

MINUTES OF CCSC BOARD MEETING

February 14, 1996

4:00 p.m.

Hyatt Regency

Philadelphia, PA

Attendees: Sue Fitzgerald, Paul Haiduk, Cathy Bareiss, Ingrid Russell, Chuck Howerton, Will Mitchell, Scott Sigman, Martha McCormick, Will Mitchell (non-voting), Kevin Treu, Paul Myers (arrived 5 p.m.), Barbara Owens (arrived 5 p.m.), Susan Dean (arrived 8 p.m.)

Absent: Becky Tidwell, Gail Miles, Dick Hull, John Meinke, Bill Myers

Call to Order: Sue welcomed everyone and briefly reiterated the general theme for the Board for the year ♦ an orientation to service ♦ now that the major task of by-law revision is done.

Minutes of March 1, 1995: (Not approved during the last meeting since the secretary was absent.) No quorum to vote.

Minutes of Last Meeting (November 2-3, 1995): Minor changes were requested by Will Mitchell and Sue Fitzgerald. No quorum to vote.

Conference Reports

Southeastern ♦ Gail Miles (via e-mail, February 7, 1996)

The Southeastern Conference is sending its Call in the mail before the Philadelphia meeting. There will also be some available at SIGCSE. Frank Cheatham is the Chair of the Steering Committee; Bob Riser is the Conference Chair of SESCCC 96 which will be held in Nov. 1996 at East Tennessee State Univ.; Susan Dean and George Crocker are the Program Chairs; Becky Tidwell is the Registrar; Bill Myers is in charge of publicity; Kevin Treu, Dean Hendrix and Martha McCormick are the Chairs of the Programming Contest; Bob Street has joined the committee; Gail Miles and Dick Hull are responsible for the Call and Registration material.

The Steering Committee will hold the Spring meeting at East Tenn State in March. This is different because we usually have the meeting at SIGCSE. Since a good portion of the Committee were close to ETSU, we thought it would be helpful to have it there.

John Rabung was asked to be the Southeastern Rep for the 96-97 year, but because of institution obligations, he declined. Gail Miles will continue in the position until the by-laws of CCSC are passed and a mechanism is in place to elect a representative.

The 1997 Conference will be held at Lenoir-Rhyne College in Hickory, NC either Nov 2 or Nov 9, 1997. Gail Miles and Dick Hull will be Conference Chairs.

Central Plains ♦ Scott Sigman

The Central Plains Regional conference will be held on April 19, 1996 at William Jewell College in Liberty, MO. It appears that everything is on schedule for the conference. The Central Plains Regional Steering Committee has appointed a subcommittee to bring a proposal on Regional By-laws to the August Steering Committee meeting. Scott Sigman ended up the chair of this subcommittee by virtue of his position on the Board. The Central Plains Region is expected to adopt Will Mitchell's suggestion and add a session/meeting on the Consortium to the program. Next year's conference will be hosted by Rockhurst in Kansas City, April 18-19. Darrell George is the chair.

The big challenge for the Central Plains Region is to increase the number of schools involved with the conference. There are several small colleges whose primary mission is teaching who are not involved, and we need to encourage them to become so.

Discussion ♦ General conference-related topics

Sue made a note requesting that we try to keep conferences on different dates if at all possible. She also noted that there is some confusion as to who is the registrar for the Central Plains conference. Scott will follow up and confirm who it is.

The question was raised as to why the number of paper submissions is so low (about 20). Are Rocky Mtn. and Central Plains competing somewhat? Sue made the point that we have to look into ways of promoting more paper submissions. Scott noted that there needs to be better promotion for Central Plains in Missouri. Sue asked Scott to take action on a strategy for increasing paper submissions, and to work with Chuck Howerton to improve the Rocky Mountain submission rate. It was agreed that Will Mitchell would make the announcement of conference dates at the 2/15 Membership Meeting.

Other conference reps noted problems with low numbers of submissions as well, and the additional problem of encouraging new authors to submit their work.

Ingrid Russell noted that there is a lot of interest in attending coming from high schools. Planning tutorials of interest to that audience would be beneficial.

Sue requested that Ingrid make a comprehensive list of things done by the Northeastern Conference to enhance submissions and attendance.

Cathy suggested having the AP people do training sessions for faculty at our conferences, or under the CCSC sponsorship. Sue noted that since Barbara Owens is involved with AP, she will have her follow up.

Rocky Mountain -- Chuck Howerton

The conference made money, and featured two of the ACM/SIGCSE sponsored tutorials. However, attendance was very poor and paper submissions were down.

Bobbie Othmer, and her colleagues at Westminster College in

Salt Lake City did a great job of setting up the conference and making arrangements for hotels, etc.

We had 41 attendees including 35 regular, 4 student, and 2 other. This is the worst turnout we have had, including the first year. Likewise, the number of submitted papers was way down and our program was not up to its past standards. The papers given were interesting, but they were too few. At some times we only had two tracks.

After some careful study, we have come to the conclusion that one of several forces were at work. First, Salt Lake City is not exactly at the geographic center of the area we have been drawing from, and although airfares are relatively cheap into SLC the flights were not as convenient and varied as those into Denver. Second, the advent of the Central Plains conference has probably drawn participants away from the Rocky Mountain Conference. Third, people who in the past have come for 1 day when the conference was in the Denver area did not show up in SLC.

Remedy: next year's conference will return to the front range and be held in Longmont, CO at the same facility as the first two years. Then we shall see what changes.

Northeastern -- Ingrid Russell

The inaugural conference will be held on April 19-20 at the Univ. of Hartford. There has been a lot of interest. Out of 44 papers submitted, 33 were accepted. There will be four parallel sessions consisting of 33 papers, 5 undergraduate student papers, 4 panels, and 5 tutorials. There has been a great deal of interest among high school teachers. None of this was expected due to SIGCSE being in Philly. Seven book publishers are paying \$150 each. Apple is giving a presentation and paying \$200. They are also donating a software package for a raffle. Next year the conference will be hosted by Northeastern in Boston, April 25-26.

Regional by-laws (as requested in previous minutes) are being drafted. A draft is to be presented to the regional committee in April.

On the topic of regional by-laws, Sue suggested Ingrid talk to Scott, since Central Plains has been working on them too. Sue asked Ingrid to please send the draft to the whole board.

It was noted that the Board was impressed by the strength of the Northeastern conference, and the work of Ingrid. It was agreed that she would compile a list of suggestions and circulate them via e-mail.

Discussion -- ESCCC conflict

The issue of ESCCC's request that CCSC:NE change its name and logo in order to reduce confusion was raised. Sue reported that ESCCC had been informed of the CCSC:NE name change voted on during the last board meeting. A letter explaining that the Consortium's "regional" boundaries are dynamic and change from year to year, depending on the conference

site was sent to ESCCC.

A general sense that CCSC wishes to be a good neighbor and work in cooperation with ESCCC whenever possible prevailed. Suggestions of cooperative ventures included cross-distribution of calls for papers and conference announcements via mailings and/or at both conferences.

Midwest ♦ Cathy Bareiss

Next year's conference will be at DePauw University in Greencastle, IN. The theme will be "Innovations in Computing Education." At the November, 1995 meeting of the steering committee, a number of decisions were made. A budget has been projected ♦ \$30 per person for food, \$500 per speaker, \$1400 for printing, postage, etc., \$100 for cost overruns. The total is estimated at \$2500 (not including meals) Income has been set at \$100 per person with \$35 going to membership, \$35 for expenses and \$30 for meals. On site registration will be \$110 and a refund on meals is not guaranteed. Cancellations will get \$65 returned (if the meals can be canceled) with the \$35 kept for membership dues. Vendor fees will not be charged this coming year to try and encourage vendors to come.

The use of three reviewers per paper was agreed upon, with reviewers reviewing about 3 papers each. In addition, guidelines would be developed to aid in the reviewing process.

The region has added the following positions to the steering committee (as per Will's suggestion): regional registrar (we will handle all local costs as a region), author's chair (to try to develop a relationship with our authors from year to year), and participant's chair.

The idea of a conference home page has been well received. Students will be assigned to work on the project.

Discussion ♦ Web pages and paper review guidelines

Ingrid noted that NE also had a Web page. Sue said that each regional rep should make sure that SIGCSE has the correct link for your conference home page (or any other). Send this info via Paul Myers. Conferences should also link their pages to each other, and link to SIGCSE as well.

Cathy raised the need for guidelines on how to review papers. The Midwest Region is writing up its own guidelines. Sue noted that there is an IEEE paper on such guidelines. She will circulate it to the Board. Duke Haiduk noted that a refined guideline statement exists ♦ Carl Steidley from South Central has it. Scott noted that a Central Plains statement exists also, with Ernie Ferguson. Sue requested that these documents be distributed to the whole Board.

Brief Aside ♦ Arrival of Board members Barbara Owens and Paul Myers.

Cathy made a motion to approve the previous minutes. The motion was seconded and passed unanimously.

Southcentral ♦ Stewart Carpenter via e-mail (2/7/96) for

Barbara Owens

The program for the 1996 South Central Conference will feature eighteen professional papers, three undergraduate student papers, two panels and four workshops. A guest speaker from the local computing community is also planned, but no confirmation has been received on his participation. The quality of the submissions for the current year's conference is noticeably higher than last year, although the total number of submissions was somewhat less than last year.

The featured speaker at the opening session of the conference is Dr. Loyd Kerhonen, Director of the Texas A&M University Distance Learning Center. He will make a multimedia presentation entitled "What Really Is Distance Learning and Technology?" A special invitation will be sent to educational organizations (school districts, junior colleges, educational service centers, and other University departments) from the immediate vicinity to attend the keynote speech.

The customary Friday evening banquet and meal has been replaced by a Texas style barbeque and wild west show at a local ranch.

The program for the conference will go to the printers approximately February 16 and will be mailed within a week or so after being printed (about February 26).

Cost to the Consortium to date has been \$440.31 with one mailing yet to be made. The costs have been as follows:

Printing of Calls for Papers (2)	\$ 97.33
Mailing of Call for Papers (1)	179.58
Cost of Planning Meeting at DFW	141.96
Miscellaneous (mailing labels)	21.44

Midwestern State University has committed up to \$1000.00 for use by the conference committee. This has been used to pay for an additional mailing and will be used to defray some ancillary costs such as local transportation, some student registrations, and pens, note pads, and folders for conference participants.

Other Reports

Conference Coordinator's Report ♦ Will Mitchell

The conferences are all going well. In 93-94 there were 243 attendees. There were 269 the next year, 286 the next, and about 400 this year. That number should stay the same. There has been a very comfortable conference income, but we have nearly doubled attendance in just three years. Presently there are no feelers about starting a new conference.

Regional steering committees are busy getting regional organizations going. A closer identity with CCSC is being built.

Discussion ♦ New conferences; national (vs. regional) identity

Chuck suggested that it is time to think about starting a conference in the West coast region.

Ingrid noted that NE is having a regional steering committee meeting before the April conference, at which an orientation for new members will be held to introduce them to the region and CCSC.

NECC ♦ Gail Miles via e-mail (2/8/96)

NECC will be meeting June 14-17 in Minneapolis, MN. Both sessions that we submitted were accepted and both drew very good times: one on Tuesday (first day of conference) and one on Wednesday. The sessions are entitled "Cyberschool in Cyberville" and "How to make Computing Courses More 'Female Friendly'." Everyone who is a member of CCSC will receive Registration material. The conference is now about 5000 participants and has a variety of vendor exhibits so anyone working in education at any level will find something of interest for them.

Gail handled the Society Sessions for CCSC this year and thinks that should be the NECC rep's responsibility. However, since she will be the Society Session Program Chair for 1997 (Seattle) we need to choose someone to take over that job for 1997 (which really begins immediately after NECC 96).

Discussion

Sue proposed as a topic for 1997 that we discuss the purposes and services of the consortium. Will suggested that that be the responsibility of the past president. Sue agreed to coordinate it, but not necessarily go to Seattle. Martha McCormick also suggested a session for the benefit of high school teachers, and Cathy suggested on advantages to students of going to small colleges.

SIGCSE ♦ Paul Myers

Revised but not approved minutes of SIGCSE board meeting were distributed. The board no longer can meet at its own meeting, so it now meets in January. This year the meeting was in Austin, TX. Highlights include:

- need for coordination between SIGCSE and CCSC
- CCSC still don't have much identity as a national organization
- the Phoenix SIGCSE meeting led to a cooperative grant for travel to SIGCSE and export of SIGCSE programs to small conferences; this grant has run two cycles and hasn't been successful in the former component (so few applications that no one ever turned down), but it has been very successful in the latter component; both organizations have benefitted
- not going to try to get NSF renewal for the first part, but going for it on the second part
- not much progress or exploration of cooperation opportunities since that time
- the SIGCSE Board unanimously voted to allocate up to 1/4 of unbudgeted surplus to support small conferences with the same goals (such as CCSC)

Discussion: What can we do with the 1/4 budget surplus? Will suggested the idea of having keynote speakers funded by SIGCSE an idea. Possibly also programming contests. What

else can we do in addition to importing panels?

-- since the SIGCSE board meeting is going to be at different sites now, they will consider having it during some small college conference to get the feel for things

-- there is a SIGCSE web page, which will include links to CCSC materials (and those of other related groups); information about CCSC Web URLs should go to Margaret Reek (mmr@cs.rit.edu)

-- the most significant item is that any conference can be offered to SIGCSE for a status of "in cooperation with" with no financial commitment; SIGCSE will be listed as co-sponsor; this must be done on per-conference basis and requires paperwork the first time through (routine after that); this is an opening for a formal relationship/connection with SIGCSE); we want to encourage steering committees to go through this one-time arduous process

Discussion: The general conclusion of a lengthy discussion at this point was that this is an excellent idea, and that two of our conferences should "test the waters." It was agreed that the Midwest and South Central conferences would be the first. The issue of applying for ACM special interest group (SIG) status was also raised, but rejected due to the concern of trying to compete with SIGCSE. Another concern was that we be sure to maintain the separate identities of the two organizations.

Membership Report ♦ Bill Myers (postponed)

Treasurer's Report ♦ Becky Tidwell via e-mail (2/11/96)
See addendum #1.

Discussion

Will raised the question of an inconsistency in the report in terms of the way funds have been accounted for from year to year, and suggested possible solutions.

Will raised the need to have a subcommittee to design procedures for recording income and expenditures in time for the new treasurer to take over. The treasurer's report should be reconcilable with the membership report. Will agreed to work with Becky to revise the minutes and submit a revised report.

Sue agreed that we do need a budget committee with the purpose of creating a budget to be approved by the board, and also to carry out other duties outlined in the new by-laws. We also need to have an auditing procedure in place. Duke was appointed to chair this subcommittee, and Martha McCormick and Becky Tidwell were also appointed. In addition, someone who might be the future treasurer will be appointed. The Board is charged with thinking of nominees for this position.

Referring to the treasurer's report, Sue noted that 1% overspending in three years is very good. (Just \$400 spent over what we took in.) We are still interested in finding ways to save money however.

Publications Committee ♦ Kevin Treu

A printed report was distributed. (See addendum #2.) This report outlined current publication efforts, proposed publications, specific issues to be addressed and action items to pursue.

Discussion

Regarding one of the items in the report, Duke made the motion that we authorize a maximum of \$100 per year for access of a permanent IP address for Web access. A friendly amendment from Paul Myers that the specific address "ccsc.org" not be included was made and accepted. The motion was seconded and passed unanimously.

Kevin requested that everyone check out the current CCSC Web site and send comments. Other discussion included agreement that the entire Journal of Computing in Small Colleges, and not just abstracts, should be made available via the Web site. The issue of CCSC support for equipment such as large hard drives to store Web materials so that multiple institutions could share the storage load was raised.

It was also agreed that we continue to pursue the idea of a CCSC flyer as advertisement for computing in small colleges, and that we continue to pursue electronic indexing of the Journal as well (via the Web site).

Cathy will talk to contacts of hers about setting up a CCSC supported listserv mailing list for the discussion of small college computing issues.

Sue requested that the publications committee bring back recommendations in the fall after corresponding by e-mail before then. Issues to be considered including full text vs. abstracts, funding for disk space, etc. Other Board members were asked to make suggestions to the committee members. Duke Haiduk suggested the addition of Bob Sloger as a formal member of the committee.

Finally, it was requested that Kevin e-mail the publications committee report to the entire Board.

Break for meal at 7 p.m.

Reconvene at 7:55 p.m.

Old Business

By-Laws Changes ♦ Sue Fitzgerald

We need a quorum of 10% in the spring for a U.S. mail vote to pass the by-laws already passed by the Board. Be sure to vote and encourage others to do so.

Regional reps should propose a by-law that meets our needs with regard to the required structure for each region. This has not been done yet because we switched our emphasis from a conference orientation to a national orientation. The Central Plains people are coming up with a rough draft for a regional organization. Might this be a blueprint for a by-

law? This will be put into subcommittee and reconsidered in the fall. The six regional reps were appointed as the subcommittee. Scott Sigmon will be chair. The committee is to present a proposed by-law on regional governance in the fall.

The board formally acknowledged and commended Paul Myers for his fine job in writing the new by-laws, and Bill Myers for his work in originally proposing the new by-laws.

Membership meeting ♦ Sue Fitzgerald

Sue simply requested that everyone on the Board be prepared to make their reports in the meeting (held the next day).

Nominations ♦ Sue Fitzgerald for Dick Hull

The Nominating Committee presents the following slate of candidates for 1996-1997, President-Elect: Cathy Bareiss and Paul Myers; Newsletter Editor: John Meinke; Secretary: Kevin Treu and Curt White; Membership Secretary: Bill Myers; At-Large Board Member: R. T. Close and Dean Hendrix.

It was noted that this slate meets current by-laws. If the new ones pass, offices will change, but we will wait one year for them to take effect

President elect's remarks ♦ Duke Haiduk

The major goals are two-fold: (1) move CCSC in the direction of full connection via electronic media and see it evolve; (2) emphasize the collective shift in focus to a national, rather than regional, CCSC identity. Another goal is to continue in the direction of cooperative alliances with SIGCSE and/or other groups.

The fall meeting of the Board will be at the Rocky Mountain conference in Longmont, CO, October 18-19.

Budgeting for Conferences ♦ Will Mitchell

Two regional conferences (Midwest & South Central) published budgets this year. Both budgets came in close to Will's estimates.

The issue of auditing is important ♦ each regional steering committee should check that the conference committee has incurred reasonable expenses.

Discussion

A copy of Will's written report was requested. It will be distributed via e-mail to the Board.

The issue of whether or not some of the comments on auditing should become standing rules was raised. Will will distribute his report via e-mail and Sue will ask for discussion and vote, also via e-mail.

Budget ♦ Sue Fitzgerald

This issue was raised previously in the meeting, and was settled with the appointment of a budget/finance subcommittee.

Travel Policy ♦ Duke Haiduk

It was agreed that this issue be added to the charge of the budget/finance subcommittee and incorporated into that committee's discussion.

There is concern over the great expense incurred by some individuals which isn't reimbursed, and this will always be a problem due to our dispersement.

Discussion

Will referred to the treasurer's report again, noting that major items include journal expenditure (\$5000), travel (\$2700), duplicating and printing (\$1000) for first half of this year. The point being that we're in pretty good shape unless we do something like double our expenses.

Sue noted that the travel budget and travel policy are two different issues. Will it be hard to discuss both in one meeting? Duke noted that we need to have a budget done before policy can be determined. It was concluded that we will stick to the current policy until we get the new report.

Proposal for Conducting Business via email ♦ Paul Myers

Paul began by distributing a handout containing the proposed standing rule (see addendum #3) and noting that the policy is largely to the credit of Bill Myers, stemming from his original work with the by-law changes. The policy has been field-tested and it seems to be a viable means of doing business, thus the current proposal. A possible benefit is the savings of money if we can conduct enough business electronically so that we only meet once a year.

Discussion

Paul Myers made the motion that we accept the guidelines as standing rules. The motion was seconded. Cathy made a friendly amendment: "that any item to be voted on may be proposed by any board member and must be transmitted to the Board by the President." Sue made an additional friendly amendment: "to drop the need for a second." Cathy made another friendly amendment: "to drop the word 'Elect' in item (iv)." A period of discussion followed.

Barbara Owens made the following friendly amendment: (in item i) "Any item which is proposed by a board member and seconded by another board member must be transmitted to the board by the president." This motion superceded two previous amendments, with one still in effect.

Sue raised the issue of whether or not voting records should be published, and then made the friendly amendment: (in item iv) "...inform the Board of the result, including the votes of the individual board members (yes, no, abstain, no response). The proposal and the action taken will be published in the next issue of the Journal."

Barbara made the friendly amendment: (in item vi) "Drop 'by ballot'."

Paul Myers made the friendly amendment: "Add 'voting' before 'Board membership' in items (v) and (vi) and (i)."

Scott Sigman made the amendment: (in item vii) "The President will distribute these rules whenever a proposal is transmitted to the Board."

Finally, Paul Myers made the friendly amendment: "Add [Friendly Amendments] in item (ii), and add [Unfriendly Amendments] in item (iii)."

All friendly amendments were accepted. The motion was passed unanimously. (See addendum #4 for the complete transcript of the new standing rule.)

Publicity ♦ Sue Fitzgerald

Sue noted that some person should have the designated role of sending out our announcements. To which Will responded that there are no clear lists of publications to use for publicity. Noting that this is a distinct issue from publications (advertising versus a service), Sue said that the idea is to transmit info to a master list, enumerating places where most interested people will see our announcements. Such a list has yet to be compiled, and that is the first task. Barbara suggested that regional reps scout around and find out what publications are out there. Then when there is a body of publications, report back to Sue to compose a list. Then we'll find a volunteer to actually do the publicizing. Sue charged the whole board: find publications and send complete info to Sue. (Include on-line publications too.) Will noted that this should be the job of the Participants Chair on regional steering committees (assuming the model has been adopted).

Adjourned at 9:56.

Re-convene to hear Membership Secretary Report, 7:20 p.m., 2/15/96

Membership Secretary's Report ♦ Bill Myers

The membership report was circulated. (See addendum #5.) Bill will work together with Becky to provide information to assist with overall report accuracy. He also reported one additional regular member from the original report.

Bill will begin work on setting up mailing lists for the Board, regional conference committees and steering committees, so that individuals will have just one address to mail to in order to reach everyone in a particular group.

A proposal for corporate sponsorship in the form of advertising in proceedings and journals and vendors at conferences is in the works.

***** Addendum #1: Treasurer's Report *****

Here is the report that shows our current condition financially. Please note that I have not charged any conferences yet for their proceedings. I usually do this at year end. Also note that the beginning balance for the consortium and for South Central are different than what showed on last year's report

due to changes that had to be made. I have gone through all my files to make sure everything I have received and paid has been recorded. Please check your area of concern and let me know of any discrepancies.

CCSC Treasurer's Summary
7/ 1/95 Through 2/29/96

1995-96-All Accounts
2/11/96

Page 1

Category Description	CCSC Central Plains	Mid Western	
INCOME/EXPENSE			
INCOME			
Dues to Consortium	6,285.00	0.00	0.00
Extra Banquet	0.00	0.00	95.00
Prog. Contest	0.00	0.00	0.00
Regist. Fees	0.00	0.00	4,530.00
Income -- Other	0.00	0.00	0.00
TOTAL INCOME	6,285.00	0.00	4,625.00
EXPENSES			
Conf. Meals	0.00	0.00	2,006.66
Duplicating & Printing	1,112.89	0.00	156.50
Journal Exp.	5,711.71	0.00	0.00
Legal Fees	10.00	0.00	0.00
Phone	20.19	0.00	0.00
Postage	379.56	0.00	118.86
Presenter Exp.	0.00	0.00	172.15
Supplies	50.36	0.00	304.06
Travel Expenses	2,736.88	0.00	0.00
Upfront money for confere	0.00	0.00	0.00
TOTAL EXPENSES	10,021.59	0.00	2,758.23
TOTAL INCOME/EXPENSE	-3,736.59	0.00	1,866.77
BALANCE FORWARD			
CCSC	6,766.40	0.00	0.00
Central Plains	0.00	702.48	0.00
Mid Western	0.00	0.00	324.84
Rocky Mount	0.00	0.00	0.00
SouthCentral	0.00	0.00	0.00
SouthEastern	0.00	0.00	0.00
TOTAL BALANCE FORWARD	6,766.40	702.48	324.84
OVERALL TOTAL	3,029.81	702.48	2,191.61

CCSC Treasurer's Summary
7/ 1/95 Through 2/29/96

1995-96-All Accounts
2/11/96

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	OVERALL		
Rocky Mount	SouthCentral	SouthEastern	TOTAL
0.00	0.00	0.00	6,285.00
36.00	0.00	244.00	375.00
0.00	0.00	75.00	75.00
3,415.00	70.00	5,845.00	13,860.00
0.00	0.00	25.00	25.00

3,451.00	70.00	6,189.00	20,620.00
1,170.59	0.00	1,910.87	5,088.12
364.24	0.00	334.89	1,968.52
0.00	0.00	0.00	5,711.71
0.00	0.00	0.00	10.00
0.00	0.00	0.00	20.19
0.00	0.00	112.20	610.62
60.00	0.00	200.00	432.15
0.00	99.64	0.00	454.06
0.00	0.00	0.00	2,736.88
0.00	230.03	0.00	230.03

1,594.83	329.67	2,557.96	17,262.28

1,856.17	-259.67	3,631.04	3,357.72
0.00	0.00	0.00	6,766.40
0.00	0.00	0.00	702.48
0.00	0.00	0.00	324.84
2,247.33	0.00	0.00	2,247.33
0.00	5,477.28	0.00	5,477.28
0.00	0.00	4,552.44	4,552.44

2,247.33	5,477.28	4,552.44	20,070.77

4,103.50 5,217.61 8,183.48 23,428.49
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***** Addendum #2: Publications Committee Report *****

PRELIMINARY REPORT OF CCSC AD-HOC PUBLICATIONS COMMITTEE

Committee members: Dean Hendrix, Dick Hull, Dennis Martin,
John Meinke, John Rabung, Kevin Treu

I. Existing Publications

A. Journal of Computing in Small Colleges

Current Administrator(s): John Meinke, Bob Sloger

B. Original Newsletter (insert to JCSC)

Current Administrator(s): John Meinke

C. Electronic Newsletter

Current Administrator(s): Dennis Martin

Status Report: Ten issues mailed since September.

Issues:

Some feedback from members has been incorporated.
There has been very little feedback.

Establishing the original mailing list was time-consuming as
many addresses were incorrect. Maintaining the list requires
constant attention as there is no notification when an email
address is changed.

The major use has been for meeting announcements. This seems
very appropriate as this is the major activity of the CCSC.

There has been an interesting thread on student access to
Internet. No other thread has been forthcoming.

Items of general interest have been reposted from the SIGCSE
mailing list. As we are a complementary organization to SIGCSE
rather than a competitive one, this seems appropriate.

There have been several vacancy announcements. Since space is
sold in the Journal for this, it should not be provided for
free in the newsletter.

Action Items:

1. The biggest problem is getting information to send out.
2. Each conference should be urged to send information to me
directly in electronic form (ASCII file) automatically at
certain times: Preliminary Call; Call for Papers, Panels,

etc.; Program, Report.

3. Summary Meeting Minutes could be sent with the full text distributed in written form.
4. Officers could post items for members to reply to. Bill has been active in this and Sue has posted some. Replies could be directed to the officer or to the Newsletter as the officer deems appropriate.

D. World Wide Web Site

Current Administrator(s): Kevin Treu, Dean Hendrix

Status Report: A skeletal hierarchy of pages has been created for CCSC and is on-line at this time at the URL (<http://www.furman.edu/~treu/ccsc/>). An outline of the organization and the information contained is appended to this report.

Issues: A number of the proposed links have yet to be implemented. Reasons include that the data hasn't been collected yet (e.g. previous Board meeting minutes), sites don't exist (e.g., conference home pages, and other issues have yet to be resolved (e.g., JCSC on-line).

Since the site is embryonic to say the least, the organization itself is in no way finalized.

Little attention has been paid to artistic design at this point. Thus no images, backgrounds, etc. have been incorporated.

The URL is non-intuitive and awkward.

Action Items: 1. Review of the contents and organization:
The membership of CCSC must be made aware of the site so they can offer suggestions and criticisms. This will lead to the elimination of links and the creation of new ones.

2. Development of missing links

3. Security issues: Before some of the proposed links can be implemented, security concerns must be addressed. Specifically, since the JCSC is available to CCSC members only, how can access to an on-line version be regulated? If we are to allow people to join CCSC or register for conferences via the Web, we need to investigate methods for secure transmission of credit card information. (In the meantime we can settle for making the required forms available at the Web site.) Electronic elections are a natural application for the Web. Can the legitimacy of

someone's vote be verified? Other security issues are likely to be identified as well.

4. Design issues: Images, backgrounds, separator lines, etc. will be added to "spice up" the look and feel of the site. Again, a consensus among CCSC members as to good and bad design decisions is required.
5. Delegation of responsibility for the development and maintenance of linked-to sites: It will be most productive for no more than one or two levels of the hierarchy to reside at Furman, with the rest being maintained elsewhere. Not only will the load be reduced, but more people can remain vigilant about keeping the decentralized information up to date. Which info should reside where is one question to be addressed. Jacksonville State is one site. Others need to be identified.
6. The Consortium should apply for its own domain of IP addresses. Thus the site could be housed at a URL like (<http://www.ccsc.org/>), with e-mail to info@ccsc.org, perhaps.

II. Proposed Publications

A. Journal of Computing in Small Colleges (electronic version)

Status Report: No implementation as of yet, beyond anonymous FTP

Issues: A primary issue involves the method of distribution. The Web site is a logical repository for the Journal, as is an anonymous FTP location. However, the Journal is a publication for the benefit of the membership of CCSC. Making it freely available via the Web removes a motivation to become a member.

In addition, the "look and feel" of the electronic Journal is an issue to be considered. An FTP version can be a binary word processing file. An HTML version, however, permits a great deal of flexibility with regard to multimedia and hypermedia that we would seek to take advantage of.

Action Items: 1. Consider the feasibility of password-protecting a Web version of the Journal. (This is to be undertaken by the administrators of the Web site.)

2. Determine the most appropriate format for electronic presentation.

B. CCSC Flyer/Brochure

Status Report: Stuck on financing the project.

Issues: The Board has decided to leave the funding of this

project to sources outside the Consortium's treasury. Solicitation of such funding has not been undertaken.

With web browsing becoming more popular among prospective students it may be more effective and less expensive to put a small college recruitment "flyer" on a web page linked to CCSC's home page. Such a page would need to be made prominent along the browsing paths of prospective students.

Action Items: We need to decide how to approach this issue. A paper flyer directly mailed to targeted students would likely be quite effective, but also quite expensive (mailing list to be purchased from ETS if possible, design and printing costs, mailing costs, and time to solicit sponsors). A web page is more hit-or-miss, but at least for now is likely to be seen by computer-knowledgeable students. It is more easily and much more cheaply accomplished.

C. Interactive Listserv

Status Report: Has been proposed but not undertaken.

Issues: The primary issue is the determination of which member institution has the resources to spare, and the volunteer to set up and maintain the list. It is not expected to be difficult, but a volunteer must be identified.

With the proliferation of messages going between Board members alone, there is little doubt that such a facility would be beneficial. A significant issue is maintenance of the member list, however. Who should receive all messages? Anyone who signs up? There is an issue of security there.

Action Items: Identify a volunteer and site for the study and eventual creation of this service.

III. Related Projects/Issues

A. Electronic indexing of JCSC

No report.

B. Maintenance/Responsibility

With all of the publications, particularly the new ones, a mechanism must be developed for ensuring long-term, high-quality maintenance. The development of a permanent Publications Subcommittee is a step in the right direction. We expect this committee to appoint the person or persons responsible for each of these projects and ensure that replacements are found with sufficient lead time when a transition is to be made.

(i) Any item to be voted on must be proposed and transmitted to the Board by any Board member and must be seconded by any other Board member.

(ii) A discussion period will ensue until all Board members are prepared to vote, but this period shall not exceed thirty (30) days.

(iii) Amendments may be made and are themselves proposals subject to the procedures of this Standing Rule.

(iv) At the conclusion of discussion, the President shall ensure that Board members possess final wording and shall call for a vote to be taken. The President-Elect will collect votes, perform the count, and inform the Board of the result which will be published in the next issue of the Journal.

(v) Vote on a proposal will be deferred to the next Board meeting if at any time during the discussion, at least twenty-five (25) percent of the Board membership request that the vote be so delayed.

(vi) A proposal will be passed by ballot if it has not been deferred and it receives the affirmative vote of at least sixty (60) percent of the Board membership.

(vii) For any official business to be conducted according to this Section and its Standing Rules, the President will distribute these procedures to the members of the Board.

***** Addendum #4: Final E-mail Voting Guidelines *****

(i) Any item which is proposed by a voting Board member and seconded by another voting Board member must be transmitted to the Board by the President.

(ii) A discussion period will ensue until all Board members are prepared to vote, but this period shall not exceed thirty (30) days. [Friendly Amendments]

(iii) Amendments may be made and are themselves proposals subject to the procedures of this Standing Rule. [Unfriendly Amendments]

(iv) At the conclusion of discussion, the President shall ensure that Board members possess final wording and shall call for a vote to be taken. The President will collect votes, perform the count, and inform the Board of the result, including the votes of the individual Board members (yes, no, abstain, no response). The proposal and the action taken will be published in the next issue of the Journal.

(v) Vote on a proposal will be deferred to the next Board meeting if at any time during the discussion, at least twenty-five (25) percent of the voting Board membership request that the vote be so delayed.

(vi) A proposal will be passed if it has not been deferred and it receives the affirmative vote of at least sixty (60) percent of the voting Board membership.

(vii) The President will distribute these rules whenever a proposal is transmitted to the Board.

***** Addendum #5: Membership Secretary's Report *****

THE CONSORTIUM FOR COMPUTING
 IN SMALL COLLEGES
 REPORT FROM MEMBERSHIP SECRETARY

February 7, 1996

Membership Information

	1993-94	1994-95	1995-96
Regular Members	332	342	374
Associate Members	6	8	3
Institutional Members	17	26	21

Conference Information

Central Plains

	1995
Regular Registrations	47
Students	1
Others in Attendance (Speakers, Local Faculty Receiving Discount, Vendors, Etc.)	4
Total	52

South Central

	1993	1994	1995
Regular Registrations	124	76	83
Student Registrations	2	1	13
Others in Attendance	2	3	3
Total	139	80	99

Midwest

	1994	1995
Regular Registrations	59	62
Student Registrations	4	1
Others in Attendance	4	3
Total	67	66

Rocky Mountain

	1993	1994	1995
Regular	54	50*	35
Student	2	5	4
Other	3	5*	2
Total	59	60	41

Southeastern

	1993	1994	1995
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Regular	65	84	59
Student	1	11	4
Other	7	13	6
Total	73	108	69