

**CCSC Fall Board Meeting 1997**  
**Dominican University**  
**River Forest, IL**  
**September 25-26, 1997**

The fall meeting of the Board of Directors of the Consortium for Computing in Small Colleges was called to order by President Paul Myers at 6:52 PM on Thursday, September 25, 1997. Members present were: Catherine Bareiss, Susan Dean, Tim Declue, Chuck Howerton, John Meinke, Paul Myers, Bill Myers, Ingrid Russell, and Curt White.

In his opening remarks, Paul Myers commented on the significant bylaws revision, completed recently under the leadership of Sue Fitzgerald, which now emphasizes that we are all members of a national consortium, not just attendees at regional conferences. He laid out issues still to be addressed: travel policy revisions, relationship with SIGCSE, relationship with NECC, and budgetary constraints. He stressed that we need to communicate routine reports by e-mail, to take up less board meeting time.

**Regional Report: Central Plains**

Tim Declue reported that there were 78 attendees at Rockhurst in April. There were four tracks: one of panels, and three of papers. The highlight was a speaker from Sprint, expressing concern that there are not enough graduates for the computing industry's needs. American industry is having to import workers from other countries, but jobs are going unfilled. The next meeting of the Central Plains region will be in Emporia, Kansas.

**Regional Report: Midwestern**

Curt White reported that there are more attendees this year; the latest pre-registration total he was given was 74. This conference begins tomorrow. Next year's meeting will be in lower Michigan or Ohio.

**Regional Report: Northeastern**

Ingrid Russell reported that there were 199 attendees at the April 25-26 meeting at Northeastern University. There was enough money to give scholarship support for students presenting papers at the meeting. There was a 3-hour Java workshop Friday morning, which filled quickly. Nine vendors provided exhibits. New this year was a Best Paper Award. The 1998 meeting will be April 24-25 in Fairfield, CT. The 1999 meeting will be hosted by Providence College. Bill Myers observed that the pre-conference Java workshop brought in conference registrations from some who only wanted to attend the workshop.

**Regional Report: Rocky Mountain**

Chuck Howerton reported that at the last meeting attendance was 60, with 57 paid including 12 board members. This year they are meeting in Farmington, which is quite a distance from Denver. So far, 30 are registered. Chuck expressed concern about the viability of the region, since the distances are so great. However, he pointed out that the meeting can't always be hosted by the same people.

**Regional Report: South Central**

In the absence of Bob Sloger, Paul Myers reported that the conference was held at the Menger Hotel in San Antonio. This was an expensive location, and did not draw as many attendees as had been hoped. Highlight was the luncheon speech, in which Trinity's Associate Vice President presented the administration's viewpoint, which was a new perspective for many attendees. He will submit the talk to the Journal for publication. Next conference in this region will be in the spring of 1998 at Millsaps College in Jackson, MS. The year after that is the region's 10<sup>th</sup> anniversary, and the conference will be held at St. Edward's, where the first and second ones were held.

### **Regional Report: Southeastern**

In the absence of Kevin Treu, board members were directed to his e-mail report, and referred to Bill Myers or Susan Dean for additional information as needed.

### **Membership Report**

Bill Myers reported that if we get the usual rate of renewals, our membership may increase by 100 again this year. Ingrid cautioned that being in Boston last year probably made the numbers larger in the Northeastern region.

Bill Myers moved, Cathy Bareiss seconded, that the board give permission for Cathy to send a reminder to last year's members who have not yet renewed. Motion passed.

Cathy reported that students in her Systems Analysis class are interested in creating a web-based registration system. Some of them attended part of the board meeting.

Ingrid requested that charging registration fees to VISA and MasterCard be considered. Curt will provide figures on the costs incurred by SIGCSE for this, which will be considered at a later meeting.

### **Treasurer's Report**

Bill Myers presented a preliminary report, and there was considerable discussion. There is still work underway on the transition of accounts and accounting from the previous treasurer to Bill. He has several items to be considered in the Friday session of the meeting. There was a significant loss during 1996-1997, and this will be addressed in those items.

### **Publications Report**

John Meinke presented a preliminary report, with several issues deferred to the Friday session. The web site exists, but there needs to be support for Kevin Treu and Dean Hendrix.

John remarked that in all regions, there seems to be an average 2-page increase in paper size. There was considerable discussion about staying within the 400-page limit so we can use bulk mail, and about having a format suitable for binding to that libraries will be more interested in subscribing.

### **NECC Report**

Susan Dean circulated the e-mail report submitted by Gail Miles. Bill Myers reported that we have 5 members this year by way of the NECC registration form. Ingrid Russell expressed the need for a more formal way to select our Society Session for NECC. Susan Dean presented Gail's suggestion that the NECC representative to the CCSC board needs to attend only one CCSC board meeting per year, not both of them. Further discussion on NECC was deferred to the Spring board meeting.

### **Past-President Report**

Paul Myers reported that Paul Haiduk is aware that he has responsibility for the nominating committee for the next election, and plans to attend the spring board meeting at SIGCSE.

### **SIGCSE Update**

Paul Myers reported that he is no longer on the SIGCSE board, but Barb Owens is. He wants to see the CCSC continue the relationship with SIGCSE. Margaret Reek ([mmr@cs.rit.edu](mailto:mmr@cs.rit.edu)) is the person to contact about the SIGCSE workshops. The NSF grant covers registration, travel, \$150 honorarium, lodging, and meals for the workshop presenter. Paul is working up a panel proposal for SIGCSE.

The spring meeting of the CCSC board will be at SIGCSE. We can have the CCSC Business meeting right after the SIGCSE business meeting, as has been done in the past. Cathy Bareiss requested that the CCSC board meeting not conflict with the SIGCSE conference committee meeting. The CCSC board meeting is usually Wednesday from 4:00 to 11:00 PM.

## **OLD BUSINESS**

### **By-Laws Standing Rules**

After considerable discussion about what has not yet been written for the standing rules for the CCSC by-laws, Paul Myers appointed a committee to take up the issue of loose ends in the bylaws and standing rules. Paul is committee chair; other members are Sue Fitzgerald (if she is willing), Bill Myers, Chuck Howerton, and Susan Dean.

John Meinke moved, Cathy Bareiss seconded, that the board approve all business for which votes were conducted by e-mail since the last meeting of the board. The motion passed, with specific affirmation that John can be reimbursed the entire \$600 for his trip to the fall board meeting.

### **Publications**

Bill Myers reported that we need someone to do the electronic journal, since Dennis Martin cannot keep doing it. This issue was deferred to delegated to the publications committee with the suggestion that perhaps the electronic journal had fulfilled its mission and could be replaced by the web site..

John Meinke brought a motion from Kevin Treu, that a subcommittee is needed for the Web site. There needs to be planning regarding what should be on the site, also input from all the regions. There was considerable discussion regarding whether or not there should be a representative from each region. An oversight committee consisting of Kevin Treu, Cathy Bareiss, Tim Declue, and Dean Hendrix was appointed, with plans to ask Kevin to be chair. This committee is to work on the overall design, and should expect to delegate responsibilities, including to people not on the committee. The original motion was not adopted, since it would lead to a cumbersome need to get approval from a majority of regions to design the Web site.

## **NEW BUSINESS**

### **Suitability of Journal Articles for Promotion & Tenure**

Tim Declue reported concerns about acceptance of papers published in the Journal as publications in support of applications for Promotion and Tenure. There was considerable discussion about the fact that we have a standing rule that provides for one Journal issue that does not contain conference proceedings (at this point, all of the conference papers are refereed), and about how to change this. There was considerable sentiment for the concept of having only the refereed conference papers in the Journal, and John Meinke was charged with coming up with a plan to be discussed on Friday.

### **Programming Contest**

Kevin Treu had requested that the regional representatives be asked whether there is interest in adding a programming contest to the conference. Kevin is volunteering to help set up the contests. There was discussion of other options being considered in the different regions; the response to Kevin is that at this time other regions are pursuing various ideas, and Tim and Cathy will talk with Kevin about those.

### **Budget Changes**

Bill Myers made a few preliminary remarks about issues to be considered on Friday. He has opened accounts in banks which do business nationwide, and the checks received in the region can actually be deposited there, and a list sent to Cathy Bareiss. Bill and Cathy are to work out the details.

During the discussion of money matters, Chuck Howerton moved, Ingrid Russell seconded, that consortium dues be raised to \$50 per year. The motion was tabled.

At 10:17 PM, the meeting was continued to Friday morning.

The Friday, September 26, session of the meeting was called to order by Paul Myers at 9:05. William Mitchell, Cathy Bareiss, Bill Myers, John Meinke, Tim DeClue, and Curt White were present.

### **Conference Coordinator Report**

The health of regional conferences was discussed with concern expressed for Rocky Mountain, which seems to fair poorly when moved from the Denver area. Pre-registration for the New Mexico site, however, is healthy. Chuck Howerton has announced that he will not run for re-election as regional representative. Attendance at Midwest is up and Southeastern looks to be back on track.

The Publications area was reviewed next, with the board voting to drop the non-refereed September issue. The website is functioning and will be expanded over time. The electronic newsletter will be discontinued and its role absorbed by the website.

The next issue was the printing of the Journal. The issue printed in Amarillo is twice as costly as those printed in Pennsylvania. The editing is done electronically, but the final version is printed by George Benjamin and delivered to Montrose. The Board examined suggestions relating to author submissions guided by templates posted on the web site, regional editors, and direct submission in electronic form to Montrose. The matter was delegated to the publications committee chaired by John Meinke to draw up an analysis of the printing costs and procedures. They are also to report on how to estimate the number of issues printed and how they are distributed. If the cost is not too high, the Journal should be indexed and made available to libraries (this would require promotion as library serial budgets are under great stress).

There was general discussion about equitable funding of all six regions stemming from the travel policy. It was obvious that while no region was running a deficit, the travel support needs did not correlate to the region treasury. Mitchell discussed a model of Consortium finances, but it became clear that until there was a better picture of the Board's cash flow, it was not prudent to alter the present policy. Bill Myers was appointed chair of a finance committee (members of Susan Dean, Will Mitchell, Ingrid Russell, and Curt White) to establish the limits available for travel support. The issue will persist on the Board's agenda until an acceptable solution is found.

Bill Myers presented a series of motions relating to finances:

1. Suggested revisions in the banking procedures used by the treasurer including switching to a accrual accounting system were approved.
2. It was approved to modify the method of transferring funds from the conferences to the Consortium as follows: At the end of each fiscal year, if any conference account exceeds that of the Consortium, one half of the difference between the conference account and the Consortium account will be transferred to the Consortium. However, no more than those funds needed to bring the Consortium account to \$5,000 will be transferred.
3. It was agreed to charge each conference \$5 per proceedings forwarded to the conference and not returned to the Back Issue Chair (Mitchell). It was recommended that extra issues be priced at \$10 rather than \$15. Conferences are encouraged to sell back issues from their and other previous conferences.
4. The Treasurer is authorized to place surplus funds of the Consortium into Certificates of Deposit with maturity dates in 6 months intervals.

The Board meeting was adjourned at 11:45.

Submitted by Susan Dean and Will Mitchell