**August 7th, 2020 Meeting Minutes**

**CCSC: Central Plains Conference Planning Meeting**

**10:00 AM, Building and Room: ZOOM**

**Attendees**: Online: Brian Hare (UMKC), Diana Linville (Northwest), Michael Rogers (UWO), Belinda Copus (UCM), Scott Sigman (Drury), Chuck Riedesel, Ron McCleary, Kendall Bingham (UMKC), Wen Hsin (Park), Crystal Peng (Park), Judy Mullins, Joseph Kendall-Morwick (MWSU), Deepika Jagmohan (SCC), Rex McKanry (SCC), Mahmoud Yousef (UCM), Dayu Wang (SCC), Scott Bell (Northwest),

1. Welcome and Introductions – **Brian Hare**
2. Approval of meeting minutes – **The last conference was not held, therefore no April 2020 meeting. Approved January 3rd, 2020 meeting minutes.** **Scott Sigman made a motion to approve minutes, Scott Bell seconded. Motion passed.**
3. Report from Regional Representative – Judy Mullins
   1. **Judy said biggest issue was finding a host for 2022. Judy suggested pursuing Johnson County Community College. Park and Drury cannot commit at this time. Judy will check with Southwest Baptist and then check with Park University. Scott Bell said he could also check with K-State. Charles Riedesel will also do some checking with some Kansas schools.**
   2. **Do we want to nominate someone for the Service Recognition Award? This needs to be done by September or October. If you are interested in nominating someone, send Judy an email. Requires a letter of recommendation and 2 letters of support.**
   3. **Journal – welcome statement needs to include acceptance rate.**
   4. **Google request – Lori White is the national partners and wants a list of enterprise level companies that are hiring our students. This is to justify their support of CCSC. The board has not come up with an answer yet as they have always been sensitive to sharing information on our students due to privacy. How do we feel as a region giving this information to Google? Wants name of company, name of position, and year hired.** 
      1. **Willing to give them the name of the company and the number – not wanting to share position information.**
   5. **Spring conferences when we pay for a Spring conference that we are attending, our membership fee goes from that conference we are renewed for that next conference. Judy stated memberships where extended. Membership was extended for a year across the board.**
4. Planning for Spring conference:
   1. Need motion/vote: Whether to hold conference (including student events) as entirely virtually
      1. **Discussion: Virtual would be everything handled through ZOOM. Even if virus is not an issue, school budgets for travel are going to be difficult. It is easier to plan around something certain, by deciding to go fully online. Use breakout rooms to move into sessions. Need people to run the zoom sessions and maybe be co-located. A few days before the conference need to have a run through to make sure everything works. Need to have go instructions and help available to presenters for navigating.**
      2. **Motion is to make the 2021 entirely virtual: Motion passed by 100%.**
   2. If decided to have conference virtually: Decide schedule. 1-day? 2-day? Does Friday afternoon /
      1. **Discussion: Have the conference on Friday and the programming contest on Saturday. Have a Saturday AM for k-12. Instead of Posters do videos and then air them live? Feedback is that ZOOM does not support poster presentations well. Multiple paper tracks via breakout rooms. Format of student contest will need to be determined.**
      2. **Programming Contest Discussion – Charles suggested using micro sessions and is working on technology for that and can report back how that worked. Judy will see what was reported from other regions - Bryan Dixon, SW conference, did the first online conference last spring. He said "You can host a programming contest on Hackerrank as an FYI, my local ACM chapter just hosted our spring competition on there for no cost.**
      3. **Motion made to change to 1-day on Friday, Saturday K-12 track and programming contest, multiple tracks and poster/video contest – Motion passed 100%.**
   3. Saturday morning schedule of in-person conference make sense for a virtual conference?
      1. **A k-12 track only to make it flexible for teachers.**
   4. Budget
      1. **Brian shared a virtual conference budget. The Consortium Head tax lowered to $21.00. The National board has to OK this. Student registration fee needs to be lowered to be proportionate to the lowered faculty registration. Brian will check if $35 registration includes head tax.**
   5. Committee Assignments
      1. **Conference Chair: Brian Hare**
      2. **Conference Co-Chair**
      3. **Conference Publicity: Michael P. Rogers, Crystal Peng**
      4. **Keynote Speakers: Brian Hare, Scott Sigman**
      5. **Pre-Conference Workshop: Judy Mullins, Michael P. Rogers, Wen Hsin**

**(Committee will look into the logistics of this and make some recommendations)**

* + 1. **Papers: Scott Bell, Ron McCleary**
    2. **Panels, Tutorials, Workshops: Scott Bell, Ron McCleary**
    3. **Nifty Assignments: Mahmoud Yousef, Michael Rogers**
    4. **Lightning Talks: Diana Linville, Kendall Bingham**
    5. **K-12 Outreach: Mahmoud Yousef, Belinda Copus,**
    6. **K-12 Nifty Assignments & K-12 Lightening Talks: Belinda Copus**
    7. **Student Paper Session: Scott Sigman**
    8. **Student Poster Competition: Joseph Kendall-Morwick**
    9. **Student Programming Contest: Charles Riedesel, Dayu Wang**
    10. **Two-Year College Outreach: Rex McKanry, Belinda Copus**
    11. **Career Fair: Charles Riedesel, Scott Sigman (Will look to see if this is feasible)**
    12. **Zoom Tech: Rex McKanry, Jennifer McKanry, Michael Rogers, Kendall Bingham**
  1. Deadlines
     1. **Conference Date: April 9th**
     2. **Save the Date: ASAP**
     3. **Initial CFP Due: Sept 3**
     4. **Start Accepting papers:**
     5. **Fees Decided and Finalized:**
     6. **Papers, panels, tutorials, workshops, nifty assignments: November 29, 2020**
     7. **Extended Papers Deadline: December 15, 2020**
     8. **Papers Reviewed: Jan 3**
     9. **Next Committee Meeting: Monday, January 4th**
        + **Paper selection, Fees Finalized, Registration & ConfTool ready to go**
        + **Notify Acceptance: Jan 6, 2020**
        + **Final Version papers: Jan 16, 2020**
     10. **Lighting talks, works in progress: March 21, 2021**
     11. **Programming contest team registration: March 21, 2021**
     12. **Student paper submissions: March 21, 2021**
     13. **Student poster submissions: March 21, 2021**
     14. **End of early registration: March 21, 2021**
     15. **End of advanced registration: April 8, 2021**

**See Google Doc:** <https://docs.google.com/spreadsheets/d/1SZVDkuW5K0elDD6_3mq0Szwz5NaxkxCSdynqjMmhKIs/edit#gid=401665996>

1. Draft CFP
   1. Initial Due Date: **Sept 14, 2020**
   2. Conference Dates: **April 9th**
   3. Keynote speaker – **Committee will review and decide – Only need one speaker since not doing the Banquet. If they find 2 Keynotes we can schedule both.**
   4. Something in lieu of Banquet speaker?
   5. Pre-conference workshop – **Committee to review and decide**
   6. Vendor registration – **Assuming vendors would not come, but will still reach out to national partners and find out what they want to do. Brian will reach out to Fall conferences to see how they are handling vendors.**
   7. Job fair registration?
   8. Student contests: **Committee’s will review and decide on formats/details discussed.**
      1. Programming contest
      2. Poster contest
      3. Security / capture the flag?
      4. Prize funds
      5. Corporate sponsorship – **We have Cerner money from last year that we can use this year.**

Other business

1. **Business Meeting at the end of the Conference – needs to be scheduled before everyone jumps off. Maybe a session called business meeting. Elections: Crystal and Denise’s positions.**
   1. **Can elections be done online: We vote by email on other items, we could send an email to all registered faculty and have them vote that way. Bylaws have nothing them about how we vote so we are flexible. OR have it as part of the keynote since need to take nominations from the floor.**