CCSC: CP Steering Committee Meeting Minutes
Monday, January 4, 2010
Louis Morden Boardroom
Park University
Parkville, Missouri

Present: See Attendees List below.

Meeting led by Wen Hsin.
Minutes by Cecil Schmidt.

1. Welcome and introductions:
Wen Hsin called the meeting to order shortly after 11:00am.

2. Regional Steering Board Meeting – Scott Sigman

The Regional board meeting was called to order as well by Scott Sigman. Minutes for the August 15, 2009 meeting were approved on a motion by Rick Barker and seconded by Ron McC0leary.

Scott and the committee agreed that we create an archive of the meeting minutes as part of the current web site. All members of the steering committee should have access to these minutes. Cecil Schmidt agreed to contact Chuck Pheatt with this request. Cecil will provide an archive of the minutes to Chuck.

3. Discussion and selection of papers –Phil Heeler

Phil led the discussion on the selection of papers. The committee agreed to accept 1 panel, 6 nifty assignments, 20 papers, 5 tutorials, and 1 workshop.

/* a lunch break occurred */

4. The conference program – entire committee inc. online attendees

Carol led a subgroup in the initial development of the 2010 conference program. Carol will complete the program and post it to CentralDesktop.

5. Regional Steering Board Meeting - Scott Sigman, Regional Representative

   a. 2011 (4/8, 4/9) Univ of Central Missouri, presentation and approval of the 2011 budget: Scott lead the committee through the presentation and revision of the 2011 budget. The final budget was approved by the committee and, in particular, it was agreed to by Mahmoud Yousef of CMU which will be hosting the 2011 conference. Scott will post the revised budget to CentralDesktop.
   b. 2012 Ozarks Technical College but dates are not set: George and Scott will finalize the dates. It was agreed by the committee that the only significant date that will cause a conflict is Easter weekend.

c. 2013 Ron McCleary will check about having the meeting at Avila College.

d. Other business: The committee agreed to pursue a co-located conference with the Women In Computing conference for the 2011 conference on a motion by Dean and seconded by Ron. Judy and Carol would be doing most of the planning for this WIC conference and coordinate with this with Mahmoud.

6. Committee Business

Wen brought up the business of committee business. Each committee representative reported as follows:

a. Student Contest Awards (Carol Spradling – Cerner Sponsorship) - Cerner again agreed to provide $500.00 for the awards. It is important that should a representative from Cerner attend the conference, we should acknowledge them for this important gift.

b. Programming Contest – John Cigas ($45 per team, no PC2 for program submission) - John noted that we should be able to accommodate up to 17 teams.

c. Web Contest (one more try) – Carol Spradling and Scott Sigman ($15 per student) - Carol and Scott asked the committee to please encourage submissions.

d. Student Poster Contest: Rick Barker ($100 for student contest award.) - The committee agreed to award $75 for first place and $25 for second place for student posters. Ron will supply a sample rubric to Rick for modification to use as a guideline in judging.

e. Keynote Address – Dr. Rebecca Mercuri (Judy, please give us an update for this) - Judy provided an update on Dr. Mercuri's presentation. The committee agreed on the presentation topic related to computer forensics.

f. Banquet Speaker – Dr. Carol Browning, Drury University - The committee agreed that we offer Carol Browning an honorarium for her presentation. Wen will take care of this item.

g. Pre-conference Workshop – JGrasp by James Cross - This has been scheduled to occur from 9am-12am, April 9th.

h. Vendor Presentation, National Partner Presentation – Microsoft, Michael Roger, update? - Michael will coordinate the date and time for this presentation with Microsoft and Carol Spradling.

i. Registration (Regional + Local): Gary Schmidt (Washburn) ?? (From 8/15 meeting, Scott will talk with Gary) - Scott will contact Gary in order to follow-up on the registration items.

j. Session Moderators: Wen Hsin – soliciting volunteers - The committee agreed to have each member send one or two names to Wen for her to solicit as session moderators. Ron will update the guidelines for session moderators and provide them to Wen as part of the solicitation posting.

k. Dates:
   - Acceptance notification deadline: Wednesday, Jan. 6
   - Final version due: Wednesday, Jan 20
   - Student Poster, Web, Programming   Sunday, March 7
   - Early Conference Registration   Friday, March 5
   - Conference   Friday-Saturday 4/9-4/10

l. Hotel: Because of Wen's agreement with the person from Texas for finding out and negotiating with Four Points by Sheraton around Kansas City airport, we can only list an additional link of "googlemap" around the Parkville area.

m. Other business - There was no other business.

7. Closing business - Wen Hsin

Wen led the discussion on the closing business.

a. Schedule for publication of the conference program - The committee agreed that this must be completed within the next week. Carol S. is coordinating the schedule (as noted previously in the minutes). Upon the completion of the program, Wen will publish it.

b. Scheduling of the first meeting for next year (2011) - The general business meeting will be held Saturday April 10th, 2010 immediately following lunch.

c. A regional steering committee meeting will be held Friday, April 9th, 2010 before the banquet. Those who are members of this committee will finalize the time immediate following the final session on April 8th.

8. Adjourn

The meeting ended at 3pm.

Attendees List

Last Name	First Name	School
Barker	Rick	Washburn University
Bell	Scott	NorthWest Missouri State University
Cigas	John	Park University
Gibeau	George	Ozarks Technical College
Hare	Brian	UMKC
Heeler	Phil	NorthWest Missouri State University
Hsin	Wen	Park University
Mertz	Tom	Kansas State University - Salina
McCleary	Ron	Avila
Mullins	Judy	UMKC
Neufeld	Bob	McPherson College
Rogers	Michael	NorthWest Missouri State University
Sanders	Dean	NorthWest Missouri State University
Schmidt	Cecil	Washburn University
Sigman	Scott	Drury University
Spradling	Carol	NorthWest Missouri State University
Yousef	Mahmoud	University of Central Missouri