

Consortium for Computing in Small Colleges
Board Meeting
February 25, 1998
Atlanta, Georgia

Members Present: Laura Baker, Cathy Bareiss, Susan Dean, Tim DeClue, Paul Haiduk, Chuck Howerton, Gail Miles, Will Mitchell, Bill Myers, Paul Myers, Ingrid Russell, Kevin Treu, Curt White.

The meeting was called to order by Paul Myers at 5:15 PM.

Laura Baker, from St. Edward's in Austin TX, was introduced as having been appointed to serve as South Central representative due to the resignation of Bob Sloger.

Cathy Bareiss moved, Tim DeClue seconded, that the minutes of the Fall Board meeting be approved. Motion passed.

Regional reports:

Central Plains: Tim DeClue reported that they are on schedule for the spring meeting at Emporia State University. They are actively working to encourage more submissions so that the acceptance rate will become more selective. Next year's meeting will be at NW Missouri State.

Rocky Mountain: Will Mitchell reported that the Fall conference was successful, but the final accounting has not been completed. Next year's conference will be held at a junior college in central Wyoming.

MidWest: Curt White submitted a report, which is attached. Next conference will be at Spring Harbor, Michigan.

South Central: Laura Baker reported that the major problem faced in preparing for the upcoming conference was that the paper deadline was too tight. She also reported that Barbara Boucher Owens asked her to mention that there is NSF money to bring SIGCSE panels to the conferences.

Northeastern: Ingrid Russell reported that the conference will be April 24-25, in Fairfield CT, at Sacred Heart. David Gries will be the banquet speaker and Lynn Stein from MIT the keynote speaker. They have 3 SIGCSE grant tutorials. They have student poster sessions, based on submission of extended abstracts which are published in the proceedings. Ingrid's e-mail report contains the list of committee members.

Southeastern: Kevin Treu reported that there were 77 participants in the fall conference held at Lenoir-Rhyne College in Hickory, NC. Keynote speaker was Dianne Martin of GWU, and Richard Patis spoke at the banquet. Forty students competed in the programming contest. The 1998 meeting will be at Carson-Newman College in Jefferson City, TN, November 6-7. The regional committee is working on the bylaws.

Next there was considerable discussion of issues and concerns about the conferences. We need more awareness and use of the NSF grant to SIGCSE by conference steering committee members. Paul Myers observed that the incoming president could publicize this in the letter in the September newsletter. Margaret Reek is the SIGCSE contact.

There was discussion of travel expenses for conference steering committees. Will Mitchell observed that this Board should approve conference budgets, and that should be a budget item. Ingrid Russell reported that Northeastern uses money from vendors to help defray costs of steering committee travel. Tim DeClue favors having the steering meeting expenses shown in the budgets approved by this Board.

There was considerable discussion about the proceedings. John Meinke is publishing all proceedings now. Laura Baker thinks Meinke's format was too technical and restrictive. John needs to update the guidelines. Bill Myers raised a question about the deadline problem. There is trouble getting proceedings ready for the conference. Later in the meeting, there will be a motion that may help on this.

Membership report: Cathy Bareiss gave the membership report. Ingrid Russell likes the web reports that Cathy has made available. Policies come later on the agenda.

The membership brochure has been revised by Gail Miles. We should all look to see what needs to be changed. On the last page, update the names of the conferences. Web address needs to be changed. Questions raised include: Why have half-year memberships? What about being able to indicate wanting mailings from other regions? What about old names on lists? Gail is to send the returned ones to Cathy; Bill Myers will send names to Gail. Cathy wants all paper she gets to look identical. The brochure needs to follow the same layout as the registration forms.

There was considerable discussion regarding the timing of membership renewal and notices about membership expiration. The discussion included concern about charging the cost of conference mailings to the conferences, when this is not under control of the conference committee.

Cathy provided a handout with proposed tasks and policies for handling of membership data. Cathy's fax number (815-939-5081) should be on the form. Cathy mails receipts only if requested, in which case the conference is billed for the cost of postage.

We should suggest improvements to these proposals. Gail Miles reported that use of the web for the Southeastern conference worked really well.

Paul Myers expressed much appreciation for the work of Cathy Bareiss and Bill Myers in this year of transition.

Bill Myers reported a new procedure (for registration of conference presenters) of making deposits locally (if there is a Wachovia or First Union Bank available), then send registration forms to Cathy, and the deposit slip to Bill.

The possibility of charging registration fees to credit cards was discussed, but would be too expensive.

Supper was accompanied by much discussion.

The agenda item on the membership year was deferred.

Cathy Bareiss observed that we need backup for the jobs of treasurer, membership secretary, and proceedings editor.

Bill Myers raised the question of possible need to file form 990. He will pursue this question with Becky Tidwell and Ed Hart, past Treasurers.

Treasurer's Report: Bill Myers summarized the revisions he has made in the Treasurer's reports of the past several years. Most of the changes involved the charging of expenses to the conferences; these changes are to be communicated back to the regions by the regional representatives. We have changed accounting procedures; these revisions were not done the new way. Bill spent approximately a week on each year's revisions; much appreciation was expressed for his work.

On the accrual system, our starting balance for 1997-98 is \$4,027.54. This year we should have a budget surplus. On the accrual method, the memberships and income from dues will match. Our financial situation is much better than it seemed at the time of the Fall Board meeting. Ingrid Russell observed that, even though things look better now, we should still think of new ways to bring in income.

A motion was made by Cathy Bareiss, seconded by Will Mitchell, to change the Treasurer's report as published in the newsletter. Motion passed.

As a result of the discussion accompanying the previous motion, Paul Myers charged the finance committee with developing a process for Board approval of conference budgets.

We only have half the year's expenses, but almost all the year's income on this report. The Treasurer's report for this year reflects almost all the year's income, but approximately half the expenses. Expenses are less, so we could break even, or at least have a small deficit.

Publications Report:

Paul Myers reported for John Meinke. He is currently working on the proceedings for the South Central conference. He is also working on a revision of the guidelines for authors; contact him to provide input.

At the Fall meeting, Kevin Treu, Cathy Bareiss, Tim DeClue, and Dean Hendrix were appointed as a committee to come up with web policies. Kevin requests a development team, not an oversight committee, for the web site. The committee is now the

development team, and can be expanded. Kevin will consolidate it all at Furman; currently the top two levels are at Auburn. Kevin will have progress to report, and maybe a need to spend money, at the next Board meeting. Paul Myers expressed thanks to Kevin for being willing to chair this. Bill Myers asked that the committee consider whether there is still need for the electronic newsletter that had been sent via e-mail by Dennis Martin.

Conference Coordinator's Report:

Will Mitchell reported that he is not actively working on starting new conferences. It is not clear whether a new conference is needed. Cathy will place maps on the web showing the distribution of conference attendees. There is much crossover between regions.

Finance Committee Report:

On behalf of the committee, Bill Myers presented the proposed CCSC Budget for 98-99. It was moved and seconded by the committee that we adopt this budget. Duke Haiduk observed that some items in the budget could be affected by subsequent agenda items, so moved to table the budget until the end of the evening. Cathy Bareiss seconded the motion to table. Motion passed.

Nominating Committee Report:

Paul Haiduk reported that the following people have agreed to be nominated:
Rocky Mountain representative: Peter Isaacson;
South Central: Laura Baker, to serve remaining two years of Bob Sloger's term;
Northeastern representative: Viera Proulx;
Membership Secretary: Cathy Bareiss;
President-Elect: Becky Tidwell and Chuck Howerton.
Paul has position statements from all of these, and will give this report at the general meeting tomorrow, and open nominations from the floor.
The Board voted to accept the committee's report.

Bylaws Standing Rules committee:

Paul Myers reported that he has gathered information on this from Sue Fitzgerald. Bill Myers has information from Becky Tidwell. The committee will work on this.

Paul Haiduk suggested that it would be appropriate to have a privileged web repository with the standing rules and information such as the fact that the regions can reimburse for travel to steering committee meeting. Bill Myers said the Board should ask John Meinke to send to Kevin Treu the electronic version of the bylaws and standing rules, so it can be put onto the web site. The President-Elect's job includes keeping track of anything at Board meetings that impacts bylaws and standing rules.

NECC report:

Gail Miles reported that there have been changes in the management structure of NECC. SIGCSE will now be an affiliate society, not a sponsoring society. NECA has a web site with a link to every sponsoring society of NECC. There is a joint committee from ISTE and NECA on projects to promote technology research; they are creating a foundation to

handle this. There will be Computer Science research initiatives into NECC so the K-12 group will be better informed regarding such issues as the first languages in high school.

Paul Myers suggested that although it has been the Board's intent to question whether we want to continue our relationship with NECC, we should first see the impact of these changes, which seem to be positive. We should see what impact we get from having a booth at NECC, and whether we can selectively stuff envelopes of college personnel.

Paul Myers announced that there will be a Birds of Feather session at SIGCSE, with the topics being the relationships between SIGCSE and small college computing conferences, not limited to those sponsored by CCSC.

Old Business

Publications:

Bill Myers reported that IEEE in England (INSPEC) is willing to abstract if we send them our journals. LSU is their largest customer in this country. Bill will give them the last two years, ask if they want to go back farther. Our category would be Computers and Education. Tim DeClue moved, Cathy Bareiss seconded, a motion to provide the INSPEC indexing service with two years of journals (offer more), with paperwork to be sent by Will Mitchell. Motion carried.

It was noted that our journal has been significantly strengthened by actions at this and the fall meeting: it is now totally refereed, the binding is consistent for all issues, and it will be indexed and abstracted.

Programming Contest:

Kevin True reported that the Southeastern version has been successful in involving students. Kevin is willing to help organize if anyone wants to do this at their conference. Eleven is the highest number of competing teams that SE has had. Kevin will put an archive of problems onto the web site. South Central has a web page contest this time. Cathy is working on a modeling contest.

Travel Policy:

It was suggested that each region's budget could include an item to send the regional representative to the Board meeting. No action was taken on this.

Cathy Bareiss moved, Tim DeClue seconded, that the Board affirm the e-mail vote allowing Paul Haiduk to apply this entire year's travel allowance to this one trip to SIGCSE. Motion passed.

Susan Dean moved that the Fall 1998 Board meeting be held Thursday, Nov. 5, beginning at 6 PM, and possibly extending into Friday. This will be in conjunction the the SE conference, to be held at Carson-Newman College, in Jefferson City, TN. Cathy Bareiss seconded, and the motion passed.

Considerable discussion of travel, and ways to cut costs including possibly having Board meetings on Saturday night to accommodate Board members who could not stay for the entire conference at which the Board meeting is held. Motions were made and amended, and amendments amended, and finally it was voted to clear the table and try again.

Cathy Bareiss moved: that the CCSC pay for travel and one night's lodging for each Board member to attend the Board meetings, if coming from within the continental US. The air fare is to be at the discount rate, and the night's lodging at no more than conference rate. A Board member is to be supported similarly for one meeting per year if coming from outside the continental US. With one opposed, the motion passed.

Bill Myers moved that we change the policy of paying registrations for members to attend fall meetings, to instead pay the conference for the cost (proceedings, food, etc.) of the Board members being there. Motion was seconded by Paul Haiduk, and failed to pass.

Audits:

The Finance committee is to propose a plan for audits at the fall meeting. Chuck suggested that the actual audit should be performed by people who are not on the committee. The committee is to communicate with the Board on these plans via e-mail before the fall meeting.

John Meinke, at the fall meeting, raised the question of whether the Board members, or at least the president and treasurer, should be bonded. Chuck Howerton will look into that for us and report by e-mail.

The issue of liability was also raised at the fall Board meeting. Disclaimers won't hold water if found negligent. Do we need personal liability as Board members? The consensus is that we don't.

Back to the tabled motion regarding the budget:

Bill Myers proposed amending the prepared budget to include another \$2000 for travel and an additional \$2000 to be transferred from conferences. Cathy Bareiss seconded the amendment to proposed budget, and the amendment passed.

Will Mitchell proposed amending the amended budget as follows: change "transfer from conference" to "conference surpluses", using \$8000 for the amount. Cathy Bareiss seconded, and the amendment passed.

The amended budget was then approved.

Cathy Bareiss moved, Tim DeClue seconded, that the next annual meeting be the same night as the SIGCSE business meeting next year. Motion passed.

Journal publication post-conference: A proposal was made to not plan to bring proceedings to the conferences. Arguments in favor are that this will ease the pressures

currently arising from the deadlines for having them printed before the conferences, that this will strengthen the journal because there will be time to require the authors to revise submissions based on the results of the refereeing process, and that this will make it possible to prevent publication of articles by people who don't actually attend the conference. Arguments against are that conference attendees are accustomed to having the proceedings in hand, and the regional steering committees should have a say in whether or not this is to be changed. The journal question was tabled to e-mail, with a suggestion that the steering committees, especially for the spring conferences where the deadlines have been a problem, look at the impact of post-conference publication.

Guidelines for Voting by E-mail: Paul Myers recommended that we accept this as standing rule. Cathy Bareiss seconded, and the motion passed. There was a strong caution not to vote early, before allowing for discussion to take place.

Cathy Bareiss moved, Chuck Howerton seconded, a motion to table agenda items on changing the membership year and purchase orders to e-mail. Motion passed.

The Finance moved that the Board appoint a committee to explore other sources of income. Motion passed. Paul Myers and Bill Myers will communicate on this by e-mail.

The agenda for the CCSC business meeting was planned.

Items of interest that arose during discussion:

Cathy Bareiss suggested consideration of teleconferencing for steering committee meetings.

The SIGCSE grant can be used to fund a keynote speaker.

Regional representatives should remember that Bill Myers needs information about conferences – where, when, to whom to submit -- as soon as it is available.

The meeting was adjourned at 11:15 PM.