

# 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.

**4. President-Elect (Paul Myers):** See Appendix 4.

- 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.

**7. Publications Coordinator (John Meinke):** See Appendix 7.

- 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.

**Eastern (Liz Adams):** See Appendix 9.

- 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  $\leq 50\%$
- 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 Spartanburg, 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 2<sup>nd</sup> 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.



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.

**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.

**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.

**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.

**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<sup>nd</sup> 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 losing 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.

#### **4. January 12, 2003**

**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 were students)
  - 2002: 1 attending 4 conferences, 5 attending 3 conferences (one being Curt White), 48 attending 2 conferences (6 of which were 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)

Region/Conference	Registration forms	Responsibility forms	Post-Conference Registration Report
SE	2002- fine	2002 - fine	2002- missing
SC	<i>2003</i> - current	<i>2003</i> - missing	2002 - fine
RM	2002 - missing	2002 - fine	2002 - missing
MW	2002 - fine	2002 - fine	2002 - fine
CP	2003 - current	2003 - missing	2002 - missing

NE	2003 - current	2003 - missing	2002 - fine
NW	2002 - partial	2002 - fine	2002 - missing
ES	2002 - fine	2002 - fine	2002 - missing
MS	2003 - current	2003 - missing	

**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.

**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 17<sup>th</sup>. Data for renewal notifications (electronic and physical) will be made available by June 1<sup>st</sup> to allow for end of conference data processing.





Totals	316	386	401	448	464	553	563	528	582	605	600	643	1
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### Attendance Type Report for Southeast

Member type	1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
Attendee	60	38	34	61	37	25	40	52	45	44	50	44
Other	0	0	0	0	0	0	0	0	2	0	8	0
Participant	54	35	31	25	29	34	23	18	28	24	25	33
Programming Team	0	0	0	0	0	0	1	0	0	0	0	0
Speaker	0	0	0	0	0	0	2	0	1	0	0	0
Speaker/Guest	2	5	7	2	0	2	0	2	0	0	0	0
Student	19	6	1	20	4	33	11	8	4	3	4	4
Vendor	0	0	0	0	0	0	0	0	1	5	5	0
Totals	135	84	73	108	70	94	77	80	81	76	92	81

### Attendance Type Report for South Central

Member type	1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
Attendee	60	107	45	50	45	38	31	33	52	33	38	0
Other	0	0	0	0	0	0	0	0	0	1	0	0
Participant	19	26	31	33	29	33	35	32	43	34	23	1
Speaker/Guest	1	2	3	2	0	2	0	0	0	0	0	0
Student	6	3	1	13	16	19	19	7	33	10	24	0
Vendor	0	0	0	1	0	0	0	0	0	0	0	0
Totals	86	138	80	99	90	92	85	72	128	78	85	1

### Attendance Type Report for Rocky Mountain

Member type	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
Attendee	37	23	29	13	37	28	22	33	22	22	27
Other	0	0	0	0	0	3	0	6	0	0	0
Participant	27	31	23	22	21	16	21	15	13	15	23
Speaker	0	0	0	0	0	0	0	2	0	1	1
Speaker/Guest	1	3	1	2	1	0	0	0	0	0	1

Guest											
Student	3	2	7	4	1	10	3	6	3	2	3
Vendor	0	0	0	0	0	0	0	0	0	1	2
Totals	68	59	60	41	60	57	46	62	38	41	57

### Attendance Type Report for Midwest

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
Attendee	37	26	26	39	27	33	36	27	40
Other	0	0	0	1	0	0	1	0	0
Participant	23	38	32	23	24	21	24	22	18
Programming Team	0	0	0	0	0	0	0	0	14
Speaker	0	0	0	0	0	2	2	3	2
Speaker/Guest	1	2	2	0	2	0	0	0	0
Student	4	1	8	2	6	9	4	14	36
Vendor	1	0	0	5	0	2	5	7	4
Vendor/Other	0	0	0	0	9	0	0	0	0
Totals	66	67	68	70	68	67	72	73	114

### Attendance Type Report for Central Plains

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002
Attendee	26	35	29	27	65	32	35	40
Other	0	0	0	0	0	0	0	3
Participant	23	29	31	19	19	23	36	23
Speaker	0	0	0	0	0	0	2	0
Speaker/Guest	2	1	2	3	0	0	0	0
Student	1	27	16	2	13	1	5	13
Vendor	0	0	0	0	0	0	6	9
Totals	52	92	78	51	97	56	84	88

### Attendance Type Report for North East

Member type	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002
Attendee	50	65	74	80	82	95	98
Other	0	1	0	2	0	0	0
Participant	68	79	85	46	56	51	42
Prog. Team Advisor	0	0	0	0	0	6	6
Programming Team	0	0	0	0	0	43	70
Speaker	0	0	2	0	0	2	1
Speaker/Guest	2	2	1	3	0	0	0
Student	22	34	49	37	41	47	68
Vendor	0	19	0	8	8	18	15
Vendor/Other	0	0	20	3	0	0	0
Totals	142	200	231	179	187	262	300

### Attendance Type Report for Northwest

Member type	1999-2000	2000-2001	2001-2002	2002-2003
Attendee	26	37	32	33
Other	0	6	0	0
Participant	22	25	19	21
Speaker	2	1	2	0
Student	4	1	0	16
Vendor	1	4	0	4
Totals	55	74	53	74

### Attendance Type Report for Eastern

Member type	2001-2002	2002-2003
Attendee	28	66
Other	1	14
Participant	38	36
Programming Team	0	17
Speaker	3	0
Student	14	31
Vendor	5	2
Totals	89	166

# APPENDIX 7: PUBLICATIONS COORDINATOR REPORT

## REPORT OF THE PUBLICATIONS CHAIR

19<sup>th</sup> 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.

	# papers	Pg cnt	Avg # abstr	Pg cnt	Avg Stu	Pg cnt	Avg Total
South Central	17	126	7.4	3	3	1.0 4	26 6.5 158
Central Plains	19	186	9.8	3	7	2.3 0	0 0.0 196
Mid South	21	193	9.2	10	19	1.9 0	0 0.0 206
Northeastern	22	204	9.3	10	28	2.8 42	54 1.3 291

Note that the totals don't exactly add. The total page counts attributed to conferences include conference 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 deadline, 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, 8<sup>th</sup> February, with manuscripts following on Monday, 10<sup>th</sup> February. The proceedings are going out tomorrow (18<sup>th</sup> 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

# APPENDIX 8: CENTRAL PLAINS REPORT

## CCSC:Central Plains Regional Report February 10, 2003

### 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](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

## **BYLAWS (DRAFT)**

### **Consortium for Computing Sciences in Colleges: Central Plains Region**

#### **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

	Number	Per Item	
Income			
Registrations-Full-Early	80	\$150	\$ 12,000
Registrations-Full-Late	10	\$165	1,650
Registrations-Student	15	\$45	675
Extra Meals			-
Vendor's Registration			-
Nation Vendors			200
Extra Proceedings	0	\$10	-
Previous Proceedings	0	\$10	-
Other Income Items			-
UPE Award	1	\$170	170
Corporate Sponsorships	1	\$1,200	1,200
			-
			-
Total			\$ 15,895

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	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		-
			-
Student Programs			-
Student Awards	1	\$1,800	1,800



Consortium Membership			1,500
Other Expenses	1	\$250	250
Folders	95	\$1	95
			-
			-
			-
			-
Total			\$ 15,635
Net			\$ 260

# APPENDIX 9: EASTERN REPORT

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

The 18<sup>th</sup> 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**

Faculty Attendees	64
Faculty Presenters	35
Student Presenters	3
Student Attendee	1
Other(Board Members)*	10
Posters	4
Posters (no show)	1
Programmers (14 teams)	38
Vendor	1

**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/~dereemer/CCSCE2003Call.pdf>

Steering Committee will meet at Montclair to set the program on April 26,2003.

# APPENDIX 10: MIDWEST REPORT

## CCSC-Midwest Regional Report February 27, 2002

### 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.

# APPENDIX 11: NORTHEASTERN REPORT

## 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  
wyatt@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 25<sup>th</sup> at CWU. Everything appeared on track with preparations for the fall conference.

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

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 17<sup>th</sup> 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

Income	Number	Per Item	
Registrations-Full-Early	60	\$135	8,100
Registrations-Full-Late	5	\$160	800



Registrations-Student	16	\$25	400
Extra Meals	0	\$25	-
Vendor's Registration	2	\$150	300
Nation Vendors	3	\$100	300
Extra Proceedings	4	\$10	40
Previous Proceedings	0	\$10	-
Other Income Items	1	\$300	300

-

Total \$ 10,240

Conference  
Center fees

Expenses

/person WU/2004

Extra/Previous Proceedings		4	\$6	\$	24
Steering Com. Ex.			\$250		-
Phone/Fax		1	\$15		15
Postage		4	\$250		1,000
Office Supplies		1	\$350		350
Brochure Printing		3	\$90		270
Duplication		1	\$50		50
Speakers Expenses		1	\$200		200
Consortium Head Tax		65	\$41		2,665
Meals					-
Breaks	2	130	\$3.50	\$7.00	455
Banquet		65	\$18	\$18.00	1,170
Luncheon		65	\$9	\$9.00	585
Other meals ( Breakfast )		65	\$5.00	\$5.00	325
Social Hour		65	\$0.00	\$0.00	-
Taxes for meals			\$0.00	\$0.00	
Student Programs		0	\$0		-
Student Awards		1	\$300		300
Consortium Membership					1,500
Conference Services (rooms, etc.)		65	\$20.00	\$20.00	1,300

(nominal fees higher, but

-

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 15<sup>th</sup>. Write in candidates are allowed on the ballots. Elections will be closed April 1<sup>st</sup>. 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 8<sup>th</sup>. 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.

# APPENDIX 13: ROCKY MOUNTAIN REPORT

## 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 Isaacson, 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

# **APPENDIX 14: SOUTHEASTERN REPORT**

## **CCSC-SOUTHEAST REGIONAL REPORT Spring 2003**

### **Fall 2002 CCSC:Southeastern Conference**

The 16<sup>th</sup> 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 (1<sup>st</sup>), Bob Jones University (2<sup>nd</sup>), and Roanoke College (3<sup>rd</sup>). Winners in the web authoring contest were Belmont University (1<sup>st</sup>), Columbia College (2<sup>nd</sup>), and Lynchburg College (3<sup>rd</sup>). 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 Priscella 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 Priscella 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

	Number	Per Item	
<b>Income</b>			
Registrations-Full-Early	60	\$130	\$ 7,800
Registrations-Full-Late	10	\$145	1,450
Registrations-Student	5	\$25	125
Extra Meals			150
Vendor's Registration			200
National Vendor Registration			300
Extra Proceedings		\$10	-
Previous Proceedings		\$10	-
Other Income Items			300
UPE Grant			150
Web Contest Registration	10	\$20	200
Programming Teams	25	\$50	1,250
			-
<b>Total</b>			<b>\$ 11,925</b>

<b>Expenses</b>			
Extra/Previous Proceedings	5	\$6	\$ 30
Steering Com. Ex.			250
Phone/Fax			15
Postage			50
Office Supplies			200
Brochure Printing			500
Duplication			100
Speakers Expenses			1,000
Consortium Head Tax	70	\$41	2,870
Meals			-
Breaks			400
Banquet	80	\$25	2,000
Luncheon	160	\$12	1,920
Presenters Luncheon	35	\$10	350
Pizza Party			350
Consortium Membership			1,500
Other Expenses			-
Programming Contest			150
Web Contest			200
			-
<b>Total</b>			<b>\$ 11,885</b>

# **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.

# APPENDIX 15: SOUTH CENTRAL REPORT

## CCSC-South Central Regional Report

February, 2002

### 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 web site. 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 on-line 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

\*\*\*\*\*DRAFT FOR VOTE Revised April 17, 1999 \*\*\*\*\*  
\*\*\*\*\*revised November 16, 2001\*\*\*\*\*

## 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.

\*\*\*\*\*Draft as of April 17, 1999 \*\*\*\*\*

\*\*\*\*\*Draft as November 16, 2001\*\*\*\*\*

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 Surpluses	8,000
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

Grants to Conferences	3,600
Conference Dev.	1,000
Miscellaneous	150
Total Expenses	\$56,400
Reserves for Grants	1650
Reserves for Memberships in Spring Conferences	11,500
Head Tax	
Surplus	\$0

**Midwest Conference Budget  
For Fall, 2003 Conference**

Approved by Board on February 20, 2003

<b>Income</b>	<b>Number</b>	<b>Per Item</b>	<b>Total</b>	
Registrations				
Full-Early	55	130	7150	
Full-Late	5	140	700	
Student	15	40	600	
ProgContest	30	20	600	
Workshops	25	15	375	
Local Vendor	2	150	300	
Nation Vendors	5	100	500	
Extra Meals	2	40	80	
Other Income Items				
Microsoft Grant			500	x
UPE Award			175	
Vendor Break Sponsorship			300	?
<b>Total Income</b>			<b>\$11,280</b>	
<b>Expenses</b>	<b>Number</b>	<b>Per Item</b>	<b>Total</b>	
Consortium Membership			1000	x
Consortium Head Tax	60	41	2460	
Extra/Previous Proceedings	15	6	90	
Planning Meeting Meals	15	12	180	
Planning Meeting Travel	5	100	500	
Postage	2	250	500	
Office Supplies			150	
Brochure Printing	2	400	800	
Duplication			200	
Speakers Expenses	2	450	900	
Meals				
Breaks	75	8	600	
Banquet	75	20	1500	
ProgContest Break	30	4	120	
Luncheon	105	12	1260	
Students				
Event			200	
Presentation Awards			175	
Prog. Contest Awards			150	
<b>Total Expenses</b>			<b>\$10,785</b>	
<b>Balance</b>			<b>\$495</b>	

**CCSC:RM 2003 Conference Budget (Modified)**  
**Approved by Board on February 20, 2003**

	Number	Per Item	
<b>Income</b>			
Registrations-Full-Early	50	\$135	\$ 6,750
Registrations-Full-Late	0	\$145	-
Registrations-Student	5	\$35	175
Extra Meals	5	\$25	125
Vendor's Registration	0	\$0	-
National Vendors	5	\$100	500
Extra Proceedings	0	\$10	-
Previous Proceedings	0	\$10	-
Other Income Items	0	\$0	-
UPE Award	1	\$175	175
<b>Total Income</b>			<b>\$ 7,725</b>

<b>Expenses</b>			
Extra/Previous Proceedings	0	\$6	\$ -
Steering Com. Ex.	0	\$0	-
Phone/Fax	0		-
Postage (2 mailings of 750)	1500	\$0.37	555
Office Supplies	55	\$3	165
Brochure Printing	1500	\$0.25	375
Duplication (items in folders)	55	\$1	55
Speakers Expenses	0	\$0	100
Consortium Head Tax	50	\$41	2,050
Meals			-
Breaks	55	\$6	330
Banquet	55	\$25	1,375
Luncheon	50	\$15	750
Other meals (speakers)	4	\$25	100
			-
Student Programs	0	\$0	-
Student Awards	1	\$150	150
Consortium Membership			1,000
Other Expenses			100
folders, nametags, etc.			-
<b>Total Expenses</b>			<b>\$ 7,105</b>
<b>Balance</b>			<b>\$ 620</b>



CCSC:CP 2004 Conference Budget  
 Approved by Board on February 20, 2003

	Number	Per Item	
<b>Income</b>			
Registrations-Full-Early	70	\$150	\$ 10,500
Registrations-Full-Late	10	\$165	1,650
Registrations-Student	15	\$45	675
Extra Meals			-
Vendor's Registration			-
Nation Vendors	5	\$100	500
Extra Proceedings	0	\$10	-
Previous Proceedings	0	\$10	-
Other Income Items			-
UPE Award	1	\$175	175
Corporate Sponsorships	1	\$1,200	1,200
			-
			-
Total			\$ 14,700

<b>Expenses</b>			
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	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	Number	Per Item	
Registrations-Full-Early	60	\$135	8,100
Registrations-Full-Late	5	\$160	800
Registrations-Student	16	\$25	400
Extra Meals	0	\$25	-
Vendor's Registration	2	\$150	300
Nation Vendors	5	\$100	500
Extra Proceedings	4	\$10	40
Previous Proceedings	0	\$10	-
UPE Award	1	\$175	175

Total \$ 10,315

Conference  
Center fees

Expenses				/person WU/2004
Extra/Previous Proceedings		4	\$6	\$ 24
Steering Com. Ex.			\$250	-
Phone/Fax		1	\$15	15
Postage		4	\$250	1,000
Office Supplies		1	\$350	350
Brochure Printing		3	\$90	270
Duplication		1	\$50	50
Speakers Expenses		1	\$200	200
Consortium Head Tax		65	\$41	2,665
Meals				-
Breaks	2	130	\$3.50	\$7.00 455
Banquet		65	\$18	\$18.00 1,170
Luncheon		65	\$9	\$9.00 585
Other meals ( Breakfast )		65	\$5.00	\$5.00 325
Social Hour		65	\$0.00	\$0.00 200
Taxes for meals			\$0.00	\$0.00
Student Programs		0	\$0	-
Student Awards		1	\$150	150
Consortium Membership				1,000
Conference Services (rooms, etc.)		65	\$20.00	\$20.00 1,300

Total \$ 9,759

Difference \$ 556

Budget for CCSC:Southeastern Conference  
for 2004

	Number	Per Item	
Income			
Registrations-Full-Early	60	\$130	\$ 7,800
Registrations-Full-Late	10	\$145	1,450
Registrations-Student	5	\$25	125
Extra Meals			150
Vendor's Registration			200
National Vendor Registration			500
Extra Proceedings		\$10	-
Previous Proceedings		\$10	-
Other Income Items			
Microsoft Grant			300
UPE Grant			175
Web Contest Registration	10	\$20	200
Programming Teams	25	\$50	1,250
			-
Total			\$ 12,150

Expenses			
Extra/Previous Proceedings	5	\$6	\$ 30
Steering Com. Ex.			250
Phone/Fax			15
Postage			50
Office Supplies			200
Brochure Printing			500
Duplication			100
Speakers Expenses			1,000
Consortium Head Tax	70	\$41	2,870
Meals			-
Breaks			400
Banquet	80	\$25	2,000
Luncheon	160	\$12	1,920
Presenters Luncheon	35	\$10	350
Pizza Party			350
Consortium Membership			1,000
Other Expenses			-
Programming Contest			150
Web Contest			200
			-
			-
Total			\$ 11,385

Conference Budget Template  
Revised February 20, 2003

Notes	Number	Per Item		
<b>Income</b>				
1.	Registrations-Full-Early		\$	-
	Registrations-Full-Late			-
	Registrations-Student			-
	Extra Meals			-
	Vendor's Registration			-
	Nation Vendors			500
	Extra Proceedings	\$10		-
	Previous Proceedings	\$10		-
2.	Other Income Items			-
	UPE Grant			175
	Microsoft Programming Grant			-
				-
				-
	Total		\$	675

<b>Expenses</b>				
3.	Extra/Previous Proceedings		\$6	\$ -
	Steering Com. Ex.			-
	Phone/Fax			-
	Postage			-
	Office Supplies			-
	Brochure Printing			-
	Duplication			-
	Speakers Expenses			-
4.	Consortium Head Tax	0	\$41	-
	Meals			-
	Breaks			-
	Banquet			-
	Luncheon			-
5.	Other meals			-
				-
	Student Programs			-
	Student Awards			-
	Consortium Membership			1,000
6.	Other Expenses			-
				-
				-
				-
				-

Total

\$ 1,000

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 conference's profit. Obviously, if you have a below budget conference, 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 registrant 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 31<sup>st</sup> 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 of 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

# APPENDIX 18: DATABASE REPORT

## CCSC Database Report 2/15/2003

Brent Wilson

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:
  - entry of check, PO, or credit card numbers – ***DONE***
  - I would imagine that one would do this when they mark someone as paid. – ***DONE***
  - 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