations endorsements don’t appear! We were not pleased to see a Starbucks coffee cup with Starbucks plastered across the front in one of the figures that was included in one of the Fall conferences! Perhaps Starbucks

would like to become a national partner and have their logo in our list of national partners – however, in the meantime local editing should have contacted the author and asked the author to replace that particular graphic to not include possible endorsement by CCSC of any particular vendor, whether computer related or otherwise. Regional representatives, please bring that message back to your regional committees and have your program folks be made aware of the implications of such!

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. Proof-readers consistently comment 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 the 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 permission with the evidence of the permission.

Respectfully submitted,
John Meinke, Publications Chair

Membership Secretary Report

Tim McGuire

As of October 24, 2014, CCSC membership stands at 592. The majority of those, of course, result from conference attendance. Renewals also have arrived via the Membership Renewal site and by US mail. 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 October 24.

Membership counts and percentages of total by region are shown in the following table. Those listed as “Unspecified” are affiliate members.

Region	Membership Count	Percentage of Total
Central Plains	46	7.8%
Eastern	60	10.1%
Midsouth	37	6.3%
Midwest	89	15.0%
Northeastern	113	19.1%
Northwestern	64	10.8%
Rocky Mountain	26	4.4%
South Central	44	7.4%
Southeastern	78	13.2%
Southwestern	27	4.6%
Unspecified	8	1.4%
Total	592	100.0%

The following historical data comes from previous board reports.

Membership – From Board Reports													
	F08	S09	F09	S10	F10	S11	F11	S12	F12	S13	F13	S14	F14
CP	54	60	56				47	47	41	49	49	55	46
EA	80	84	84				75	74	91	61	70	63	60
MS	37	47	55				38	38	34	40	40	45	37
MW	71	89	47				54	54	79	74	91	76	89
NE	124	109	101				128	129	131	137	130	136	113
NW	58	45	48				65	38	48	38	41	47	64
RM	46	30	10				32	30	37	24	28	20	26
SC	82	77	48				38	37	36	42	30	42	44
SE	92	55	54				72	66	86	70	76	78	78
SW	36	34	43				32	32	23	32	23	36	27
Other			1					1	2	4	8	8	8
Total	680	630	547	~ 450	510- 720	?	581	546	608	571	586	606	592

Spring Conference Attendance

The following table shows regular members and others who attended regional conferences during the Spring 2012 season..

2014 Spring Regional Conference Attendance							
Region	Regular Attendees	Students	Vendors	K-12	Speakers	Other	Total
Central Plains	53	65	0	16	0	60 ^a	198
Mid-South	36	8	1	0	0	0	45
Northeastern	112	80	1	0	0	0	193
South Central	43	20	1	0	0	0	64
Southwestern	26	15	0	0	3	6 ^b	50
Total	270	188	3	16	3	66	550

Notes:

- a) Central Plains - Student programming Contest/Poster Competition Only
- b) Southwestern – Student Saturday only

ConfTool, Membership Records and Help Desk

ConfTool serves the regional conferences fairly well. From my limited time at the helm, it appears that the individuals who are using ConfTool at the regional and conference level are doing so fairly effectively and learning how to work around its limitations.

Herman L. “Stoney” Jackson of Western New England University (also CCSC:NE webmaster) continues to provide a great deal of technical support for ConfTool. I could not do this job without his support. Although my predecessor occasionally “hacked around” in the various tables, I do not feel that it appropriate for the membership secretary to need to do so. Through Stoney’s efforts, we are running the latest release of ConfTool, and keeping any customization we make to it well-documented. One limitation we have is our unique organizational structure, which compounds the problems we have in getting to the “big picture” of membership data.

The ability to accept online payment has greatly streamlined the registration process, however, there are occasional glitches with PayPal which make it difficult for some users to pay via credit/debit cards. For this reason, occasional checks will still have to be processed.

I’m very grateful for the kindness and the patience extended to me by various people I’ve had to work with as I have taken on this new task. I’ve learned a lot in the past couple of months.

One paragraph from my predecessor’s last report should be repeated:

In my opinion, the board needs to have a serious discussion and evaluation as to how well ConfTool serves our purpose for registration and a membership system. The lack of integration between the ten regional and one Membership Renewal ConfTool sites is a very serious deficiency. The Consortium needs an integrated interactive online membership and registration system which provides service to individual members, to regions, officers, and the board at large.

Central Plains Regional Report

Judy Mullins

Regional Elections

Judy Mullins of University of Missouri-Kansas City was elected as the Central Plains Regional Representative for a 3-year term. Brian Hare was elected Regional Treasurer to fill out Judy Mullins' term. Ed Mirielli was elected Regional Registrar for a 3-year term.

Central Plains Conference 2014

Our conference was hosted by Westminster College in Fulton, MO. Ed Mirielli served as conference chair. The conference schedule included a pre-conference workshop: "Introducing Secure Coding in CS0, CS1, and CS2," presented by Elizabeth Hawthorne, Senior Professor of Computer Science, Union County College and Siddharth Kaza, Assistant Professor at Towson University. The keynote speaker was Michael S. Robison, Manager at IBM Global Technology Services in Columbia, MO., whose talk was entitled "IBM - Emerging Technologies for a Smarter Planet." The banquet speaker was Rich Schmick, Director of Organizational Development, VML, Kansas City, MO. Schmick's talk was entitled "Creative Uses of Technology to Market Ideas, Solve Business Problems, and Win a Few Awards in the Process." The conference sponsored a poster contest and a programming contest for students, and featured a special track for K12 Lightning Talks.

Student Programming Contest Winners

16 teams from 14 colleges and 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	Park Universty - <i>Pirates</i>	3	409	\$300
2	University of Mo. Kansas City - <i>UMKC1</i>	2	201	\$210
3	Southwest Baptist University - <i>White</i>	4	574	\$150
4	University of Kansas - <i>//No Comment</i>	2	352	\$90

A detailed summary of the contest may be found at <http://www.cpsc.org/centralplains/2014ProgrammingContestResults.html>. Support for the programming contest was provided by the Cerner Corporation and UPE.

Student Poster Contest Winners

Thirty students from six universities presented 17 posters in the contest. The winners are shown below:

Rank	Student	University	Award
1	Deyu Han and Michael Graf	Knox College	\$75 each
2	Jordan Mason	Drury University	\$100
3	Amanda Watson	Drury University	\$75

Central Plains Conference 2015

Our conference for 2015 will be hosted by College of the Ozarks, Point Lookout, Missouri, April 10-11, 2015. Jim Buchan will be the conference chair. Conference highlights will include papers, panels, and tutorials, a K-12 track, a Nifty Assignments track, a SIGCSE sponsored workshop, a student poster contest, a student programming contest and a career fair. Companies attending the career fair will be charged approximately \$50. The fair will be held on Saturday morning, when the greatest number of students will be in attendance. Conference details may be found at <http://www.ccsc.org/centralplains>.

New Conference Paper Submission System

David Heise, Lincoln University, has developed a new paper submission and review system that will be beta tested at the 2015 conference. David has worked closely with Henry Walker to develop a new system to replace Henry's system which is no longer available.

Future Conferences

Our 2016 conference will be hosted by Missouri Western State University in St. Joseph, Missouri, April 1-2, 2016. Baoqiang Yan from Missouri Western State University has been elected conference chair by the Regional Conference Committee. The 2017 conference will be hosted by Washburn University, Topeka, Kansas April 7-8, 2017. Rick Barker has been elected conference chair by the Regional Board.

Respectively submitted by:

Judy Mullins
Central Plains Representative

Eastern Regional Report

John Wright

This report is being written and submitted before our 30th Annual Regional Conference which will be held on November 14th and 15th at York College of Pennsylvania in York, PA. It is being co-chaired by David Hovemeyer, David Babcock, Greg Link, and James Moscola, all of York College of Pennsylvania.

The website for the conference can be found at <http://www.ccsc-eastern.org> and the program can be found at <http://ycpcs.github.io/ccsce2014-web/program.html>. Members of the conference committee can be found at <http://www.ccsc-eastern.org/about-us/conferencecommittee>.

The keynote speaker will be Dr. Daniel Russell, Uber Tech Lead for Search Quality and User Happiness at Google. His talk is titled, “Mindtools: What does it Mean to be Literate in the Age of Google?”

The Friday night dinner speaker will be Dr. Gary McGraw of Cigital, Inc. His talk is titled, “Software Security and the Building Security in Maturity Model (BSIMM)”.

The CCSCE2014 Collegiate Programming Contest will be held on Saturday, November 15 from 8:30am-12:45pm. Prizes will be awarded courtesy of Upsilon Pi Epsilon.

The 31st Annual Conference will be held next fall at The Richard Stockton College of New Jersey in Galloway, NJ, chaired by Vince Cicirello. The Call for Participation has been prepared and will be distributed at this year’s conference and at SIGCSE. It will be posted on the web site soon after this year’s conference has completed. The dates for the conference will be October 23-24, 2015.

The 32nd Annual Conference will be held in the fall of 2016 at Frostburg State University and we are looking for a site for the 2017 conference.

Respectfully submitted by John Wright, Eastern Regional Representative.

Mid-South Regional Report

David Naugler

2014 Conference

The Twelfth Annual Mid-South Conference was held April 4-5 held at at LeMoyne Owen College in the Memphis, Tennessee. Rick Massengale of the University of Arkansas - Fort Smith was the Conference Chair and Valerie Chu of LeMoyne Owen College was the Site Chair. There were 10 papers accepted for presentation (out of 19 submitted), four tutorials, one panel discussion, and a Nifty Assignments session. Eight undergraduate student papers were presented. Nineteen teams (a total of 54 students) participated in the College Division Programming Contest.

The banquet address **Maximizing Employability and Employment as an IT Professional in the 21st Century** was by S. J. Schaeffer, Former Director of the Advanced Learning Center, University of Memphis.

2015 Conference

The Thirteenth Annual Mid-South Conference will be held April 10-11 at Hendrix College in Conway, Arkansas. The Site Chair is Gabe Ferrer of Hendrix College. The Conference Chair is Larry Morell of Arkansas Tech University.

2016 Conference

The site for our 2016 conference has not yet been finalized.

Respectfully submitted
David Naugler

Midwest Regional Report

Jeffrey Lehman

Midwest Conference 2014

The 2014 Midwest Conference Committee met on April 26, 2014, at Olivet Nazarene University in Bourbonnais, Illinois to select papers and set the program. Nine of fifteen papers were selected (60% acceptance rate). Several of our committee members attended this planning meeting “virtually” using Skype. This allowed a larger number of people to participate that could not travel that day.

The 2014 conference was held September 19th and 20th at Olivet Nazarene University in Bourbonnais, Illinois. Scott Anderson, University of Southern Indiana was the Conference Chair. Cathy Bareis and Larry Vail, Olivet Nazarene University, served as the Site Chairs. There were a total of 156 attendees: 58 faculty attendees and presenters, 7 invited speakers, 67 full student conference attendees, 19 programming contest only student attendees, 2 K-12 attendees, 1 local vendor, and 2 National Partners.

The conference schedule included four parallel tracks that included three paper sessions, eight tutorials, two vendor sessions, student session posters, nifty assignments, and a works-in-progress session. The pre-conference workshop by John Hayward was titled Google APIs. Joel Adams presented our keynote address *If Parallel Computing is the New Normal, How Do We Prepare Our Students (and Ourselves)?* This talk was based on work originally presented at SIGCSE 2014. We would like to thank the ACM Special Interest Group in Computer Science Education for providing support. Our dinner speaker was Valinda Kennedy (IBM) with a presentation titled *Putting The Science In Computer Science. Industry And Education: The Time Is Now*. A post-conference workshop *AP CS Principles: Sneak Preview* was given by Dale Reed and Baker Franke.

We had twelve student poster submissions. Awards were presented as follows:

First Place

Matthew Beckeridge, Northern Kentucky University, *High Impact Vulnerabilities*
Anda Xu, Knox College, *Geometric Task Mapping for Supercomputer Applications*

Second Place

Steven Day, Lewis University, *System for Information Security Education and Real-Time Awareness*
James Newman, DePauw University, *GlassClass: Exploring the Design, Implementation, and Acceptance of Google Glass in the Classroom*

Third Place

- Kirby Owens, Alex Pineda, Lucas Raley, and Kirsten Smithson, Northern Kentucky University, *Privacy Implications of the Facebook API*
- Taylor A. Rydahl, University of Wisconsin-Oshkosh, *Algorithm Visualizations with OpenDSA*

A student programming contest was held Saturday morning with 29 teams representing 17 institutions. 25 teams solved 1 or more of the 8 problems and every problem was solved at least once. Thanks to Taylor University for providing the programming contest submission system. The winning teams were:

- First Place: Goshen II - 5 problems, 663 minutes
- Second Place: Calvin - 5 problems, 680 minutes
- Third Place: Spring Arbor II - 5 problems 713 minutes

The annual Midwest Region General Business Meeting was held at the fall conference after the banquet address. Scott Anderson, University of Southern Indiana, was elected to a second 3 year term as Treasure. Deborah Hwang, University of Evansville, was elected to second 3 year term as Webmaster. We again decided to handle our fall planning for the 2015 Midwest Conference by e-mail rather than our normal fall meeting. We will continue to evaluate this approach at our spring planning meeting. Preliminary locations for future conferences have been identified.

Midwest Conference 2015

The twenty-second annual Midwest Conference will be October 2nd and 3rd 2015, at the University of Evansville, in Evansville, IN. We have asked Will Mitchell, former University of Evansville faculty member and CCSC founder, to speak at the conference in honor of the 35th anniversary of the founding of CCSC. Janet Helwig, Dominican University, will serve as the Conference Chair. The Site Chairs will be Deborah Hwang, University of Evansville, and Scott Anderson, University of Southern Indiana.

Respectfully submitted,
Jeffrey L. Lehman
Midwest Representative
Midwest Regional Representative

Northeast Regional Report

Lawrence D'Antonio

2014 Conference

The Nineteenth 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 several years. There were a total of 289 registrants in total. There were 112 regular attendees (down 33 from last year) and 176 student attendees (up 26 from last year), including 32 programming contest teams (up 6 from last year) and 51 student posters (up 4 from last year). We had 4 faculty posters (down 6 posters from last year).

There were 30 papers submitted of which 13 were accepted. This represents an acceptance rate of 43%. In addition the conference featured six tutorials, one demo, one panel, four faculty posters, and four pre-conference workshops.

There were two excellent invited speakers.

The programming contest took place on Friday morning. The student posters were displayed during the Friday evening social hour. In addition there was a Hackfest in which approximately fifty students spent much of Friday afternoon and evening working on an open source software project. This was our first such venture and it was a definite success which we will try again at our 2015 conference.

There one vendor, GNOME, who exhibited at the conference. Also Red Hat helped sponsor the Hackfest.

2015 Conference

The conference committee was introduced for the 2015 conference, our Twentieth Annual Meeting, which is to be held at Holy Cross College on April 17-18, 2015. The conference chairs are Laurie King from Holy Cross and Karl Wurst from Worcester State University.

The deadline for paper submission for the 2014 conference closed on November 3, 2014. Faculty posters are due January 1, 2015. Student poster abstracts are due February 20, 2015.

Other Items

- The 2016 conference will be held April 22-23, 2016 at Hamilton College in Clinton, New York. Mark Bailey will be the conference chair.
- MassBay Community College has expressed interest in hosting the 2017 meeting.

Respectfully submitted, October 29, 2014
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 Conference Sites (Yes... that IS 5 years of locations)

<i>Year</i>	<i>Dates</i>	<i>School</i>	<i>Location</i>
2015	October 9-10, 2015	Seattle Pacific Univ.	Seattle, WA
2016	1st/2nd Weekend of October, 2016	Lewis & Clark College	Portland, OR
2017	1st/2nd Weekend of October, 2017	Washington State Univ. Tri-Cities	Richland, WA
2018	1st/2nd Weekend of October, 2018	University of Washington Bothell	Bothell, WA
2019	1st/2nd Weekend of October, 2019	George Fox University	Newberg, OR

Regional Notes

We just finished a successful fall conference at Gonzaga University in Spokane, WA. Conference Chair Rob Bryant organized an excellent conference. We wish to say Thank You to both Gonzaga University for the use of their facilities along with the faculty at Gonzaga that had their hand in making another great conference.

A special item of note is that record number of student research posters submitted/presented... 14. A special Thank You to UPE for their continued support of the poster contest. The three winners of the student poster competition were as follows:

1st Place: Corwin Bryan, Dylan Kaai, “**A Specialized Reasoner for Merging Biological Taxonomies under Alignment Constraints**”, Gonzaga University

2nd Place: Daniel Bladow, “**Artificial Intelligence of Modern Board Games: Battle Line**”, Gonzaga University

3rd Place: Jennifer Thomas, “**Happiness in Today’s Mobile World: How Your Phone Can Help**”, Central Washington University

Our region continues to see an upturn in attendance/participation by newer/younger faculty. We continue to be excited as these new members take on more leadership roles within the region.

Open Invitation for National Board, Fall 2015

CCSC NW 2015 formally extends an invitation to the National Board of Directors to hold its fall board meeting at the NW 2015 conference in Seattle, WA. Extra effort has been given to locating

our conference very close to a large international airport. The host school (Seattle Pacific Univ.) is located only 17 miles from the airport.

Respectfully submitted,
Brent Wilson
Northwestern Representative

Rocky Mountain Regional Report

Karina Assiter

GENERAL

LINKS

Regional site	http://www.ccsc.org/rockymt/
Facebook	https://www.facebook.com/CCSCRM

REGIONAL BOARD

Position	2015 Conference	2014 Conference (if differs)
<u>CCSC Rep (Regional chair)</u>	<u>Karina Assiter</u>	
<u>Treasurer</u>	<u>Ed Lindoo</u>	
<u>Editor(s)</u>	<u>Pam Smallwood</u>	
<u>Submission chair(s)</u>	<u>Karina Assiter & Mohamed Lotfy</u>	
<u>Webmaster</u>	<u>Kim Bartholomew</u>	
<u>Publicity Chairs</u>	<u>Reva Freedman & Avi Jain</u>	<u>Reva Freedman</u>
<u>Registrar</u>	<u>Durga Suresh</u>	
<u>Conference chair(s)</u>	<u>Mohamed Lotfy & Pam Smallwood</u>	<u>Jean Johnson</u>
<u>Site Chair(s)</u>	<u>Cecily Heiner</u>	<u>Mohamed Lotfy & Pam Smallwood</u>
<u>Moderator Chair</u>	<u>Avi Jain</u>	
<u>Program Chair</u>	<u>Mohamed Lotfy & Cecily Heiner</u>	

2014 (23RD)

LOGISTICS

Date	October 10-11
Location	Regis University, Denver CO

LINKS

Submissions	https://www.ccsc.org/rm2014/
Program	http://www.ccsc.org/rockymt/2014RockyMountainCCSCProgram.pdf

FEES

Early Registration	\$135
On-site	\$155
Student	\$35

DATES

Submission	June 10, 2014
Acceptance	July 7, 2014
Final Draft & Registration	July 19, 2014

SUBMISSION STATISTICS

	Submitted	Accepted	Rejected
Paper	19	16	3
Workshop/Tutorial	3	3	0
Student Paper	0	0	0
Total	22	19	3

2015 (24TH CONFERENCE)

LOGISTICS

Date	October 2-3 or 9-10
Location	Southern Utah University, Cedar City, UT

LINKS

Submissions	https://www.ccsc.org/rm2015/index.php (Not set up yet)
-------------	------------------------------------------------------------------------------------------------------------

FEEES

Early Registration	\$145
On-site	\$165
Student	\$35
Student On-Site	\$45

New pricing currently under review by the CCSC RM committee.

DATES

Submission	May 31, 2015
Acceptance	June 28, 2015
Final Draft & Registration	July 12, 2015

FUTURE CONFERENCES (TO BE DETERMINED)

#	Year	Date	Location
25 th	2016		
26 th	2017		
27 th	2018		

Respectfully submitted: Karina Assiter, RM Regional representative

South Central Regional Report

Leslie Fife

To be submitted

Southeast Regional Report

Kevin Treu

Fall 2014 CCSC:Southeastern Conference

The 28th CCSC Southeastern Conference is scheduled for Nov 7-8 in North Charleston, SC at the College of Charleston. This will be the first time the College of Charleston has hosted. Kevin Treu is the site chair, with assistance from Christopher Starr, 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), Jeannie French (local registrar, Coastal Carolina), John Hunt (treasurer, Covenant), Ben Setzer (secretary, Kennesaw State), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Anil Shende (2015 site chair, Roanoke), and Robert Lover (at-large, Belmont Abbey).

The members of the local conference committee are:

- Local Arrangements Chair, Publicity Chair, Speakers Chair: Stephanie Smith
- Vendors Chair, Corporate Sponsors Chair: Chris Starr
- Programming Contest Directors: Andy Digh, Chris Healy
- Student Research Contest Director: Chris Healy

The scheduled program includes 12 papers, 2 tutorials, 2 workshops, 1 research poster session, a “nifty assignments” session, and a session of student presentations from our student research competition. A total of 22 regular papers were submitted (2 fewer than last year) of which 12 were accepted, for an acceptance rate of 54.5%, compared to 46.8% in 2013 and 2012 and 60% in 2011. (The acceptance rate for panels/tutorials/workshops was 83.3% -- 5 of 6 submissions.)

A pre-conference workshop entitled “*Strategically Recruiting Women Students into Your Undergraduate Computing Major*” will be presented by Professor RoxAnn Stalvey of College of Charleston (scheduled from 9:00 a.m. to 12:00 p.m. on Friday, November 7).

The keynote address will be given by Dr. Bill Manaris of the College of Charleston, entitled “*Creative Programming in Python*”. The banquet address will be given by Dr. Tiffany Barnes of NC State University, entitled “*Human-amplifying and Transformational Computing*”.

Student activities consist of a programming contest and a student research contest. We have a record number of participants in our 21st annual programming contest, with 31 teams including 110 students from 20 colleges competing. We have 8 participants in our annual student research competition, representing 5 different institutions.

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 8.

2015 CCSC:Southeastern Conference

At present we are scheduled for the next two conferences, with Roanoke College in Salem, VA hosting in 2015, and UNC-Asheville hosting for the first time in 2016. Aggressive recruitment of hosts seems to have paid off, as interest has also been expressed in hosting beyond 2016.

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. Though we've been successful recently in lining up hosts, membership seems stagnant. After experiencing a significant dropoff in submissions last year, we received still 2 fewer 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

Megan Thomas

Regional Officers:

- Interim Regional Chair: Shan Barkataki, CSU Northridge
- Treasurer and Registrar: Michael Doherty, University of the Pacific
- Interim Secretary: Colleen Lewis, Harvey Mudd College
- Editor: Peter Gabrovsky, CSU Northridge
- Regional Representative: Megan Thomas, CSU Stanislaus
- Interim Webmaster: Colleen Lewis, Harvey Mudd College

Southwestern Conference 2015

- **Location:** Harvey Mudd College
- **Date:** March 27-28, 2015
- **Conference Organizers:**
 - **Conference Chair:** Colleen Lewis, Harvey Mudd College

Paper deadline for the March conference is November 2, 2014. CCSC-SW is planning to experiment with adding “lightning talks” to our 2015 conference, hoping to thereby improve networking opportunities at the conference.

The location for the 2016 conference is not yet finalized.

We have open board positions for Secretary and Webmaster.

Respectfully submitted,

Megan Thomas
Southwest Regional Representative

Treasurer Report

Susan Dean

1. Summary of Financial Status of the CCSC as of July 31, 2014, supplied by Bill Myers. *See "Treasurer's Report 2013-14."*
2. Sample Reports from our new QuickBooks system.
 - A. FY 14-15 Income and Expenses (fiscal) year-to-date *See "CCSC Income and Expenses by Region."*
 - B. Sample Page (illustration only, this is not very readable and the second page is not shown here) of Budget vs. Actual. What is exciting is to be able to see the actual income and expenses "now" relative to the budgeted amount, both for the CCSC as a whole and for each region. *See "CCSC Example Report - Budget vs. Actual."*
3. Payment of Expenses and Reimbursement of Expenses - good support from regional treasurers, online banking, and QuickBooks online. Regional treasurers' use of the forms available through the CCSC website, and being careful to indicate where the expenses are allocated in their budgets, has really made things very smooth so far!
4. 2015 Conference budgets approved:
Central Plains, Northeastern, Rocky Mountain

2015 Conference budgets outstanding:
South Central Eastern
Midsouth Midwest
Southwestern Northwest
 Southeastern
5. Tax returns - due Nov 15, customary extension to Mar 31 has been filed. Bill Myers will present the FY 2014 tax return at the Spring Board meeting for Board approval.
6. Insurance - I am in touch with new agent. I need the attached form from each regional rep for each of our conferences for 2015. *See "Information for Insurance."*
7. Expense Reimbursement for this Meeting - I will be paying directly for hotel rooms for this meeting for Board members at the Hampton Inn (and other hotels?) - be sure to indicate your room number on the form I will circulate at the Board meeting. Forms to be sent to me at treasurer@ccsc.org for reimbursement of other expenses are available for downloading at <http://www.ccsc.org/regions/documents/>. As things are now, these forms need to be scanned and sent as pdf – in the upcoming months, one project is to investigate other possibilities for submission.

Respectfully submitted,
Susan Dean

Comptroller Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 10/28/14. Baseline budgets are sent to each region at least twice a year. I sent a reminder email to the fall conference regions with 2015 budgets due (EA, MW, NW, SE) on October 1st. Obviously that did not result in any newly submitted budgets.

CCSC Comptroller Conference Budget approval status, 10/28/14

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	2016: 7/13/2014				2016
EA - FA	2015: 7/13/2014				2015
MS - SPR	2015: 7/13/2014				2015
MW - FA	2015: 7/13/2014				2015
NE - SPR	2015: 7/13/2014				2016
NW - FA	2015: 7/13/2014				2015
RM - FA	2015: 7/13/2014	2015:7/16/2014	2015:8/12/2014	2015:9/10/2014	2016
SC -SPR	2016: 7/13/2014				2016
SE - FA	2015: 7/13/2014				2015
SW - SPR	2016: 7/13/2014				2016

Conference Coordinator Report

William Mitchell

My board reports now focus on our In-Coop status with SIGCSE. I have filed for the 5 Spring conferences, but as in the last year's report I found that even though I was a month later filing one conference websites was little more than a .pdf call for papers and another was a shell from last year with most of last year's data stripped out and TBA plastered on most pages. Southwestern has rapidly fleshed out their site after I asked Coleen for the paper chair. The Mid South website still has no submission deadlines but it has its committee posted now (but the website still has last year's point people shown on some pages).

The first thing that should have gone up on the new conference website last spring, in addition to the information on the call for papers, is the conference committee. By this time, six months later, all deadlines should be announced for the various type of participation, and there should be information about the venue, accommodations, and costs. The different kinds of registrations available and what is included in each should be available on the registration page even if Conftool registration is not yet open. There should be someone in each region that is providing the webmaster with this information and a schedule for how the conference site will be fleshed out.

In-Coop status should be a formality with SIGCSE (but they have resisted special application procedures), so I expect that the conference chair will receive notice from them when the In-Coop status is approved. Everyone should have the In-Coop symbol and notice on the conference webpage as well as the National Partners and UPE.

National Partners Chair Report

Tim DeClue

National Partner Program Updates:

Two changes in the form of motions were approved by the Board with regard to the National Partner Program during the fall of 2014.

1. The National Partner program now has five levels of partnership. The levels and annual dues are: Platinum (\$4000), Gold (\$3000), Silver (\$2000), Bronze (\$1000), and Associate (\$500).
2. The Platinum Level includes two emails per year to CCSC members.

Current National Partners:

PLATINUM Partners: Aldebaran Robotics, Turingscraft, Oracle Academy

GOLD Partners: Carnegie Mellon Information Networking Institute

SILVER Partners: National Science Foundation

Current Work:

After the changes were made to the national partner program, I created a summary brochure (see attached) detailing the levels and the services and sent it via email on September 26th to contacts with emails available on the regional websites. The emails were compiled by visiting each of the conference websites to obtain emails for either the conference coordinator or the vendor chair. (jbuchan@cofo.edu'; 'cberkstresser@cofo.edu'; 'adamses@jmu.edu'; 'andrianoff@sbu.edu'; 'ferrer@hendrix.edu'; 'janet.renwick@uafs.edu'; 'tsoma@mail.ic.edu'; 'rsanderson@usi.edu'; 'dford@linfield.edu'; 'bryant@gonzaga.edu'; 'bowers@gonzaga.edu'; 'psmallwo@regis.edu'; 'mlotfy@regis.edu'; 'm.scherger@tcu.edu'; 'michaelkart@stedwards.edu'; 'StarrC@cofc.edu'). This email was moderately successful in communicating the information to the conferences.

At the present time I am working on the email for the Platinum Partners.

Areas of Improvement

Communication between the National Partners Chair and the regions needs to be improved. The regional vendor chair needs to have a public email address available for the national partner chair to use.



Central Plains • Eastern • Midsouth • Midwest • Northeastern • Northwestern • Rocky Mountain • South Central • Southeastern • Southwestern
<http://ccsc.org/>

10 Conferences
250+ Universities
1000+ Attendees

Tim DeClue, CCSC National Partners Chair
tdeclue@sbuniv.edu

National Partners Levels

1. Platinum – \$4000
 - a. One webpage linked to from the national partner page hosted on the CCSC website detailing the products/programs/services offered by the partner.
 - b. Two vendor tables (twice the space) at up to all 10 regional conferences.
 - c. Partner slot on the conference program – national partners must receive a presentation room during one of the presentation sessions.
 - d. Access to all meals and breaks sponsored by all conferences
 - e. Recognition from the podium at the final meal of the conference.
 - f. Opportunity to place promotional materials in conference packets at your discretion.
 - g. Subscription to the Journal for Computing Sciences in Colleges.
 - h. Recognition on the printed conference program for ***all*** CCSC conferences and in the CCSC Journal.
 - i. Recognition at the annual CCSC business meeting at SIGCSE.
2. Gold - \$3000
 - a. Logo on the National Partners page of CCSC website.
 - b. One vendor tables at up to all 10 regional conferences. This table will be usable for normal vendor activities.
 - c. Partner slot on the conference program – you will automatically get a room during one of the presentation sessions.
 - d. Access to all meals and breaks sponsored by all conferences and recognition at the final meal

- of the conference.
 - e. Opportunity to place a promotional piece in conference packets.
 - f. Recognition on the printed conference program for ***all*** CCSC conferences and in the CCSC Journal*.
3. Silver - \$2000
- a. Logo on the National Partners page of CCSC website (but no additional page)
 - b. One vendor tables at up to all 10 regional conferences. This table will be usable for normal vendor activities.
 - c. Partner slot on the conference program – the vendor would automatically get a room during one of the presentation sessions.
 - d. Access to all meals and breaks sponsored by all conferences and recognition at the final meal of the conference.
 - e. Recognition on the printed conference program for ***all*** CCSC conferences and in the CCSC Journal*.
4. Bronze - \$1000
- a. One display table at up to all 10 regional conferences for materials shipped to the regional vendor chair.
 - b. Recognition at the final meal of the conference.
 - c. Logo on the CCSC website.
5. Associate - \$500 (Donors)
- a. Logo on the CCSC website.

*Recognition in the CCSC Journal will be posted in Fall/Spring issues for payment received by July 1 and in Spring/Fall issues for payment received by January 1.

2014-15 CCSC Conference Dates and Vendor Chair Contact Information

Fall Conferences

Midwest

Date: September 19-20, 2014
Location: Olivet Nazarene University, Bourbonnais, IL
Contact: Scott Anderson, rsanderson@usi.edu
Registration: www.ccsc.org/midwest/conference

Northwestern

Date: October 10-11, 2014
Location: Gonzaga University, Spokane, WA
Contact: Rob Bryant, bryant@gonzaga.edu
Registration: www.ccsc.org/northwest/

Rocky Mtn

Date: October 10-11, 2014
Location: Regis University, Denver, CO
Contact: Jean Johnson, jeanjohnson@bhsu.edu
Registration: www.ccsc.org/rockymt/

Southeastern

Date: November 7-8, 2014
Location: College of Charleston, Charleston, SC
Contact: Christopher Starr, StarrC@cofc.edu
Registration: www.ccscse.org

Eastern

Date: November 14-15, 2014
Location: York College of Pennsylvania, York, PA
Contact: David Babcock, dbabcock@ycp.edu
Registration: <http://www.ccsc-eastern.org/>

Spring Conferences (Note: Registration should open after January for Spring conferences)

- Southwestern** Date: March 27-28, 2015
Location: Harvey Mudd College, Claremont, CA
Contact: Colleen Lewis, colleen@cs.hmc.edu
Registration: www.ccsc.org/southwestern/
- Central Plains** Date: April 11-12, 2015
Location: College of the Ozarks, Branson, MO
Contact: Jim Buchan, Buchan@cofo.edu
Registration: www.ccsc.org/centralplains
- Midsouth** Date: April 10-11, 2015.
Location: Hendrix College, Conway, AR
Contact: Gabriel Ferrer, ferrer@hendrix.edu
Registration: www.ccsc-ms.org/
- Northeastern** Date: April 17-18, 2015
Location: College of the Holy Cross, Worcester, MA
Contact: Laurie Smith King, lking@holycross.edu
Registration: <http://ccscne.org/>
- Southcentral** Date: April, 2015
Location: St. Edward's University, Austin TX
Contact: Michael Kart, michaelkart@stedwards.edu
Registration: <http://www.ccsc.org/southcentral/>

UPE Report

Service Recognition Committee Report

Susan Dean, Jeff Lehman, Colleen Lewis

The 2014 Distinguished service award was presented to Ernest Ferguson during the CCSC General Business meeting held at the CCSC Business Meeting in Atlanta on March 7, 2014.

The CCSC web site was updated to include the current and past award winners. Thanks to Deborah Hwang, Webmaster, for adding this information. A call for nominations for the 2015 CCSC Distinguished Service Award was sent to all members in March 2014. The call included the names of past award winners. The nominations were due May 1, 2014. While we did not receive nominations by the deadline, we received a recommendation and three letters of support for one candidate over the summer.

The Distinguished Service Committee submitted a recommendation for the 2015 CCSC Distinguished Service Award. While we normally discuss and approve nominations at the fall board meeting and present the award at the spring board meeting, we proposed that the standing rule for approving/presenting the award in the fall/spring be suspended this year to allow the award to be presented at the fall Eastern conference. The motion was passed via e-mail September 2014.

We discussed the need to identify an official chair for this committee. While the group has worked well together this would be helpful to ensure the group convenes in a timely manner and would be helpful for official correspondence.

Respectively submitted 10.31.2014 by:
Susan Dean (2017), Jeff Lehman (2015), Colleen Lewis (2016)

Appendices

Treasurers Report: 2013-14 Balance Sheet

Treasurer's Report 2013-14

	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	SW	TOTAL
BEGINNING BALANCE												\$131,175.81
INCOME												
Membership Dues	1,575.00											1,575.00
Advance Dues	105.00											105.00
Conference Head Tax	21,812.00											21,812.00
Portion of Dues Paid Prior Year	8,319.00											8,319.00
Proceedings	1,284.00											1,284.00
Back Issues												0.00
Interest	485.15											485.15
National Partners	4,000.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	6,000.00
National Partners Collected 12-13												0.00
Grants	2,000.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	4,000.00
Registration		11,945.00	8,525.00	6,040.00	13,890.00	17,830.00	6,165.00	3,075.00	6,000.00	9,835.00	5,340.00	88,645.00
Advanced Registrations			2,755.00		3,230.00		2,100.00	945.00		2,910.00		11,940.00
Advanced National Partners	8,000.00											8,000.00
Extra Meals		274.00	15.00	25.00	545.00	60.00	210.00	40.00	65.00	95.00		1,329.00
Extra Proceedings		20.00	24.00	30.00	20.00	60.00	10.00	10.00	6.00			180.00
Donations		1,250.00							100.00			1,350.00
Credit Card Rebates	283.61											283.61
Other	262.00	480.00	290.00	3,175.00	730.00	6,500.00			131.00	1,880.00		13,448.00
Other Advance Income			72.00		120.00			20.00		25.00		237.00
TOTAL INCOME	\$48,125.76	\$14,369.00	\$12,081.00	\$9,670.00	\$18,935.00	\$24,850.00	\$8,885.00	\$4,490.00	\$6,702.00	\$15,145.00	\$5,740.00	\$168,992.76
Reserves for Advanced Payments	\$8,105.00	\$0.00	\$2,827.00	\$0.00	\$3,350.00	\$0.00	\$2,100.00	\$965.00	\$0.00	\$2,935.00	\$0.00	\$20,282.00
NET INCOME	\$40,020.76	\$14,369.00	\$9,254.00	\$9,670.00	\$15,585.00	\$24,850.00	\$6,785.00	\$3,525.00	\$6,702.00	\$12,210.00	\$5,740.00	\$148,710.76
EXPENSES												
Conference Meals		7,109.76	4,309.30	2,642.28	8,072.23	13,083.82	2,271.65	1,379.44	3,335.82	5,199.30	2,130.99	49,534.59
Conference Rentals			117.68							536.51		654.19
Conference Head Tax		2,214.00	2,255.00	1,558.00	2,829.00	4,592.00	1,681.00	943.00	1,763.00	2,911.00	1,066.00	21,812.00
Journal Printing	14,145.25											14,145.25
Journal Mailing	3,635.77											3,635.77
Professional Fees	7.14											7.14
Web Expenses	123.98											123.98
Office Supplies	11.25	467.84	86.43		78.47					378.86		1,022.85
Postage				120.54	216.01							336.55
Printing & Dup.	10.47	423.44	231.00		426.77				292.99	900.00		2,284.67
Publicity	527.22	74.64		279.59	390.43							1,271.88
Proceedings		66.00	210.00	228.00	126.00	258.00	54.00	162.00	102.00	54.00	24.00	1,284.00
Speakers Expenses			100.00		200.11	600.00		400.00	37.98	793.02	250.00	2,381.11
Entertainment									150.00			150.00
Student Programs										177.36		177.36
Student Awards		1,015.00	(120.00)		300.00	780.00	300.00		310.00	150.00	175.00	2,910.00
Professional Awards	80.70								10.00			90.70
Board Travel	21,837.29					3,005.17						24,842.46
Board Meeting Expenses	1,320.00	243.13								295.68		1,858.81
Audit Committee Expenses	386.68											386.68
Conference Development												0.00
Database Development												0.00
Publications Expenses												0.00
Voting Expenses	180.00											180.00
Phone/Fax												0.00
Liability Insurance	500.00											500.00
Checks/Bank Fees												0.00
Credit Card Fees	2,286.78											2,286.78
Credit Card Annual Fee	50.00											50.00
Interest	60.75											60.75
National Partners Reg. to Cont	2,000.00											2,000.00
Grants to Conferences	2,000.00											2,000.00
Advances												0.00
Other	374.79	25.00							28.83	635.06		1,063.68
TOTAL EXPENSES	\$49,538.07	\$11,638.81	\$7,189.41	\$4,828.41	\$12,639.02	\$22,318.99	\$4,306.65	\$2,884.44	\$6,030.62	\$12,030.79	\$3,645.99	\$137,051.20
RESERVES												
Advance Memberships	\$8,275.50											8,275.50
Future Grants/Conf. Payments												0.00
TOTAL RESERVES	\$8,275.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,275.50
Net 2013-14												\$3,384.06
Year End Balance												\$134,559.87
Accounts												
Checking			\$14,773.35								Reserves for Advance Income	\$20,282.00
Savings			\$103,788.78									
Certificates of Deposit			\$44,180.63								Reserves for committed services	\$8,275.50
PayPal			\$2,007.36									
Gift Cards			\$20.00									
Accounts Receivables			\$192.15								Total Fund Balances	\$163,117.37
Total			\$164,962.27								Accounts Payable	\$1,844.90

Income and expenses by region: August 2014-July 2015

CCSC
INCOME AND EXPENSES BY REGION
August 2014 - July 2015

	CCSC	CP	EA	MW	NE	NW	RM	SE	TOTAL
Income									
45000 Investments									\$0.00
45030 Interest-Savings, Short-term CD	91.25								\$91.25
Total 45000 Investments	91.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$91.25
46400 Other Types of Income									\$0.00
46410 National Partners	6,000.00								\$6,000.00
Total 46400 Other Types of Income	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$6,000.00
47200 Program Income									\$0.00
47230 Direct Membership Dues	9,115.50								\$9,115.50
47240 Program Service Fees									\$0.00
47250 Registrations with Membership									\$0.00
47252 Early			5,945.00	8,120.00		5,460.00	3,105.00	8,970.00	\$31,600.00
47256 On-site			160.00	680.00		255.00		290.00	\$1,385.00
Total 47250 Registrations with Membership	0.00	0.00	6,105.00	8,800.00	0.00	5,715.00	3,105.00	9,260.00	\$32,985.00
47260 Registrations without Membership									\$0.00
47262 Vendor registration				150.00			50.00	50.00	\$250.00
47264 K-12 teacher				50.00					\$50.00
47270 Student Registrations									\$0.00
47272 Student Conf			275.00	2,720.00		375.00	105.00	420.00	\$3,895.00
47275 Indiv student team member								1,230.00	\$1,230.00
47278 Team registration			780.00	285.00					\$1,725.00
Total 47270 Student Registrations	0.00	0.00	1,055.00	3,005.00	0.00	375.00	105.00	2,310.00	\$6,850.00
Total 47260 Registrations without Membership	0.00	0.00	1,055.00	3,205.00	0.00	375.00	155.00	2,360.00	\$7,150.00
47280 Extra Service Fees									\$0.00
47282 Workshop early				180.00					\$180.00
47285 Banquet				20.00		275.00	25.00	75.00	\$395.00
47286 Lunch						10.00		20.00	\$30.00
47288 Extra Proceedings			12.00	10.00		10.00	30.00		\$62.00
Total 47280 Extra Service Fees	0.00	0.00	12.00	210.00	0.00	295.00	55.00	95.00	\$667.00
Total 47240 Program Service Fees	0.00	0.00	7,172.00	12,215.00	0.00	6,385.00	3,315.00	11,715.00	\$40,802.00
47295 Conference Misc Income/donations		500.00					500.00		\$1,000.00
Total 47200 Program Income	9,115.50	500.00	7,172.00	12,215.00	0.00	6,385.00	3,815.00	11,715.00	\$50,917.50
Total Income	\$15,206.75	\$500.00	\$7,172.00	\$12,215.00	\$0.00	\$6,385.00	\$3,815.00	\$11,715.00	\$57,008.75
Gross Profit	\$15,206.75	\$500.00	\$7,172.00	\$12,215.00	\$0.00	\$6,385.00	\$3,815.00	\$11,715.00	\$57,008.75
Expenses									
60900 Business Expenses									\$0.00
60950 Reimbursed Conference expense									\$0.00
60951 catering						2,517.72			\$2,517.72
60958 conference supplies				23.70		51.65			\$75.35
60967 awards				90.00					\$90.00
60972 publicity materials & distribution				593.97					\$593.97
60975 conf travel & committee exp					1,243.53				\$1,243.53
60978 Other conference expense						300.00		130.00	\$430.00
Total 60950 Reimbursed Conference expense	0.00	0.00	0.00	707.67	1,243.53	2,869.37	0.00	130.00	\$4,950.57
Total 60900 Business Expenses	0.00	0.00	0.00	707.67	1,243.53	2,869.37	0.00	130.00	\$4,950.57
65000 Operations									\$0.00
65040 Supplies	98.45								\$98.45
Total 65000 Operations	98.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$98.45
65100 Other Types of Expenses									\$0.00
65160 Other Costs	617.99								\$617.99
Total 65100 Other Types of Expenses	617.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$617.99
Total Expenses	\$716.44	\$0.00	\$0.00	\$707.67	\$1,243.53	\$2,869.37	\$0.00	\$130.00	\$5,667.01
Net Operating Income	\$14,490.31	\$500.00	\$7,172.00	\$11,507.33	\$ -1,243.53	\$3,515.63	\$3,815.00	\$11,585.00	\$51,341.74
Net Income	\$14,490.31	\$500.00	\$7,172.00	\$11,507.33	\$ -1,243.53	\$3,515.63	\$3,815.00	\$11,585.00	\$51,341.74

Thursday, Oct 30, 2014 10:35:09 AM PDT GMT+1 - Accrual Basis

Example Report: Budget vs. Actual, August 2014-July 2015

CCSC EXAMPLE REPORT
BUDGET VS. ACTUALS: CCSC - FY15 BY REGION
August 2014 - July 2015

	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	SW	TOTAL
Income												
4340 Direct Public Support												\$0.00
4410 Corporate Contributions												\$0.00
4480 Grants		1,000.00		200.00	200.00							\$1,400.00
Total 4340 Direct Public Support	0.00	0.00	0.00	200.00	200.00	0.00	200.00	0.00	0.00	0.00	0.00	\$600.00
4400 Indirect Public Support												\$0.00
4420 DUE				200.00	200.00							\$400.00
Total 4400 Indirect Public Support	0.00	0.00	0.00	200.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	\$800.00
4800 Investments												\$0.00
4830 Interest Savings, Short-term CD	91.25	1,000.00										\$1,091.25
Total 4800 Investments	91.25	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,091.25
4900 Other Type of Income												\$0.00
4910 National Partners	6,000.00	2,300.00	400.00	300.00	300.00		200.00	400.00	400.00	400.00	400.00	\$10,000.00
4920 Miscellaneous Revenue		300.00										\$300.00
Total 4900 Other Type of Income	6,000.00	2,600.00	400.00	300.00	300.00	0.00	200.00	400.00	400.00	400.00	400.00	\$10,300.00
4700 Program Income												\$0.00
4720 Direct Membership Dues	6,115.50	1,400.00										\$7,515.50
4730 Registrations with Membership												\$0.00
4731 Early			7,500.00	5,845.00	10,875.00	7,500.00	6,120.00	7,875.00	16,250.00	5,400.00	4,900.00	\$61,220.00
4732 Late (New)			300.00	1,300.00	900.00	900.00	850.00		850.00	875.00	875.00	\$4,950.00
4733 On-site			100.00	300.00		600.00		1,550.00	250.00			\$2,750.00
Total 4730 Registrations with Membership	0.00	0.00	7,900.00	8,100.00	12,810.00	9,000.00	8,000.00	10,275.00	17,950.00	6,275.00	5,775.00	\$69,895.00
4730 Registrations without Membership												\$0.00
4734 Vendor registration			150.00		900.00		150.00	300.00				\$1,400.00
4734 FC teacher			2,550.00				50.00					\$2,600.00
4735 Student Registrations												\$0.00
4735 Student Conf			275.00	200.00	325.00	2,750.00	1,800.00	3,000.00	375.00	250.00	195.00	\$13,665.00
4735 Student Conf Late (New)				90.00	120.00							\$210.00
4735 Indiv student team member			300.00	300.00	300.00		3,000.00					\$4,200.00
4735 Team registration			1,200.00	700.00	1,300.00	3,275.00	250.00	1,900.00				\$11,725.00
Total 4735 Student Registrations	0.00	0.00	1,850.00	1,090.00	1,870.00	6,775.00	5,850.00	7,900.00	375.00	250.00	195.00	\$33,565.00
4736 Extra Service Fees												\$0.00
4736 Workshop early			80.00	125.00	500.00	20.00	125.00	300.00	275.00	25.00	80.00	\$1,060.00
4736 Workshop late			24.00	130.00	30.00	60.00	10.00	10.00	30.00	30.00	20.00	\$347.00
4736 Banquet			20.00	12.00	12.00	50.00	10.00	150.00	10.00	30.00	30.00	\$312.00
4736 Lunch												\$0.00
4736 Other Proceedings												\$0.00
Total 4736 Extra Service Fees	0.00	0.00	124.00	127.00	530.00	210.00	175.00	660.00	385.00	115.00	110.00	\$1,677.00
4736 Program Service Fees												\$0.00
4736 Conference Misc Income/Donations			500.00									\$500.00
Total 4736 Program Income	6,115.50	1,400.00	8,000.00	11,870.00	14,820.00	9,000.00	13,825.00	17,200.00	6,450.00	3,275.00	5,775.00	\$69,895.00
Total Income	\$15,216.75	\$5,000.00	\$8,000.00	\$13,470.00	\$18,720.00	\$9,000.00	\$13,775.00	\$17,200.00	\$6,450.00	\$3,275.00	\$5,775.00	\$77,061.75
Expenses												
8000 Business Expenses												\$0.00
8050 Reimbursed Conference expense												\$0.00
8051 Lodging			6,360.00	7,244.00	4,695.00	4,370.00	13,170.00	2,517.72	2,300.00	2,500.00	4,500.00	\$52,171.72
8052 Conference supplies			250.00	300.00	600.00	23.70	51.85	300.00	150.00	150.00	250.00	\$1,735.55
8052 Facility & equip rentals				900.00	600.00	350.00	750.00		800.00	300.00	300.00	\$3,300.00
8055 Speaker & Entertainment			1,000.00	900.00	200.00	750.00	1,300.00	500.00	400.00	1,500.00	1,000.00	\$7,250.00
8057 Awards			1,075.00	775.00	1,000.00	90.00	300.00	705.00	300.00	200.00	300.00	\$5,395.00
8059 Local transportation				100.00			500.00		100.00			\$600.00
8057 Signage & web expense							190.00				25.00	\$305.00
8057 Publicity materials & distribution			1,075.00	1,400.00	1,200.00	580.27	550.00		70.00	750.00	1,015.00	\$5,637.27
8057 Handouts			300.00		1,200.00					300.00		\$1,500.00
8057 Conf travel & comm/exp				150.00	150.00	300.00	1,243.53	3,300.00	300.00	610.00	200.00	\$11,843.53
8057 Other conference expense			175.00	500.00	700.00			300.00		15.00		\$1,490.00
Total 8050 Reimbursed Conference expense	0.00	0.00	10,223.00	12,644.00	8,495.00	797.87	17,719.00	1,243.83	19,216.00	2,989.37	4,315.00	\$69,895.00
8060 Journal expenses												\$0.00
8061 Journal Printing exp		13,500.00	300.00	600.00	450.00	450.00	870.00	300.00	300.00	400.00	400.00	\$17,440.00
8065 Journal distribution		4,500.00										\$4,500.00
Total 8060 Journal expenses	0.00	18,000.00	900.00	900.00	900.00	900.00	1,320.00	600.00	600.00	800.00	800.00	\$22,440.00
8200 Contract Services												\$0.00
8210 Contract Services	0.00	13,000.00	0.00	13,863.00	0.00	8,916.00	797.87	5,190.00	1,243.83	20,908.00	2,989.37	\$43,968.07
8210 Accounting Fees												\$0.00
8210 Outside Contract Services												\$0.00
Total 8200 Contract Services	0.00	2,478.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,478.00
8600 Operations												\$0.00
8620 Postage, Mailing Service												\$0.00
8630 Printing and Copying												\$0.00
8640 Supplies	64.45											\$64.45
8650 Telephone, Communications												\$0.00

Information for Insurance for Conferences and Planning Meetings in 2015

Please complete and email to Treasurer@ccsc.org by Nov. 8, 2014, or give hard copy to Susan Dean at Fall Board meeting. (If your region does not have an in-person planning meeting, leave that part blank.)

Conference Name:

Date(s):

Co-sponsor: Association for Computing Machinery's Special Interest Group for Computer Science Education

Venue:

Address:

Expected Attendance:

Meeting Name:

Date(s):

Venue:

Address:

Expected Attendance:

Approved 2015 Rocky Mountain Budget

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Region:	Rocky Mountain	Baseline Budget year:		2015								Actual			
2			host:								2013	2012	2011	2010	2009	
3			Proposed Baseline Budget				Budget Approved from board for 2014									
4			#	each	total	#	each	total			25	39				
5	Income															
6	Registrations - Full - Early	27	\$135	\$3,645	30	\$135	\$4,050				2,970	\$ 4,845	\$3,915	\$4,365	\$2,885	
7	Registrations - Full - Late		\$180	\$0		\$180	\$0									
8	Registrations - Full - On-Site			\$0			\$0									
9	Registrations - Student - early	5	\$35	\$175	5	\$35	\$175				105	105	\$560	\$135	\$185	
10	Registrations - Student - late			\$0			\$0									
11	Registrations - K-12 early			\$0			\$0									
12	Registrations - K-12 late			\$0			\$0									
13	Registrations - Prog Teams			\$0			\$0									
14	Registrations - student web			\$0			\$0									
15	Workshop - early			\$0			\$0							\$510		
16	Workshop - late			\$0			\$0									
17	Extra Meals										40	20	\$10	\$20		
18	Benquet	3	\$25	\$75	3	\$25	\$75									
19	Lunch (Saturday)	1	\$15	\$15	1	\$15	\$15									
20	Extra Proceedings	5	\$10	\$50	1	\$10	\$10				10	20				
21	Vendors Registration	0	\$50	\$0	0	\$50	\$0									
22	Vendors Presentations			\$0			\$0									
23	National Partners	4	\$100	\$400	4	\$100	\$400				100	300	\$300	\$300	\$500	
24	Industry Sponsorship															
25	LIFE Sponsorship	1	\$200	\$200	1	\$200	\$200					200	\$200	\$200	\$120	
26	Grants															
27	Other Income (Microsoft)													\$10	\$1,185	\$1,130
28																
29	Total			\$4,560			\$4,925				\$3,225	\$5,490	\$5,505	\$6,205	\$4,820	
30																
31	Expenses															
32	Steering Com. Travel Ex.															
33	Steering Com. Meeting Ex.			\$300			\$300									
34	Phone/Fax			\$15			\$15									
35	Publicity															
36	In support of Conference															
37	Other															
38	Package for publicity			\$68			\$68									
39	Publicity															
40	In support of Conference											12				
41	Other															
42	Office Supplies			\$88			\$88									
43	Publicity															
44	In support of Conference											189	\$149	41		
45	Other															
46	Brochure Printing/Duplicating			\$150			\$150									
47	Publicity (printing, other formats)															
48	Other duplicating															
49	Signage															
50	Speaker Expenses	1		\$400	1		\$400				400	7				
51	Consortium Head Tax	27	\$41	\$1,107	27	\$41	\$1,107				902	1107	\$1,169	\$620	\$1,025	
52	Extra Proceedings	5	\$8	\$30	10	\$8	\$80				168	138	\$54	\$240	\$210	
53	Meals - Total							\$1,299			1,379	\$5,084	\$3,028	\$1,627	\$1,775	
54	Breaks-Friday	27	\$8	\$182	27	\$8	\$182									
55	Breaks-Saturday	27	\$8	\$182	27	\$8	\$182									
56	Reception			\$0			\$0									
57	Benquet	27	\$25	\$675	27	\$25	\$675									
58	Saturday Breakfast			\$0			\$0									
59	Saturday Breakfast (prog. Teams)			\$0			\$0									
60	Luncheon (prog. Teams)			\$0			\$0									
61	Luncheon (Sat.)	17	\$15	\$255	20	\$15	\$300									
62	Entertainment														\$400	
63	Transportation															
64	Rentals															
65	Student Awards			\$150			\$200					150	\$150			
66	Faculty Awards													\$150		
67	Consortium Membership			\$1,000			\$1,000									
68	Other Expenses															
69																
70	Total			\$4,560			\$4,891				\$2,849	\$8,887	\$4,720	\$3,328	\$3,011	
71																
72	Balance			\$0			\$234									

Approved 2015 Central Plains Budget

Approved 2015 Central Plains Budget

Budget for
2015 Central Plains Conference

Approved by the Board on March 5, 2014

<u>Income</u>	<u>#</u>	<u>each</u>	<u>total</u>
Registrations - Full - Early	50	\$150	\$7,500
Registrations - Full - Late	2	\$175	\$350
Registrations - Full - On-Site			\$0
Registrations - Student - early	50	\$45	\$2,250
Registrations - Student - late			\$0
Registrations - K-12 early	0	\$50	\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams	66	\$20	\$1,320
Registrations - student web			
Student Poster Contest	10	\$20	\$200
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet	4	\$20	\$80
Lunch (Saturday)	2	\$12	\$24
Extra Proceedings	2	10	20
Vendors Registration	1	\$135	\$135
Vendors Presentations			\$0
National Partners	4	\$100	\$400
Industry Sponsorship			
UPE Sponsorship			\$200
Grant CERNER Programming Contest			\$500
Grants (K-12) CERNER	10	\$50	\$500
Other Income (List)			
Total			\$13,479

<u>Expenses</u>		
Steering Com. Travel Ex.		
Steering Com. Meeting Ex.		\$350
Phone/Fax		\$25
Postage		
Publicity		325
In support of Conference		
Other		
Office Supplies		\$250
Administration		
In support of Conference		
Other		\$0
Brochure Printing/Duplicating		\$500
Publicity (printing, other formats)		\$250

Financial and Accounting Task Force Report - Fall 2014

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

Goals reported to the Board Spring 2014 to be accomplished during first year of transition:

1. Definition of accounting and financial procedures and duties of Treasurer and Associate Treasurer(s), and of how those interface with duties of Comptroller.
2. Definition of accounting and financial procedures and duties to be followed/performed by regions/conferences.
3. Proposal to the Board of Standing Rules modifications to support/enact those procedures and duties.
4. Identification of what we don't know yet, and proposal of procedures to take care of it!

Status: all of the above are ongoing. We anticipate proposal of Standing Rules modifications for Board consideration at the Spring meeting. Target date for completion of the above tasks remains July 31, 2015.

The Task Force has met approximately once a month, via Skype. Below is a list of some of the specific things that the CCSC Financial and Accounting Task Force has accomplished in the past year:

1. Identified tasks that Bill performed throughout the year.
2. Worked to define roles and duties for two Associate Treasurers, the Treasurer and Comptroller. During this process, we have focused on establishing checks and balances within the system for the various positions that will be auditable.
3. Purchased and incorporated the use of QuickBooks into the CCSC accounting process: Major effort has been contributed by Will Mitchell to establish relationships between the data coming from the ConfTool registration system and the various sources of CCSC income.
4. Set up a chart of accounts (Note: We sought advice from consultants in setting up QuickBooks and considered tax consequences for reporting on our tax return.)
5. Identified types of access for QuickBooks: (Who will have access to QuickBooks and the type of access for each QuickBook user account. For example, as chair of the audit committee, the Comptroller needs read-only access, but must not have privilege levels that would allow modification of the data in the system the committee has responsibility for auditing.)
6. Implemented an accrual method for recording income and expenses. Most expenses and income are paid within the year, but we are now recording expenses and income as we become aware. This means that we now record Accounts Receivable for various income such as registration memberships and Account Payable for expenses incurred but not paid in a tax

year.

7. Defined reports that the Board and regional officers will receive.
8. Conducted pilots with the Central Plains and Rocky Mountain conference data to learn how QuickBooks would work when recording income and expenses for a region.

Work in progress - status of specific items:

1. Refining definitions of the processes for paying bills and recording income within QuickBooks.
2. Working on communications with regional treasurers and registrars, and establishment of formal procedures and responsibilities.
3. Working to develop how the Comptroller and the Audit Committee will review the financial data and supporting documentation.
4. Working to document all the financial-oriented positions and duties. This will include timetables.
5. Working on definitions of and instructions for producing reports needed from regional officers. This will include timetables.
6. Working on revision of forms for reimbursements and other payments of expenses.
7. Investigating possibility of online deposit of images of checks.

Respectfully submitted,
Susan Dean