Minutes
CCSC Board Meeting
Spring 2003
February 19-20, 2003
Recorded by J. Paul Myers, Jr., President-Elect

[NOTE: For a summary listing of all action Motions passed, see Appendix 1]
[NOTE: the Agenda is in Appendix 2]

Present: Liz Adams
         Cathy Bareiss Will Mitchell* Bob Riser
         Rob Bryant Bill Myers Carl Steidley
         Anne Cable Paul Myers Curt White
         Myles McNally Bob Neufeld Brent Wilson* (2/19 only)
         John Meinke Kris Powers* Richard Wyatt

Absent: Ingrid Russell, Kevin Treu
         * non-voting attendee.

1. Call-to Order. Curt White called the meeting to order at 6:04 PM, 2/19/03.

2. President's Comments. After some welcoming and preparatory comments by the President, introductions were made. Comments were made concerning

   a. National Vendor status, three have renewed for one year (January – December).
   b. We need to strive for consistency in use of regional names.
   c. All regions were approved for SIGCSE ‘in cooperation’ status.

REPORTS

3. Past President (Curt White reported for the absent Ingrid Russell): See Appendix 3.
   -- Nominations for the Board will be announced Friday, February 21, 2003, at the CCSC Business Meeting.

   -- Since the Fall 2003 Meeting, there were four e-votes on Motions:
      a. To reimburse Kris Powers' attendance at the Spring 2003 Board Meeting (failed);
      b. To reimburse Kris Powers' and Brent Wilson's attendance at the Spring 2003 Board Meeting (passed);
      c. A Motion on typical processing of electronic minutes' approval (passed);
      d. Approval of Fall 2002 Board Meeting Minutes (passed).

5. **Conference coordinator** (Will Mitchell): See Appendix 5.

   -- There has been no action to create new conferences / regions per Board's decision Fall 2002.
   -- MidSouth has a program and a call for papers.
   -- MidSouth wishes a second conference, but has been informed that the Board is not committed to sponsoring a second conference.
   -- John Meinke recommended wording at the end of the report different from "… if the Journal is not interested in distributing the conference papers …." This is not a Journal issue; this is a CCSC issue to deem what is to be published in our Journal.

6. **Membership Secretary** (Cathy Bareiss): See Appendix 6.

   -- Membership is up this year by about 45.
   -- The report (Appendix 6) shows extensive numerical data and comparisons.


   -- Issues discussed included page counts for bulk mailing, communication with local conferences, format for submissions (including guidelines), proMotion/tenure inquiries, Newsletter, Web.

8. **Regional Reports** … (See Appendices 8-15)

   Central Plains (Bob Neufeld): See Appendix 8.

      -- The 2003 Conference will be held April 25-26 in Emporia, Kansas.
      -- The 2004 Conference will be at Central Missouri State University.
      -- Regional Bylaws are included.


      -- 2003 Conference to be held at Montclair State University (NJ): October 17-18.
      -- 2004 conference to be held at Loyola in Baltimore.
Midwest (Myles McNally): See Appendix 10.
-- The 2003 Conference will be held October 3-4 at Denison Univ. in Granville, OH.
-- 2004 Conference to be at Kalamazoo College (MI), Fall 2004.
-- Draft Regional Bylaws are included.

Northeastern (Richard Wyatt): See Appendix 11.
-- Region passed a policy to maintain paper acceptance rate at <= 50%
-- The 2003 Conference will be held April 25-26 at Rhode Island College in Providence.
-- 2004 Conference will be at Union College (Schenectady, NY).

Northwest (Rob Bryant): See Appendix 12.
-- The 2003 Conference will be held October 3-4 at Central Washington Univ. in Ellensburg, WA.
-- 2004 Conference to be at Willamette University (Salem, OR).
-- Regional Bylaws are included.

Rocky Mountain (Ann Cable): See Appendix 13.
-- 2003 Conference to be at Western New Mexico University (Silver City).
-- 2004 Conference to be at University of Northern Colorado (Greeley).
-- Draft bylaws are included.

Southeastern (Bob Riser): See Appendix 14.
-- The 2003 Conference will be held November 7-8 at Georgia Perimeter College in Dunwoody, GA.
-- 2004 Conference will be at Wofford College in Spartansburg, SC.
-- Bylaws will be submitted at the CCSC Board Fall 2003 Meeting (Draft is included).

South Central (Carl Steidley): See Appendix 15.
-- The 2003 Conference will be held April 11-12 at Millsaps College in Jackson, MS.
-- Regional Bylaws are included.
-- Concern is still expressed over possible impact of the Spring 2003 MidSouth Conference.

9. **Treasurer** (Bill Myers): See Appendix 16.
-- We can’t set up credit card payments at our bank; it might be worth checking with PayPal for conference registration payments.
-- Bill Myers has contacted two audit companies. There are levels of auditing; we need to check (a) what our legal requirements are and (b) what is needed for bonding.
-- The Budget Committee has questions about some approved items that were never spent:
- NECC $1000
- Bonding
- Brochure printing

10. OLD BUSINESS

A. NECC (ISTE)

-- Kevin Treu is our representative / liaison with this mostly K-12 organization.
-- Do we still want to be a member? Formerly free; now about $500 dues.
-- Most NECC members cannot be regular CCSC members.
-- Possible impact on gender; high schools; etc. (but some of our issues may not be priorities for NECC).
-- Planning meetings, etc. appear no longer to be subsidized.
-- This discussion was TABLED (Curt White will check w/ Kevin Treu). Moved to table (Liz Adams): Passed.

B. CCSC Database

-- Brent Wilson gave a presentation / demo of the new Database. [See Appendix 18].
-- Many details were suggested for modifications.
-- But despite any suggestions, MAJOR Kudos to Brent Wilson!
-- All future suggestions should be made directly to Kris Powers.
-- Kris Powers will determine when the new Database will be operational.
-- Cathy Bareiss needs to terminate her database by the fall conferences.

C. Updating of CCSC Bylaws

-- Bylaws & standing rules need to be cleaned up.
-- Curt White will appoint a small committee to make concrete changes (to be presented to the Board by the Fall ’03 Meeting in Atlanta).
-- Revisions are to reflect the regional orientation of the CCSC.
11. NEW BUSINESS

A. SIGCSE Board

-- Liz Adams reports from the SIGCSE Board.
-- SIGCSE will provide up to $1000 for each region to bring speakers from the SIGCSE Symposium. For now, send requests to Henry Walker.

B. CCSC Board Positions

-- Is the CCSC Board too large?
-- All voting Board Members are elected.
-- The standing rules are out of date with respect to types of Board members; this should be taken up in Bylaws/Standing Rule’s revisions: the Board can make appointments (these people are not necessarily Board members).
-- After discussion: size of the Board is OK!

C. Conference Fee Reduction

-- This has been dealt with previously.
-- No action needed

D. Emails to Interested Parties

-- Board members get all emails.
-- Relevant emails should be forwarded to interested other parties by the president.

***************

The Spring CCSC Board Meeting was suspended: 9:45 PM 2/19/03.
The Spring CCSC Board Meeting was re-convened: 6:05 PM 2/20/03.

***************
NEW BUSINESS (continued) …

E. Budgeting for Local Vendor Regional Income

-- Richard Wyatt raised issues regarding regional budgeting for local vendor income. It seems that on one hand there is no real issue affecting actual income to the regions; but, on the other hand, there is a real discrepancy in the way these monies are handled in regional budgets. Two attempts were made to handle this.

Motion (Richard Wyatt) Regions are allocated $100 from each national vendor. For each national vendor attending a regional conference, that Region is allocated an additional $100. This change is to go into effect starting 2004-2005 Fiscal year.
Yes-4; No-5. Failed.

Motion (Cathy Bareiss) The Consortium membership budget line will be reduced from $1500 to $1000 for each region, effective immediately.
Yes-8; No-0. Passed.

It was peripherally noted that the SIGCSE Symposium is good place to recruit National Vendors.

E. Finance Committee Report

-- Numerous revisions were reported for the estimated 2002-2003 and proposed 2003-2004 budgets. These are reflected in Appendix 16.

NOTE: Each region affected by the Microsoft grant must make an announcement that assistance was provided by Microsoft.

F. Treasurer Report Issues

- Bill Myers reported again regarding the sales tax issue. There is a $500 fee; and the IRS letter costs $300 to obtain. Savings can be considerable, however.

Motion (Liz Adams) To accept the budget.
Passed unanimously.

Motion (Liz Adams) CCSC will pay for 2nd nights lodging for the Audit Committee.
Passed unanimously.

Motion (Cathy Bareiss) The next annual CCSC meeting is to be held after the SIGCSE business meeting at the SICSE 2004 symposium in Norfolk
Passed unanimously.
Motion (Cathy Bareiss) The Microsoft grant is to be divided evenly ($500@) among the four regions having a programming contest.
Passed unanimously.

Motion (Liz Adams) The Treasurer is authorized to secure documentation to waive sales tax in Indiana and other states recognizing this waiver.
Passed (unfortunately, the numeric vote was not recorded).

G. Regional Bylaws and Standing Rules

Motion (Cathy Bareiss) Northwest Region Bylaws/Standing Rules are accepted as is. South Central Region's are accepted subject to inclusion of a Webmaster. Southeast Region's are accepted subject to bringing the name of the Region into conformity.
Yes-6; No-0. Passed.

H. Regional Budgets

Motion (Liz Adams) The following regional budgets are approved:
   Rocky Mountain  2003
   Midwest        2003
   Central Plains 2004
   Northwest      2004
   Southeast      2004
Passed unanimously.

I. Procedures for Establishing New Regions

-- Rob Bryant presented the Committee Recommendation:

>>>>>>>>>>>>>>>>>>>>>>>>>
Recommendation of the Subcommittee formed to discuss and construct procedures for how to handle CCSC's establishing regions. Members were Myles McNally, Rob Bryant, Will Mitchell and Carl Steidley. We recommend that CCSC develop a comprehensive growth plan. The plan should include consideration of all aspects of CCSC business including:
   - Density of regions;
   - Number of regions the organization would like to have;
   - Number of regions the organization could handle;
   - Workloads of impacted positions: editors, treasurer, etc.;
   - Who’s attending current conferences, number of presenters vs. non-presenters, etc.;
   - Impact of neighboring regions; coordination of conferences;
   - Budget considerations;
   - Long range planning for CCSC.
Comment: CCSC is a unique organization -- all volunteers running eight conferences and all that goes with running conferences, without any full time support.

There was an extensive discussion of these matters.

**Motion.** (Myles McNally) The president is charged to form a Committee to develop a growth plan for CCSC.

[Discussion: it is understood that growth has impact on publications workload, treasurer workload, membership secretary workload, and other areas affected by new regions and growth in general.]

Yes-10; No-1. Passed.

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**J. Audit Committee**

-- Susan Dean will present a written report in about two weeks. [See Appendix 17].
-- Basically CCSC is in “Good shape!” We’re down to fine-tuning (some recommendations will be forth coming).
-- Kudos to the audit committee.

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**K. Templates for Paper Submission / Publication**

-- It was discussed whether we should have submission templates, similar to SIGCSE’s.
-- These may not work in our publication system.
-- Discussion of South Central Region's paper-submission system. Suggestion was made that we consider providing these sorts of helpful technologies to the regions.

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**L. Miscellaneous**

-- Carl Steidley expressed his appreciation for being on the Board. The Board in turn expressed hearty thanks to Carl for his many years of support.

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**M. Announcements**

-- Bill Myers announced:
  - New conference templates are to be mailed out;
  - Budgets are being sent.

**Motion.** (Myles McNally) To revise the Travel Policy to pay for the travel of all Board members to Board meetings.
Yes-9; No-0. Passed.

Kudos to Curt White for a fine job as CCSC President!

The Spring 2003 CCSC Board Meeting was adjourned at 9:55 PM, 2/20/03.
APPENDIX 1: ACTIONS TAKEN

The Following are All Formal Motions Approved:

1. The Consortium membership budget line will be reduced from $1500 to $1000 for each region, effective immediately.

2. To accept the budget.

3. CCSC will pay for 2\textsuperscript{nd} nights lodging for the Audit Committee.

4. The next annual CCSC meeting is to be held after the SIGCSE business meeting at the SICSE 2004 symposium in Norfolk

5. The Microsoft grant is to be divided evenly ($500@) among the four regions having a programming contest.

6. The Treasurer is authorized to secure documentation to waive sales tax in Indiana and other states recognizing this waiver.

7. Northwest Region Bylaws/Standing Rules are accepted as is. South Central Region's are accepted subject to inclusion of a Webmaster. Southeast Region's are accepted subject to bringing the name of the Region into conformity.

8. The following regional budgets are approved:
   Rocky Mountain  2003
   Midwest  2003
   Central Plains  2004
   Northwest  2004
   Southeast  2004

9. The president is charged to form a Committee to develop a growth plan for CCSC. [Discussion: it is understood that growth has impact on publications workload, treasurer workload, membership secretary workload, and other areas affected by new regions and growth in general.]

10. To revise the Travel Policy to pay for the travel of all Board members to Board meetings.

E-Votes Since the Fall Meeting:

E1. To reimburse Kris Powers' and Brent Wilson's attendance at the Spring 2003 Board Meeting.

E2. A Motion on typical processing of electronic minutes' approval.

E3. Approval of Fall 2002 Board Meeting Minutes.
The Following are Actions Suggested:

1. We need to strive for consistency in use of regional names.

2. It might be worth checking with PayPal for conference registration payments.

3. Audit companies. We need to check (a) what our legal requirements are and (b) what is needed for bonding.

4. Decision is needed on NECC involvement.

5. All future suggestions for the Database should be made directly to Kris Powers.

6. President will appoint a small committee to make concrete changes to the Bylaws & Standing Rules (to be presented to the Board by the Fall ’03 Meeting in Atlanta). Revisions are to reflect the regional orientation of the CCSC.

7. Relevant emails should be forwarded to interested other parties by the president.

8. Noted that the SIGCSE Symposium is good place to recruit National Vendors.

9. Each region affected by the Microsoft grant must make an announcement that assistance was provided by Microsoft.

10. Suggestion was made that we consider providing helpful technologies to the regions.
APPENDIX 2: AGENDA

Agenda
CCSC Spring Board Meeting
February 19-20, 2003, Reno, Nevada

1. Call to order (6:00pm, Whitney Room, Reno Hilton, dinner provided)

2. President’s comments

3. Reports
   a. Past president
   b. President elect
   c. Conference Coordinator
   d. Membership
   e. Publications
   f. Treasurer
   g. Regions
      Eastern
      Midwest
      Central Plains
      Northwestern
      Northeastern
      South Central
      Southeastern
      Rocky Mountain

4. Old business
   a. ISTE (NECC) invitation
   b. Database
      Status report
      To-do list
      Operational when?
      Offsite backup
      Backup DBA
      Did we purchase server?
c. Approval of regional bylaws
   - Eastern
   - Midwest
   - Central Plains
   - Northwestern
   - Northeastern
   - South Central
   - Southeastern
   - Rocky Mountain

d. Approval of proposed regional budgets
   - Rocky Mountain (fall 2003)
   - Midwest (fall 2003)
   - Northwestern (spring 2004)
   - Central Plains (spring 2004)
   - South Central (spring 2004)
   - Mid South (spring 2004)
   Any others?

e. Update bylaws

f. Audit procedures

Emailed to the Board, with cc to Audit Committee, 10:45 pm 17 April, 2002.

To the CCSC Board:

I have attached an updated version of the audit procedure. This must be viewed as a work-in-progress, as we will have much to add once we try to perform the tasks described here.

Assuming that the Board approves this document as a work-in-progress, I will then work with Bill, Cathy, and Brent to more precisely specify exactly how the audit committee will get much of the needed information.

The conference registration report will need to come from the regions, and to accomplish this will require direction from the Board to the regions. This report should have a standard format to be used by all regions, and should be a simpler (the audit committee needs only the final totals after the conference has taken place) version of the one that was being proposed in the fall (I have attached a possible form for this – it’s a first pass, so feel free to make suggestions).

So, we need two actions from the Board:

1. Approval of the expanded audit procedure (the “April 2002 CCSC Audit Instructions”), as a work-in-progress;

2. A directive to the regions to submit the “conference registration reports” directly to the chair of the audit committee (for verification of the financial and membership data these reports
should not come to the audit committee by way of the people in charge of any of the processes being audited) in addition to going to whoever else may need them.

Professional audit ?? Bill M.??

5. New business

a. Procedure for establishing new regions

b. Board positions

From Ingrid R.: We need to evaluate what positions should be board positions. This is an issue that Will Mitchell raised at the board meeting last year but we did not have time to address it. Now that we are adding positions: DB admin, web master..... we need to decide which should be board positions and which not. Why for example is a NECC rep a board position but not the DB admin... If we decide to reduce and eliminate these board positions this is also one way to reduce board cost...

c. National vendor vs. regional vendor

From Richard W.: (1) At NE, we charge a local vendor (one that's not also a national vendor) $200 to attend. Suppose we (NE) are interested in Vendor A and, in the absence of the national vendor program, would have been able to sign him up. In that case, NE gets $200. But, suppose, because there is a national vendor program, vendor A decides to sign up with national. As a result, NE get only $100, where we would have gotten $200 had there been no national vendor program. We (NE) are therefore out of pocket $100. What can National do to prevent NE (and other regions similarly affected) from loosing out on this? In other words, the recent introduction of the national vendor program is cost us (NE) money.

(2) As things stand at present, NE has a dilemma: should we aggressively pursue local vendors (and get the $200) while national is itself pursuing the same vendor, in which case both national and NE appear a little "flaky", uncoordinated and unprofessional to the vendor (what if we both succeed?), or should we await the outcome of national's attempt to recruit the vendor, in which case, should national fail, it might then be too late for us? What can be done to address this? Can national set a reasonable time by which their attempt to recruit a vendor expires? To facilitate the discussion at the meeting next week, and to get the ball rolling, might I propose the following:

RE (1): One option would be to increase the amount National gives to each region when a national vendor is signed up. It's currently $100; but it would need to be $200 to redress Northeastern's loss. However, first, this would probably require us to increase substantially the fee National charges, and second, some regions have only ever charged their local vendors $100 and would then profit "unnecessarily". An alternative is for National to award to each region an amount of a National vendor's fee that reflects the size of the region and its conference, so that larger regions/conferences get a larger percentage. The percentage could be based on the
number of persons paying the full registration fee at the region's previous conference. The total for all of the regions could be set by the board, with the individual percentage for each region being determined by attendance at the region's previous conference.

**RE (2):**

*Set a time frame within which National can attempt to recruit National vendors and after which National will stop trying to do so and let individual regions attempt to do so.*

e. **Paper templates similar to SIGCSE’s**

*From Carl S.: One of my colleagues mentioned how helpful the “paper templates” and “format specifications” provided by SIGCSE are to people submitting papers to SIGCSE, particularly to first-timers. He suggested that CCSC consider providing similar help at our website; either by individual conference or by the national. I don’t think any of our conferences do this currently.*

f. **Conference payment plans**

*Would it be possible to use some service such as PayPal to facilitate conference registration rather than (or as well as) trying to allow credit cards? As currently envisaged (as I understand it) we are considering only the use of credit cards in which we have a card-swipe machine at a conference or a signed paper registration with a card number (which is entered by whoever does the registration).*

Where is payment by credit card operational?

g. **conference fee reduction for multiple conferences**

6. **General good and welfare**
APPENDIX 3: PAST-PRESIDENT REPORT

Report of the Immediate Past President
Nominations Committee Report

The Nominations Committee consisted of:

Ingrid Russell (chair)
Charlotte Busch (SC)
Rob Bryant (NW)
Liz Adams (E)
Tim DeClue (CP)
Anne Cable (RM)
Roger Simons (NE)
Bob Riser (SE)
Myles McNally (MW)

The nominations committee presents the following slate of candidates:

For President Elect:
    Rob Bryant (Gonzaga University)
    Scott Sigman (Southwest Baptist)

For Publications Chair:
    John Meinke, University of Maryland

For South Central Regional Representative
    Nancy Cameron, TAMUCC, Corpus Christi, TX
    R.W. McCarley, Millsaps College, Jackson, MS

For Northwestern Regional Representative:
    Phil Prins, Seattle Pacific University
    George Hauser, Pacific Lutheran University

For Southeastern Regional Representative:
    Kevin Treu, Furman University

On February 10, I sent an email to Kris and Cathy requesting confirmation that all nominees are CCSC members in good standing but I have not received a reply yet. I will announce these nominees at the CCSC general membership meeting, at which time the floor will open for other nominations. I have already solicited statements from the nominees above. Following the membership meeting, I will solicit statements from any new nominees and send all statements with the ballot to the membership secretary for mailing.

Respectfully Submitted (February 12, 2003),

Ingrid Russell
CCSC Immediate Past President
APPENDIX 4: PRESIDENT-ELECT REPORT

Report of the President-Elect
CCSC
February 2003

J. Paul Myers, Jr.

These are the electronic votes of the Board since the last Board Meeting, October 2002.

1. November 1, 2002

To [invite and] pay for Kris Power's expenses to the CCSC Board Meeting in the Spring with the same policy as board members

Yes: 7
No: 0
Abstain: 1
Not Voting: 6

Motion fails (per action of the Board, an email motion requires 8 affirmative votes in order to pass).

2. November 8, 2002

To invite and pay for Kris Power's and Brent Wilson's expenses to the CCSC board meeting in the spring as per current board policy"

Yes: 10
No: 1
Abstain: 0
Not Voting: 3

Motion passes.

3. December 3, 2002

As availability of Board Meeting Minutes to the full membership is a high priority, the Minutes will be published on the CCSC Website following all Board Meetings. Moreover, the Minutes URL for a particular Board Meeting will typically be published in the first Newsletter following that Meeting. To accomplish the publication of the Minutes in a timely fashion, the President-Elect will submit a draft to the Board for amendments and approval. Typically, the Board will receive the draft within three (3) weeks of the conclusion of a Board Meeting; and the Board will follow its procedures for electronic voting in order to approve the Minutes. Minutes
will be published to the Website immediately upon Board approval and will not be circulated generally prior to Board approval.

Yes: 11  
No: 0  
Abstain: 0  
Not Voting: 2  

Motion passes.


That the amended minutes of the October 2002 CCSC Board meeting be approved.

Yes: 11  
No: 0  
Abstain: 0  
Not Voting: 2  

Motion passes.
APPENDIX 5: CONFERENCE COORDINATOR
REPORT

Report of the Conference Coordinator
William Mitchell

Per Board action, no efforts have been made to organize additional conferences since the last report.

The MidSouth conference has produced a program and distributed its call for participation. It accepted 21 or 26 submitted papers after a blind refereeing process and structured 7 paper sessions, 2 pre-conference workshops, a post-conference workshop, 6 tutorial sessions, one panel, and one BOF session to fill three tracks. There are 32 authors and committee members who will register and so far seven additional registrations have been received. Of these only three are current consortium members.

The University of Mississippi has two members on the steering committee and that institution provided four papers and a tutorial. UALR had two members on the steering committee (counting me), and that institution provided 2 papers, a panel, and a BOF session. UL at Monroe had one steering committee member and that institution provided two workshops, two papers and one tutorial. Presenters farther than 200 miles from Memphis were two papers from Pittsburg State University (CP), a paper from West Texas A&M, a paper and tutorial from UT Tyler, a paper from Centenary of Louisiana, and a paper from Southeastern Louisiana (SC), a paper from University of So. Alabama, and a tutorial and a panel from NCSI.

The committee has not settled on a keynote nor its slate of vendors, but it will include those in a second call for participation to be mailed the first of March.

The steering committee intends to plan a second conference. I have informed them that CCSC has not committed to sponsoring a second conference. This produces a novel situation where CCSC has started a conference and set it free instead of building a region around it, hence creating a situation identical to that of the first 20 years of the Eastern Small College Computing Conference. The steering committee desires that each of its attendees join CCSC for 2003-2004 and will forward $40 of its $120 registration fee and a membership application for that purpose. Further, the steering committee will reimburse CCSC for any start-up expenses that CCSC has incurred in its behalf. I propose to hold the remainder of the MidSouth funds in an agency account at UALR once the conference is disassociated from CCSC, awaiting the time when CCSC will be able to expand. I will continue to keep the Board informed of the places and times of the future conferences. It is likely that if the Journal is not interested in distributing the conference papers to the CCSC membership, the next conference will publish its proceedings on CD.
APPENDIX 6: MEMBERSHIP SECRETARY REPORT

Spring 2003, CCSC Membership Report

1) **Numbers** - see end of report (as of 2/7/2003)

2) **Analysis of numbers:**
   - Membership: up by about 45. Institutional steady at lower number
   - Spring 2002 conferences:
     - SC: within typical range (on the low end)
     - CP: within typical range (average)
     - NE: record high with increase in students and programming teams
   - Fall 2002 conferences:
     - SE: within typical range
     - RM: within typical range (on the high end)
     - MW: record high with increase in faculty, students, and new programming competition
     - NW: within range (highest without board meeting)
     - ES: record high (for CCSC) with increase in faculty, board attendance, students and new programming competition

3) **Multiple conferences** (spring one academic year and fall the next academic year)
   - 1992: 1 attending 3 conferences (Will Mitchell), 5 attending 2 conferences
   - 1993: 1 attending 3 conferences (Will Mitchell), 5 attending 2 conferences
   - 1994: 1 attending 4 conferences (Charles Howerton), 1 attending 3 conferences (Will Mitchell), 4 attending 2 conferences
   - 1995: 1 attending 4 conferences (Will Mitchell), 11 attending 2 conferences
   - 1996: 1 attending 3 conferences (Will Myers), 16 attending 2 conferences
   - 1997: 2 attending 3 conferences (one being Will Myers), 12 attending 2 conferences
   - 1998: 3 attending 3 conferences, 9 attending 2 conferences
   - 1999: 1 attending 4 conferences (Will Mitchell), 2 attending 3 conferences (one being Cathy Bareiss), 14 attending 2 conferences
   - 2000: 1 attending 4 conferences (Cathy Bareiss), 23 attending 2 conferences
   - 2001: 2 attending 5 conferences (Cathy Bareiss and Will Mitchell), 1 attending 4 conferences, 2 attending 3 conferences (one a vendor), 43 attending 2 conferences (2 of which where students)
   - 2002: 1 attending 4 conferences, 5 attending 3 conferences (one being Curt White), 48 attending 2 conferences (6 of which where students)
4) **MidSouth conference**
This data is not available yet because registrations are just beginning to come in. A report will be issued after the data from all spring conferences has been entered. We (Kris and Cathy) will need to know what type of data you want.

5) **Status of conference reports:** IMPORTANT NOTE: MISSING indicates either lost at my end or not submitted. If it exists at the region, please email to Kris (kpowers@berry.edu)

<table>
<thead>
<tr>
<th>Region/Conference</th>
<th>Registration forms</th>
<th>Responsibility forms</th>
<th>Post-Conference Registration Report</th>
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<td>2002 - fine</td>
<td>2002 - missing</td>
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<tr>
<td>CP</td>
<td>2003 - current</td>
<td>2003 - missing</td>
<td>2002 - missing</td>
</tr>
</tbody>
</table>
6) **Status of membership database**
As of 1/15/03 the new database system was missing necessarily functionality, and so only the current system was available to begin the processing of the impending spring registrations. Thus, the current system will remain in place through the spring conferences, and is expected to be retired by mid-summer.

<table>
<thead>
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<th>Region</th>
<th>2003 - current</th>
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<tr>
<td>MS</td>
<td>2003 - current</td>
<td>2003 - missing</td>
<td></td>
</tr>
</tbody>
</table>
7) **Activities associated with spring registrations**

   SC      all registrations to be handled by Kris and entered in both the current and new database systems  
   CP      all registrations to be handled by Kris and entered in both the current and new database systems  
   NE      testing local entry of data in current database system and new auditing tasks - monitored by Cathy. Entering in the data in new system will be up to the region  
   MS      testing local entry of data in current database system and new auditing tasks - monitored by Cathy. Entering in the data in new system will be up to the region

8) **Ballots and renewals**

   Cathy will be coordinating the data with Kris. This data for the ballots will be ready by March 17th. Data for renewal notifications (electronic and physical) will be made available by June 1st to allow for end of conference data processing.
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</table>
APPENDIX 7: PUBLICATIONS COORDINATOR
REPORT

REPORT OF THE PUBLICATIONS CHAIR
19th February 2003
John G. Meinke

1. Report on the Spring conference proceedings:
Proceedings are either almost ready to go or are have just gone to the printer. Northeastern
still has one tutorial outstanding – however we still havetime on that.

<table>
<thead>
<tr>
<th>Region</th>
<th># papers</th>
<th>Pg cnt</th>
<th>Avg</th>
<th># abstr</th>
<th>Pg cnt</th>
<th>Avg Stu</th>
<th>Pg cnt</th>
<th>Avg</th>
<th>Total</th>
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<td>3</td>
<td>3</td>
<td>1.0</td>
<td>26</td>
<td>6.5</td>
<td>158</td>
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<tr>
<td>Central Plains</td>
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<td>7</td>
<td>2.3</td>
<td>0</td>
<td>0</td>
<td>0.0</td>
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</tr>
<tr>
<td>Mid South</td>
<td>21</td>
<td>193</td>
<td>9.2</td>
<td>10</td>
<td>19</td>
<td>1.9</td>
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<tr>
<td>Northeastern</td>
<td>22</td>
<td>204</td>
<td>9.3</td>
<td>10</td>
<td>28</td>
<td>2.8</td>
<td>42</td>
<td>54</td>
<td>291</td>
</tr>
</tbody>
</table>

Note that the totals don’t exactly add. The total page counts attributed to conferences include
county committee rosters and the like which are not itemized here. In addition, tables of
contents, board rosters, and board related entries in the proceedings are not reflected at all
above.

2. Publishing concerns:
   (a) Page counts are critical for bulk mailing, and I knew that right around 400 was
   our limit. The December mailing had a 380 face issue and included a three
   sheet insert for the Newsletter, the three sheets being roughly equivalent to 12
   pages, so we had roughly 392 pages. The weight came to 0.9965 pounds. I
   feel that is cutting it too darned close – the accuracy of the scale could cost us
   first class postage!

   (b) Communication with local conferences – this is really a concern. We really
   need to insure that dates are negotiated ahead of time. Personal work
   schedules can drastically impact whether we are able to meet a printing dead-
   line, plus we really need to allow enough time at the Publisher. As it was, the
   first contact that I received regarding Mid South was on Saturday, 8th
   February, with manuscripts following on Monday, 10th February. The pro-
   ceedings are going out tomorrow (18th February) with no guarantee that they
   will be in place for the conference in the time available. In addition, they are
   going out without a message from the local committee regarding the
   refereeing process. Trying to obtain the last pieces for the proceedings were
   uneventful, even though Susan Dean and I spent many hours getting the
   manuscript in final form.

   (c) Form of submissions: We were able to work with Word, WordPerfect, and
   pdf format files. In order to avoid problems with passing the final manuscript
   through Adobe it is essential (to avoid last minute disasters) that all of the
   manuscripts be converted to straight ASCII and then get “repaired”. Susan
   had observed that during the summer. It became a situation where we were
better off with no pre-editing on the conference level. It is critical, though, that the conference contact forward all materials in a timely manner. Without that our hands are tied on this end!

3. Editorial Staff: Susan Dean has taken the bull by the horns, so to speak, and did almost all of the Mid South proceedings. She would prepare the individual manuscripts while I was working with the master document. She worked like a trooper over the last few weeks, and without her help our printing deadlines would have been virtually impossible to meet this Spring. Kudos to Susan!

4. Susan was working on a common set of guidelines for manuscript preparation. I’m not certain at what stage that is right now, but her verbal observation has been that there appear to be so many exceptions to a standard process that it’s virtually impossible to put together a standard set of guidelines. One item that she observed, which I had observed long ago, was that authors don’t read guidelines anyway. We even had one paper come in in pdf format in two column form! A concern of mine is when I receive questions from a program chair which imply that the person has never seen a copy of the Journal, or doesn’t have a copy available for reference.

5. I continue to field promotion and tenure inquiries – the biggest item being the refereeing process. I ask all regional representatives to communicate with your regional committees/boards that the triple blind refereeing process is critical, and that it would help significantly if a description of the refereeing process, including something regarding the acceptance rate, was included in the Welcome message.

6. Return of copyright release forms is critical – I am still waiting for the copyright forms from at least one of last year’s conferences! Regional representatives, please bring that message back to your regions. Technically I should not be releasing any of the manuscripts for publication until I have the forms in hand. I recently received an inquiry regarding our copyright policy, and responded essentially dancing on eggs – not knowing if it might have been as a result of a manuscript being published for which there was no copyright release on file!

7. The Newsletter: the current newsletter is not on the web yet – it went back to George Benjamin and he found an error in it that I hadn’t – he was able to correct the pdf format. Since his notification to me of that error, I have simply not come up with the time to make the correction and send it to our Webmaster – what with working on proceedings for four different conferences over the last less than a month!

8. The web: Myles is doing an excellent job of getting materials up on the web. However, he cannot put up what is not available to him. I received the Rocky Mountain Fall Call for Participation after the newsletter went out of here, and at that time it was not available on the web – and that’s a fall conference with a paper submission deadline not that far off! I received an inquiry from Eastern subsequent to that indicating that they were having problems getting the call to the correct contact, again another fall conference for which the call for participation was not on the Consortium web site nor was it available in the newsletter. When in doubt, as Publications Chair such materials can come to me – the email address is listed in every issue of the Journal! I realize that the webmaster’s contact information is not there directly, but I will make certain that the inquiry is forwarded to Myles, or I will forward anything submitted directly to Myles.

Respectfully submitted,

John Meinke
Central Plains Conference 2003
Our conference is scheduled for April 25-26 at Emporia State University in Emporia, KS. Chuck Pheatt is conference chair.

- Paper submission was down from last year with 29 papers submitted from 28 primary authors. Counting multiple authors brings this to 49 authors. 19 papers were accepted for publication and presentation, about a 66% acceptance rate. A majority of the papers submitted and of the papers accepted had a primary author from an institution outside the normal Central Plains region.
- The program includes two tutorials and a panel discussion. John Matrow of the Wichita State University High Performance Computing Center will give the keynote address and the banquet speaker is Steve Oden, Vice President, Product Engineering, at Cerner Corporation in Kansas City.
- Finalists in the student web page contest will make presentations at the conference and winners will be selected from that group. Financial support for the contest comes from UPE and from corporate contributions. Additionally, the contest site is hosted by Absolutionz. Details about the contest are given at http://www.studentwebcontest.com/.

Future Conferences
CCSC:CP 2004 is to be at Central Missouri State University in Warrensburg with Dr. Mustafa Kamal as site chair and there have been some preliminary inquiries about a site for the following year.

Web Site
- The Central Plains regional web site is hosted permanently at http://www.ccsc.org/centralplains/.
- We are again placing links from the program to abstracts of the papers in advance of the conference in hopes of attracting more participation. The 2002 keynote address was videotaped and is available on-line.

Regional Organization
Proposed bylaws have been reviewed by the conference committee and will be placed on our Web site with an invitation for CP members to comment before our spring conference. We anticipate a vote on the bylaws and standing rules at the conference in April.

Other
Scott Sigman, Chair of the Dept. of CIS at Southwest Baptist University in the Central Plains region, is a candidate for CCSC President Elect.

The complete list of the steering committee is at http://www.ccsc.org/centralplains/new_table_2.htm. Conference activities are only possible because of the hard work of these colleagues.

Respectfully submitted,
Bob Neufeld
Central Plains Regional Representative
ARTICLE I - Name and Purpose

The name of the organization shall be: Consortium for Computing Sciences in Colleges: Central Plains Region (CCSC:CP). The purpose of the organization shall be to promote awareness of the Consortium for Computing Sciences in Colleges, hereafter referred to as CCSC, and its activities, to support computing education in colleges within the region, and to provide one yearly conference in the Central Plains Region of the United States that will be supported by and endorsed by the constitution and bylaws of the CCSC.

ARTICLE II - Membership

Members will be those persons who are members of the Consortium for Computing Sciences in Colleges who have selected the Central Plains Region as their region for purposes of CCSC voting.

ARTICLE III -- Governing Body and Duties

The governing body of the Central Plains Region will be known as the Regional Board. The Regional Board shall consist of six duly elected members and four standing members. The six elected officers of the Regional Board are the Regional Representative, who also serves as the Board Chair, Treasurer, Secretary, Editor, Webmaster, and Membership Chair, who also serves as Registration Chair. The term of each office is three years or the remaining time of a vacated office. The standing members include the Conference Chairs for the last, current and next year's conferences, and the past Board Chair (one year only).

Elections for Chair and Membership Chair will be in years where year (four-digit) modulus 3 is 2. Elections for Treasurer and Editor will be in years where year (four-digit) modulus 3 is 1. Elections for Secretary and Webmaster will be in years where year (four-digit) modulus 3 is 0.

The responsibilities of the Regional Board will include selecting the site and date of each conference, selecting the Conference Chair, supporting the annual regional conference, preparing amendments to the conference bylaws, supporting computing education in colleges within the region, and promoting awareness of CCSC and its activities.

ARTICLE IV -- Meetings

The Regional Board will meet three times each year. These meetings will be in April (at the annual conference), August (at the upcoming conference site), and January (at the upcoming conference site). Board members are expected to attend all three meetings. At the fall meeting, the Conference Chair for the following year's conference will present the plan for that conference. Any CCSC member may attend any of the three regularly scheduled annual board meetings.

ARTICLE V -- Amending the bylaws.

These by-laws may be amended by a 2/3-majority vote in the region.
ARTICLE VI -- Standing Rules

Standing rules shall be defined and modified by the Regional Board.

CCSC:CP 2004 Conference Budget
Proposed -- February, 2003

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<th>Number</th>
<th>Per Item</th>
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<p>| <strong>Expenses</strong> | | |
| Extra/Previous Proceedings | 0 | $6 | - |
| Steering Com. Ex. | 1 | $350 | 350 |
| Phone/Fax | 1 | $100 | 100 |
| Postage (2 of 700) | 1400 | $0.35 | 490 |
| Office Supplies | 1 | $200 | 200 |
| Brochure Printing | 1400 | $0.50 | 700 |
| Duplication | 1 | $250 | 250 |
| Speakers Expenses | 1 | $750 | 750 |
| Consortium Head Tax | 90 | $41 | 3,690 |
| Meals | - | | |
| Breaks | 95 | $12 | 1,140 |
| Banquet | 90 | $28 | 2,520 |
| Luncheon | 90 | $20 | 1,800 |
| Other meals | 0 | - | - |
| <strong>Student Programs</strong> | - | | |
| Student Awards | 1 | $1,800 | 1,800 |</p>
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APPENDIX 9: EASTERN REPORT

CCSCE 2002 Conference Report
Zahira S. Khan, Conference Chair
February 15, 2003

The 18th Annual CCSCE 2002 conference was held at Bloomsburg University, Bloomsburg PA on October 18 and 19, 2002.

The committee members were:
Papers Chair: Amruth Kumar
Panels and Workshops Chair: Jennifer Polack-Wahl
Registration and Vendors Chair: Youmin Lu
Programming Contest Chair: Curt Jones
Student Poster Chair: Erik Wynters
Local Arrangements Chair: Robert Montante
Web Master: Chris Kelsey, a Bloomsburg University student

The keynote address was given by Watts S. Humphrey Software Engineering Institute Carnegie Mellon University. The speaker’s honorarium and travel expense was paid by Bloomsburg University Foundation.

The details of conference registration are given below:

- Papers submitted: 33
- Papers accepted: 24
- Workshops Submitted: 2
- Workshops Accepted: 2
- Panels Submitted: 6
- Panels Accepted: 5

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<tr>
<td>Faculty Presenters</td>
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<td>Student Presenters</td>
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<td>Other (Board Members)*</td>
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<td>Posters</td>
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<tr>
<td>Posters (no show)</td>
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<tr>
<td>Programmers (14 teams)</td>
<td>38</td>
</tr>
<tr>
<td>Vendor</td>
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</tr>
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</table>
The final Budget that was submitted to Bill Myers is attached.

The Conference call for papers can be found at http://www.csam.montclair.edu/~deremer/CCSCE2003Call.pdf

Steering Committee will meet at Montclair to set the program on April 26, 2003.
Midwest Conference 2002
The Midwest Conference for 2001 was held September 27 and 28 at Indiana Wesleyan University in Marion, Indiana. Details of that conference are in the CCSC-Midwest Fall, 2002 Report.

Midwest Conference 2003
The Midwest Conference for 2003 will be held October 3-4, 2003 at Denison University in Granville, Ohio. Deborah Hwang of the University of Evansville will chair the conference, and Joan Krone of Denison University will be the site chair. The budget for this conference was approved at the Fall, 2002 Board Meeting, but contained a summation error. The revised budget document is being forwarded to the board along with this report.

Important Dates:

- Paper Submission Deadline: March 17, 2003
- Panels, Tutorials, and Workshop Proposals Deadline: April 14, 2003
- Notification of Acceptance: May 15, 2003
- Final Drafts & Presenter Registration Due: June 13, 2002
- Student Submissions (Not to be published): September 12, 2002

By-laws
A draft of regional bylaws has been created and is being circulated for comment among the current conference and steering committee members. A copy of this document is appended to this report. The plan is to discuss and hopefully ratify these bylaws at the spring conference committee meeting (which will also have members of the steering committee present).

Other Issues
The tentative site for the Fall 2004 Midwest Conference is Kalamazoo College in Kalamazoo, Michigan. The conference chair will be Cathy Bareiss of Olivet Nazarene University and Alyce Brady of Kalamazoo College will be the site chair if the conference is held at Kalamazoo.

Respectfully submitted by
Myles F. McNally
Midwest Representative
Appendix One: First Draft of Proposed Bylaws for the CCSC Midwest Region

BY-LAWS
Consortium for Computing Sciences in Colleges: Midwest Region

ARTICLE I - Name and Object
The name of the organization shall be: Consortium for Computing Sciences in Colleges: Midwest Region. The object of the organization shall be to provide one yearly conference in the Midwest Region of the United States that will be supported by and endorsed by the constitution and by-laws of the Consortium for Computing Sciences in Colleges hereafter referred to as CCSC.

ARTICLE II -- Membership
Members will be those persons who are members of the Consortium for Computing in Small Colleges who have selected the Midwest Region as their region for purposes of CCSC Voting.

ARTICLE III -- Governing Body and Duties
The governing body of the Midwest Region will be known as the Steering Committee. The Steering Committee shall consist of

- The Regional Representative to the Board of the CCSC (who chairs the Committee)
- Five duly elected members
  - Regional Editor (who also serves in that role on the conference committee)
  - Regional Membership (who also serves in that role on the conference committee)
  - Regional Webmaster (who also serves in that role on the conference committee)
  - Two At-large Positions
- The Current Conference Chair (who also serves as the Regional Treasurer)
- The Previous Conference Chair (who also serves as the Regional Secretary)

The term of the regional representative will be determined by the bylaws of the CCSC. The term of office for the other elected members will be three years or the remaining time of a vacated office. Steering Committee members must be members of the Midwest Region. Elections for these positions will be staggered and will be held at the annual business meeting in conjunction with the regional conference. The responsibilities of the Steering Committee will include selecting the site and date of each conference, selecting the conference chair and associate chair, preparing the annual budget, insuring the publication of the proceedings, holding regional elections, and preparing amendments to the conference bylaws and standing rules.

ARTICLE IV -- Meetings
The Midwest Region shall support one annual conference at which the Steering Committee will also meet. In addition, the Steering Committee shall also meet in conjunction with the spring planning meeting for the next conference.

ARTICLE V -- How to amend the by-laws.
These by-laws may be amended by following the rules for amending the constitution and by-laws of the CCSC.

ARTICLE VI -- Standing Rules
The Steering Committee may formulate standing rules to supplement these By-laws, so long as they are not inconsistent with these By-laws. Standing rules may be adopted by a two-thirds vote of a quorum of the Steering Committee at any regular meeting. Each Standing Rule adopted shall become an addendum to these By-laws.
Northeast Report
Report from the CCSCNE to the CCSC Board
for National Board Meeting, February, 2003

1. 2003 Conference

The Eighth Annual NE conference is to be held at Rhode Island College, Providence, Rhode Island, April 25-26, 2003. The conference co-chairs are Rod Rodrigues, Rhode Island College (mrodrigues@ric.edu) and Frank Ford, Providence College (fpford@providence.edu).

Current figures, which are taken from the provisional schedule and so are contingent on actual presentations, are:

(a) Two (of five) workshops accepted.
(b) Three (of five) tutorials accepted. The Program also includes an NSF tutorial and one of the workshops, which was reclassified as a tutorial.
(c) Four (of four) panels accepted.
(d) Twenty two (of 45) papers accepted.

As it was last year, the paper acceptance rate is therefore below 50%.

As there was at the 2002 NE conference, there will again be student posters and a programming contest. The invited speakers for the plenary sessions are John Conway (Princeton University) and Linda Stern (University of Melbourne, Australia).

Registration has been increased to $120; for students to $40; and for programming teams, to $50 per team (each student and the advisor must also register).

2. 2004 Conference

As reported at the November meeting, the venue for the 2004 NE conference has been selected: Union College, Schenectady, N.Y.
3. 2005 Conference

The venue for the 2005 conference is not yet finalized but it appears that it will be at Providence College, Providence, RI.

4. Noteworthy Items from Recent NE Board Meetings

(a) To maintain the quality of our conferences, the board has adopted the policy that the paper acceptance rates for the NE should now not normally exceed 50\%.

(b) The best paper awards are now to be based solely on the remarks made by paper reviewers and the Paper's Chairs, instead of also partly on the actual presentation as was done in the past.

Respectfully submitted (February 11, 2003):

Richard Wyatt  
Chair of the CCSCNE Board  
Department of Computer Science  
410 Anderson Hall  
West Chester University  
West Chester, PA 19383  
Work: (610) 436-3230  
FAX: (610) 436-3530  
wyyatt@checkov.wcupa.edu
APPENDIX 12: NORTHWEST REPORT

CCSC-Northwest Regional Report
February 4, 2003

Northwest Conference 2002
The Northwest Conference for 2002 was held October 4 and 5 at Seattle Pacific University in Seattle, Washington. Phil Prins of SPU was chair the conference. See the fall report for specific details.

Northwest Conference 2003
The Northwest Conference for 2003 will be held October 3 and 4 at Central Washington University in Ellensburg, Washington. Ed Gellenbeck of CWU will chair the conference.

The regional board met on January 25th at CWU. Everything appeared on track with preparations for the fall conference.

Paper submissions are due March 14th, Panels/workshop proposals due March 28th.

We will be holding our third student poster contest next year.

Other Issues
At the regional board meeting in January we approved the NW bylaws and standing rules. They may be viewed at the CCSC website. Our webmaster has also setup a regional board page on the site that contains all regional document templates and guidelines. We plan to continue to add to these along with using the site as the official NW records site.

We will be using the national CCSC site for our ftp site of authors papers.

Willamette University in Salem, Oregon is the site for the 2004 CCSC NW conference.

The next regional board meeting will be May 17th at Willamette.

George Hauser of PLU and Phil Prins of SPU are the nominees for the NW regional rep. Position this spring. Also, Brent Wilson of George Fox University is the nominee for the NW regional board membership position.

Respectfully submitted by
Rob Bryant
Northwest Representative

CCSC/NW 2004 Budget
Created 8 January 2003
Based on 2002 Budget
Revised 10 January 2003 per discussions with Willamette scheduling

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## Registrations-Student

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<td>Taxes for meals</td>
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<td>Student Programs</td>
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<tr>
<td>Student Awards</td>
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<tr>
<td>Consortium Membership</td>
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<tr>
<td>Conference Services (rooms, etc.)</td>
<td>65 $20.00 $20.00 $1,300</td>
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Total $10,209

Difference $31

**Does NOT include social hour**

Attendance is based on the final report from Seattle Pacific
BY-LAWS

Consortium for Computing Sciences in Colleges: Northwest Region

ARTICLE I - Name and Object

The name of the organization shall be: Consortium for Computing Sciences in Colleges: Northwest Region (CCSCNW). The object of the organization shall be to provide one yearly conference in the Northwest Region of the United States which will be supported by and endorsed by the constitution and by-laws of the Consortium for Computing Sciences in Colleges hereafter referred to as CCSC.

ARTICLE II - Membership

Members will be those persons who are members of the Consortium for Computing Sciences in Colleges who have selected the Northwest Region as their region for purposes of CCSC voting.

ARTICLE III -- Governing Body and Duties

The governing body of the Northwest Region will be known as the Regional Board. The Regional Board shall consist of five duly elected members and six standing members. The five elected officers of the Regional Board are the Regional Representative, who also serves as the de facto Board Chair hereafter referred to as Chair, Treasurer, Secretary, Editor, and Membership Officer. The term of each office is three years or the remaining time of a vacated office. The six standing members include the Conference Chairs for the last, current, and next years' conferences, and the Site Chairs for the current and next years' conferences, and the past Board Chair (one year only).

Elections for Chair and Membership Officer will be in years where year modulus 3 is 2. Elections for Treasurer and Editor will be in years where year modulus 3 is 1. Election for Secretary will be in years where year modulus 3 is 0. The Secretary will administer the elections held each spring (see standing rules) and finalized by the CCSCNW Regional Board meeting in May.

If necessary, the Chair may appoint an officer temporarily if that office becomes vacant and there is need for its immediate occupancy.

The responsibilities of the Regional Board will include selecting the site and date of each conference, preparing amendments to the conference bylaws, selecting the Conference Chair, and supporting the annual regional conference.

ARTICLE IV -- Meetings
The Regional Board will meet three times each year. These meetings will be in October (at the annual conference), January (at the upcoming conference site), and May (at the following year’s conference site). Board members are expected to attend all three meetings. At the fall meeting, the Conference Chair for the following year’s conference will present the plan for that conference. Any CCSC member may attend any of the three regularly scheduled annual board meetings.

ARTICLE V -- How to amend the by-laws.

These by-laws may be amended by a 2/3 majority vote of the board.

ARTICLE VI -- Standing Rules

Standing rules shall be defined and modified by the Regional Board.

****************************************

STANDING RULES (Not being voted upon by membership, but published to show how the by-laws might be implemented.)

NORTHWESTERN REGION OF THE CONSORTIUM FOR COMPUTING IN SMALL COLLEGES

Established: 1999

1. Election of the Regional Board.

   a. Nominations for membership on the Regional Board can be made by any voting member of the Region (as defined by the By-laws and standing rules of the Consortium for Computing Sciences in Colleges).

   b. Nominees must be voting members of the Northwest region.

   c. Membership on the Regional Board is open to all members of the CCSC NW.

   d. The number of Regional Board members may be no more than 20.

   e. A simple majority of the Regional Board members shall constitute a quorum.

2. Removing and Adding Members

   A new member may be added to the Regional Board if nominated by a member, seconded by another member, and elected by a majority at a regularly scheduled Regional Board meeting.
A member may be removed for cause (e.g. inactivity) from the Regional Board at the request of one member, seconded by another member, and approved by a majority at a regularly scheduled Regional Board meeting. If the removed member is to be replaced by a new member, the method in the previous paragraph will then be used.

The above actions may also be taken by mail (physical or electronic) but a 2/3 majority of the membership is needed for addition or removal.

A new elected position may be established on the Regional Board at the request of one board member, seconded by another member, and approved by a 2/3 majority of the board. Any new elected position must then be added to the bylaws along with appropriate term and election years in article III.

3. Officers and Standing Members

The officers of the Regional Board are the Regional Representative, who also serves as the de facto Board Chair hereafter referred to as Chair (see rule 4), Treasurer, Secretary, Editor, and Membership Officer. The term of each office is three years.

The chair at the January board meeting will appoint an ad hoc election committee. The committee will call for nominations (email ok) from the regional membership not later than 2 weeks past the January board meeting. The election committee will verify nominations (eligible and willing to serve) before the mailing of ballots by March 15th. Write in candidates are allowed on the ballots. Elections will be closed April 1st. The election will be run via electronic transmission (preferred) or postal mail. The nominee receiving the highest number of votes wins. In the event of a tie, the regional chair casts the tie-breaking vote. The election committee chair will notify winners and losers no later than April 8th. Elected members take office at the May board meeting.

Officers may also be terminated by resignation or removal (as specified in Rule 2). If necessary, the Chair may appoint an officer temporarily if that office becomes vacant and there is need for its immediate occupancy.

Standing members include the Conference chairs for the last, current, and next year conferences, and the Site chairs for the current and next conferences, and the past Board Chair (one year only).

The board will appoint a webmaster for the region web site.

The regional registrar is a position filled by the current conference chair.

4. Regional Representative

One member of the NW region will be elected as Regional Representative in years where year modulus 3 is 2 for a three-year term on the Board of Directors of the CCSC. The Regional Representative will also serve as chair of the Regional Board.
The national CCSC board is responsible for this election. The elected representative will take office as Regional Board Chair at the May board meeting following the election. The term of regional representative does not commence until the start of the national CCSC fiscal year, (see national bylaws Article VI.7).

5. Duties of the Officers and Regional Representative.

a. The Chair is the principal officer and is responsible for leading the Regional Board and managing its activities. The duties of the Chair are:
   i. To call and preside at Regional Board meetings;
   ii. To conduct the Regional Board's meetings activities in accordance with the bylaws and standing rules;
   iii. To make all appointments and fill vacancies as authorized herein;
   iv. To appoint all standing and ad hoc committees;
   v. To coordinate the responsibilities, duties, and activities of the other officers and the regional representative; and
   vi. To act as official spokesperson for the Regional Board.

b. The duties of the Treasurer are:
   i. To manage the Regional Board's finances. This includes preparing the annual budget, monitoring the Board's disbursements for adherence to the annual budget, and preparing financial reports as required; and
   ii. To report the Board's finances to members at the January meeting.

c. The duties of the Secretary are:
   i. To keep and distribute full minutes of all Regional Board meetings; and
   ii. To assure that a quorum is present at the beginning of each meeting.

d. The duties of the Editor are:
   i. To coordinate the jobs of the Papers Chair, and the Workshop/Tutorials/Panels Chair;
   ii. To maintain the current copies of all forms and communication templates necessary for the conference; and
   iii. To maintain the procedures that should be followed regarding the communication between presenters and conference chairs.

e. The duties of the Membership Officer are:
   i. To collect names of faculty to add to the Consortium's database;
   ii. To recruit more regional members and conference attendees;
   iii. To maintain an electronic list of faculty who have attended the conference, are interested in attending the conference, or have requested information about the conference; and
   iv. To be the contact person for people interested in the regional consortium and the regional conference.
   v. To be the contact person for vendors interested in the regional consortium and the regional conference.

f. The duties of the Regional Representative (who also serves as the Chair - see 5a) are:
   i. To represent the best interests of the Northwestern Region at the CCSC by promoting an understanding of the needs of the region through national and inter-regional communication;
   ii. To act as a liaison between the Northwestern Region, the CCSC, and the other regional boards so that a better understanding of each other's operation and current issues may occur;
   iii. To inform the Regional Board of the activities of the CCSC.
CCSC: Rocky Mountain Region Report
February 12, 2003

Rocky Mountain Conference 2002
The conference was held October 18 and 19 at Metropolitan State College of Denver in Denver, CO. Tim Reeves of San Juan Community College was Conference Chair. Judy Gurka and Noel LeJeune of Metropolitan State College of Denver were Co-Site Chairs.

- Robert Sebesta gave the Keynote Address.
- Presentations included 21 papers, 4 panels, 2 tutorials, and 1 workshop
- The UPE award for best student paper was given to Ryan Southworth from the University of Northern Colorado for "Cycles with Primes." Brandi Gilds from Xavier University won the second-place award for "Ontology of World Religions - Knowledge Engineering."
- In the conference evaluations, all aspects of the conference including presentations, keynote, food service, and motel accommodations were all rated highly. The online course presentations were mentioned more than any others as being the most valuable part of the conference. The Keynote address by Robert Sebesta was also mentioned on several surveys. Several evaluations mentioned the need for more vendors.
- Attendance: 57 (including 3 students, 2 local vendors, and 2 speakers.)

Future Conferences
2003 Western New Mexico University; Silver City, NM.
   Conference Chair: Peter Isaacsen, University of Northern Colorado
   Site Chair: Richard Johnson, Western New Mexico University

2004 University of Northern Colorado; Greeley, CO

2005 Utah Valley State College; Orem, UT

Other Issues
1. We have completed a draft of regional bylaws. We expect to present them to the Board next Fall.
2. We will use electronic submission and refereeing for the first time, this year. We are asking all authors to submit both in paper and electronically. We expect to use only electronic submission next year.

Respectfully submitted by
Anne Cable
Rocky Mountain Representative
CCSC-SOUTHEAST REGIONAL REPORT

Spring 2003

Fall 2002 CCSC:Southeastern Conference

The 16th CCSC Southeastern Conference was hosted by Furman University in Greenville SC on Nov 8-9. There were a total of 80 registrations. The program included 23 regular papers, 1 student paper, and 3 tutorial. Student participation was at an all-time high with 28 teams (106 students) representing 16 schools in the programming contest, and 6 teams in the web authoring contest. Winners in the programming contest were Mercer University (1st), Bob Jones University (2nd), and Roanoke College (3rd). Winners in the web authoring contest were Belmont University (1st), Columbia College (2nd), and Lynchburg College (3rd). Greg Easterlin, Chief Information Officer of Milliken & Company gave the keynote address “Using a Mixture of Old and New to Build a World-Class Internal Supply Chain System.” Dr. Robert Geist, co-founder of the Master of Fine Arts in Computing at Clemson University, gave the banquet address “Digital Production Arts: Coming Soon to a College Near You!”

The steering committee consisted of Kevin Treu and Paula Gabbert (Furman, site co-chairs), Laurie White and Andy Digh (Mercer, program co-chairs), Dee Medley (treasurer, Augusta State University), Becky Tallon (David Lipscomb, secretary, 2001 site co-chair and coordinator of Web contest), Julia Benson (Georgia Perimeter, membership chair), Bill Myers (Belmont Abbey, at-large member), Kris Powers (Berry, local registrar), Susan Dean (UMUC – Maryland in Europe, public relations), Julia Benson and Priscilla Dodds (Georgia Perimeter, 2003 site co-chairs), Bob Riser (East Tennessee State, regional representative), John Meinke (UMUC – Maryland in Europe, Proceedings Editor), and Jon Fauss (David Lipscomb, 2001 site co-chair). Lorie Moffit (East Tennessee State) coordinated the programming contest.

Fall 2003 Southeastern Conference

Georgia Perimeter College, Dunwoody GA, will host the 2003 conference on Nov 7-8. Julia Benson and Priscilla Dodds are site co-chairs. The conference web site should be up soon and the call for participation is available. Submission deadlines are March 28 for regular papers and April 28 for student papers. Student activities will again include a programming contest, web authoring contest, and student paper competition. Details of each are available on the web site. The keynote address will be given by Dr. Amy Bruckman, Assistant Professor in the College of Computing at Georgia Tech, a member of the Graphics, Visualization, and Usability Center, and founder of the Electronic
Learning Communities research group. The banquet speaker has not yet been determined.

**Fall 2004 Southeastern Conference**

Wofford College, Spartanburg SC, will host the 2004 conference on Nov 5-6. Site co-chairs are Joe Sloan and David Sykes.

**Other Regional Issues/Activities**

*CCSC:SE Regional bylaws* – The Southeast Regional Board voted unanimously to approve Bylaws and associated standing rules for the region. The document will be presented for CCSC Board approval at its February 2003 meeting.

*CCSC:SE Conference Hosting Manual* – Work is continuing on the development of a Conference Hosting Manual and a draft is expected for review in spring 2003. This, together with the existing CCSC:SE Conference Host Proposal form, will provide detailed assistance to host sites.

*Nominee for CCSC:SE Regional Representative* – Nominees for the Southeast Regional Representative were solicited at the SE regional membership meeting and the Regional Board meeting held in conjunction with CCSC:SE 2002. Kevin Treu was nominated. His name, along with that of other nominees identified prior to the spring CCSC Board meeting, will be submitted to the CCSC nominating committee.

Respectfully submitted,

Bob Riser
Southeastern Regional Representative
### Budget for CCSC: Southeastern Conference for 2004

#### Income

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**Total Income**: $11,925

#### Expenses

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**Total Expenses**: $11,885

**Total**: $11,925 - $11,885 = $40
BYLAWS OF THE SOUTHEASTERN REGION OF THE CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Article 1: Name, Purpose, and Governing Body

The name of this organization is the Consortium for Computing Sciences in Colleges: Southeastern (CCSC:SE). The purpose of the organization is to support CCSC in promoting the betterment of computer oriented curricula in two- and four-year colleges and in improving the use of computing as an educational resource for all disciplines, and to provide one yearly conference, the Southeastern Regional Conference, in the CCSC:SE region. The intention of the annual regional conference is to bring together faculty, staff, and students from primarily undergraduate academic teaching institutions throughout the Southeastern region in an exchange of ideas and information concerning computing and computing curricula in such an environment.

The governing body of CCSC:SE will be known as the Regional Board.

Article 2: Membership

The membership of CCSC:SE consists of all CCSC members who have selected the Southeastern Region as their region for the purposes of CCSC voting. Membership on the Regional Board is open to all members of the CCSC who are affiliated with the Southeastern region.

Article 3: Meetings

The Regional Board will meet a minimum of two times per year. One meeting will take place in the Fall, in conjunction with the Southeastern Regional Conference. The second will be in the Spring at a site to be determined at the Fall meeting. Any CCSC member may attend any of the regularly scheduled Regional Board meetings.

A simple majority of the Regional Board members shall constitute a quorum.

The Southeastern Region will hold its annual business meeting during the Southeastern Regional Conference.

Article 4: Officers and Standing Members

The officers of the Regional Board are the Chair, Treasurer, Secretary, Editor (or Program Chair), Publicity Chair, Webmaster, Membership Chair and Registration Chair. The term of each office is three years.
Elections of officers will be staggered over a three year period with Chair and Secretary elected in the same year, Treasurer, Editor and Publicity Chair in the following year, and Webmaster, Membership Chair and Registration Chair in the third year. Officers are elected by a simple majority of the members of the Regional Board during the Fall meeting. The positions of Treasurer and Registration Chair must be filled by two different people.

Officers may also be terminated by resignation or removal as specified in the Standing Rules. The Chair may appoint an officer to complete an unfinished term if an office becomes vacant.

Standing members include the Southeastern Regional Representative, immediate Past Chair and the Site Chairs for the immediate past, current, and next CCSC:SE conferences.

Upon approval of the Regional Board, individuals charged with special duties may serve as at-large members of the Regional Board. Such individuals will serve at the pleasure of the Regional Board for an unspecified term.

**Article 5: Regional Representative**

The CCSC Board is responsible for conducting an election for the Southeastern Regional Representative to the CCSC Board. The elected representative will take office the following August and will serve a three-year term. The Regional Board will submit names of nominees for the regional representative to the CCSC nominating committee.

**Article 6: Conference Committee**

The Regional Board shall ensure that the conference Site Chair(s) appoint a conference committee within six months of the approval of the Site Chair’s institution as a host (no less than 18 months prior to the conference itself). The purpose of this committee is to plan and implement the details of the annual conference, in accordance with the accepted procedures and traditions of the Southeastern Region.

The conference committee shall consist of the following positions: Local Arrangements Chair, Local Publicity Chair, Speakers Chair, Vendors Chair, Corporate Sponsors Chair, Programming Contest Director, Web Contest Director, Student Paper Contest Director.

Additional positions may be created and appointed at the discretion of the Site Chair(s).

The Regional Board shall provide assistance as necessary to facilitate the appointment of this committee.
Article 7: Standing Rules

Standing rules shall be defined and modified by a simple majority vote of the Regional Board.

Article 8: Rules of Order

Rules contained in the most recent edition of Robert’s Rules of Order shall govern this organization in all cases in which they are applicable, provided they are not inconsistent with the Bylaws or Standing Rules of this organization.

Article 9: Amending the Bylaws

These Bylaws may be amended by a two-thirds majority vote of the Regional Board.

STANDING RULES
SOUTHEASTERN REGION OF THE
CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

1. Election of the Regional Board
   A. Nominations for membership on the Regional Board can be made by any voting member of the Region (as defined by the By-laws and standing rules of the Consortium for Computing in Colleges).
   B. Nominees must be affiliated with the Southeastern Region.
   C. The number of Regional Board members may not exceed 20.

2. Adding and Removing Members
   A new at-large member may be added to the Regional Board if nominated by a member of the Board, seconded by another member of the Board, and elected by a simple majority at a regularly scheduled Regional Board meeting.
   A member may be removed for cause (e.g. inactivity) from the Regional Board at the request of one member of the Board, seconded by another member of the Board, and
approved by a simple majority of the Regional Board membership at a regularly scheduled Regional Board meeting.

The above actions may also be taken by mail (physical or electronic) but a majority of the Regional Board membership is needed for addition or removal.

3. Duties of the Officers and Southeastern Regional Representative.

A. The Chair is the principal officer and is responsible for leading the Regional Board and managing its activities. The duties of the Chair are:
   1. To call and preside at Regional Board meetings;
   2. To conduct the Regional Board's meetings activities in accordance with these bylaws;
   3. To make all appointments and fill vacancies as authorized herein;
   4. To appoint all standing and ad hoc committees;
   5. To coordinate the responsibilities, duties, and activities of the other officers and the regional representative; and
   6. To act as official spokesperson for the Regional Board.

B. The duties of the Treasurer are:
   1. To manage the Regional Board's finances. This includes preparing the annual budget, monitoring the Board's disbursements for adherence to the annual budget, and preparing financial reports as required; and
   2. To report the Board's finances to members at each Regional Board meeting.

C. The duties of the Secretary are:
   1. To keep and distribute full minutes of all Regional Board meetings; and
   2. To assure that a quorum is present at the beginning of each meeting.

D. The duties of the Editor (also called the Program Chair) are:
   1. To coordinate all tasks associated with preparing the conference program, including the refereeing and selection process for papers, student papers, panels, workshops, and tutorials;
   2. To coordinate the selection of session presiders for the conference;
   3. To provide the CCSC Publications Chair with all materials to be included in the Proceedings of the Southeastern Regional Conference, published in the CCSC Journal;
   4. To contact the chief academic officer of each paper author’s institution, acknowledging their participation;
   5. To maintain the current copies of all forms and communication templates necessary for the conference; and
   6. To maintain the procedures that should be followed regarding the communication between presenters and conference chairs.
E. The duties of the Publicity Chair are:
   1. Maintain current copies of the annual call for papers and preliminary program/call for participation;
   2. Ensure distribution of these materials via the regional website and hard copy distribution as appropriate;
   3. To supervise a regular schedule of electronic mailings (typically one per month) to the regional mailing list; and
   4. Work closely with the conference committee Local Publicity Chair.

F. The duties of the Webmaster are:
   1. To create and maintain CCSC:SE website;
   2. To make changes to the CCSC:SE website to provide, in a timely manner, all information necessary for the CCSC:SE conference; and
   3. To coordinate the CCSC-SE website with the national CCSC website.

G. The duties of the Membership Chair are:
   1. To collect names and electronic mail addresses of faculty to add to the regional database, drawn from those who have attended the conference, have requested information about the conference, and/or work at institutions within 200 miles of the conference site;
   2. To provide a means for communication via electronic mail with those in the regional database;
   3. To recruit regional members and conference attendees;
   4. To be the contact person for people interested in the regional consortium and the regional conference.

H. The duties of the Registration Chair (or Local Registrar) are:
   1. To collect conference registration forms and fees;
   2. To update and maintain the national CCSC database of registrants;
   3. To enforce conference registration deadlines; and
   4. To fulfill the duties of on-site registrar at the conference.

I. The duties of the Regional Representative are:
   1. To represent the best interests of the Southeastern Region at the CCSC by promoting an understanding of the needs of the region through national and inter-regional communication;
   2. To act as a liaison between the Southeastern Region, the CCSC, and the other regional boards so that a better understanding of each other's operation and current issues may occur; and
   3. To inform the Regional Board of the activities of the CCSC.
   4. To perform additional duties as defined by the CCSC Bylaws.

4. Duties of the Conference Committee members are described in detail in the CCSE:SE Conference Hosting Manual, available from the Regional Board Chair or the regional website.
I. South Central Steering Committee Meeting Fall 02

The 2002 CCSC SCC Planning Meeting was held in Jackson, MS November 15-16, 2002 at the Cabot Lodge on the campus of Millsaps College, the Conference hotel. R. Stephen Dannelly, Texas A&M University Corpus Christi, Papers and Program Chair, reported 26 papers received and reviewed. Reviewers were recruited from a list of former reviewers via email and asked to sign up for areas of interest on the papers website. We had 36 people sign up to review. Each paper was "sent" to three reviewers. Reviewers were assigned from one to four papers each, with most reviewers being assigned three papers each. Because some reviewers forgot to review their assignments or because a few reviewers had last minute difficulties understanding how to use the online system, some papers only received two reviews. Many reviewers submitted only limited written comments, a few submitted no written comments at all, and a few submitted extensive comments. Therefore, while a most papers received about 2 pages of single spaced comments, a few papers received over 4 pages and few received less than one full page. 69% of these papers were accepted for presentation at the conference.

R.W. McCarley, conference chair, expressed continued concern regarding the Mid-South Conference being held in Memphis, TN only 180 miles from Jackson and just two weeks prior to the South Central conference. He is concerned that attendance will be down due to the unapproved Mid-South Conference.

Amardeep Kahlon, panels and tutorials chair, reported that proposals for two tutorials and one panel were received. One tutorial (Web Accessibility) and the panel (Challenges and Rewards of Teaching in a Small Computer Science Department) were accepted. Amardeep further reported that Dell Computing would not be supporting the South Central student paper competition this year. However, she is pursuing additional support (additional to the UPE support) for the South Central student paper awards with IBM.

Barbara Owens reported that Dr. Jane Prey, rotating National Science Foundation program director, will be the banquet speaker for the Spring 03 conference. R. W. McCarley is pursuing several possible keynote speakers.
II. South Central Database Concerns and Questions

Questions for the database administrator and membership secretary:

1. Is it possible to keep a membership list and then a separate list, which would include past members? i.e., those who were members by virtue of attendance at one of the conferences, but then did not attend the subsequent year(s) and didn’t renew membership. This would allow for a much larger, “perspective” attendee mailing list.

2. Can we arrange for a national registration page? The page should contain a check-off list for the regional conference to be attended. The registration fee should then be sent to the Membership Secretary directly, who would then mark the attendee paid whether the attendee is a presenter or not. This would allow the journal editor, the papers chair, etc access to who has paid and who has not?

III. South Central By-Laws and Standing Rules

The by-laws and standing rules drafted by the South Central Steering Committee in April of 1999 were reviewed and revised during the November 2001 meeting were revised further to comply with National Board suggestion during the meeting. After electronic review by the Steering Committee, it is assumed that I will have them for presentation to the board meeting in February 2003.

IV. South Central Representative to the Nominating Committee

Charlotte Busch, Texas A&M-Corpus Christi, has agreed to serve on the Nominating Committee for the 2003 elections for the regional representatives and national offices.

V. South Central Conference Proceedings Update

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

VI. South Central Spring 03 Registrations

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

VII. South Central Automated Submission System

A. South Central Papers/Program Chair Comments

The S.C. web-based review system developed by Dannelly and his students at A&M-CC is used for:
- submission of drafts for review
- registration of reviewers along with the subject areas they are most interested in reviewing
- disseminating papers to reviewers (reviewers' access is restricted to just the papers they are to review)
- collection and consolidation of reviewers' comments and scores
- providing email and mailing lists to the program chair for accepted and rejected papers
- submission of final manuscripts to Meinke for publication (authors submit a Word or WordPerfect file plus a PDF version)
- dissemination of all forms, such as registration, copyright, ...

Although the system was tailor made for A&M-CC's web server, Dannelly will make available to other CCSC program chairs the numerous HTML pages and Perl scripts, along with the limited help files. At least a modest knowledge of Perl would be necessary for someone to convert the existing system to run on their environment. Also, security for the existing system utilizes services provided by Apache.

**B. Journal Editor's Comments**

John Meinke, Journal Editor, has used the system and comments as follows:

The web retrieval was fantastic -- no other way to describe it --

Papers were available in good form, either Word or WordPerfect, as well as in pdf format -- and that's something that we hadn't thought about in the past -- we worried about the hard copy so that I could see what the authors intended, and the pdf provided that!

The pdf format added a bit more burden on Steve, but it certainly added significantly to making my life much, much easier!

The whole process went superbly on my end -- download the materials at my own leisure, have the "camera ready copy" to look at as I played with final formatting, and also have the email contact with the principal author should it be needed -- provided me with all the contact information should anything be needed -- it was all there in one intact entity -- the web page!

Inclusion of the status of forms on the web page helped significantly -- cannot release papers for publication until the copyright release forms are in hand -- and that information was included on the web page -- at this point it appears that we still might have some papers that might not make it into the proceedings based on lack of paperwork, but we can process that right up until the last minute.

South Central has done a superb job in getting the deadlines to a point that publishing deadlines are not a problem, and with the addition of the
electronic communication regarding paperwork we have until the very last minute to determine which papers get published and which do not!

I feel that the South Central web site is something that should be considered by other conferences -- something that works very well!

**VIII. Letter to Several Members of the Board from South Central 03 Conference Chair**

To whom it may concern:

As I study the numbers and plan for the South Central Region Conference at Millsaps College in April of 2003, it appears that expected attendance figure in the budget submitted earlier should be reduced by 30%. In view of another region's conference scheduled a few weeks earlier and less than 200 miles from Jackson, the attendance for our meeting is expected to drop.

My plans for attracting professors from colleges and universities in Mississippi will not be as successful since most of the leaders in the new region are from Mississippi and northeastern Louisiana. Also, prior to this year attendance from large universities had not been pushed. The new region got the jump on South Central.

This is a real slap in the face for the South Central Region, as we have worked hard to get more participation from the eastern side of the region.

We will cut all the corners where possible to break even, but we will not reduce the quality of the conference life just to break even. In fact, I expect the final figures for the Jackson conference finances to be RED.

R. W. McCarley

**IX. South Central Conference Site 2005**

The 2005 Conference will be hosted by McNeese State University, Lake Charles, LA, the Conference Chair will be Kay Kussman.

**Respectfully submitted by**

Carl W. Steidley  
South Central Representative

Attachments: CCSC:SC Draft By-Laws  
CCSC:SC Draft Standing Rules
BY-LAWS
Consortium for Computing in Small Colleges: South Central Region

ARTICLE I - Name and Object
The name of the organization shall be: Consortium for Computing in Small Colleges: South Central Region. The object of the organization shall be to provide one yearly conference in the South Central Region of the United States which will be supported by and endorsed by the constitution and by-laws of the Consortium for Computing in Small Colleges hereafter referred to as CCSC.

ARTICLE II - Membership
Members will be those persons who are members of the Consortium for Computing in Small Colleges who have selected the South Central Region as their region for purposes of CCSC Voting.

ARTICLE III -- Governing Body and Duties
The governing body of the South Central Region will be known as the Steering Committee. The Steering Committee shall consist of nine duly elected members and the regional representative to the Board of the CCSC. With the exception of the regional representative, the term of office will be three years or the remaining time of a vacated office. Elections for three positions shall be held each year. The responsibilities of the Steering Committee will include selecting the site and date of each conference, preparing amendments to the conference bylaws, selecting the Conference Committee and selecting the Conference Program Chair.

ARTICLE IV -- Meetings
The South Central Region shall support one annual conference at which the Steering Committee will also meet. One other meeting of the Steering Committee shall also be held annually in conjunction with the planning for the next conference.

ARTICLE V -- How to amend the by-laws
These by-laws may be amended by following the rules for amending the constitution and by-laws of the CCSC.

ARTICLE VI -- Standing Rules
Standing rules shall be defined and modified by the Steering Committee.

STANDING RULES (Not being voted upon by membership, but published to show how the by-laws might be implemented.)
1. Election of the Steering Committee.
   a. Nominations for membership on the Steering Committee can be made by any voting member of the Region (as defined by the By-laws and standing rules of the Consortium for Computing in Small Colleges).
b. The slate to be voted upon will be included with the slate of officers in the ballot presented at the spring meeting.

c. Nominees must be voting members of the South Central region.

2. Officers of the Steering Committee.
   a. A chair person of the steering committee will be elected by simple majority of the steering committee at the Steering Committee meeting held in conjunction with the regional conference. That person will serve as chair until the next annual regional conference.
   b. A vice-chair will also be selected in a similar manner.

3. Conference Committee
   The Regional Conference Committee shall consist of the elected steering committee and a local arrangements committee. The conference Chair will be from the local arrangements committee.

   a. Members of the Steering Committee shall assume the following roles:
      Panels/Workshop/Tutorials/ BOF Chair
      Speaker/Vendor Chair
      Publicity Chair
      Papers Chair (elected by steering committee)
   
   b. Steering committee members elected by the steering committee shall include
      Immediate past, and immediate future approved conference chairs
      Current conference chair(s)
      Future conference chairs
      The number of conference steering committee members shall not exceed 17 members
   
   c. Local arrangements include responsibility for hotel, banquet, meeting room, student papers, vendor areas, transportation and liaison to Steering Committee.

4. It is important that a steering committee member attend the annual conference. If the member misses two consecutive steering committee meetings, the office will be deemed vacated.

5. It is highly desirable that at least two states be represented on the steering committee.

6. Steve Dannelly is papers chair
   Carl Steidley's term expires in 2003
   Barb Owens term expires in 2003
   Nancy Cameron term expires 2003
   John Howland will be up for election in 2004
   Stewart Carpenter will be up for reelection in 2004
   Johnny and Jan Carroll's expire in 2004
   Paul Haiduk term expires in 2002
   Bob Sloger term expires in 2002
   James McGuffee expires in 2002
APPENDIX 16: TREASURER REPORT

Consortium for Computing Sciences in Colleges
2003 - 2004 Budget

Budget approved at February 20, 2003 Board Meeting

### Income
- **Membership Dues**: $3,000
- **Conference Head Tax**: 28,700
- **Reserves from Prior Year**: 14,450
- **National Vendor Registrations**: 10,000
- **Grants**: 3,500
- **Interest**: 1,600
- **Proceedings Sold to conferences**: 300
- **Back Issues Conference**: 8,000
- **Surpluses**:

  **Total Income**: $69,550

### Expenses
- **Board Travel**: $16,000
- **Board Meet. Exp.**: 1,500
- **Audit Committee**: 500
- **Journal Printing**: 21,000
- **Journal Mailing**: 2,200
- **Professional Fees**: 3,050
- **Phone/Fax**: 50
- **Office Supplies**: 100
- **Promotion**: 100
- **Other Printing/ Duplicating**: 150
- **Postage**: 300
- **Vendor Registrations to Conferences**: 4,000
- **NECC Expenses**: 1,000
- **Web Expenses**: 250
- **Bonding**: 500
- **Check/Bank Fees**: 200
- **Credit Card Exp.**: 750
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<td>Miscellaneous</td>
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<td><strong>Surplus</strong></td>
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# Midwest Conference Budget
## For Fall, 2003 Conference
Approved by Board on February 20, 2003

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<tr>
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<td>130</td>
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<td>Student</td>
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<td>Vendor Break Sponsorship</td>
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<tr>
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<td></td>
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<tr>
<td>Prog. Contest Awards</td>
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<tr>
<td><strong>Total Expenses</strong></td>
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<td><strong>$10,785</strong></td>
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**Balance** | **$495** |
### CCSC:RM 2003 Conference Budget (Modified)
Approved by Board on February 20, 2003

#### Income

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<td>$6,750</td>
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<td>$35</td>
<td>175</td>
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<td>125</td>
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<td>Vendor’s Registration</td>
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<tr>
<td>National Vendors</td>
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<td>500</td>
</tr>
<tr>
<td>Extra Proceedings</td>
<td>0</td>
<td>$10</td>
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<tr>
<td>Previous Proceedings</td>
<td>0</td>
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<td>Other Income Items</td>
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<td>UPE Award</td>
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**Total Income**  
$7,725

#### Expenses

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<td>Steering Com. Ex.</td>
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<td>Phone/Fax</td>
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<tr>
<td>Duplication (items in folders)</td>
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<tr>
<td>Speakers Expenses</td>
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<tr>
<td>Meals</td>
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<td>Breaks</td>
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<tr>
<td>Other Expenses</td>
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</tr>
<tr>
<td>folders, nametags, etc.</td>
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**Total Expenses**  
$7,105

**Balance**  
$620
CCSC:CP 2004 Conference Budget  
Approved by Board on February 20, 2003

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<th>Item</th>
<th>Number</th>
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<tbody>
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<tr>
<td>Extra Proceedings</td>
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<td>Total</td>
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| Expenses                            |        |          |   |
| Extra/Previous Proceedings          | 0      | $6       |   |
| Steering Com. Ex.                  | 1      | $350     | 350 |
| Phone/Fax                           | 1      | $100     | 100 |
| Postage (2 of 700)                  | 1400   | $0.35    | 490 |
| Office Supplies                     | 1      | $200     | 200 |
| Brochure Printing                   | 1400   | $0.50    | 700 |
| Duplication                         | 1      | $250     | 50  |
| Speakers Expenses                   | 1      | $750     | 750 |
| Consortium Head Tax                 | 80     | $41      | 3,280 |
| Meals                               |        |          |   |
| Breaks                              | 85     | $12      | 1,020 |
| Banquet                             | 80     | $28      | 2,240 |
| Luncheon                            | 80     | $20      | 1,600 |
| Other meals                         | 0      |          |   |
| Student Programs                    |        |          |   |
| Student Awards                      | 1      | $1,800   | 1,800 |
| Consortium Membership               | 1,000  |          |   |
| Other Expenses                      | 1      | $250     | 250 |
| Folders                             | 95     | $1       | 95  |
| Total                               |        |          | $13,925 |
| Net                                 |        |          | $775 |
## CCSC/NW 2004 Budget
Approved by Board on February 20, 2003

### Income

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<th>Item</th>
<th>Number</th>
<th>Per Item</th>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>UPE Award</td>
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<td>$175</td>
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### Expenses

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<tr>
<td>Speakers Expenses</td>
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<td>Taxes for meals</td>
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<tr>
<td>Student Awards</td>
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</tr>
<tr>
<td>Consortium Membership</td>
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</tr>
<tr>
<td>Conference Services (rooms, etc.)</td>
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<td><strong>Total</strong></td>
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Budget for CCSC: Southeastern Conference for 2004

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<td></td>
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</tr>
<tr>
<td>Vendor's Registration</td>
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</tr>
<tr>
<td>National Vendor Registration</td>
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</tr>
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<td>Other Income Items</td>
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<table>
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<td>Postage</td>
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</tr>
<tr>
<td>Office Supplies</td>
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</tr>
<tr>
<td>Brochure Printing</td>
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<td></td>
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</tr>
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<td>Duplication</td>
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<tr>
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<tr>
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<tr>
<td>Other Expenses</td>
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</tr>
<tr>
<td>Programming Contest</td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$11,385</td>
</tr>
</tbody>
</table>
# Conference Budget Template
Revised February 20, 2003

## Notes

### Income

1. Registrations-Full-Early
   - Registrations-Full-Late
   - Registrations-Student
   - Extra Meals
   - Vendor's Registration
   - Nation Vendors
     - Extra Proceedings
     - Previous Proceedings

2. Other Income Items
   - UPE Grant
   - Microsoft Programming Grant

### Expenses

3. Extra/Previous Proceedings
   - Steering Com. Ex.
   - Phone/Fax
   - Postage
   - Office Supplies
   - Brochure Printing
   - Duplication
   - Speakers Expenses

4. Consortium Head Tax
   - Meals
     - Breaks
     - Banquet
     - Luncheon

5. Other meals
   - Student Programs
   - Student Awards
   - Consortium Membership
     - 1,000

6. Other Expenses

### Total

<table>
<thead>
<tr>
<th>Income</th>
<th>Number</th>
<th>Per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrations-Full-Early</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Registrations-Full-Late</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Registrations-Student</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Extra Meals</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Vendor's Registration</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Nation Vendors</td>
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<td></td>
</tr>
<tr>
<td>Extra Proceedings</td>
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<td>-</td>
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<tr>
<td>Previous Proceedings</td>
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<td>-</td>
</tr>
<tr>
<td>UPE Grant</td>
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<td>Microsoft Programming Grant</td>
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<td>Total</td>
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</table>

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Extra/Previous Proceedings</td>
<td>$6</td>
<td>$ -</td>
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<tr>
<td>Steering Com. Ex.</td>
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<td>Phone/Fax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochure Printing</td>
<td></td>
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</tr>
<tr>
<td>Duplication</td>
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<td></td>
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<tr>
<td>Speakers Expenses</td>
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<td></td>
</tr>
<tr>
<td>Consortium Head Tax</td>
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<td>Meals</td>
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<tr>
<td>Breaks</td>
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<td></td>
</tr>
<tr>
<td>Banquet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luncheon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Awards</td>
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<tr>
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</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Remove all rows below this and the first column.

Notes:

General principles
Assume that you will be having a good conference -- one that is average or slightly above.
Provide the necessary expenses to provide a conference for that number of persons.
The numbers provided are the conservative estimate of income from national vendor fees and the
required amount for each conferences profit. Obviously, if you have a belo
cference, this amount is not to be expected.

1. All conferences will have only one fee for early and one fee for late registration. (Traditionally late registration
fees are $10 more than early registration, but each conference can set its own fees.)
2. List here all other income sources particular to your conference, such as student event fees.
3. Count here the total number of extra and previous proceedings expected to be sold, as well as the number of
other proceedings traditionally used for other than full registrants (such as proceedings given to
major speakers and students, if any.)
4. This head tax is to be paid for all full registrants. This will provide each full registrants with a year's membership
in the Consortium and a copy of the proceedings.
5. List other meals provided -- presenter's luncheon, student events, etc.
   Also provide for the number of meals paid for by the registrants and for extra meals. Remember that we
   are looking at the general case, in which not all the persons who have paid for meals
   show up to eat them. Be sure to include banquet speakers and students when they are
   invited.
6. List any expenses specific to your conference -- student events, awards, etc.
7. For fall conferences at which the Fall Board meeting will be held, include twelve "Board Registrations" at a rate
   $35 less than the early registration. Include as well, twelve extra proceedings and twelve extra at
   each of the meals. There will be no head tax for these registrations. (This registration is only
   available to Board members who are not in your region--the Board will pay for these registrations
   based on the actual number of Board members who stay for the conference.)
APPENDIX 17: AUDIT COMMITTEE REPORT

Report of the Audit of CCSC
Fiscal Year 2001-2002
3/12/2003

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

Randomly select a month in one of the accounts and match the checks entered in the treasurer’s record with the list of checks shown in the matching bank statement. We verified May 2002. We found one incorrectly recorded check number in the Treasurer’s spreadsheet.

Randomly select a month in one of the accounts and match the deposits listed by the treasurer to those listed on the bank statement. We verified October 2001.

Pick a random disbursement for each month and verify the documentation supporting this reimbursement (match check written to check request or bill statement; check requests and bill statements are organized by region). Done – we were not totally comfortable with the lack of documentation on “in house” expenses such as purchases made at a college’s bookstore or food service and initially paid through an account at the college. There was also an instance of an email list of expenses having been supplied to the Treasurer for reimbursement to an officer without accompanying receipts – we do not believe there was any wrongdoing, but strongly advise that the Board direct the Treasurer to enforce requiring the receipts.

Determine whether deposits reported by, or through in case of locally deposited funds, the treasurer as being CCSC dues match the list of new memberships and membership renewals as reported by the Membership Secretary for the appropriate time periods.
We randomly checked three of these – two matched perfectly and there were questions on the third. The planned format proposed by the incoming Membership Secretary should make this easier to verify.

Verify that all the appropriate amounts have been reported on the tax forms.
We are convinced that the amounts are accurate, but have asked the Treasurer to document the calculations made in computing the tax, and to provide the “working” spreadsheet used for this in future years.

Verify that all appropriate forms have been filed when due.
Date of Bill’s signature on the copies of the forms are clearly within the period allowed.

Final Report on 2001-2002
We feel confident that the financial matters for the Consortium were correctly handled and recorded by the Treasurer during fiscal year 2001-2002.
For the future

Yet again we are refining the audit procedures. Having new committee members provided great insight regarding items that needed better description/definition/etc, and we are revising the audit instructions accordingly. We look forward to being able to better correlate membership data from the new database with the financial information, when that database is in place.

We strongly recommend that the Board provide funds for software to support the Treasurer’s work, assuming that suitable software can be found. Bill is providing a fantastic service to this organization, in terms of large numbers of hours and great attention to the financial details, and if there is a package out there that will help him he should have it!

Long term goals – same as last year – With the extremely rapid increase in the number of regions in the last few years, and with establishment of new sources of income such as the national vendors, the flow of membership and financial data has become correspondingly more complex, and we want to establish a procedure by which the audit committee can receive sufficient information to support tracking and verification of what is happening in all these areas. We also need to include in our process ways to verify that actual practices conform to the standing rules and bylaws, and items passed by the board as reflected in the minutes.

2001-2002 Audit Committee
Susan Dean, Chair
Aaron Gordon
David Wolff
Below is a status report of the functionality for the CCSC DB. A full demo of the application will be given at the Board Meeting. We are actually live now and a very bare bone system was used for the NW 2002 Conference. Even without all the added functionality that exists now, it went very well and was well received by the NW Conference.

**Regional conferences need the following functionality**

- Generate electronic receipts for conferences - **DONE**
- Mark registrants as paid. Able to notate the PO and/or check number - **DONE**
- View registration reports: - **DONE**
  - all info on all registrants (sorted alphabetically) - **DONE**
  - participants only - **DONE**
  - institutions only - **DONE**
  - attendee list for distribution - **DONE**
  - It would be nice to be able to generate multiple reports for a region without having to repeatedly select the region. - **DONE**
- Correct data entry errors. – **DONE(by Board Meeting)**
- Regional mailing labels and email lists
  - Home Region Membership - **DONE**
  - Home Region Complete Mailing - **DONE**
  - Regional Complete Mailing - **DONE**
  - Conference Registrants - **DONE**
  - National Board Members - **DONE**
  - Institutional Chair Mailing - **DONE**
  - Complete DB Mailing - **DONE**
- A quick search feature (so you can find a member without their number, and minimal other info – say the first few letters of their name)? - **DONE**
- A way to register several participants/attendees within one region without needing to choose the regions and type of person each time someone is registered - **DONE**
- Create a new institution when registering a person and not have to start the registration all over again after the institution is added (**not completed at this time**).
• Cannot add a phone number where the suffix begins with a zero (555-0234) – **DONE**(by Board Meeting)
• NEW – Conferences need to be able to enter the name and address of their local registrar! (Not all $$ should necessarily go to me.) - **DONE**

**The membership secretary needs the following functionality:**
(Much of the following functionality is under discussion between Kris and Brent and will be implemented upon final requirements)

• Add schools (even if there's no current member there - e.g., like addressed to "chair"?)- **DONE**
• Generate mailing lists: full membership, regional mailing lists - **DONE**
• Membership history information (to determine, for example, how many copies of the Journal to print) (See attached example.) –**In Design Phase, Timeline TBD**
• Remove people or mark them as inactive –**In Design Phase, Timeline TBD**
• Correct data entry errors. – **DONE**(by Board Meeting)
• Generate information for ad hoc reports and ad hoc queries –**In Design Phase, Timeline TBD**
• Generate electronic receipts for membership only –**In Design Phase, Timeline TBD**
• Listserv –**In Design Phase, Timeline TBD**
• Access email contact information for those who do not wish to be on the listserv (for personal communication from the membership secretary) –**In Design Phase, Timeline TBD**
• Info about whether an individual wants to receive proceedings (some don’t) –**In Design Phase, Timeline TBD**

**Other Functionality**

• Generate mailing labels for the Journal (currently this requires several hours of human tweaking to generate) – **DONE**
• Need a way for people to use both their home and institution address –**In Design Phase, Timeline TBD**
• Import the data from Cathy’s DB –**In Progress, currently building data import program should be completed by end of SIGCSE**
• Financial bookkeeping:
  o entry of check, PO, or credit card numbers – **DONE**
  o I would imagine that one would do this when they mark someone as paid. – **DONE**
  o spreadsheet report (itemized tallies of the $$ for each expense)

**Server Update:**

A new Dell PowerEdge 1600SC was purchased and is now in place at George Fox University. It is up and currently being configured. **It will be running the DB and web application as of Wednesday 2/19/2003.**
Login information:
  • URL: http://209.170.250.48/CCSC
  • User: ccsc
  • Passwd: newdb

Server Specs:
  • 2.0Ghz/512K cache Xeon processor
  • 512MB DDR RAM
  • 36GB 10K RPM Ultra SCSI Hard Drive
  • 32X CD-CDRW