

November 5, 1998

Fall Board 1998 Meeting of the Board of Directors

Members Present:

Susan Dean, William Myers, Tim DeClue, Kevin Treu, Peter Isaacson, Chuck Howerton, Viera Proulx, Paul Myers, Cathy Bareiss, Laura Baker, Gail Miles, Curt White

1. The President, Susan Dean, called the meeting to order at 18:00
2. Introduction of new members:
Viera Proulx, Representative Northeastern Region
Peter Isaacson, Representative Rocky Mountain Region
3. Minutes of the Spring 1998 Board Meeting:

Chuck Howerton moved to accept the minutes as written;

Bill Myers raised an objection related to the names of the banks to be used for deposit of funds. He requested that the list of banks be amended to read, "the following banks are to be used for deposit of funds, Bank of America, Nations Bank, Wachovia Bank, and the First Union Bank."

Chuck Howerton accepted the amendment.

Cathy Bareiss seconded the original motion.

The amended motion was passed unanimously.

4. Minutes of the Spring 1998 General Meeting:

Cathy Barreis moved to accept the minutes as written; Bill Myers seconded the motion.

The motion was passed unanimously.

5. Regional Reports:

- a. Central Plains - presented by Tim DeClue: The 1998 conference was held at Emporia State University in Emporia, Kansas on April 24-25, 1998; with 85 attendees.

- b. Rocky Mountain - presented by Peter Isaacson: The 1998 conference was held in Central Wyoming College in Riverton, Wyoming on October 18-19, 1998; with 45 attendees.

- c. Midwestern - presented by Cathy Bareiss: The 1998 conference was held at Spring Arbor College in Spring Arbor, Michigan on September 25-26, 1998; with 68 attendees.

- d. South Central - presented by Laura Baker: The 1998 conference was held at

Milsap College in Jackson, Mississippi on April 17-18, 1998. Ms. Baker suggested that the paper submission deadline be advanced to allow more time for review and printing.

e. Northeastern - presented by Viera Proulx: The 1998 conference was held on April 24-25, 1998. Ms. Proulx reported a great conference. They incorporated a student poster session that was a success. They also initiated a "Best Paper" award, with the award to be made by a publisher.

f. Southeastern - presented by Kevin Treu: The 1998 conference was held at Carson Newmann College in Jefferson City, Tennessee, on November 6-7, 1998. Dr. Treu reported declining numbers of submissions with only 12 papers. This was offset by an increase in the number of panels and tutorials.

6. Membership Report - presented by Cathy Bareiss
Cathy reported a possible decline in membership absent Southeast on site membership renewal. She wants to issue membership cards to all members in the next year. She also called for the development of regional web sites. See handout from Cathy.

7. NECC Report - presented by Gail Miles
Gail reported that the NECC98 meeting was held in San Diego on January 22-24, 1998. She reported that 17-18 people attended the session, "How Can Colleges Support K-12 Computing," presented by Kevin Treu. It was reported that NECC was paying Gail's expenses except for the airfare. NECC99 will be held in Atlantic City, New Jersey.

8. Conference Coordinator Report - presented by Chuck Howerton
Chuck reported attending the organizational meeting in April to provide guidance to the conference committee on behalf of the consortium. The organizational meeting went very well, subcommittees were formed and assignments were accepted for all required duties. Since then, another meeting was held to continue the organizational process. The Northwest Conference is in the advanced planning stages with the first Northwest Conference to be held during the 1999-2000 academic year. The NW conference has a web page at www.nic.edu/CCSC.

9. Publications Report
Conference Proceedings Report - presented by John Meinke
John reported that he will combine the Southeastern and Northwestern conference proceedings.

Web Page Report - presented by Kevin Treu
Kevin reported that there was a subcommittee working on a comprehensive web site, and that the web site needs to be updated and cleaned up. The CCSC Logo Contest was won by a student from Olivet College who could not be found so that the \$50 prize could be awarded.

10. Treasurer's Report - presented by Bill Myers
Bill reported that the Consortium "lost" \$108.61 this year as compared with a loss of \$11,805.61 last year. All conferences except for the Midwest earned more money that they spent last year. John Meinke commented that the regional conferences are all Consortium sponsored and need to show break even over a five- year term.

Viera Proulx moved to accept the Treasurer's Report; seconded by John Meinke; passed unanimously.

11. Review of Conference Budgets

Discussion was mostly informal. It was mentioned that guidelines exist mostly as "Lore" and that procedures were needed.

Bill Myers described how Southeast does their budget and was asked to share the SE method with the other regional conferences. There was consensus to formulate a budget process.

Tim DeClue moved that Bill Myers provide each region with a template and sample budget; seconded by Viera Proulx.

Discussion:

Tim noted that there should to be a uniform way to develop and report a budget to insure that costs are contained.

Paul Myers suggested introducing oversight by National.

Viera Proulx called for the question.

The motion was passed unanimously.

Bill Myers stated that budgets require Board approval for guidelines and for pay out of expenses.

12. Old Business:

a. Bylaws and Standing Rules Committee - Paul Myers; no report

b. Finance Committee - Audit Procedure - Susan Dean

- Susan reported working on the Audit Procedure with Ingrid Russell.

- Susan presented "CCSC Audit Procedures, Initial Thoughts" which was based on the UMC Local Church Audit Guide

- Viera moved "At Spring 1999 Board meeting we discuss 1st draft of an Audit Procedure and that CCSC start the audit process at the Fall 1999 meeting by appointing an Audit Team." The motion was seconded by Cathy Bareiss.

-- Discussion:

--- Audit Committee to be formed as a subcommittee of the Finance Committee.

--- John Meinke questioned whether a standing rules change would be required to support this action.

John Meinke moved "that the Bylaws and Standing Rules Committee recast the Bylaws so that the audit procedure recommended by the Audit Procedure Committee could be incorporated into the Bylaws." The motion was seconded and passed unanimously.

c. Finance Committee - Income Tax Issues - Bill Myers

- Bill reported that the CSCC must list all elected officers and report all income and expenses to both the Federal and State (Indiana) governments to be in compliance with the law. We must acquire the proper forms from both.

- Bill reported that we should avoid having payments directly to the consortium in excess of \$1000 per annum, or each must be reported.

- Bill reported that the Consortium has been fined \$2700 (50% of gross income) because the not for profit report was filed late.
- It was questioned whether we could deduct the fine as an expense for next year.

d. Bonding needed for officers - Chuck Howerton

- Chuck reported that it is common practice to bond the officers of organizations like the consortium as a normal precaution.

- John Meinke moved:

"Chuck Howerton be directed to investigate the cost of bonding the President, Membership Secretary, and Treasurer at a maximum cost of \$60 per person per year, and that the process be initiated if the cost is within limits." The motion was seconded by Peter Isaacson, and passed unanimously.

e. Journal Publication Post-Conference - John Meinke

- John reported that it had been suggested that the Consortium consider publishing the regional conference proceedings after the conferences are over in order to give authors more time to correct and resubmit their papers.

- John noted that this was not worthwhile as papers will always be late.

- Viera Proulx commented that it is beneficial to get the proceedings at the conferences.

- the consensus of the board was that authors could and should meet normal deadlines and that the proceedings continue to be published in time for the conferences.

f. Guidelines for Manuscript Preparation - John Meinke

- John reported that manuscript preparation guidelines were available on the web page.

- John requested that all manuscripts continue to be submitted in WordPerfect 7.0 format or in plain ASCII text.

g. Membership Year - Cathy Bareiss

- Cathy noted that the membership year expires on July 31st at present.

- Cathy suggested that the membership year be changed to the calendar year so that accrual accounting methods could be avoided.

h. Policy on Purchase Orders - Bill Myers

- Bill presented a suggested Purchase Order Policy which requires payment due 30 days from the date of the purchase order for membership and conference fees.

- John Meinke moved:

"That Bill Myer's Purchase Order Policy be adopted as Board policy." The motion was seconded by Cathy Bareiss, and passed unanimously.

i. Policy on Returned Checks - Bill Myers

- Bill Myers moved:

"The Consortium assess a charge of \$25 for each returned check to the source." The motion was seconded by Cathy Bareiss and passed unanimously.

k. Finance Committee Report on Other Sources of Income - Paul or Bill Myers

- It was suggested that we increase the fee for the proceedings to \$6 per copy.

- It was suggested that vendors be required to register for conferences and table or booth fees be assessed.

- Cathy Bareiss moved:

"Vendors attending and/or participating at conferences should be charged a Vendor Registration Fee. The amount of said fee to be established by each individual conference." The motion was seconded by Peter Isaacson and passed unanimously.

13. New Business

a. Requiring Conference Registration for Sponsors of Student Teams - Kevin Treu
- Kevin Treu moved:

"Faculty sponsors for all conference affiliated events must be registered as participants for the conference at which the event occurs." The motion was seconded by Cathy Bareiss and passed unanimously.

b. Refereeing Standards - Will Mitchell

- Will referred to the Northeastern Conference web page and suggested that the Board consider adopting similar standards for all regional conferences.

- Will suggest that the Board establish a CCSC wide pool of referees to support a situation in which the local conference has no qualified referees.

- Will ask to be assigned to consolidate the current refereeing procedures of the regions into a unified refereeing procedure for the whole Consortium.

c. Northwestern Conference Report - Will Mitchell or Chuck Howerton

- this report is included under the conference reports above.

d. Article Reprint Requests Policy - John Meinke

- John reported that he gets 2-3 requests for article reprints per year, and about 5-6 requests for back issues per year. John recommended that the price for these services be set at \$10 per back issue.

- Will Mitchell moved:

"People who want to have article reprints contact the author, people who want to have back issues of proceedings be changed \$10 per copy to include postage." The motion was seconded by Paul Myers and passed unanimously.

e. Allocation of Expenses for Board Member as Major Speaker - Susan Dean

- Susan cited the instance of John Meinke as the dinner speaker for the current conference.

- It was observed that based on current policy is the conference will pay the normal expenses that it would pay for any other speaker or presenter. The Consortium will pay expenses in excess of the conference limit.

f. Election Procedures - John Meinke

- John Meinke suggested that a standing rule be drafted to amend the election procedures.

- John Meinke moved:

"Mail ballots must be distributed by May 1st by first class mail and the return ballots be postmarked by May 31st, and must be counted by the Past President on June 15th or the nearest working day thereafter, and the results must be posted by July 1st." The motion was seconded by Cathy Bareiss and passed unanimously.

g. Conference Information to Newsletter Editor - John Meinke.

- No comment.

h. Strategies for Increasing Conference Participation - Kevin Treu

- No Comment.

i. Date and Time for Spring Board Meeting - Susan Dean

- Susan suggested that the General Meeting be held on the same night as the SIGCSE General meeting as it has in the past. Curt White was asked to make the arrangement with SIGCSE.

- Susan suggested that the Spring Board meeting be held on Wednesday night at 6PM at a place to be determined.

- Paul Myers recast Susan's suggestions as motions. They were seconded by Cathy Bareiss, and passed unanimously.

j. Date and Time for Fall 1999 Board Meeting - John Meinke

- Chuck Howerton, the President-Elect, suggested that the fall 1999 Board meeting be held in conjunction with the Rocky Mountain Conference in October.

- The board meeting to begin on Thursday evening and carry over to Friday Morning if necessary.

- The site chair is to be asked to make arrangements for the Board Meeting.

14. Other Business

- John Meinke asserted that tutorials and panels not be included in proceedings because they are not refereed.

- This assertion was rebutted, suggesting that Tutorials and Panels are "refereed" in the large by the program committee.

- Further discussion was referred to an email discussion.

- Paul Myers discussed SIGCSE Board Issues

John Meinke moved to adjourn the Board Meeting at 11:18. This motion was seconded unanimously.