

**August 3<sup>rd</sup>, 2018 Meeting Minutes**  
**CCSC: Central Plains Conference Planning Meeting**  
**11:00 AM, Building and Room: Admin 2215**  
**St. Charles Community College**

**Attendees:** In Person: Scott Bell (Northwest), Diana Linville (Northwest), Ron McCleary , Michael Rogers (Northwest), Brian Hare (UMKC), Kendall Bingham (UMKC), Rex McKanry (SCC), David Heise (Lincoln Univ.), Jennifer Hawthorne (SCC), Mike Fuszner (SCC), Jenny Hahn Schnipper (SCC), Sam Imperiale (SCC), Jane O'Donnell (SCC), Tom Mertz (KState), Dayu Wang (SCC), Joshua Gross (Blackburn), Cheran Jaiswal (Truman), Charles Riedesel (UNL), Jane Vancil (IncentiLock LLC)

**Online:** Scott Sigman (Drury), Rick Barker (Washburn), Ajay Bandi (Northwest), Crystal Peng(Park), Joseph Kendall-Morwick (MWSU), Belinda Copus (UCM)

1. Welcome and Introductions – Rex McKanry
2. Lunch Orders – **Michael Rogers submitted orders online to Jimmy Johns**
3. Approval of meeting minutes – Northwest Missouri State University
  - a. **Scott Bell moved to approve, Joshua Gross 2<sup>nd</sup> – minutes were approved**
4. Regional Steering Board Meeting – Judy Mullins
  - a. **Rex McKanry – CCSC Showcase funded – travel money is available for PI's to participate in conference.**
  - b. **Partners – paperwork needs to be completed with SIGCSE so that we can get help funding speakers/workshops. Scott S. will check on date paperwork is due and how it implies for this year and will head up getting that completed.**
  - c. **Brian - Have had Mercury Learning, KodingLab.com joined as National Partners**
  - d. **Went over comparison of CCSC conferences acceptances – we are in line with others**
  - e. **Up to date presence on the website – program needs posted on website as soon as possible.**
  - f. **Presenters that do not show up, papers can be pulled from publication. Must be PHYSICALLY present, this is in line with SIGCSE.**
  - g. **As of Feb 9, 2018 – 525 registered members of CCSC**
  - h. **Regional Board passed motion for clarification for retired attendees for reduced rate, attendees need to contact registrar, Ron M.**
5. Committee Assignment
  - a. Please see the signup sheet (Google Doc)
    - i. <https://tinyurl.com/ydfta6n3>
  - b. **New assignment – Social Media Lead – Michael R., Jane O., and Tom M. will take this on under Publicity**
  - c. **Assigned a lead for each subcommittee – this is denoted with a “L” on the google doc.**
  - d. **Crystal brought up the topic of a change in the format for paper submission, discussion was not in favor as the format requested could hinder paper submissions. Scott S. is going to check with Baochuan on this.**  
**UPDATE – Scott found out that the format template must be in LaTeX. This makes it easier to get them into the Journal. There will be a LaTeX template posted on the**

website to use. They want the raw LaTeX document. **THERE IS GREAT CONCERN ABOUT THIS. Crystal will take these concerns back to Baochuan.**

6. Draft CFP
  - a. Conference Dates: April 5<sup>th</sup> and 6<sup>th</sup>, 2019
  - b. Keynote Speaker: Randy Schilling (OPO Startups)?
  - c. Banquet Speaker (Bill Chambers?)
  - d. Pre-Conference Workshops? (tour, on campus (one higher ed and one k-12)
    - i. **K-12 Micro:bit Workshop and Higher Ed Workshop**
    - ii. **Discussion: Tour – this would be a set limit. Ron believes he can set this in conftool so that only a certain number can attend.**
    - iii. **Discussion: Regarding having 3 preconference workshops – worrisome that it may spread the attendees thin, or take them away from the conference. However, being in St. Louis there are many opportunities to expose students/faculty to high tech companies in St. Louis. Marketing will be important in notifying attendees of the tour option and logistics. Agreement was made that we should at least try.**
  - e. General Discussion:
    - i. What should we change from last year
      1. **Make sure that partners are correct on front and back of program**
    - ii. Any new ideas for this year
      1. **Spouse Tour – Driver to take spouses to Historic Main St.**
      2. **Discussion: Simplify the wording on the website for next year on the fees for students. Combine into one fee for each day? This year's fees are locked in since budget has already been submitted. Use the same language on the website that is in conftool.**
7. Lunch
8. Vendor Registration (fees and how much)?
  - a. **Discussion: Vendors need to have space on Friday and Saturday. They must be in a major traffic area. Refreshment room good place. Just make the space available and then vendor's setup when they want and leave when they want.**
  - b. **National partners do not pay, other non-national vendors pay \$135 fee. Need to leave space on program for national vendor to give presentation if requested.**
9. Job Fair Registration (fees and how much)?
  - a. **Discussion: Move the Job Fair to Saturday since most of the students will be here on Saturday for the poster and/or programming contest. Have the Vendor and the Job Fair on both Friday and Saturday. Rex will look into getting spaces for both. Discussed having more student centered presentations to entice students to attend.**
  - b. **Fees: \$50**
    - i. **Discussion: Should we be charging Job Fair vendors when Alumni and current SCC students will be attending the job fair but not the conference? Job Fair will be a separate event that is NOT tied to the conference. Will be in a different building. Any students attending the conference can attend the job fair. CCSC will not feed the vendors if they are not paying. SCC department will**

**pay for meals, they can buy extra meals for the vendors since they typically feed them anyway.**

10. Student Contest:

- a. Programming Contest
- b. Capture the Flag Contest? – **Rex will look into this and get some details, especially workload.**
- c. Poster Contest
- d. Prize monies (\$\$?)
  - i. **Discussion: Brian – need more information when giving cash money. Other regions are giving Amazon gift cards therefore you do not need to have phone numbers on students. Phone number required for the bank. Some students did not get their prizes last year due to incorrect or insufficient information. Jan O. stated that on the new website they are now gathering this information which is required to submit. Brian stated that it's a problem getting the information from the regional treasurer's. To make less work and paperwork for the treasurer.**
  - ii. **Michael moved to get a prepaid Amazon gift cards for poster and programming contests, Tom M. seconded. Motion passed.**
- e. Corporate Sponsorship (review budget) –
  - i. **Jane Vancil should be added to this.**
  - ii. **Kendall – Cerner confirmed the funding for the programming contest.**

11. Deadlines:

2018 Dates	2019 Dates	Event / Deadline
9/1/17	<b>10/1/18</b>	Call for Papers completed (mail by 9/6)
9/1/17	10/1/18	Open Submissions System (latest date should be 10/1/2015)
10/1/17	<b>10/1/18</b>	Notice for Volunteer Reviewers sent out to past reviewers, authors from last year and any other sources (make sure we reset reviewer status so we know who has agreed to review this year).
11/1/17	<b>12/1/2018</b>	Early Registration Opens
11/18/17	<b>11/11/2018</b>	Submission deadline for papers, student papers and for abstracts of panels, tutorials, workshops, nifty assignments
11/18/17	<b>11/1/2018</b>	Reminder CFP to SIGCSE listserv, etc
11/30/17		Submission Deadline
12/7/17	11/18/18	Potential Extension Deadline (this timeline worked VERY well in 2017)
12/9/17	11/20/18	Reviewers Assigned
12/20/17	12/17/18	Reviewer Deadline (there will be a few that don't review and we need to ask them again and still have AT LEAST 4 days to collect extra reviews)
1/2/18	1/4/19	January planning meeting (all reviews should be completed and summarized)
1/6/18	1/6/19	Acceptance notification sent
1/13/18	1/13/19	Camera ready paper due
1/15/2018	1/15/19	Submit everything (papers, welcome, list of reviewers, etc.) to John Meinke
1/25/18	1/25/19	Distribute Email Conference Program
2/1/18	2/1/19	Preliminary conference program sans times for schedules to SIGCSE
2/29/18	2/29/19	Works in Progress
2/29/18	2/29/19	Early registration email reminder
2/29/18	2/29/19	Have the handouts (Save the date) ready for SIGCSE
3/11/18	3/11/19	Lightning talk (K12 Undergrad) submissions deadline
3/11/18	3/11/19	End of Early Registration
3/11/18	3/11/19	Programming contest team registration
3/11/18	3/11/19	Poster contest registration
3/11/18	3/11/19	Undergrad Student Papers
3/25/18	3/25/19	Advance registration payments received
4/6/18 – 4/7/18	4/5/19 – 4/6/19	Conference

12. January Meeting:

- a. Date: 1/4/2019 Location TBD

13. Any additional Items?

- a. **Brian Hare and Judy Mullins are going to take our questions/concerns about the paper process**

14. Campus Tour