

Consortium for Computing Sciences in Colleges

Spring 2009 Board Meeting

Wednesday, March 4, 2009, 7:00-11:00 PM

Sheraton Read House Hotel

Chattanooga, TN

Table of Contents

Minutes of CCSC Spring Board meeting	3
Preliminary Agenda	8
Report of the President.....	10
Report of the Vice President.....	12
Central Plains Region Report.....	13
Eastern Region Report	14
Midsouth Regional Report.....	16
Midwest Regional Report	17
Northeast Region Report.....	19
Northwestern Region Report	20
Rocky Mountain Region Report	21
South Central Region Report	23
Southeast Region Report.....	24
Southwestern Report.....	26
National Partner Chair Report	28
Publications Chair Report.....	29
Comptroller Report	31
Membership Chair Report.....	32
Treasurer's Report	33
Financial Report.....	35
Service Recognition Sub-committee Report.....	36
Appendices.....	38
Minutes of CCSC Fall Board meeting.....	38

Rocky Mountain 2009 Proposed Budget	44
South Central 2010 Proposed Budget	45
Central Plains 2010 Proposed Budget.....	46

Minutes of CCSC Spring Board meeting

March 4, 2009
Sheraton Read Hotel
Chattanooga, Tennessee

Reported by Robert Neufeld, Vice President

Meeting called to order at 7:17 p.m.

Members Present: Myles McNally, president; Robert Neufeld, vice president; John Meinke, publications chair; Bill Myers, treasurer; Jim Aman, membership chair; Scott Sigman, Central Plains; Elizabeth Adams, Eastern; David Naugler, Midsouth; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; George Hauser, Northwestern; Ernest Carey, Rocky Mountain; Kevin Treu, Southeastern; Kim Kihlstrom, Southwestern; Will Mitchell, Conference Coordinator; Robert Bryant, Comptroller; Brent Wilson, database administrator; Ernie Ferguson, National Partners Chair

Absent: John Fernandez, South Central.

1. Approval of minutes

- a. Fall 2008 Board Meeting – Approval of these minutes was moved by Meinke and seconded by Aman prior to the meeting. They were approved without dissent.
- b. Spring 2008 Annual Business Meeting – **Motion** to approve by Meinke, seconded by D'Antonio, and carried.

2. Reports

- a. President (McNally) – expressed concern about budget issues in light of economic downturn.
- b. VP (Neufeld) – Nothing to add.
- c. Regional reports: Additions as follows were made to the published reports:
 - Dates for Eastern conference are October 15-16, 2010.
 - Northeastern is having issues with balancing budget for their 2010 conference and is considering a separate charge for lunch. This would affect the database design. After some discussion, Brent Wilson agreed to make provision in the DB to unbundle lunch in the registration procedure.
 - SW advocates for CD proceedings.
- d. National Partners (Ferguson) – Epic Systems has not renewed yet. Microsoft is wanting to “automate” payment. It has been useful to show web site to vendors. As Ernie Ferguson is leaving the position of National Partners Chair, he expressed disappointment that his replacement hasn't yet been named so that they could together meet vendors at SIGCSE. Other notes and questions are:
 - What about including a flyer in registration packet? Turing's Craft, for example, cannot attend all conferences but would like to have publicity.
 - Conference date conflicts are an issue.
 - An announcement in the Newsletter would be helpful.
 - Some vendors send books in lieu of attending a conference.
- e. Publications chair (Meinke) – Electronic form of papers is available to conferences.

- f. Membership chair (Aman) – Jim Aman reports a membership of 630 and is pleased that he and Brent Wilson, DB administrator agree on this number!
 - g. Conference coordinator (Mitchell) – Nothing to add.
 - h. CSTA (Aman) – Nothing to add.
 - i. Treasurer’s report (Myers) – A more complete report will come later in the meeting.
 - j. UPE report (Adams) – Liz Adams reported that she has heard from eight regions about use of UPE funds.
3. **Motion:** By Bill Myers, seconded by Jim Aman.
 Recommend to the annual meeting that the business meeting in 2010 be co-located with SIGCSE as per usual.
 Motion carries.
4. **Spring Board meeting time and location** – As noted in the agenda, “The SIGCSE conference committee has suggested that it will be difficult for them to provide meeting space for CCSC Spring Board meetings in the future.” This has become more of a problem as Wednesday night workshops are on site. Myles has been in conversation with Barbara Boucher Owens about this but has no firm commitment at this time. This could raise the question of whether we want to continue to meet with SIGCSE. The cost for making our own arrangements this year is over \$600. Meeting earlier on Wednesday would be problematic. This issue is ongoing.
5. **Election of Publications Chair** – It was moved by Liz Adams and seconded by Larry D’Antonio to close nominations and elect John Meinke to another three-year term. Motion carries.
6. **Nominating Committee** – Kevin Treu and George Hauser were appointed to serve on the nominating with Bob Neufeld as ex officio chair.
7. **National Partners Chair** – There is continuing need to appoint a new National Partners Chair which could be a current regional representative.
8. **Conferences and Publications**
- a. **Liability insurance** – The Midwest region has been asked to provide proof of insurance coverage as a condition of use by the school that will be hosting their conference in fall of 2009. This will likely come up more frequently.
 - May be \$200 for a single weekend conference.
 - Will Mitchell, as conference coordinator, will investigate options both for individual conferences and blanket coverage and report back to President.
 - This liability coverage could be an umbrella coverage for CCSC, which would also cover conferences.
 - b. **Electronic paper submission system**
 - Regions use different systems, some paper, some electronic. The system used by South Central is very supportive for publications chair. Is Board interested in a cross-region submission system which would also give better support for the publications chair?
 - Would it require support from another person “serving at the pleasure of the board” to run this system?

- The SIGCSE system is used by four regions and Henry Walker has indicated that he would be willing to support this for all ten regions.
 - Eastern and Northeastern use the same package (Amruth's) – but independently.
 - With South Central's system, John Meinke gets notification when paper is submitted, etc. Interface with editor is pervasive with attachments to e-mail, zip files, etc.
 - This could be considered another service provided to regions by national and we should evaluate the total process as it is being done now.
 - A subcommittee of Meinke, Sigman, Neufeld, and Adams was appointed to investigate current practices amongst the regions and possible solutions for a consortium wide system. They are asked to report one month before fall meeting with a recommendation as to whether or not to head in this direction.
- c. **Date Coordination among Conferences** – This discussion will be deferred until later.
- d. **National Partners Advertising** - Various National Partners have asked if it is possible to have advertisements in the Newsletter or Journal, or to have advertising inserts in them.
- Need to distinguish between “service to membership” and paid advertising. This distinction is important from an IRS standpoint. We can advertise *what they are doing* but not *their product*. If it is not advertising, then we control the wording.
 - Possibilities include a website presence; newsletter articles; inclusion of flyers, etc., in packets; flyers at conferences.
 - Should regions be expected to stuff materials from national partners in packets of registrants? Yes.
 - Can we put those announcements on the web site? OK.
 - Printing in Journal? No.
- e. **Status of the Newsletter**
May be going to an electronic form of the Newsletter as per action of Fall '08 Board meeting. John Meinke will draft a proposed change to the standing rules to accommodate this.
- f. **Recognition Sub-committee**
- Should recognition also be for work within the regions? Optional for the regions?
 - Does the national board want to honor distinguished or outstanding service? There would be a backlog of such awards. The board does not want to *tell* regions what to do in this area.
 - ACM and MAA have patterns that could be adapted to CCSC if we choose.
 - CCSC has a backlog of individuals who might well be worthy of an award for past service.
 - **Moved** by Liz Adams and seconded by Jim Aman to give an award to Susan Dean for outstanding long-term service to the CCSC organization. Motion carries.
 - **Moved** by Deborah Hwang and seconded by Scott Sigman to reconstitute Service Recognition Committee with same charge as from Fall Board meetings. Motion carries. New members are Hwang, D'Antonio, and Sigman. Their report should include suggestions on how to publicize this.

Break

Budgets issues:

9. Finance Committee

This committee prepares the budget, must include Treasurer and Comptroller and three additional members of the Board. Hauser, D'Antonio, and Meinke were appointed to serve with Bill Myers and Rob Bryant. The budget is to be presented to Board for e-mail vote within two to four weeks.

10. Budget Approval Process

- a. President expresses displeasure that budgets have not been submitted and processed as per the charge from fall.
- b. Bill: What does Board want to see by way of approval?
- c. Much discussion about this procedure – here we go again, what kind of deadlines, etc, etc.
- d. Do the best you can but recognize that some changes may be necessary.
- e. Comptroller needs better historical data on regional budgets.
- f. Board does not need to view historical data in the budget approval process, only Treasurer and Comptroller.
- g. For fall, would like to see ALL of the five required budgets in the report packet for the fall board meeting.

11. Treasurer's Report – The treasurer's report and the financial report for 2007-08 were available at the meeting and are attached below. Some observations from the treasurer (Myers) follow:

- a. While the first paragraph of report shows a loss, Bill is not overly concerned at this point.
- b. Sarbanes-Oxley act places new (potential) requirements on Treasurer and on board responsibility. See "Major changes" under item 3 in the treasurer's report.
- c. Bill needs a report from each voting Board member on any payments paid to Consortium during 2008-2009 fiscal year. This would include Fall 2008 and Spring 2009 conferences, or any payments made to CCSC during this time. Even though this was reimbursed by some other individual or entity, it needs to be reported. Aug. 1, 2008 through July 31, 2009 OR payment made for one of those conferences.
- d. **Motion:** Moved by Deborah Hwang and seconded by Liz Adams.
Membership fees are considered to be 100% for program services and 0% for donations. Carries without dissent.
- e. **Motion:** Moved by Bill Myers and seconded by Jim Aman that the Rocky Mountain, South Central, and Central Plains regional budgets be approved as distributed. (These budgets are included below.)
Motion carries.

12. Conference Date Coordination

The president declares that the date coordination issue will not be addressed tonight.

13. DB update (Wilson)

- a. Fall is still the target date but it will take time to get clean data. Bringing data across from the present system is not feasible.
- b. Question about level of data required on students *in membership data base* and also for how long this information needs to be kept. Is student data required in order to manage programming contests, etc.? The plan is to *not* maintain individual student data long term.

- c. Is national DB also going to be asked to manage “external” mailing lists? Brent hopes not.

Meeting adjourned at 11:15 p.m.

Preliminary Agenda

Minutes

Approval of the Minutes of the Fall 2008 CCSC Board Meeting

Reports

As usual, Board members are requested to report verbally only on any additions to, or action items contained in, the written reports submitted and distributed prior to the meeting. Action items arising from reports will be deferred to New Business.

Officers' Reports

President

Vice President

Regional Reports

Central Plains

Northwest

Eastern

Rocky Mountain

Midwest

South Central

Mid-South

Southeast

Northeast

Southwestern

Other Reports

Nominating Committee

Conference Coordinator

National Partners Program

CSTA

Publications

Treasurer

Membership

Audit Committee

Database Committee

UPE

Board Meetings

Issues with Location and Timing of CCSC Spring Board Meetings

National Partners Program Chair

Appointment of a New National Partners Program Chair

Budgets

Approval of Regional Budgets

Database

Review of Database Rewrite Status

Conference Coordination

Timing of Conferences

Paper Acceptance based on Abstracts

Status of Regions

Publications

Electronic Proceedings

Other Old Business

?

New Business

?

Report of the President

Myles McNally

I am glad that the term of the CCSC President has been extended to two years, as it will give me a chance to get it right before my term is over! Actually things have been going well – one indication of that is the absence of email votes on motions made outside of Board meetings. Another is the smooth transition we had in regard to the change in mailing procedures for the Journal. Thanks to John Meinke and everyone else involved in that process.

There have been some challenges in regard to workflow over the last few months, think no new National Partners Chair yet (that's on me), minutes of the fall Board meeting (late, but done), in-cooperation agreements with SIGCSE (late but submitted), and I am sure there are others. Such things are not unusual in an all-volunteer organization, particularly when the busiest period organizationally is also the busiest period professionally for us as faculty. I think if we had a global calendar of duties and times that would help for the routine tasks (someone should put the creation of that on their to-do list), but of course there will still be all the one-off jobs that each of us will need to face. Let's all do the best we can. I will do my best to continue to improve in my performance as President. I am also confident in all of our abilities as we move forward doing CCSC business.

My primary concern is the status of our regions and their conferences. Ernie Carey sent me a thoughtful email noting his concern over how the country's economic problems will impact attendance at our conferences. He is no doubt correct in his concerns and this is an issue we should consider. The timing of our conferences is also a concern for me. In 2009 we will have all five spring conferences on just two weekends and two of the fall conferences on another. In addition to the obvious problems this creates for attendees, it causes problems for our National Partners, particularly for NCSI which would like to more broadly participate in our conferences but has limited people-power to do so. Another and perhaps the most important concern for us is the strength of our individual regions. At a time when I would like to see us expand into areas of the country we do not yet serve, I am also concerned about the viability of our existing regions. Of particular concern to me is the Rocky Mountain region, our most geographically far-flung. We need to find ways to support our individual regions as we move forward in these uncertain economic times.

Getting a more effective web presence for the organization will help. However the webmaster (that me, of course!) reports that the work on the Plone reimplementation of the CCSC website will have to wait for the summer. This is a major task and will take some time to do right, more time than one has during the academic year.

Lastly I want to express for all of us on the CCSC Board our sympathy for Kim Kihlstrom on losing her home to fire while she was away leading a student trip to Europe. I am sure that such a loss was very difficult and I can only hope that Kim has been able to move forward from what must have been quite a low point. Our thoughts are with her.

I look forward to see you all in a few weeks in Chattanooga. I will be sending out a more detailed agenda shortly before the meeting, so keep an eye out for it!

Report of the Vice President

Robert Neufeld

Moving into the position of Vice President/Secretary/President Elect has been easier because it was preceded by two terms representing Central Plains on the CCSC Board (and because I am no longer teaching full-time). Nevertheless, I have appreciated the longer time to work up to the position of President while observing Myles and board activities. Both in my home region and nationally, we do rely on volunteers, all of whom have numerous other responsibilities and involvements. As we have expanded our reach to California, the Consortium continues to serve a real purpose.

The Vice President's report typically reports on those Board votes that were conducted by e-mail. My records do not show any such votes since our Fall Board meeting.

Thanks to those of you who submitted reports early so that I could start to assemble the packet. I should have requested that all documents come to me either as Word or RTF files to allow some editing for the final report package. Most of you did that. Some of your reports include links to web content and that's fine.

I look forward to seeing you again in Chattanooga and intend to produce minutes shortly after SIGCSE.

Bob Neufeld
Vice President

Central Plains Region Report

Scott Sigman

Central Plains Conference 2009

Our fifteenth annual conference is scheduled for April 3-4 at Southwest Baptist University in Bolivar, Missouri. Tim DeClue is conference chair.

- The complete program and other conference information may be found at <http://www.ccsc.org/centralplains/>. Keynote speaker is Jeff Jackson, Engineering Manager, Virtualization Research Lab, Intel Corporation. His topic is “*The Software Lifecycle at Intel*”. Our banquet speaker is Larry Dablemont, a naturalist and author.
- Thomas Cortina of Carnegie-Mellon University is running a pre-conference workshop on *Computer Science Unplugged*, under the SIGCSE outreach program.
- Twelve papers were accepted out of seventeen which were submitted for a 70.5% acceptance rate. Additionally the program has four tutorials, a panel, and a session of “nifty course assignments.” There is also a student poster session, the student web site contest, and a Saturday afternoon programming contest.
- Conference Steering Committee and Regional Board members are listed at <http://www.ccsc.org/centralplains/>.

Central Plains Conference 2010

Our conference for 2010 will be hosted by Park University, Parkville, Missouri on April 9 & 10, 2009. Wen Hsin will be the conference chair. Conference details can be found at <http://www.ccsc.org/centralplains/>.

Future Conferences

Our 2011 conference will be hosted by The University of Central Missouri, Warrensburg, Missouri. The 2012 conference will be hosted by Ozark Technical Community College, Springfield, Missouri.

Regional Steering Committee Elections

Steering Committee positions to be elected at the CCSC: Central Plains Conference this spring are Treasurer and Editor.

Respectfully submitted,
Scott Sigman
Central Plains Representative

Eastern Region Report

Elizabeth S. Adams

The very successful 24th Annual Eastern Conference 2008 of the Eastern Region of CCSC was held on October 10 and 11, 2008 at Hood College, Frederick, Maryland. The co-chairs of the Conference were Elizabeth Chang and Gary Gillard. Photos from the conference, programming contest winners, the program and other conference related information is still available at <http://cs.hood.edu/ccsce08/> and "is being retained for archival purposes although it will no longer be updated". The following is a list of the conference awards: Student Posters sponsored by UPE (3); Best Paper; Faculty Posters (3); Programming Contest (3).

The 25th Annual Eastern Conference (Fall 2009) conference will be held at Villanova University in Pennsylvania on October 30th and 31st. The conference co-chairs are Don Goelman and John Lewis. The budget was approved at the Fall 2008 CCSC Board meeting. The links to the conference webpage are <http://ccsce09.villanova.edu> <http://ccsc09.villanova.edu>. There are two because there was a misprint in the paper call for participation handed out at Hood. The subtitle for the conference is "*Treats and Some Tricks in Computer Science Education*" in line with the Halloween dates. Below are the submission and acceptance deadlines and the contacts for the various components of the conference:

- Papers : Submit by: April 20, 2009
Acceptance notification: June 15, 2009
Final copy and registration: July 3, 2009
Contact: [Pete DePasquale \(depasqua@tcnj.edu\)](mailto:depasqua@tcnj.edu)
- Panels, Tutorials, and Workshops : Submit by: April 20, 2009
Acceptance notification: June 15, 2009
Final copy and registration: July 3, 2009
Contact: [Joe Chase \(jchase@radford.edu\)](mailto:jchase@radford.edu)
- Nifty Ideas and Lightning Talks : Submit by September 14, 2009
Contact: [Leigh Ann Sudol \(lsudol@andrew.cmu.edu\)](mailto:lsudol@andrew.cmu.edu)
- Faculty and Student Posters : Submit by April 27, 2009
Late submission (not included in Proceedings): September 30, 2009
Contact: [Dave Hovemeyer \(dhovemey@ycp.edu\)](mailto:dhovemey@ycp.edu)

Note that there will be a programming contest but detail information has not yet been posted on the webpage.

2009 Conference Committee members are:

Co-Chairs

[*Don Goelman, Villanova University*](#)
[*John Lewis, Virginia Tech*](#)

Registration

[*Vijay Gehlot, Villanova University*](#)

Local Arrangements

[Sue Metzger](#), Villanova University

Papers

[Pete DePasquale](#), The College of New Jersey

[Tom Way](#), Villanova University

[Amruth Kumar](#), Ramapo College

Panels, Workshops, and Tutorials

[Joe Chase](#), Radford University

[Ian Barland](#), Radford University

Nifty Ideas & Lightning Talks

[Leigh Ann Sudol](#), Carnegie Mellon University

Student & Faculty Posters

[Dave Hovemeyer](#), York College of Pennsylvania

Undergraduate Programming Contest

[Thomas Cortina](#), Carnegie Mellon University

[Najib Nadi](#), Villanova University

[Sara Miner More](#), McDaniel College

Vendors

[Frank Klassner](#), Villanova University

Web Site

[Daniel Joyce](#), Villanova University

[Victoria Suwardiman](#), Villanova University

K-12

[JD Dougherty](#), Haverford College

Fall 2010 – 26th Annual Eastern Conference

The Fall 2010 conference will be held at Juniata College in Pennsylvania. The conference chair are Gerald Kruse and John Wright. I am waiting for confirmed date information and have forwarded the baseline budget to them and Jennifer Polack-Wahl for consideration. It will be submitted soon.

Fall 2011 – 27th Annual Eastern Conference

We are looking for a host site for the Fall 2011 conference.

Other Matters

Bylaws work still not completed.

Steering committee list on CCSC.org website still not correct. The one on the <http://ccsce09.villanova.edu> is correct.

Respectfully submitted,
Elizabeth Adams
Eastern Representative

Midsouth Regional Report

David Naugler

2009 Conference

The Seventh Mid-South Conference will be held at the University of Tennessee at Martin, Martin Tennessee, on April 3-4, 2008. Dr. James Clark is the site chair. Larry Morell, Arkansas Tech University, and Gabriel Ferrer, Hendrix College, are the papers chairs. Twelve papers were selected from the eighteen papers submitted. Double blind reviewing with at least three reviewers per paper was used. There will be a workshop, a panel, and some tutorials. There will also be a Student Programming Contest and a Student Papers section. Robert Panoff, executive director of Shodor and National Computational Science Institute is our keynote speaker and Jesse Poore, University of Tennessee vice president for information technology and chief information officer, is our banquet speaker.

The Regional Steering Committee and the 2009 Conference Committee are listed at the conference's website (www.ccsc-ms.org).

2010 Conference

The Eighth (2010) Mid-South Conference will be held at the Harding University in Searcy, Arkansas. Gabriel Ferrer of Hendrix College, Conway, Arkansas will be the conference chair.

Respectfully submitted,
David Naugler
Mid-South Regional Representative

Midwest Regional Report

Deborah J. Hwang

Midwest Conference 2008

The Midwest Conference for 2008 was held on September 28-29, 2008 at Hope College in Holland MI. The conference was well attended with 83 regular participants, 32 student participants, 17 programming contest only participants, and 5 K-12 only participants. The speakers, Chris Stephenson, Executive Director of the CSTA, and Bob Panoff, President and Executive Director of the Shodor Education Foundation, were excellent.

There were 10 student poster submissions. The winners were:

First place	Andrew Bellenir, Grand Valley State University	<i>Graphics Processor-Based Implementation of Bioinformatics Codes</i>
Second place	Nathanial Martin and Cameron Flint, Hope College	<i>Jasclipse</i>
Third place	Scott Thompson, Edinboro University	<i>Virtual Help Desk</i>

Taylor University once again provided the programming contest submission system. 16 teams from 10 schools participated. 14 teams solved at least one of the problems. The winners were:

First place	Taylor University	6 problems solved
Second place	Ball State University 2	4 problems solved
Third place	Grand Valley State University 2	3 problems solved

Midwest Conference 2009

The 2009 conference committee met on October 25, 2008, at Indiana Wesleyan University, Marion, IN, hosted by Bill Cupp. Laurie Werner is the conference chair, and Jim Aman is the local site chair. The following submission dates were chosen:

Papers	March 16, 2009
Panels, Tutorials, Workshops, Nifty Tools & Assignments, K-12	March 30, 2009
Student Posters	September 4, 2009

Due to a last-minute scheduling conflict with Saint Xavier University's Homecoming weekend, the 2009 Midwest Conference has been moved to October 9-10, 2009. Additionally, it has been moved to the main Saint Xavier University campus in order to allow MidWIC '09 to be co-located with the Midwest Conference.

Steering Committee

At the annual Midwest Region General Business Meeting held on September 28, 2008, at Hope College,

Holland, MI. Michael Rogers and Cathy Bareiss were re-elected to the Regional Steering Committee posts of Webmaster and Treasurer, respectively.

The Midwest Region Steering Committee also met on September 28, 2008. The main agenda item was Franklin College, Franklin, IN, accepting our invitation to host the Midwest Conference in 2010. Kerry Smith, Franklin College, will be the local site chair. Discussion continued on future conference sites and chairs.

Subsequent to the meeting, Robert Beasley, also Franklin College, accepted our invitation to serve as Conference Chair for 2010 and will serve as Associate Chair for the 2009 conference. Also, the date for CCSC:MW 2010 has been confirmed for September 24-25, 2010.

Respectfully submitted,
Deborah J. Hwang, Midwest Representative

Northeast Region Report

Lawrence D'Antonio

2009 Conference

The Fourteenth Annual CCSCNE conference will be held April 24-25 at SUNY Plattsburgh. Lonnie Fairchild from SUNY Plattsburgh and Tim Fossum from SUNY Potsdam are the Conference Chairs.

There were 27 papers submitted of which 14 were accepted. This represents an acceptance rate of 52%. In addition the conference features five panels, six tutorials, and three pre-conference workshops.

There are two invited speakers: Susan Landau from Sun Microsystems and Jeannette Wing from Carnegie Mellon.

2010 Conference

The Fifteenth Annual CCSCNE conference will be held April 16-17, 2010 at the University of Hartford. This was also the site of the very first CCSCNE meeting. Ingrid Russell will be the Conference Chair.

Other Items

1. The 2011 meeting will be held at Western New England College.
2. Will Mitchell made some suggestions of changes to our proposed sections by-laws. We intend on finalizing the by-laws at our next regional board meeting.

Submitted February 17, 2009

Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
Mahwah, NJ 07430

Phone: 201-684-7714
Email: ldant@ramapo.edu

Northwestern Region Report

George Hauser

Future Northwestern Conference Sites

<i>Year</i>	<i>Dates</i>	<i>School</i>	<i>Location</i>
2009	10/2-3 or 9-10	Pacific Lutheran University	Parkland, WA
2010	10/1-2 or 8-9	George Fox University	
2011			

Regional Board Meeting

The last regional board meeting was held in January via phone conference to save travel costs. We are in need of a 2011 location and want it to be on the east side of the mountains. Richard Weiss from Evergreen University took over from Ed Gellenbeck as the webmaster.

We are worried about attendance at the upcoming October conference as so many schools have cut travel budgets.

Open Positions

A new regional representative and secretary will be elected this year.

Respectfully submitted,
George Hauser
Northwestern Representative

Rocky Mountain Region Report

Ernest Carey

The *Seventeenth Annual* Consortium for Computing Sciences in Colleges sponsored *CCSC Rocky Mountain Conference* in cooperation with The Association for Computing Machinery Special Interest Group in Computer Science Education was held October 17-18 at Colorado Technical University in Colorado Springs, Colorado.

In spite of losing the Site Chair at an inconvenient time, the conference went well with attendance bolstered doctoral students attending Colorado Technical University at the time of the conference. Special thanks go to Bruce Harmon, Dean of Engineering and Computer Science at CTU for assuming the role of site chair. Pat Ormond, program chair, worked with Dean Harmon to complete most arrangements required at the site. Pat Ormond traveled to Colorado Springs the day before the conference to assist in final preparation for the conference.

Next year's conference will be held October 16-17, 2009 at San Juan College in Farmington, New Mexico. The 2010 conference will be held October 15-16 at Metropolitan State College of Denver in Denver, Colorado.

2009 Conference Committee:

Conference Chair: Pat Ormond
ormondpa@uvu.edu
Utah Valley University

Site Chair: Tim Reeves
reeves@sanjuancollege.edu
San Juan College, NM

Program Chair: Jerry Shultz
shultzj@mscd.edu
Metropolitan State College, CO

Papers Co-Chairs:
Terry Scott
tscott@fisher.unco.edu
University of Northern Colorado
Noel LeJeune
lejeunen@mscd.edu
Metropolitan State College, CO

Proceedings Chair: Jean Johnson
jeanjohnson@bhsu.edu
Black Hills State University, SD

Publicity Chair: Aaron Gordon
gordon_a@fortlewis.edu
Colorado Technical University

Web Site Chair: Doug Medin
medin@cs.wnmu.edu
Western New Mexico University

Registration Chair: Victoria Eisele
victoria.eisele@frontrange.edu
Front Range Community College, CO

Registration Chair: Jerry Shultz
shultzj@mscd.edu
Metropolitan State College, CO

Representative to the Board: Ernest Carey
careyer@uvsc.edu
Utah Valley State College

Treasurer: Ernest Carey
careyer@uvsc.edu
Utah Valley State College

Web Site Chair: Doug Medin
medin@cs.wnmu.edu
Western New Mexico University

Respectfully submitted by
Ernest Carey
Rocky Mountain Representative

South Central Region Report

John D. Fernandez

2009 South Central Conference Report

Southeastern Louisiana University at Hammond, LA will host the April 24-25, 2009 conference. Thirty five papers were submitted and 18 were accepted (51% rate) for publication. In addition, the conference will include one pre-conference workshop, three tutorials, and six student papers. CD's of student papers will be included in all packets of attendees. Student papers and abstracts of posters will be included in the CCSC-SC *Student Paper E-Journal*, Volume 2, <http://www.sci.tamucc.edu/ccsc/E-Journal/2008/>. At this point, registration appears to be on track with estimates.

2010 South Central Conference

St. Edwards University, Austin, Texas is the site of the 2010 conference. The first meeting about the conference will be held at the 2009 conference, followed by a Steering Committee planning meeting scheduled for December 2009.

Future Conferences

The SCC Steering Committee has selected the following future conference sites:

2011 Sam Houston State University, Huntsville, TX

2012 West Texas A&M University, Canyon, TX

2013 Louisiana State University at Shreveport, LA

2014 UT Dallas, Dallas, TX

Other

My term as the National Representation for the SC Region expires this year, so a vote will be necessary to replace me.

Respectfully submitted,

John Fernandez

Southeast Region Report

Kevin Treu

Fall 2008 CCSC:Southeastern Conference

The 22nd CCSC Southeastern Conference was hosted by Augusta State University in Augusta, GA on Nov 7-8, 2008. There were 84 registrants (12 of whom were students, and XX of whom were first time attendees). The program included 22 papers, 5 tutorials, and our student paper competition. 32 papers were submitted (9 fully accepted + 13 conditionally accepted). XX people attended the pre-conference workshop. Student participation was very high, with 20 teams (80 students) representing 14 schools in the programming contest. 12 students authored papers in the student paper contest. Winners in the programming contest were Mercer University (1st) and Bob Jones University (2nd and 3rd). Winners in the student paper contest were Alan George, Florida Southern College (1st), Steven Nunnally, Roanoke College (2nd) and Danny Noler, Mercer University (3rd).

Fall 2009 CCSC:Southeastern Conference

Roanoke College in Salem, VA will host the 2009 conference on Nov 13-14 for the second time. Anil Shende is the site chair. The rest of the Conference Committee has not yet been determined. The conference web site is:

<http://cs.furman.edu/ccscse/conference.php?year=23rd>

The call for participation is available at the site. April 3 is the deadline for paper submissions. (September 11 is the deadline for abstracts for the Student Research Contest.) Student activities will again include a programming contest and student paper competition. Details of each are available on the web site. The keynote and banquet speakers have yet to be determined.

Fall 2010 CCSC:Southeastern Conference

The regional board is considering hosting applications for the 2010 and 2011 conferences. Decisions are expected at our SIGCSE meeting.

Other Regional Issues/Activities

Task Force Initiatives – The regional board is working on some initiatives that are expected to improve the conference and the operations of the region. Specifically:

- Review and assessment of electronic communication/publicity methods
- Consideration of a partnership with CSTA at our conference
- Consideration of alternative forms of presentation and participation at the conference, including a possible faculty poster session

Reports on these initiatives are expected at the regional board meeting on March 8, with specific

recommendations to be discussed and adopted.

CCSC:SE Conference Hosting Manual – A hard-copy version of a Conference Hosting Manual has been created and was employed successfully for the first time in 2005. It is undergoing revisions for 2009, and an online version is under development. This, together with the existing CCSC:SE Conference Host Proposal form, provides detailed assistance to host sites.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

Southwestern Report

Kim P. Kihlstrom

Preliminary

Our regional officers are the following:

- Chair: Ani Nahapetian, CSU Dominguez Hills
- Treasurer and Registrar: June Porto, Mira Costa College
- Secretary and Webmaster: Paul McQuesten, University of Redlands
- Editor: Lori Carter, Point Loma Nazarene University
- Regional Representative: Kim Kihlstrom, Westmont College

Southwestern Conference 2009

Our second conference is scheduled for April 3-4 at National University in San Diego.

- Ali Farahani of National University is the conference chair. The site chair is Mudasser Wyne of National University.
- Andrew Begel of Microsoft will give the opening keynote address. Andrew is a researcher in the Human Interactions in Programming Group at Microsoft Research and is very involved in educational issues.
- Cay Horstmann of San Jose State University will give the closing keynote address. Cay has written numerous textbooks including *Big Java* and *Big C++*.
- Twenty papers were accepted out of 24 submitted for an 83% acceptance rate. Two papers were later withdrawn, so 18 will be presented.
- Three tutorials were accepted out of 5 submitted for a 60% acceptance rate. The tutorials that will be presented are:
 - *Teaching virtual reality to undergraduates*
 - *Animated Database Courseware (ADbC): interactive instructional materials to support the teaching and learning of database concepts*
 - *Java assembly language programming for the JVM*
- The complete program and other information may be found at <http://www.ccsc.org/southwestern/2009/>.

Future Conferences

We are investigating possibilities for the 2010 conference site. We would like a site that is close to the center of our region for this year's conference.

Other Business

Our region requests consideration of the following:

- We would like to have credit card capability for conference registration, etc. Most attendees are used to paying by credit card at every conference they attend. The procedure for getting copies of the checks at the bank for national is very time consuming. If registration is made easier, more people may attend our conferences which should offset the credit card fees.

- We want to strongly advocate for CD proceedings in addition to paper proceedings. We are a Computer Science group; we should be using technology. Many conferences, including SIGCSE, are now providing an option to receive proceedings on CD.
- We request that a single person from national be the coordinator for this region. We have experienced conflicting directions from different people at national, and we would like to know who our contact is.

Respectfully submitted,

Kim P. Kihlstrom
Southwestern Regional Representative

National Partner Chair Report

Ernie Ferguson

The board needs to appoint a new national partner chair as the current chair will be retiring from full-time teaching at the end of July. Hopefully this person can be in place in time to work with the current chair to meet the current partner representatives at SIGCSE and recruit additional partners. This is an urgent matter.

I am pleased to report that we currently have seven partners. Cengage Learning, Epic Systems Corporation, Microsoft Corporation, Pearson Education, RidgeSoft, Turing's Craft, and John Wiley and Sons have partnered with us. The merging of several textbook publishers has presented a challenge of keeping up with the contacts. Promotions and job transfers make the task of communications difficult.

More of our partners are sending material to insert in the conference registration packets or sending their displays due to the economy. I expect this to increase. We have had a request for advertising in our newsletter or inserted in The Journal. On a temporary basis I have approved inclusion of notices with the newsletter. The board should take action on this item.

Regional conference schedules have presented problems for some of our partners. There is no way that some of our smaller partners can simultaneously send representatives to three conferences on the same weekend. Perhaps the board needs to better coordinate the scheduling of regional conferences.

I have been working with Microsoft to set up the process whereby they could automatically renew their membership without their educational representative having to send new paperwork through their organization. An invoice was developed and hopefully this will expedite the process.

Dr. Robert Panoff, on behalf of The Shodor Foundation, has inquired as to the possibility of using a national partnership to disseminate the results of a grant for which he was making application. If the grant is funded, they will once again partner with the CCSC to spread the results of their research project. Projects like this will benefit the CCSC and our partners.

Publications Chair Report

John Meinke

Spring 2009 Conferences

A summary of the statistics for the spring conferences follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Page Count	Acceptance rate
South Central	18	7.1	3	1.25	138	50%
Southwestern	17	8	3	1	152	75%
Mid-South	12	7.25	6	1.6	100	67%
Central Plains	14	7	6	1.5	104	70%
Northeastern	14	7.6	13	3.3	158	50%

Once again, my thanks to the editorial team, Susan Dean and George Benjamin, as well as the folks I worked with from the individual conferences: Laura Baker, Dean Sanders, Dan Brandon, Lori Carter, and Mike Gousie. It's been an excellent team to work with. My thanks also to our printer, Montrose Publishing.

Copyright form receipt will always be a problem in my view. The problem is that for the most part the manuscript goes to one person while the "paperwork" goes to another so I'm receiving from two different "directions"!

We need a short summary on how manuscripts come to me. South Central for years has had a separate paper submission site, as has Northeastern. An excellent addition to the South Central site this year is an email sent to me automatically whenever there is a new submission. If an author revises the manuscript and resubmits it I know immediately. Before I would have to search down through subdirectories to see if the date and time for the file submission had changed. The remaining Spring conference regions submit the manuscripts as email attachments.

Conference Deadlines

I start to sound like a broken record, but setting deadlines is a very serious issue. Conferences need to negotiate with me before their deadlines are published. It is not reasonable to set a deadline for final manuscripts seven weeks before the conference, particularly when there are two other conferences that same weekend. In the case this year the conference with the tightest deadline constituted 43% of the page count for the three conferences that weekend. We knew this was coming and tried to stay ahead on manuscript

finalizing. The conference also notified authors that the 13th February deadline was a hard and fast deadline. As it turned out all manuscripts did arrive by the deadline and we were able to stay ahead on the final manuscripts so we were able to have the complete manuscript out of here in 72 hours. However, then there were three pages on which there was a particular type font that could not be resolved by the typesetting software used by the printer so I had to muck around again with those three pages and this represents a lengthening of the actual production process.

Another issue is getting the program finalized early. We cannot start assembling final copy without at least a preliminary program. Furthermore, we have no idea what we are waiting for without a program. In addition, one conference proceedings ended up having to go to press without a panel discussion for which the panel had apparently not been set up, and that proceedings went to the printer with tight printing deadlines. This is not good!

It appears to me as though there are a couple of conferences with communications problems. I should be communicating with the papers person, the local editor or whatever title the person has. That person, though, needs to be communicating with folks on the conference committee, to include getting answers! I kept asking the same question of one conference, and kept getting the same answer – “I have asked.” This is a sign of a communication problem within the conference committee.

Another issue is following instructions. The first six papers received for one conference were only in pdf format, three of which would not translate into a text format. When I contacted the regional editor the response that I received was that he understood that all I needed was the pdf format. When I went to the web site for that particular conference the instructions were very clear in that “Note that the final version of an accepted paper must be submitted in both Word and in pdf format.” How can we expect authors to follow instructions when the regional editor can’t?

Overall preparation of the proceedings went very smoothly. However, the regional representatives need to be aware of problems that did occur and correct any problems involving their own regions, plus be aware of potential problems that could occur in the future.

Electronic proceedings

As soon as the blue line is checked for the Spring conference proceedings the pdf copy of the individual Journal issues will be released to the individual conferences. If they choose to make the electronic version of the proceedings available at the conference there should be no problem as long as they use the official files. As soon as the blue line is checked we will also break the Journal issues down into individual pdf files for posting on the ACM Digital Archives. Those individual paper files will also be made available to the individual conferences.

Mailing Problems

Montrose Publishing took over the mailing of the issues of the *Journal* to the membership in October. We have no idea about cost since the last I knew we did not have a bill yet. They have done a nice job, though, and the issues come through much nicer in the shrink wrap. We still have some “stuff” to work out. The big item is getting an up-to-date set of mailing labels to them. The December issue was sent out using the same set of mailing labels as the October issue. Thus it is not guaranteed that new members from the fall conferences received the December issue.

Respectfully submitted,

John Meinke, Publications Chair

Comptroller Report

Rob Bryant

Below is a table indicating the status of regional budgets I have processed since Fall 2008. At the present date, I am waiting to receive budgets from all regions except SW.

Region -conf. term	Baseline yr & date sent to region	Budget yr & date rcvd from region	Comptroller Approval sent to treasurer	Submitted to Board for vote	Approved by board	Next budget needed
CP-SPR	2010: 11/20/2008					2010
EA - FA	2010: 12/2/2008					2010
MS - SPR	2010: 11/20/2008					2010
MW - FA	2010: 12/2/2008					2010
NE - SPR	2010: 11/20/2008					2010
NW - FA	2010: 12/2/2008					2010
RM - FA	2009: 12/2/2008					2009
SC - SPR	2010: 10/23/2008	2010: 1/9/2009	2010: 1/9/2009			2011
SE - FA	2010: 12/2/2008					2010
SW - SPR	2010: 11/20/2008					2010

Membership Chair Report

Jim Aman

As of February 18, 2009, membership including individuals who pay their dues independently stands at 630. This represents the total of active memberships on the “snapshot” date. The data is also clean, except for 13 individuals in the Southeast region for whom membership information was not entered into the database but whose names appeared on the registrar's final spreadsheet.

CCSC MEMBERSHIP – Feb. 18, 2009

Region	2008	2009
CP	55	60
ES	65	84
MS	41	47
MW	67	89
NE	119	109
NW	51	45
RM	45	30
SC	90	77
SE	93	55
SW	--	34
Totals	626	630

The new database system will be tested this summer and ready for use by fall conferences. This has been an incredibly difficult task and has consumed much of Brent Wilson's time for the past 18 months. I am grateful to him for his willingness to tackle the chore, to his students for cooperating in the design and testing, to all the regional registrars who contributed suggestions for features, and to the Board for their patience and direction. Personally, I have found working with the old system very frustrating and am looking forward with great anticipation to the greater functionality of the new system.

My next major tasks are to revise the manual recordkeeping system and to develop a better way of helping regional registrars. Regional reports are delivered at sporadic intervals and vary widely in content and accuracy. Because the treasurer needs accurate accounting from me, I need accurate, usable reports from regional registrars. Training has to take high priority in making this happen. In my fall, 2009, report, you should see statements of specific revisions to both recordkeeping and training as the new database system enters the scene.

Treasurer's Report

Bill Myers

1. Financial Report for 2007-08

The final report was sent to you. The bottom line is that we took in about \$11,000 more than we spent for the year. The bad news is that the Board spent nearly \$9500 more than was made from head tax, memberships, national partners, interest, and donations (compared to a little over \$6000 last year); as well, for the second year in a row, the Northeastern Conference spent more than they took in. Only one conference spent more than they took in this year, as compared to three last year.

2. Tax Return for 2007-08

Copies are available for inspection and questions.

3. Changes in IRS filing requirements

The IRS is dramatically changing the tax filings required of non-profits. The good news is that we will probably not need to file the long form again for some time and that the short form is not changing until the 2010 or 2011 tax year; however, we will need to collect the new data that may need to be reported on those forms.

Major changes

- This board will be required to review the tax returns before it is submitted.
- The return will contain a Board approved Mission Statement and a list of specific activities (with numerical results) undertaken by the Consortium to meet that mission (labeled "Statement of Program Service Accomplishments.")
- The return will contain specifics about the Consortium's policies and disclosure practices.
- We will have to separate all receipts and expenditures into those with parties in the United States (and in some cases Canada) and with parties in each of six foreign regions.
- We will have to report transactions (receipts and expenditures) with all Board members and their families and with "other closely related entities." The procedure for this is one of the procedures on which we will need to report.
- We will need to report on the number of "volunteers" working for the Consortium.
- Membership will no longer be a valid income category. We will need to explicitly state how much of this income is for program services and how much is a donation.
- We must determine how to tell if our voting membership is "independent" or not. (Probably a duty for the Audit Committee.)
- We must formalize the Audit Committee.
- Information on Board members need to include an address for them (not necessarily their home address) and all transactions with them not only when they are Board members, but for up to five years after they leave the Board. (Action item: I need to know how much each of you have paid to the Consortium for the current fiscal year. In the future, I will need

to know who is the source for each income item.) Also, Board members will be required to report any compensation received from “certain unrelated organizations.”

- There are changes in the reported expense items that will necessitate changes in the budget lines and on report of expenses. (Some can be collapsed if desired; some will need to be added.)
- No longer will I need to have a report from each Fall conferences on funds received by August 1, but I will need to have reports on all income and expenditures for the Consortium all of the conferences the previous year in time to produce a tax return for review by the Board at the Fall Board meeting. (This will mean a date of September 15.)
- There is a new definition of fundraising events that need to be examined to determine whether or not this will apply to National Partnerships.

4. Bank Situation

With the purchase of Wachovia by Wells Fargo, we will now have banks in the Midwest for the Midwest conference to use and enough in the Rocky Mountain area for them to deposit funds there.

Bank of America is going through a rocky period, but has actually paid back some of the TARP funds.

5. Conference Budgets

Attached find the following budgets recommended by Rob and me for adoption:
Rocky Mountain 2009

The budget for South Central 2010 is in process and should be available next week for approval.

He other conferences need to submit their 2010 budgets soon for approval.

Financial Report

Consortium for Computing Sciences in Colleges Treasurer's Report 2007-08												
	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	SW	TOTAL
BEGINNING BALANCE												\$94,559.95
INCOME												
Membership Dues	455.00											455.00
Conference Head Tax	26,445.00											26,445.00
Portion of Dues Paid Prior Year	10,681.50											10,681.50
Proceedings	1,866.00											1,866.00
Back Issues	55.00											55.00
Interest	4,083.75											4,083.75
National Partners	6,000.00	300.00		300.00	200.00	300.00	200.00	200.00	300.00	200.00	300.00	8,500.00
National Partners Collected 06-1	2,000.00		200.00		200.00		200.00		200.00			3,000.00
Grants												0.00
Registration		9,640.00	15,045.00	7,440.00	125.00	18,635.00	7,310.00	6,735.00	11,345.00	7,950.00	5,365.00	89,590.00
Advanced Registrations			1,755.00		3,220.00		2,800.00			1,950.00		9,725.00
Advanced National Partners	2,000.00		100.00		100.00		100.00	100.00		100.00		2,500.00
Extra Meals		39.00	245.00	170.00		225.00	250.00	70.00	570.00	230.00		1,799.00
Extra Proceedings		100.00	40.00	100.00		90.00	80.00	50.00	30.00	20.00		510.00
Donations	489.82	500.00									640.00	1,629.82
Other		333.58	955.00	2,000.00	10,690.00	1,700.00			75.00	5,285.00		21,038.58
Other Advance Income			67.00		30.00		60.00			370.00		527.00
TOTAL INCOME	\$54,076.07	\$10,912.58	\$18,607.00	\$10,010.00	\$14,565.00	\$20,950.00	\$11,000.00	\$7,355.00	\$12,320.00	\$16,305.00	\$6,305.00	\$182,405.65
Reserves for Advanced Payments	\$2,000.00	\$0.00	\$1,922.00	\$0.00	\$3,350.00	\$0.00	\$2,960.00	\$100.00	\$0.00	\$2,420.00	\$0.00	\$12,752.00
NET INCOME	\$52,076.07	\$10,912.58	\$16,685.00	\$10,010.00	\$11,215.00	\$20,950.00	\$8,040.00	\$7,255.00	\$12,320.00	\$13,885.00	\$6,305.00	\$169,653.65
EXPENSES												
Conference Meals		4,619.30	7,760.24	3,756.57	3,560.24		3,253.93	1,969.53	4,914.97	3,728.93	1,735.56	35,299.27
Conference Rentals				550.00	600.00			84.00	844.40			2,078.40
Conference Head Tax		2,296.00	3,731.00	1,886.00	2,624.00	4,469.00	1,968.00	1,927.00	2,665.00	3,485.00	1,394.00	26,445.00
Journal Printing	20,301.08											20,301.08
Journal Mailing	3,039.39											3,039.39
Professional Fees	7.14											7.14
Web Expenses	99.00					119.40						218.40
Database Development	229.21											229.21
Office Supplies	340.98	53.17	179.66	205.40	26.91		346.78	49.51	103.20			1,305.61
Postage	302.34	193.94	520.06	202.14	794.51	0.74	1.85	0.37	44.64		0.74	2,198.76
Printing & Dup.								80.40	39.14			119.54
Publicity		374.00	431.00	301.09							748.86	1,854.95
Proceedings		210.00	174.00	324.00	216.00	24.00	312.00	228.00	360.00			1,866.00
Speakers Expenses		(213.42)	1,000.00	42.00		650.00		200.00	93.25			500.00
Student Programs				1,008.13								1,044.93
Student Awards		974.98	725.00	516.46	236.10	730.00	545.83	100.00	300.00	255.93	100.00	4,484.30
Professional Awards			50.00						88.13			138.13
Advances						12,092.50			1,168.50			13,261.00
Board Travel	21,681.57					3,195.64	1,170.75					26,047.96
Board Meeting Expenses	1,140.00	115.70		113.41	412.98		41.19		16.21	173.40		2,012.89
Audit Committee Expenses	310.24											310.24
Conference Development	376.96											376.96
Phone/Fax												0.00
Checks/Bank Fees	324.20	5.00	5.00									334.20
Credit Card Fees												0.00
Interest												0.00
National Vendor Reg. to Conf.	3,000.00											3,000.00
Other	1,487.60		35.20					50.00	36.59			1,609.39
TOTAL EXPENSES	\$52,639.71	\$8,628.67	\$14,611.16	\$8,905.20	\$8,470.74	\$21,281.28	\$7,640.33	\$4,688.81	\$10,674.03	\$7,680.80	\$4,633.85	\$149,854.58
RESERVES												
Advance Memberships	\$8,880.50											8,880.50
Future Grants/Conf. Payments												0.00
TOTAL RESERVES	\$8,880.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,880.50
Net 2005-06	(\$9,444.14)	\$2,283.91	\$2,073.84	\$1,104.80	\$2,744.26	(\$331.28)	\$399.67	\$2,566.19	\$1,645.97	\$6,204.20	\$1,671.15	\$10,918.57
Year End Balance	(\$9,444.14)	\$2,283.91	\$2,073.84	\$1,104.80	\$2,744.26	(\$331.28)	\$399.67	\$2,566.19	\$1,645.97	\$6,204.20	\$1,671.15	\$105,478.52
Accounts												
Checking			\$7,811.23									\$12,752.00
Savings			\$22,857.98									8,880.50
Certificates of Deposit			\$93,257.11									\$8,880.50
PayPal			\$84.45									\$8,880.50
Cash			\$7,392.00									\$127,111.02
Accounts Receivables			\$415.00									\$127,111.02
Total			\$131,817.77									\$ 4,706.75

Service Recognition Sub-committee Report

Liz Adams, Jim Aman, John Meinke

Committee membership: John Meinke, Liz Adams, Jim Aman

I'm sorry to report that the committee did not function. I asked Will Mitchell for some information to get us going, and while it should have produced some discussion it simply did not go anywhere. Possibly the problem was that we're looking at making up for 24 years and the task is overwhelming. In any respect, I would recommend that the committee be reconstituted.

While Will has contributed significantly to the committee coming up with the list of presidents from the beginning, I don't picture the service recognition being only for presidents. I personally feel that there are other forms of service that should be recognized, and don't feel personally that a president who came in and then disappeared from the Consortium should be recognized. I think of the many folks who came out of a region and then went back to the region – significant numbers of years of service to the Consortium. Will himself will have 25 years of continual service to the Consortium in 2010. We might not have always agreed 100% with some of Will's actions, but they were always performed for the betterment of the Consortium, and that should be recognized!

Not that I expect an award, but my case becomes very interesting! I was one of the co-founders of Eastern and cohosted two conferences as well as hosted one conference – but that was back in the days when Eastern was not officially a member of the Consortium. What do we do with folks in a situation such as that? George Benjamin is in a similar situation. He was on the steering committee of Eastern from inception, as I recall. He assumed the liaison position with our publisher when I came to Europe in 1993, but received no Board recognition until I asked that he be appointed associate editor some years later. So, we have a number of people for whom we don't have a clear trail of their contributions to the Consortium, contributions without which the Consortium would have been significantly hurt.

My recommendation at this point is that the committee be reconstituted with Will providing some of the historical data on individuals, with input also from other folks. Assuming that we include service to Eastern it appears to me as though we would have several people with eligibility for some sort of recognition for 25 years of service to the Consortium. I would be willing to provide any information on Eastern (having been on their Steering Committee now since its inception) but don't feel that I should chair the committee. Will should be on the committee since he is quite literally our historian!

Will's comments to the committee:

I'm not too sure what we want to recognize, or whether we should take SIGCSE's awards program as a model, but I can look up stuff about participation in the organization. Each region has founders and long-time contributors to conferences, either in presentations or as planners. In addition we have the presidents and other long-time board members. Here is the list of presidents:

academic year starting CCSC President

1985 Will Mitchell
1886 Aryland Eyle/Will Mitchell
1987 Wally Roth
1988 Doris Appleby
1989 Frank Cheatham
1990 Gail Miles
1991 John Meinke
1992 Barbara Owens
1993 John Rabung
1994 Dick Hull
1995 Sue Fitzgerald
1996 Paul Haiduk
1997 Paul Myers
1998 Susan Dean
1999 Charles Howerton
2000 Matthew Dickerson
2001 Ingrid Russel
2002 Curt White
2003 Paul Myers
2004 Rob Bryant
2005 Jim Aman
2006 Susan Dean
2007 Susan Dean
2008 Myles McNally

We could have a points system with certificates and plaques or pins for certain levels (which is how DPMA did it). For example, 5 years service on a conference committee merits a certificate, 10 years a plaque, 15 years a pin. 10 conference presentations merits a certificate, 15 a plaque, 20 a pin. 5 years service on the Regional Board a plaque. 5 years service on the national Board a plaque.

We could also publish a distinguished leadership list recognizing the founding chair of each conference and the CCSC presidents.

I'm not certain that we ought to glorify 10 and 15 years service on the national board even though most members are elected. That seems to commend ossification in leadership.

But the Board might commend its appointees who have made significant contributions to the organization. This might be done upon retirement from the appointed position, having held it for a minimum number of years. This could be a plaque detailing the significant improvements contributed by the appointee to the job role. Then there should be a special appreciation award given for non-routine service to a region or the national board. This might be limited to one a year by each region and the CCSC board, and it should exclude the retiring president, whom regions often recognize.

Maybe that could get the discussion going (and I recognize that the original motion did not anticipate awards at the region level--MidSouth has its ELVIS award and maybe others should too).

Respectfully submitted,
John Meinke, Chair

Appendices

A. Fall 2008 Minutes

Minutes of CCSC Fall Board meeting

September 25-26, 2008

Holland, Michigan

Reported by Robert Neufeld, Vice President

Session One: Thursday, September 25, 2008

1. Call to Order

The meeting was called to order at 7:15 p.m. by President Myles McNally.

Members Present: Myles McNally, president; Robert Neufeld, vice president; John Meinke, publications chair; Bill Myers, treasurer; Jim Aman, membership chair; Scott Sigman, Central Plains; Elizabeth Adams, Eastern; David Naugler, Midsouth; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; George Hauser, Northwestern; Ernest Carey, Rocky Mountain; John Fernandez, South Central; Will Mitchell, Conference Coordinator; Robert Bryant, Comptroller; Brent Wilson, database administrator

Absent: Kim Kihlstrom, Southwestern; Kevin Treu, Southeastern; Ernie Ferguson, National Partners Chair.

2. President (Myles McNally)

Board members introduced themselves for the benefit of Scott Sigman, new Central Plains representative. Agenda was reviewed, having been listed together with action items for the purpose of a more efficient meeting and fewer E-mail votes. Demonstration of new DB and of new options for the CCSC website may be deferred to Friday morning.

Spring, 2008 minutes

Minutes of the spring, 2008, CCSC Board meeting had been prepared by (past president) Susan Dean prior to this meeting. The spelling of Deborah Hwang's name was corrected. After some discussion, the minutes were amended to include the approval of the South Central budget at that meeting.

Motion to approve the minutes as amended made by Myers, seconded by Fernandez, and the motion passed.

3. Brief Regional Reports

Regional representatives were given opportunity to highlight their reports which had been distributed in advance and will be an appendix to these minutes.

4. Future Board Meetings

In the normal rotation for fall Board meetings, the 2008 meeting should have been with the Eastern region but was changed to Midwest due to a conflict. It was proposed that the Fall 2009 Fall Board meeting be together with the Eastern region fall conference at Villanova University (just outside Philadelphia) in mid October.

Motion: By Liz Adams, seconded by David Naugler.

That the Fall 2009 Board meeting be held together with the Eastern regional fall conference at Villanova University.

Passed without dissent.

Further discussion encourages the planning of fall board meetings to focus more on locations where travel is simpler and less on the rotation around the regions.

Discussion of meeting times for fall board meetings

Some members find the Thursday evening Board meetings difficult to attend without canceling classes. President McNally suggested a Friday morning meeting with Thursday evening available for subcommittee meetings. What about meeting Saturday after the conference is over? Three persons indicated a preference for an alternative time. Discussion concluded without any action to change from the present pattern for meeting times of the fall Board meeting.

5. National Partners Program Chair

Ernie Ferguson has given notice that he will conclude his term as National Partners Program Chair in spring and suggests that a new chair be named before the SIGCSE meeting so that the two can make the rounds together at SIGCSE. Names of possible replacements were suggested with contacts to be made and reported back to Myles McNally.

6. Budgets, etc.

a) Approval of Regional Budgets. After discussion, it was agreed that the South Central budget had been approved at the spring meeting. The Rocky Mountain budget was deferred.

Motion: By Bill Myers, seconded by Liz Adams.

That the budgets for the Midsouth, Northeastern, Eastern, Midwest, and Southeastern regions be approved as presented. Carried without dissent.

b) Opening CD accounts with the Bank of America. Bill Myers presented this item which is motivated by the need to main total balances in one bank under \$100,000 for FDIC insurance purposes.

Motion: By Liz Adams, seconded by Jim Aman.

That we approve opening CD accounts with Bank of America. Motion carries.

c) Possible third bank. Bill Myers proposes to open an account with *Fifth Third Bank* in order to allow Midwest to do direct deposit of checks. Other regions can use Bank of America or Wachovia to deposit checks as they come in. Rob Bryant notes that the Audit Committee recommends use of a single bank and this would move in the other direction. PayPal is coming in new DB system. This is presented as an information item which may later come as an action item for an electronic vote.

d) Conference Budget Submission Procedures. Rob Bryant, Comptroller, reviewed the discussion that took place by E-mail preceding the meeting on his proposal for budget submission and approval procedures. Discussion followed on this proposal to be presented for approval later in the same meeting.

After a break, the amended budget for Rocky Mountain was presented for approval.

Motion: By Bill Myers, seconded by Liz Adams.

That the Rocky Mountain budget be approved as amended. Motion carries.

At 9:15 p.m., President McNally proposed that presentation of the DB system and the proposal for a content management system for the website be deferred to 9:00 a.m. Friday. The board will reconvene tomorrow specifically for those two purposes and not other remaining agenda items.

7. Publications issues

Mailing problems: John Meinke introduced this discussion based on information distributed by e-mail prior to the meeting. Due to increasing problems with having Muhlenburg mail the Journal, George Benjamin proposes that Montrose handle the mailings for CCSC beginning with the October issue. After further discussion of quotes and needs, it was pointed out that the Standing Rules authorize the Publications Committee to make such decisions.

Newsletter. John would like membership notified that the Newsletter is on the website.

- With Montrose shipping the Journal, the Newsletter will no longer be mailed out with the Journal.
- It was noted that there is redundancy between the website and Newsletter.
- Having an organized Newsletter has some user-friendly advantages. An online HTML newsletter has significant advantages.
- On the other hand, from a historical standpoint, the record is lost in that mode. A printed Newsletter provides permanent record. Events calendars, for example, change and certain information is lost.
- Notification should go out to members that a Newsletter is available.
- Bill points out that IRS requires “regular” communication with our membership. This can be handled by E-mail to membership re. the Newsletter.
- The Board is in favor of and advises the Publications Committee to go with an electronic form of the newsletter AND to notify the membership when a Newsletter is available.

Electronic Proceedings

Myles asks “Do we want to continue having these discussions about electronic proceedings at every meeting?” PDF files are created by John Meinke which could be made available to an individual conference. A great deal more work would be required to turn this into a useful indexed proceedings. Papers presented at a conference are now available from the ACM Digital Library at the time of a conference. Presently we get duplicate proceedings for conferences that we attend. Further discussion indicated that “*Yes, we will continue to talk about this!*”

8. Other Old Business

Conference coordination issue. For 2009, three spring conferences are on the same weekend and two fall conferences are on the same weekend. Is this an issue that the board wants to address, both for locations and dates? How much power or authority does Will Mitchell as conference coordinator have in this?

Rob Bryant mentioned concerns raised by Audit Committee that have not yet been addressed by the board.

- 1) Who gets paid?
- 2) Post-conference report is requested.

Regional registrars need to use the database when money is sent in so that the treasurer, the membership secretary, and the Audit Committee have this information. Further action on these concerns is deferred to E-mail discussion.

Bill Myers will provide a Travel Form for board members to complete for this meeting.

Moved to adjourn at 10:49. Approved by departure.

Session Two: Friday, September 26, 2008

Meeting resumed Friday, September 26, 9:09 a.m.

The main agenda items for the morning are:

- 1) DB discussion
- 2) Website presentation

9. Budget Submission and Approval Process

Rob Bryant, Comptroller, had previously distributed the following proposal for budget submission and approval:

CCSC Conference Budget submission and approval process

- 1) The comptroller will provide to each regional representative an initial baseline budget for the region's conference approximately 18 months prior to the conference. The budget will be based upon the last board approved budget and historical actual income and expenses data.
- 2) A region may make any adjustments as deemed appropriate for a conference budget by submitting proposed changes accompanied by a justification comment to the comptroller who will review the proposed changes with the national treasurer.
- 3) Once the regional treasurer, comptroller and national treasurer have agreed upon a budget, it will be submitted to the board for approval with the recommendation of the comptroller and treasurer.

A resulting implication of this process is that any changes to the baseline budget approved by the board will be reflected in the next year's baseline budget.

Motion to approve. By Liz Adams, seconded by John Fernandez. Motion carries.

10. Travel Policy Change

Bill Myers, Treasurer, brought the following recommendation re. changes in Consortium travel policy:

Travel Policy Change Recommendation

Change to Meals Reimbursement

Actual expenses for meals eaten will be reimbursed subject to the following limits (please attach receipts):

- A maximum of \$40 a day (\$25 maximum for a single meal, \$35 for two meals)
- A maximum of \$30 a day for travel days or for days in which you are commuting from home (\$25 maximum for a single meal.)

There is no reimbursement for any meals provided by the Consortium, by any accompanying conference, or that is included in any of the above travel or lodging reimbursements.

As is the case with the entire travel policy, regions may have a more restrictive policy. (The regional treasurer should adjust the travel policy form to reflect those changes in policy.)

Motion to approve. Made by Bill Myers, seconded by Liz Adams, carries without opposition. This policy will be effective January 1, 2009.

11. Service Recognition

Subcommittee of Jim Aman, John Meinke, Liz Adams was appointed by the President to come back with a recommendation via E-mail. This recommendation should extend to a policy recommendation for the future.

Reminder: Copyright release form may be signed by the lead author. All are encouraged to work more closely with the Publications Chair on timely submission of papers for the Journal.

12. DB presentation

Brent Wilson, database administrator, provided an overview of the new DB system that he and membership chair, Jim Aman, have been developing. This is entirely database driven, allows on-line registration with a PayPal interface, has more support for conference mailings, and numerous other improvements. The projected “go-live” date is 1/1/09. Both from a data entry and a conference registration standpoint, starting in summer may be better. Numerous issues were raised and considered!!

Ten minute break was announced at 10:45 a.m. Liz Myers has information from ACM about preparation of CDs which she will distribute to Board members. Will Mitchell is also available to work on this. His goal is to have all issues of the CCSC Journal on line.

Reconvene at 11:03.

13. Information Request

Regional representatives are asked to notify both Bill Myers, treasurer, and Jim Aman, membership chair, when there is a change in regional registrars or treasurers. Publications chair, John Meinke, should be alerted when there is a change in regional editors.

14. CCSC Website

President Myles McNally also serves as CCSC webmaster and presented a proposal for a major redesign of www.ccsc.org. He noted that regional websites vary a lot in form, content, and quality, that regions have challenges keeping websites up to date, and that there is a single point of update for the national site, namely webmaster. He proposes that we move the website from a static HTML site to a content management system. This allows regions to have accounts from which they can enter their own information.

The demonstration used Plone (plone.org) which is used by SIGGRAPH. The two main questions considered were

- 1) Do we want to move to a content management system where regional representatives update their websites on the national site?
- 2) Would we want to use Plone, which has a fairly steep learning curve?

If there is sufficient interest, Myles could do more development for the next board meeting. Question: Does any region have an objection to a uniform look for all regional websites? It would still be possible to link to external sites; and paper submission systems could be handled in

that way. There was support for uniformity. The use of Plone may limit selection of an ISP for the website.

The board gave approval by consensus to have Myles proceed with further development until Christmas holidays. A prototype should be available for the board prior to the next Board meeting.

Meeting adjourned.

South Central 2010 Proposed Budget
Approved by Board

Region:	SC	Baseline Budget year:		2010
		host: St. Edward's University		
		Proposed Budget year: 2010		
Income		#	each	total
	Registrations - Full - Early	65	\$125	\$8,125
	Registrations - Full - Late	5	\$135	\$675
	Registrations - Full - On-Site			\$0
	Registrations - Student - early	15	\$45	\$675
	Registrations - Student - late			\$0
	Registrations - K-12 early			\$0
	Registrations - K-12 late			\$0
	Registrations - Progr Teams			\$0
	Registrations - student web			\$0
	Workshop - early			\$0
	Workshop - late			\$0
	Extra Meals			
	Banquet	5	\$20	\$100
	Lunch (Saturday)			\$0
	Extra Proceedings	5	\$10	\$50
	Vendors Registration	2	\$125	\$250
	Vendors Presentations			\$0
	National Partners			\$300
	Industry Sponsorship			\$0
	UPE Sponsorship			\$175
	Grants			
	Other Income			
	Total			\$10,350
Expenses				
	Steering Com. Travel Ex.			
	Steering Com. Meeting Ex.			\$200
	Phone/Fax			\$0
	Postage for publicity			\$400
	Postage other			
	Office Supplies			\$150
	Brochure Printing/Duplicating			\$600
	Publicity (printing, other formats)			
	Signage			
	Speaker Expenses			
	Consortium Head Tax	70	\$41	\$2,870
	Extra Proceedings	10	\$6	\$60
	Meals - Total			\$4,659
	Breaks-Friday			\$100
	Breaks-Saturday			\$100
	Reception			\$175
	Banquet	90	\$38	\$3,420
	Saturday Breakfast			\$0
	Saturday Breakfast (prog. Teams)			\$0
	Luncheon (prog. Teams)			\$0
	Luncheon (Sat.)	72	\$12	\$864
	Entertainment			\$0
	Transportation			\$100
	Rentals			
	Student Awards			\$300
	Faculty Awards			
	Consortium Membership			\$1,000
	Other Expenses			
	Total			\$10,339
	Balance			\$11

Central Plains 2010 Proposed Budget
Approved by Board

Region:	Central Plains	Baseline Budget year:		2010
		host:		
		Proposed amounts:		
Income		#	each	total
	Registrations - Full - Early	55	\$145	\$7,975
	Registrations - Full - Late	5	\$170	\$850
	Registrations - Full - On-Site			\$0
	Registrations - Student - early	10	\$45	\$450
	Registrations - Student - late			\$0
	Registrations - K-12 early	5	\$50	\$250
	Registrations - K-12 late			\$0
	Registrations - Progr Teams	12	\$45	\$540
	Registrations - student web	15	\$15	\$225
	Workshop - early			\$0
	Workshop - late			\$0
	Extra Meals			
	Banquet	10	\$20	\$200
	Lunch (Saturday)			\$0
	Extra Proceedings	12	\$10	\$120
	Vendors Registration			\$0
	Vendors Presentations			\$0
	National Partners	3	\$100	\$300
	Industry Sponsorship			
	UPE Sponsorship			\$135
	Grants			\$250
	Other Income			
	Total			\$11,295
Expenses				
	Steering Com. Travel Ex.			
	Steering Com. Meeting Ex.			\$300
	Phone/Fax			\$50
	Postage for publicity			\$450
	Postage other			
	Office Supplies			\$250
	Brochure Printing/Duplicating			\$500
	Publicity (printing, other formats)			\$230
	Signage			
	Speaker Expenses			\$750
	Consortium Head Tax	60	\$41	\$2,460
	Extra Proceedings	15	\$6	\$90
	Meals - Total			\$3,060
	Breaks-Friday	70	\$4	\$280
	Breaks-Saturday	15	\$4	\$60
	Reception			\$0
	Banquet	70	\$20	\$1,400
	Saturday Breakfast	0	\$7	\$0
	Saturday Breakfast (prog. Teams)	0	\$7	\$0
	Luncheon (prog. Teams)	45	\$11	\$495
	Luncheon (Sat.)	75	\$11	\$825
	Entertainment			\$200
	Transportation			
	Rentals			
	Student Awards			\$575
	Faculty Awards			
	Consortium Membership			\$1,000
	Other Expenses			\$1,200
	Total			\$11,115
	Balance			\$180