

## MINUTES OF CCSC BOARD MEETING

March 1, 1995  
4:15 p.m.  
Opryland Hotel  
Nashville, TN

\*Attendees: Sue Fitzgerald, Dick Hull, Bill Myers, Scott Sigman, Will Mitchell, Cathy Bareiss, Gail Miles, Paul Haiduk, Becky Tidwell, Chuck Howerton, Paul Myers, Martha McCormick, John Rabung, Susan Dean, Kevin Treu

\*Minutes of Last Meeting: Approved unanimously without discussion.

### I. Treasurer's Report - Becky Tidwell

The treasurer's report summarizing the partial fiscal year 8/1/94 through 2/28/95 was handed out. It was noted that 1994-95 will be the first year we will have an accurate accounting of the fiscal year, due to a change in accounting procedure. Certain funds received during the last fiscal year, but applicable to this fiscal year, have been recorded appropriately in 1994-95. Previously all incoming funds were recorded in the year they were received.

### II. Membership Report - Bill Myers

Membership figures were being tallied at the time of the meeting. Final figures were subsequently distributed by electronic mail, and follow at the end of the minutes.

### III. Conference Reports

#### A. Central Plains - Scott Sigman

New Central Plains representative Scott Sigman was introduced. He reported that the conference is scheduled for the end of the month (March 31) at Southwest Baptist University in Bolivar, MO. There is a good chance that the proceedings will be ready on-site. The most challenging task of the planning was working out proceedings deadlines.

#### B. Midwest - Cathy Bareiss

The region is on its way to its second conference, scheduled for the end of September in Ft. Wayne, IN. The deadline for papers is mid-March, and the conference committee will be meeting on May 13 to go over submissions. DePauw University in Greencastle, IN is next year's site.

#### C. Rocky Mountain - Chuck Howerton

The third regional conference was held on October 22-23 at the University of Northern Colorado in Greeley, CO. About 60 people attended. The 1995 conference is scheduled for October 20-21 in Salt Lake City, sponsored by Westminster College. A possible site for the 1996 conference is the South Dakota School of Mines and Technology in Rapid City, SD.

#### D. Southeastern - Gail Miles

The conference met at Furman University in Greenville, SC in November. There were greater than 80 regular registrants, and the conference made money. A first-ever programming contest was held, drawing five teams. This will be made an annual event, which is expected to grow. The 1995 conference will be November 3-4 at David Lipscomb University in Nashville, and ETSU in Johnson City, TN will be next year's site.

#### E. South Central - H. Paul Haiduk

There were 80 participants at the conference in Amarillo last year. The 1995 conference is in Shreveport in April. A triple-blind review process for paper submissions was implemented this year, representing an even more professional approach than in the past. The steering committee for the conference was reported to be stable now, consisting entirely of "veterans." Student papers are being actively recruited. The most significant problem with the planning for the upcoming conference was the deadline for publication of proceedings.

Side issue: The issue of proceedings deadlines was discussed, with Sue Fitzgerald recommending that the Central Plains and South Central conferences should coordinate in paper recruitment to beat the deadlines, suggested to be sometime in November.

#### F. NECC - Gail Miles

The conference met in Boston in the third week of June. There were about 30 attendees at the Society Session panel discussion on "Pre-CS Courses" sponsored by the CCSC and including members Gail Miles, Dick Hull, John Rabung and Dennis Martin. The new CCSC display was well received. This year the conference will be in Baltimore on June 15-17. Sue Fitzgerald reported that the CCSC session is entitled "Desirable Computing Skills for New College Students." It is scheduled for 8:30 a.m. on the Sunday of the conference, and Gail Miles, Dennis Martin, Becky Tidwell and Dick Hull will participate. In addition, the World Computer Conference, which is held every five years, is scheduled for November in Birmingham, England. Since NECC is a sponsor of this conference, so is CCSC by extension. (The consortium's name appears on some conference materials.)

#### G. Conference Coordinator - Will Mitchell

The new New England region conference is forming. The steering committee will meet on March 25, and the first conference will be held in the spring of 1996. The motion was made (and seconded) that the Board officially approve the New England conference. In discussion, it was decided to defer action until after the report of the Growth Committee.

Side issue: Becky Tidwell mentioned that we voted five years ago to send a registrar from the board to every conference. Should we continue? This issue was also deferred until after the Growth Committee discussion.

#### IV. Committee Reports

##### A. Travel Support Committee - Becky Tidwell

It was reported that no one has been following the travel policy published in the minutes of the 1994 Phoenix board meeting at SIGCSE. However, the response has been good. The funds set aside for travel have not been depleted. Becky's suggestion was to amend the policy to abolish the required form, and that the treasurer should simply be contacted with supporting receipts for reimbursement. Only the reimbursement limit (\$600) should be enforced. This was moved, seconded and approved by a unanimous vote.

A second motion was made to change the wording of the policy to specify that the conference coordinator of the CCSC is sent to new conferences for only two years. This also was seconded and approved by a unanimous vote.

[At this point Bill Myers had completed his Membership Report and read the figures. The final text of the report was distributed via e-mail and a copy is appended to these minutes.]

##### B. Growth Committee - John Rabung

Much of the discussion focused on the document "CCSC -- Strategies for Managing a Growing Organization" distributed by John Rabung via e-mail prior to the board meeting. A copy of this document is attached to the minutes.

##### 1. Journal Editing: (Section II.A. of the Growth Committee Report)

It was proposed that two of the Fall journal issues and two of the Spring journal issues be combined, leaving a total of four conference journals covering six conferences, plus the annual September issue which is not a proceedings issue. It was reported that John Meinke, chair of the subcommittee considering the issue of journal editing, suggested in a previously circulated report that no changes to the editing process are necessary. A lengthy discussion on the deadlines and editing procedures of proceedings followed. Highlights of the discussion follow:

- a. There do appear to be problems in the procedure stemming from the lag time in communications.
- b. Concern was expressed with the fact that the consortium relies very heavily on a single editor, leaving us vulnerable to various delays and things that can go wrong. This vulnerability was generally considered to be significant.
- c. It was noted that volunteers (notably Bob Sloger of Amarillo College and George Benjamin) have come forward to help with the editing process.
- d. The current lack of graphic capability was cited

as a shortcoming.

e. The idea of having a local editor for each conference who would compile papers in electronic format to forward to the journal editor was discussed. An open question was whether the local steering committee or the CCSC board should select such a local editor.

f. There was a considerable amount of support for the idea of requiring camera-ready copies of papers from the authors, thus easing the process of putting the proceedings together with graphics, etc. It was suggested that the board provide style guidelines for such submissions.

After considerable discussion along these lines, the following motion was made by Cathy Bareiss: "Due to the growth of the CCSC and the vulnerability of the consortium to the availability of the Newsletter Editor, the board requires local production of the four proceedings issues, implemented by board-approved associate editors under the direction of the Journal editor. The remaining September issue, plus all inserts, will remain the sole responsibility of the Newsletter Editor." It was further suggested that this strategy be phased in with the Southeastern and South Central conference proceedings for 1995. The motion was seconded by Bill Myers. Gail Miles subsequently motioned that we table the motion until it could be rephrased. Bill Myers seconded and the motion to table was approved by unanimous vote.

## 2. Conference Registration: (Section IV.)

A proposal by subcommittee chair Bill Myers was circulated prior to the meeting by e-mail. A copy of this proposal is attached to these minutes.

One of the principle provisions of the proposal was that on-site registration at conferences be handled by a local registrar appointed by the conference committee. Paul Myers made the motion that the proposal be adopted in total, with the amendment that a CCSC board representative acting as registrar/treasurer still attend new conferences for a period of one or two years. Cathy Bareiss seconded and the motion was passed by a unanimous vote. Cathy Bareiss subsequently moved that the previously discussed travel policy be amended to provide for this one- or two-year attendance. After a second by Gail Miles, the motion was passed by a unanimous vote.

## 3. Board Approval of New Conferences: (Section I.B.)

The report suggested that a budget for new conferences be solicited before approval from the board. It was suggested that this was asking too much, since even after the effort was expended the board could still refuse to give approval. Sue Fitzgerald suggested that it simply be stated that the board "must approve" all new conferences, with no specific requirements given. Will

Mitchell then moved that the New England conference be approved. Paul Haiduk seconded and the motion was approved with one nay vote and one abstention.

#### 4. Conference Finances: (Section V.)

Dick Hull suggested the formation of a subcommittee to write a proposal for how conference budgets are overseen and audited, to be presented at the next meeting. Becky Tidwell was appointed to chair this subcommittee, with Susan Dean, Gail Miles and Will Mitchell as members.

#### 5. Journal Editing (Revisited):

Sue Fitzgerald motioned that Newsletter Editor John Meinke be commended for his excellent service to the CCSC for many years. The motion was seconded and approved by a unanimous vote.

#### 6. Election of Board Members: (Section I.A.)

Seven suggestions were made in the Growth Committee report. After considerable discussion of these suggestions, Gail Miles made a motion initiating a change in the CCSC by-laws to ask each conference steering committee to select a representative to the Board by a means approved by the Board. The motion was subsequently withdrawn as it is too late to submit by-law changes. A straw poll was then taken on the issue of having regional representatives or conference representatives. The latter prevailed by an 11-to-4 vote.

#### C. Nominations Committee - John Rabung

The previously-circulated slate of nominees was amended to reflect that Bob Sloger is no longer a candidate for an at-large Board position.

#### \*Break

At 7:30 p.m. the meeting was adjourned, to reconvene at noon on March 2.

\*Re-convened: 12:09 p.m., March 2, 1995, Opryland Hotel.

\*Attendees: Bareiss, B. Myers, Mitchell, Haiduk, Miles, McCormick, Fitzgerald, Tidwell, Dean, Sigman, Rabung, P. Myers, Hull, Treu

#### \*Continuation of Committee Reports

#### D. Growth Committee (revisited):

##### 1. Journal Editing (Revisited):

John Rabung made the motion (superseding the previously tabled motion) that: "the Board establish a group of assistant editors under the direction of the Newsletter Editor and that this group be sufficient in size and expertise to do the editing and publication of CCSC conference proceedings as issues of the Journal of Computing in Small Colleges. Cathy Bareiss seconded the motion and it was approved by a unanimous vote.

A second motion was then made by John Rabung: "Reflecting upon general logistical difficulties arising from the present overseas location of the Newsletter Editor and upon the undue burden that this places on the editor and local conference committees, the Board requests that the Newsletter Editor from an assistant editorial group as soon as possible. The Board sets the following goals:

- a. that proceedings of SESCO and proceedings of SCSCC be produced completely by stateside editors in the coming academic year
- b. that all CCSC conference proceedings be produced completely by stateside editors as soon as possible

Board members stand ready to assist the Newsletter Editor in the recruitment and facilitation of the training of assistant editors." Cathy Bareiss seconded the motion. After discussion, the motion passed by a unanimous vote with three abstentions.

## V. Other Reports

### A. Status and activities of SIGCSE - Paul Myers

Paul Myers reported a number of items of interest to the CCSC from the SIGCSE Board meeting, at which he was in attendance. Among them:

1. SIGCSE will precede CSC next year in Philadelphia.
2. ACM is moving towards electronic journals, which is an issue to CCSC because many of our members are not "connected" yet. Also ACM is interested in CCSC participation on the electronic SIGCSE Bulletin.
3. NSF has awarded a joint ACM/CCSC grant for \$58,000 over two years. The first prong of the grant is to fund expenses for attending SIGCSE. It has been poorly advertised thus far, and 17/17 applicants were funded the first year. No air fare is covered, but everything else is. It must be advertised more effectively. The second prong provides funding for the export of workshops and tutorials from SIGCSE to local conferences. These must be requested by the conference steering committee.
4. The electronic SIGCSE Bulletin will become a clearinghouse for conference proceedings, which may be relevant to CCSC.
5. Paul Myers suggested to the SIGCSE Board that as a matter of policy there should be a non-voting representative of CCSC on the SIGCSE Board, since it seemed to be very beneficial this year to have such a representative. The suggestion was positively received. It was then suggested that the CCSC Board should have a similar position for a SIGCSE Board member to serve as a conduit. It was agreed that Paul Myers would start an e-mail discussion on this issue.

## VI. Old Business

### A. Clarification of Membership Terms - Bill Myers

Bill Myers made the following motion: "In order to improve the members understanding of their membership periods,

the following statements will be printed:

1. In the membership brochure:

Memberships in the Consortium follow academic years, running from August 1 of one year through July 31 of the next.

2. At the beginning of the September issue of the Journal:

Memberships in the Consortium follow academic years, running from August 1, <year> through July 31, <year>. If you have not renewed since March 1, <year>, or attended <conference>, your membership has expired. A renewal form can be found on <page no.>.

3. In all registration forms in which there are separate rates for members and non-members:

Persons who are members of the Consortium for the <year> Academic Year are eligible for the member rate.

4. In all registration forms in which membership in the Consortium may be included:

<Qualified> registrations include membership in the Consortium for the <year> Academic Year, which runs from August 1, <year> until July 31, <year>.

After a second by Cathy Bareiss, the motion was passed by a unanimous vote.

B. Eastern Conference Affiliation - Dick Hull

Dick Hull will notify the Eastern Conference that CCSC will not publish their proceedings, as they have advertised.

## VII. New Business

A. Privacy policy: It was noted that e-mail is not adequately addressed. The issue is to be taken up over e-mail, and re-addressed as old business at the next meeting.

B. By-Law changes: Bill Myers will re-write and distribute his "epistle", containing several suggested changes. Paul Myers proposed a poll over the issue of whether the Newsletter Editor should be elected or appointed. Bill Myers will include this in his epistle.

C. Internet ListServ: Dick Hull reported that the software is in place, and Dennis Martin is on board as the moderator. A test system is up and running at Lenoir-Rhyne, to be fully implemented soon. It was agreed that the list be restricted to CCSC members as an advantage of membership. The problem of institutional members was then raised. The best of three proposed solutions was to include on the list anyone at a member school upon request. It was felt that this might in fact encourage institutional members. The option to be a part of the list will be given on membership renewal and conference registration forms.

D. CCSC Promotional Flyer: John Rabung circulated a rough draft of a CCSC flyer. It was agreed that it was a terrific idea and that many schools would be interested in participating as sponsors. The question of how contributors will fund the project was considered. Further discussion will take place on e-mail, with John Rabung continuing to work on the flyer itself.

E. CSAB Accreditation: Cathy Bareiss suggested having CSAB come to conferences to talk about accreditation. She will look into the idea.

F. SIGCCC Collaboration: Paul Haiduk suggested that CCSC explore a collaboration with the Special Interest Group for Computing in Community Colleges. He will look into this with Board support.

G. One Annual Board Meeting: Gail Miles suggested that the Board take a look at conducting most discussions via e-mail, having a longer meeting at SIGCSE and then no fall meeting. She noted that this would only work if e-mail decision making proved successful. It was agreed that the issue would be discussed via e-mail and considered again at the fall meeting in Nashville.

The meeting was adjourned at 1:22 p.m.

Respectfully submitted,  
Kevin Treu

\*\*\*\*\*Addendum #1: Final Membership Report\*\*\*\*\*

THE CONSORTIUM FOR COMPUTING  
IN SMALL COLLEGES

REPORT FROM MEMBERSHIP SECRETARY

March 2, 1995

Membership Information

	1993-94	1994-95	1995-96
		(as of today)	
Regular Members	332	342	6
Associate Members	6	8	
Institutional Members	17	25	

Conference Information

South Central

	1993	1994	1995(Pre.)
Regular Registrations	134	76	2
Student Registrations	2	1	
Others in Attendance	3	3	54*
(Speakers, Local Faculty Receiving Discount, Etc.)			
Total	139	80	56

Midwest

	1994	
Regular Registrations		59
Student Registrations		4
Others in Attendance		4
Total	67	

Rocky Mountain



	1993	1994
Regular	54	49
Student	2	5
Other	3	6
Total	59	60

#### Southeastern

	1993	1994
Regular	65	83
Student	1	11
Other	7	13
Total	73	107

#### Central Plains

	1995(Pre.)
Regular	12
Student	0
Other	29*
Total	41

\* These are primarily presenters for which I have not yet received registration material.

\*\*\*\*\*Addendum #2: Growth Committee Report\*\*\*\*\*

### CCSC -- STRATEGIES FOR MANAGING A GROWING ORGANIZATION

#### A SUMMARY LISTING OF SUGGESTED ALTERNATIVES

##### I. GENERAL

A. Because a growing number of conferences means a growing number of conference representatives on the Board, and because this means a large portion of the Board will be unelected, replace conference representative positions on the Board with elected conference representative positions. At the same time, eliminate at-large representative positions from the Board in order to keep Board size (and expenses) as low as possible.

##### RECENT DISCUSSION:

Concerning how these representatives might be nominated and elected, we have the following suggestions:

1. Nominations should be made by the regional steering committee with possibility of nominating by petition. Representative is then elected to (approx.) a one-year term by the paid conference attendees. Term begins 30 days after conference.
2. Do as in suggestion #1 above, but have all terms begin Aug 1. Essentially this gives "conference" representatives rather than "regional" representatives and does not require region mapping.
3. Still need an at-large member of Board to represent those members not in a region. Elect regional reps. on same ballot with other members and officers of Board, but let each member cast a vote in

only one region. Board might set regional boundaries.

4. "Regional" representatives seem more appropriate than "conference" representatives. Have regional steering committee nominate candidates and put all on same annual ballot in appropriate years. Members can cast vote in only their own region (or choose one if they are in a borderline area). Rep. would serve two-year term. Rep. would interact with steering committee and conference committee of region and might serve as an elected member of the steering committee, but would not act in an ex officio capacity for either.

5. CPSCCC has decided to elect their rep. in the business meeting at the conference. This rep. serves on the steering committee as a sort of vice chair.

6. Regional rep. should be on the steering committee and steering committees should be more formally selected/elected.

7. A region should elect its representative to the Board and that representative should then also become chair of the regional steering committee.

B. Require Board approval for the addition of new conferences since such addition impacts CCSC resources and affects potential support for all conferences.

RECENT DISCUSSION:

New conferences are established by petition from the membership. Petition must include list of initial steering committee members, list of initial conference committee members, dates and locations for the first two conferences, and a budget for the first one.

## II. SUGGESTIONS CONCERNING JOURNAL ISSUES AND MAILING EXPENSES

A. Because proceedings issues are becoming smaller, combine the proceedings of two conferences into one issue of the Journal (say, MWSCCC-RMSCCC and SCSCCC & CPSCCC). All members then receive all proceedings, but number of issues is reduced.

## III. SUGGESTIONS CONCERNING JOURNAL EDITING

A. Regional Steering Committees for the various conferences should:

- assemble proceedings documents for editing
- receive authors' revised documents
- forward proceedings materials to CCSC Editor

CCSC Editor will format proceedings and submit to printer.

RECENT DISCUSSION:

John Meinke, reporting for the subcommittee on procedures for handling conference procedures, indicates the following:

Guidelines for manuscript preparation are being revised to better meet editing needs.

Conference committee gathers all manuscripts in electronic form and forwards them in a batch to the proceedings editor. Materials are to be forwarded as early as possible.

#### IV. SUGGESTIONS CONCERNING CONFERENCE REGISTRAR

A. Regional Steering Committee should provide a local registrar for the conference. This local registrar would forward material to the CCSC Membership Secretary.

B. Regional Steering Committee should cooperate with the CCSC Membership Secretary in maintaining a mailing label database for the regional conference.

##### RECENT DISCUSSION:

Bill Myers, reporting for the subcommittee on procedures for conference registration, indicates the following procedure:

Conference pre-registration is to be handled by the Membership Secretary.

On-site registration is to be done by a local registrar appointed by the conference committee.

All registration material and fees are to be sent to the Membership Secretary, who will then forward the fees to the Treasurer.

Details of duties and activities of the local registrar and his/her interaction with the Membership Secretary are given in a document distributed by Bill earlier.

#### V. SUGGESTIONS CONCERNING CONFERENCE FINANCES AND SPONSORSHIP

A. Need formalization of procedures, responsibilities, and duties for budget management and auditing.

B. Conference budgets should be set and overseen by Regional Steering Committee of the conference.

\*\*\*\*\*Addendum #3: Conference Registration Proposal\*\*\*\*\*

##### PROPOSALS FOR REGISTRATION

Preregistration will be handled by the Membership Secretary. On-site registration will be handled by a local registrar appointed by the conference committee. All registration material (with fees) will be sent to the Membership Secretary. All fees will be sent by the Membership Secretary to the Treasurer.

The local registrar or others appointed by the conference shall create name tags for pre-registrants and prepare folders for each pre-registrant. The folder shall contain the name tag, final conference program (and any other conference information),

proceedings, and any copies of back issues due the pre-registrant. Additional folder should be prepared for on-site registrants. Additional copies of the proceedings and back issues should be available at the registration desk for sale and for distribution for new members.

Item to be sent by Membership Secretary to each pre-registrant:

1. Receipt or partial receipt for each pre-registrant

Information to be sent to Local Registrar by Membership Secretary:

1. Copy of receipt sent to each person who preregistered (with list of additional items prepaid)
2. List of current members (for Fall and Winter conferences) or list of those who have preregistered or attended other Spring conferences (for Spring conferences)
3. List of additional fees or information needed from pre-registrants
4. Pre-registrant information listing all the information supplied by the pre-registrants or others who are expected to attend. This item can be supplied on hard-copy or in a dBase or Lotus compatible database form

Additional information to be supplied to Local Registrar:

1. List of those to receive issues of the Journal at the conference
2. List of those who have received first issues of Journal
3. List of current members who need back issues

Information to be sent by Local Registrar to Membership Secretary:

1. Copy of registration forms for each person who registers on site (or who attend and did not preregister) with the following information:
  - a. Name
  - b. Position
  - c. Department
  - d. College
  - e. Complete mailing address
  - f. Office phone number
  - g. E-mail address
2. Detail list of additional fees paid by pre-registrants
3. The fees collected (cash converted into a check)
4. An explanation for all attendees who did not pay full fees (including speakers)
5. A list of all who still owe any fees
6. List of those that received issues of the Journal (Fall and Winter conferences)

Tasks to be performed by Local Registrar or others on site:

1. Collect fees and registration details for on-site registrants
2. Issue receipts for all fees collected on-site.
3. Collect registration information from those who claim to have mailed in a preregistration form or from those whose college was to have sent in a registration
4. Collect additional fees due or needed information from

those who did not send in the correct amount or information with their preregistration

5. Verify the information on the pre-registered report
6. Prepare a list of attendees (if desired)
7. Send additional copies of proceedings and journal to back-issue repository

Additional tasks at Fall and Winter conferences:

1. Give journals to:
  - a. Pre-registrants as listed on a report
  - b. (Issue 1 of the year) To all on-site registrants who are not on the list of those that received the first issue.
  - c. (Issues past issue 1) To all on-site registrants who are not current members and are not on the list of current members who need back issues.
2. Report on who received back issues
3. Collect membership fee for those not currently members