Consortium for Computing Sciences in Colleges
Fall 2006 Board Meeting
Spokane, WA
October 5-6, 2006

Meeting Minutes

Reported by Myles McNally, Vice President

Session One: Thursday, October 5, 2006

1. **Call to Order (Susan Dean)**
   The meeting was called to order at 7:08 pm by President Susan Dean

   Present: Elizabeth Adams, Jim Aman, Ernest Carey, Susan Dean, Lawrence D'Antonio, John Fernandez, George Hauser, Deborah Hwang, Myles McNally, John Meinke, Will Mitchell, Bill Myers, David Naugler, Robert Neufeld, Kris Powers, Kevin Treu, Brent Wilson

   Not Present: Ernest Ferguson

2. **President (Susan Dean)**
   Welcomed the Board members, and promised to spell Kevin Treu's name correctly in the future.

3. **Past President (Jim Aman)**
   Reported on the activities of the JETT (Java Engagement for Teacher Training) program and described CSTA (Computer Science Teachers Association), an organization that "provides opportunities for K-12 teachers and students to better understand the computing disciplines and to more successfully prepare themselves to teach and learn" (from their website). Noted that we as an organization are well positioned to have a symbiotic relationship with CSTA. In particular we can help them understand state requirements given the contacts we have in our respective states. He noted that CSTA President Robb Cutler would make a presentation to the Board during the Friday morning session of the Board meeting.

4. **Vice President (Myles McNally)**
   Expressed his pleasure at returning to the CCSC board.

5. **Brief Regional Reports**
   Representatives were given an opportunity to augment their reports to the Board (contained in the appendix to these minutes). The following points were noted relative to three regional reports:

   Eastern – Bill Myers noted that this region would be using Best Buy Gift Certificates as prizes during their conference.

   North Eastern Lawrence D'Antonio noted that this region was considering holding a Saturday-Sunday conference to accommodate some attendees' desires and religious convictions. It was not obvious to some members of the board that such a move would increase attendance. During this report the question of liability and our insurance coverage was raised. It was widely considered by the Board members that host

institutions are liable, and not CCSC, for events occurring during conferences. However, Elizabeth Adams agreed to look into this matter.

South Eastern − In regard to this report John Meinke noted that we should be vigilant regarding the various "numbers" (submitted/accepted papers, attendees, etc.) that are reported in the proceedings of the various conferences. There have been cases where they have been incorrect.

6.   **National Vendors (Susan Dean for Ernest Ferguson)**
       The first point discussed was our relationship with NCSI (National Computational Sciences Institute). They would like to be able to present at our conferences, and not being a vendor, it seems like this would be ok. However Elizabeth Adams argued that all partners must be treated equally, and hence if NCSI were given the automatic ability to present, so should other partners. There was little support for this.

       Given that some partners have not yet renewed their partnership, a discussion ensued on the viability of the National Partnership program. Myles McNally asked if the program was really desirable. The general consensus was yes. The following action items were suggested:

       a.   The National Partners Chair should develop the content for a web page or pages describing the National partners program and its benefits. This content would be forwarded to the Webmaster for inclusion on the national site.

       b.   We should send a copy of the Journal to a representative of each of the National Partners.

       c.   The National Partners Chair should work with each of the conferences to ensure coordination with National Partners.

7.   **Publications (John Meinke)**
       It is important that conferences negotiate their final version dates with the Publications Chair.

       Will Mitchell reported that (working with the Webmaster) a new page had been created on the national website linking the various CCSC conference proceedings to their locations in the ACM's Digital Archive. These are available from the current number back to volume 15, number 5. John Meinke noted that additional past volumes could be placed in the archive as time allows. It was suggested that the title of that webpage be changed to delete the reference to "proceedings," and the Webmaster was directed to make that change.

       Will Mitchell also raised the question of publishing the Journal on CD. After a discussion it was decided to continue to examine this option in the future.

8.   **Membership (Kris Powers)**
       When should we define yearly membership numbers, given that now membership terms can begin at any time? (This was addressed in a later motion.)

       The issue of members located outside of the United States (international members) and the associated mailing cost of the Journal was raised. After discussion, it was decided

that given the rather low number of such members currently, no new membership category would be defined at this time, but that issue should be monitored.

Motion: By Kris Powers, seconded by Jim Aman

> Regional Registration reports as specified in the CCSC Guidelines for Regional Registrars shall become part of the reports presented to Board members prior to Board meetings.

Considerable discussion ensued to clarify the nature of what is in this report (the desired information was "all income from the region's conference") and who should be responsible for checking and reporting registration numbers and income to the Membership Secretary.

The motion was tabled by a vote of 11 for, 1 against, and 5 not voting.

Motion: By Kris Powers, seconded by George Hauser

> The official CCSC member count shall be determined on the day of the annual business meeting.

The motion passed with no opposition.

A general discussion of what support the national database should provide for student programming team and other additional conference registration categories. This will be considered for future conferences.

9. **Conference Coordinator (Will Mitchell)**
   It was reported that there was interest in Southern California for developing a CCSC region. Nine individuals would be willing to serve on a steering committee and five have offered their schools as potential conference sites.

   Motion: By Jim Aman, seconded by Elizabeth Adams

   > The Board supports the creation of a Southern California region of CCSC, and directs the Conference Coordinator to work with interested individuals to develop its first conference in the spring of 2008.

   The motion passed with no opposition.

10. **Treasurer (Bill Myers)**
    The issue of the Budget Committee was raised. The President appointed John Meinke and Elizabeth Adams to serve on that committee with Bill Myers.

    Two issues regarding finances were reported:

    a. Although less than a year ago, we still have a problem with deposits whose sources cannot be identified. This needs to be remedied.

    b. As the submitted budget shows, CCSC lost money over the last year, partially due to higher costs associated with Board meetings.

    The need for the Consortium to obtain a new credit card was raised.

Motion: By Bill Myers, seconded by Elizabeth Adams

> The Consortium authorizes the Treasurer to obtain an American Express credit card for the Consortium.

The motion passed with no opposition.

11.   **Adjournment**
The meeting adjourned at 11:00 pm, with plans to meet again at 8:00 am the following morning. That meeting will begin with a continuation of the Treasurer's report.

Session Two: Friday, October 6, 2006

12.   **Call to Order (Susan Dean)**
The meeting was called to order at 8:03 am by President Susan Dean

Present: Elizabeth Adams, Jim Aman, Ernest Carey, Susan Dean, Lawrence D'Antonio, John Fernandez, George Hauser, Deborah Hwang, Myles McNally, John Meinke, Will Mitchell, Bill Myers, David Naugler, Robert Neufeld, Kris Powers, Kevin Treu, Brent Wilson

Not Present: Ernest Ferguson

13.   **Treasurer (Bill Myers) – Continuation**
Travel Policy: Should we have a standard travel policy for all units (National and regions)? Individual regions have differing travel policies, ranging from no reimbursement to considerable reimbursement. The Treasurer proposed a CCSC wide travel policy (see the Treasurer's report). Spirited discussion ensued. Members suggested that rewording of the proposal would be required. Myles McNally asked for an estimate of the cost of this proposal – no estimate was available at the time of the meeting. The question was raised of whether the National should impose a travel policy on the regions, or should just set reimbursement limits. Due to time constraints, it was decided to take this issue up by email.

Controller: The Treasurer proposed the creation of a Controller position (see the Treasurer's report). The primary duties of this position would be auditing, and to serve as a backup to the Treasurer. The question of the difference between a "controller" and a "comptroller" was raised, and it was argued that while both roles including audit responsibilities, a comptroller also engaged in budget review and preparation. It seemed that the proposed position was more of a comptroller position. Due to time constraints, it was decided to take this issue up by email.

The Treasurer's report was suspended due to the next order of business.

14.   **Computer Science Teachers Association**
Robb Cutler (President of the Computer Science Teachers Association (CSTA) arrived at 8:40 am, accompanied by former CCSC President Rob Bryant.

Cutler gave a brief presentation that identified three primary goals for CSTA:

a.   Build synergies between K-12 and post-secondary schools in computer science.

    b.   Increase computer science enrollments in colleges.

    c.   Promote computer science as a core discipline.

He would like us to build a synergistic relationship between CSTA and CCSC, one that would help provide a better educational experience in K-12, promoting CS as a discipline and thus helping to build the pipeline of students into college CS programs. He proposed a number of concrete steps CCSC could take in support of CSTA goals:

- Encourage CCSC colleges to join CSTA as institutional members.
- Provide Teacher Engagement in Computer Science (TECS) workshops.
- Organize K-12 days at CCSC regional conferences.
- Work with CSTA to identify an appropriate skill set for incoming students
- Have *very* preliminary discussions on long-term AP curriculum changes.

Discussion: A wide ranging discussion ensued. Points included:

- CSTA – is more than just computer science, but also includes information systems (IS) and information technology (IT).

- Long term AP issues – perhaps move away from Java and programming as the core of a high school AP CS course, and adopt a wider perspective on CS as a discipline.

- Decline in CS in high schools due to "No Child Left Behind" legislation – resulting focus on reading and math, hence a lack of funding for CS education. Note President Bush's remarks in the State of the Union speech on future technology challenges without any mention of computer science.

- CSTA Liaisons – Work with CSTA to provide a liaison to a region if it wishes to have a K-12 day as part of their conference (Cutler notes that there are CSTA members who would be interested in such a role). It was recommended that regional representatives take this idea back to their regions.

Appointment: The President appointed Jim Aman CSTA liaison.

15.   **Treasurer (Bill Myers) – Continuation**
    Direct Deposit: The Consortium has the ability to reimburse individuals by direct deposit. This requires knowledge of a phone number which is tied to the individual's account. Some question was raised about providing CCSC such information. The Treasurer reported that direct deposits would only be possible with such information.

    Paypal: We now have the ability to accept payments for conference registrations by Paypal. Regions wishing to use Paypal should direct questions to the Treasurer.

    Budgets: The treasurer reported that there were a number of issues in regard to submitted proposed regional budgets. The rationale for some budget items does not seem clear.

    Motion: By Myles McNally, seconded by Elizabeth Adams

        Regions must provide a rationale with budgets when submitted.

The motion passed with no opposition.

A new budget template will be created with provision for item rationales. It will be placed on the national web site. This web page will also note the "18 months in advance" budget submission requirement.

After discussion it was decided the Treasurer would negotiate budget corrections/modifications with the various regions and then bring the resulting budgets back to the Board's attention for email vote. These budgets will be considered in three stages:

  a. Fall 2007 Conferences

  b. Spring 2008 Conferences

  c. Fall 2008 Conferences

16. New Business
Regional Boundaries: With the number of regions increasing, is there a need to define regional boundaries? And is there a need to coordinate the locations of conferences? Due to time constraints, it was decided to pursue this discussion by email.

17. Adjournment
The meeting adjourned at 11:01 am.

Report of the President

Susan Dean

Congratulations to all who were newly elected, and all who were re-elected – looks like we have a strong Board again this year! See page 1 of our September newsletter for specific thanks and congratulations: http://www.ccsc.org/publications/newletters/newsletter0609.pdf

I want to thank the membership for approving the new Bylaws. This has streamlined some areas, and provided for consistency and continuity for key functions. I also thank the Board members for their part in making this happen, and for approving the Standing Rules that provide the "implementation details" to support our Bylaws.

Presidential action items so far this year:
1. Appointment of Kevin True to serve as SE representative until the 2007 election.
2. Appointment of the Audit committee, chaired by Suzanne Smith.

A number of important issues lie before us this year. Those of which I am aware at this point (no doubt things will unfold as the year progresses!) are reflected in the agenda for this meeting.

Key among them is *communication* – we've had some things come up that clearly demonstrate we haven't overcome all the hurdles of getting information from the board to the regions, and I want us to work on that!
We also need to look at what we can do to make the national partners program more attractive to the partners, and – here's that word again – improve *communication* about the program to the people out there working on the regional conferences.

I'm also excited about our opportunity to work with the CSTA, and look forward to hearing from and talking with Robb Cutler during the Friday morning session of our board meeting about how our organizations can work together.

Report of the Past President

Jim Aman

The months since our meeting in Houston have been relatively quiet. The major initiative of the period was implementing the cooperation between CCSC and the Computer Science Teachers Association (CSTA). In late April, Rob Bryant and I participated in a conference call with Chris Stephenson (CSTA Executive Director) and Robb Cutler (CSTA Board Chair). Salient points from that conversation, reported to the Board in an email dated June 5, 2006, are repeated here for the official record:

1. Chris would welcome an invitation to hold a discussion with the CCSC Board at its fall meeting. She would also like to make a presentation at the conference, but that's not a board issue.

2. We are in agreement that CSTA board members should be identified geographically and their CCSC regions be urged to invite those individuals to hold sessions at their conferences.

3. We discussed initiatives CSTA has undertaken or are now taking. One of the most important ways CCSC members can help is to identify exactly what state certifications and endorsements exist in their states. This information is, apparently, very hard for CSTA to determine. Our members are in a position to get the information quickly and to report it accurately to CSTA.

4. We asked how CCSC can help spread the word about the problem in the pipeline. This lead to a broad discussion with several suggestions from Chris:

    a. Push CS departments to become institutional members of CSTA. This is free the first year. It helps CSTA in seeking external funding by showing a significant number of such memberships and a broadening of the impact of the organization.

    b. Very important: Ask CS departments to urge their university admissions office to add to their recruiting literature a statement that "having taken a computing course in high school is considered an indication of academic well-roundedness." [The full reasoning for this is in the attached PDF file, which is an excerpt from an email from Chris Stephenson to Rob and me. Maria Klawe is a consultant to the CSTA Board.]

5. Designate a liaison between CCSC and CSTA [as has been done in the past for NECC and UPE]

6. CCSC members can help develop local CSTA interest groups. These wouldn't be official "local chapters" but rather more of a user group meeting every couple of months.

With regard to item 4b: I took this statement and the logic to our VP for Admissions. She had become aware of the "damaged pipeline" concept only a couple of weeks earlier during an in-depth recruiting discussion with the CS department. That CSTA and ACM were working on the issue was a revelation to her and to the consultant the university had hired. When I took her the statement and asked for her support, she agreed to review the policy and its implications. A few days later, she called to tell me Admissions would be immediately inserting the statement into its materials and, in fact, including the concept in its admissions decision process. Admissions folks have goals to meet, too. Whatever we can do to help them, they are probably going to be willing to do. If we help ourselves in the process, so much the better.

I will add that my department conducted both JETT and TECS workshops in August, 2006 with enthusiastic attendees. The number of participants was not large, but, given the lead time for planning and publicizing, it was perfectly acceptable.

The only motion filed since the Spring meeting and for which the Past President tabulated the votes was passed: Approval of the minutes of the Spring, 2006, Board meeting carried 9-0.

Report of the Vice President

Myles McNally

Results of Board Actions Conducted by Email

August 22, 2006: The Board voted on the following amended motion, submitted and amended by John Fernandez and seconded and amendment agreed to by George Hauser:

> I move that we accommodate Susan Dean and John Meinke for arrival on Wednesday and staying over Saturday night for the fall and spring board meetings.

The motion passed with 11 votes for, 0 votes against, and 4 individuals not voting.

August 30, 2006: The Board voted on the following motion, submitted by Jim Aman and seconded by John Fernandez:

> For the fall, 2006, Board meeting, CCSC shall cover the hotel cost for Saturday night to facilitate travel connections for Board members requesting this accommodation in writing or by email to the Treasurer by September 28, 2006.

The motion passed with 10 votes for, 0 votes against, and 5 individuals not voting.

Central Plains Region Report

Bob Neufeld

Regional Election

Khaled Alshare of Emporia State was re-elected as Treasurer, Dean Sanders of Northwest Missouri State is our new Editor, and Chuck Pheatt of Emporia State was elected to fill out a term as Webmaster.

Central Plains Conference 2006

Northwest Missouri State University again hosted the conference, with Ernie Ferguson as conference chair. Jean Bartik was one of the original ENIAC programmers, is an alum of Northwest, Northwest has a computing museum named in her honor, and she was our entertaining dinner speaker. The keynote address was given by Mark Guzdial of Georgia Institute of Technology. Microsoft, a CCSC National Partner, hosted a pre-conference workshop on the enrollment crisis in computer science, and we again had both a student web page contest and a programming contest.

Student Web Contest winners:
 Overall winner: Emmanuel Amenuvor (Westminster College)
 Visual Design winner – Patrick Sasser (Northwest Missouri State University)
 Content winner – Josh Collins (Northwest Missouri State University)
 Technical winner – Joshua Brannon (College of the Ozarks)

Student Programming Contest winners:
 First place – Northwest Missouri State University
 Second – Southwest Baptist University
 Third – Missouri Western University Hopefuls

With help from Henry Walker, we were able to use the SIGCSE paper submission and review system for this conference. Ernie Ferguson coordinated the effort locally and we are using it again for 2007. Overall, this worked well for us and we would recommend it to other regions.

Central Plains Conference 2007

CCSC:CP 2007 will be at Drury University in Springfield, Missouri, on April 13-14. Scott Sigman is conference chair. While our August planning meeting was held on site, we may again use conference call and "the web" to cut down on travel for the January meeting. Conference details are at our web site and the CFP will go out shortly.

Some conference dates:
 Paper Submission Deadline   December 4, 2006

Panel and Tutorial Abstract Deadline	December 4, 2006
"Nifty" Course Assignment Abstract Deadline	December 4, 2006
Paper, Panel and Tutorial, and	
Nifty" Course Assignment Acceptance Notification	TBD
Final Paper Deadline	January 24, 2007

Future Conferences

CCSC:CP 2008 is to be April 4-5 at University of Missouri - Kansas City, with Judy Mullins as chair. Central Plains had its first conference at Southwest Baptist University in Bolivar, Missouri, in 1995 and Tim DeClue has invited us back there for 2009.

Web Site

The Central Plains regional web site is hosted permanently at http://www.ccsc.org/centralplains/. More complete information on deadlines, reviewer registration, board and conference committee listings, can be found there.

Respectfully submitted,
Bob Neufeld
Central Plains Regional Representative

Eastern Region Report

Elizabeth S. Adams

Eastern's twenty-second conference will be held at Mary Washington University in Fredericksburg, Virginia on October 27th and 28th. Although we had no way o knowing when the conference was scheduled, Saturday the 28th also is the date when the Mid-Atlantic regional contest of the ACM-ICPC is being held. Thus we have a conflict between our local programming contest and the regional for the international contest. This is of some concern to us as some prospective attendees have contacted the Conference Chairs about it and we don't know what effect this conflict will have on eventual registration numbers. Next year's conference chair has contacted Marsha Poucher at ICPC conference headquarters to determine the date of next year's mid-Atlantic regional in an attempt to avoid this conflict that but date is not yet known.

Next year's conference will be held at St. Joseph's College in Patchogue, Long Island, New York Sister Jane Fritz is the conference chair.   The dates for the conference are Oct. 12-13, 2007. The facility used will be
the (new)Business and Technology Center and O'Connor Hall at the College. We expect to distribute paper Calls for Participation at this year's conference and to have the website for 2007 up at that time. The budget has been approved by the Board.

We have draft by-laws from Pat Woodworth, one of our Steering Committee members but the Steering Committee needs to review them before submitting them to the regional membership for approval.

We still do not have a site for the 2008 or 2009 conference and this is of some concern to us.

Thanks to Stephen Corbesero of Moravian College, we now have an opt-in mailing list to receive CCSCE announcements. It is working very well.
http://www.cs.moravian.edu/mailman/listinfo/ccsce-announce

This years conference website can be found at http://ccsce06.umw.edu and the complete conference program is attached and can be found at
http://ccsce06.umw.edu/ConferenceBrochure.pdf .
The keynote speaker is Shari Lawrence Pfleeger, Senionr Information Scientist at the RAND Corporation and the title of her talk is "Economics of Cyber Security". The Banquet Speaker is Charles P. Pfleeger of the Pfleeger Consulting Group.   The conference will feature five workshops, student posters, a student programming contest, lightning talks, and a student focused session as well as the usual paper and panel sessions. The Steering Committee will meet after the conference luncheon.

Respectfully submitted
Elizabeth S. Adams, Eastern Regional Representative

Midwest Regional Report

Deborah J. Hwang

Midwest Conference 2006

The 2006 Midwest Conference Committee met on April 22, 2006, at DePauw University, Greencastle, IN. 18 papers were submitted of which 12 were accepted. However, 2 papers were withdrawn prior to publication for a total of 10 papers to be presented. In addition, 4 panels, 3 tutorials, and 2 workshops were accepted.

The Midwest Conference for 2006 was held on September 29-30, 2006 at DePauw University in Greencastle, IN. William Cupp of Indiana Wesleyan University chaired the conference. The Midwest Women in Computing Conference (MidWIC) chaired by Gloria Townshend of DePauw University was held concurrently, sharing breaks, student poster space, and the banquet with the Midwest Conference.

Robb Cutler of CSTA gave the keynote address, *Extending the Pipeline: Why K-12 Computer Science is Essential to Higher Education*. Tim Bell of University of Canterbury (NZ) gave an invited seminar on *Computer Science Unplugged*. The dinner speaker was Sheila Castaneda of Clarke College on *We **Can** and **Do** Make a Difference*. The conference followed its usual format of three parallel tracks, with paper, panel, and tutorial presentations. There was a pre-conference workshop on *Programming in Alice* and a post-conference workshop on *Teaching Software Security with Threat Modeling*. Our annual programming team contest also was held with a record 13 teams. Once again, Taylor University provided the submission system for the contest.. Award plaques were also given to the top three programming teams. 8 student posters were presented and UPE awards were given to the top three posters

New this year was a special Saturday afternoon program for K-12 teachers. Four workshops on using Alice, AP Computer Science, LEGO Mindstorms, and teaching techniques were given followed by a roundtable discussion.

Total attendance was approximately 130 with 80 regular registrations, 25 full student registrations, 10 programming contest-only registrations, and 20 K-12 teacher registrants. In addition, approximately 55 women students attended MidWIC. A great time was had by all!

Steering Committee and General Business Meetings

The Midwest Region Steering Committee also met on April 22, 2006, at DePauw University, Greencastle, IN. Per the National Treasurer's requirement, the committee agreed to bring up at the next Region Business meeting an amendment to the Midwest Region By-laws to add a Regional Treasurer to the Steering Committee. Assuming passage of this amendment, it will be followed by an election for the position. It also was agreed that Cathy Bareiss would be appointed to serve as Interim Regional Treasurer until the election.

At the General Business Meeting of the Midwest Region, held at the 2006 Midwest Conference, the amendment to add a Regional Treasurer to the Midwest Region Steering Committee was passed. Elections were held for the new Regional Treasurer position as well as Regional Editor and an At-Large position. The following persons were nominated and elected by acclamation:

- Regional Editor – William Cupp, Indiana Wesleyan University
- Regional Treasurer – Cathy Bareiss, Olivet Nazarene University
- At-Large – Scott Thede, DePauw University

It was announced that the date for the 2007 Midwest Conference will be September 28-29, 2007. It will be held at Miami University (OH) – Hamilton campus with Laurie Werner and Ron Harkins serving as site chairs and Kerry Smith, Franklin College, serving as conference chair. Also announced was that the 2008 Midwest Conference will be held at Hope College in Holland, MI, with Herb Dersham serving as site chair and Alyce Brady, Kalamazoo College, serving as conference chair.

Respectfully submitted,
Deborah J. Hwang, Midwest Representative

Mid-South Region Report

David Naugler

2006 Conference

The Fourth Mid-South Conference was hosted by Christian Brothers University in Memphis, TN on March 31-April 1, 2006. There were 90 professional and student registrants and 17 three person programming teams. Twenty-one papers were selected from forty-three complete submissions after a double blind review process where each accepted paper had at least three referees. There were thirty-three paper referees from twenty-three institutions representing twelve states. Also scheduled were one pre-conference workshop and one post-conference workshop, seven tutorials and three panels. The Friday evening banquet speaker was Scott Scruminger from Fedex Corporation.

The conference chair was Dan Brandon. The 2006 Conference Committee is listed at the conference's website (www.ccsc-ms.org).

2007 Conference

The Fifth Mid-South Conference will be held on March 30-31, 2007 at the University of Louisiana at Monroe. Paul Wiedemeier is the conference chair. We will use the same paper submission and review facilities as SIGCSE and the Central Plains region, thanks to Henry Walker of Grinnell College. The 2007 Conference Committee is listed at the conference's website (www.ccsc-ms.org).

Future Conferences

The Sixth (2008) Mid-South Conference will be held at Arkansas Technical University in Russellville. Larry Morell will be the conference chair.

The Seventh (2009) Mid-South conference will be hosted by the University of Memphis.

Respectfully submitted,
David Naugler
Mid-South Regional Representative

Northeast Region Report

Lawrence D'Antonio

2006 Conference

The Twelfth Annual CCSCNE conference was held April 21-22, 2006 at Holy Cross College in Worcester, Massachusetts. The conference had 120 regular (faculty) attendees and 133 student attendees, including 26 programming contest teams and 45 student posters.

Paper submissions continue to be strong. There were 50 papers submitted of which 23 were accepted. This represents an acceptance rate of 46%. In addition the conference featured three panels, three tutorials, and two pre-conference workshops.

There were two excellent invited speakers, Lynn Stein, Olin College, who spoke on "A small footprint curriculum for computing (and why on earth anyone would want such a thing)" and Nancy Leveson, M.I.T., who spoke on "A New Approach to to Safety in Software-Intensive Systems".

The programming contest took place on Friday morning. The twenty six teams struggled mightily with the contest problems. The student posters were displayed during the Friday evening social hour. At the Saturday lunch three best paper awards were presented.

The conference had two sponsors, whose support helped make the conference possible.

- O'Reilly attended as a National Sponsor and sponsored the Best Paper Awards
- Microsoft attended as a National Sponsor, sponsored the first coffee break, and made a presentation.

There were four vendors who exhibited at the conference.

- Labyrinth
- Addison-Wesley
- Microsoft
- O'Reilly

The conference committee was introduced for the 2007 conference, which is to be held at Rochester Institute of Technology, April 20-21. The conference chairs are Paul Tymann and Keith Whittington of R.I.T. The invited speakers for 2007 are Mary Jane Irwin, Penn State and Andy van Dam, Brown University.

The deadline for paper submission for the 2007 conference is November 20, 2006. All are encouraged to submit a paper, panel, or tutorial.

Other Items

1. The 2008 conference will be held at Wagner College on Staten Island.

2. We are considering SUNY Plattsburgh for the 2009 meeting.

Submitted, September 23, 2006
Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
Mahwah, NJ 07430

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Northwestern Region Report

George Hauser

Northwestern Conference 2006

The 2006 conference will be held October 6-7, 2006 at Eastern Washington University, Cheney, WA. The national board will be joining us at this conference and I wish them a hearty welcome. Registration for the conference is disappointing at the present time. Our growth seems to have stalled recently and we (the regional board) are talking about how to get more people involved.

Regional Board Meeting

Our last Regional meeting was held May 20th at Linfield College in McMinnville, OR. The conference chair, Martin Dwomoteneboah was wonderfully well prepared for our visit and the facilities seem abundant. We decided to make the regional webmaster an appointed non-voting member of the board.

Our next Regional board meeting will be held post conference on October 7.

Future Conferences
       2006   Eastern Washington University, Cheney, WA
       2007   Linfield College, McMinnville, OR
       2008   Pacific Lutheran University, Tacoma, WA

Respectfully submitted,
George Hauser
Northwestern Representative

Rocky Mountain Region Report

Ernest Carey

<u>Rocky Mountain Conference 2006</u>
No conferences have been held since the last report submitted by the Rock Mountain Region. The Rocky Mountain Conference for 2006 will be held October 20-21 at Fort Lewis College in Durango, Colorado. The conference chair will be Noel LeJeune of Metropolitan State College, Denver and the site chair will be Aaron Gordon of Fort Lewis College.

<u>WEB Site</u>
Discussion took place at the 2005 conference to designate a new web master and to use the server supported by CCSC national to host the Rocky Mountain page. That transition did not take place so the change in web master will, once again, be an action item at the next conference.

<u>Regional Representative</u>
Election of a new regional representative for the Rocky Mountain Region will take place at this year's conference.

Respectfully submitted,
Ernest Carey
Rocky Mountain Regional Representative

South Central Region Report

John D. Fernandez

2006 South Central Conference

The 2006 South Central Region conference was a great success. The conference was held at Sam Houston State University's Criminal Justice Center so a security thread was common throughout the conference. The unofficial financial report indicates income of $8960 and expenses of $4006. There were approximately 40 papers submitted and 26 accepted (65% acceptance rate) for presentation and publication. Approximately 87 individuals attended the conference, which included students participating in a programming contest. Student papers and posters were well received and financial awards were given for the best papers.

Future Conferences

The SCC Steering Committee has planned the following future conference sites:
2007 Midwestern State University – Wichita Falls, TX
2008 Texas A&M University – Corpus Christi – Corpus Christi, TX
2009 Southeastern Louisiana University – Hammond, LA
2010 Rogers State University – Claremore, OK
2011 St. Edward's University – Austin, TX

Midwestern State University agreed to exchange dates with Rogers State University (RSU) for the 2007 conference because of construction issues which forced the RSU president to disallow departments from hosting outside events. The 2007 conference will be held on April 27-28.

Other

There is a concern within the Steering Committee that we are not attracting a sufficient number of attendees. The 2007 conference committee has appointed a marketing lead to try to increase the number of attendees and the number of papers submitted. A item of concern that relates to attendance is that there are no stated boundaries for regions and it is very possible for two regions to have conferences that are geographical close which will reduce attendance for both conferences.

Respectfully submitted,

John Fernandez

Southeast Region Report

Kevin Treu

Fall 2006 CCSC:Southeastern Conference

The 20th CCSC Southeastern Conference is scheduled for Nov 10-11 at Lipscomb University in Nashville, TN. Becky Tallon and Jon Fouss are site co-chairs, Kevin Treu (Furman) is chairing the regional board; Laurie White and Andy Digh (Mercer) are program co-chairs. Other regional board members are Julia Benson-Slaughter (membership chair, Georgia Perimeter), Susan Dean (publicity, UMUC – Maryland in Europe), Dee Medley (treasurer, Augusta State), John Stamey (local registrar, Coastal Carolina), Bill Myers (at-large, Belmont Abbey), Becky Tallon (secretary, Lipscomb), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Paula Gabbert (at-large, Furman University), Robert Lover (at-large, Belmont Abbey), Gail Miles and Dick Hull (2005 site co-chairs, Lenoir-Rhyne).

The members of the local conference committee are:

- Local Arrangements Chair: Becky Tallon
- Local Publicity Chair: Becky Tallon
- Speakers Chair: Becky Tallon
- Vendors Chair: Jon Fouss
- Corporate Sponsors Chair: Jon Fouss
- Programming Contest Directors: Andy Digh, Chris Healy
- Student Research Contest Director: Anil Shende

The scheduled program includes 27 papers and 2 tutorials, plus a session of student presentations from our student research competition. A total of 47 regular papers were submitted of which 19 were accepted outright and 8 accepted conditionally (acceptance rate 57%).

A pre-conference workshop entitled "Teaching Computing Ethics" will be presented by Dr. Don Gotterbarn of ETSU and Dr. Keith Miller of the University of Illinois at Springfield (scheduled from 8:30 a.m. to noon on Friday, November 10).

Security expert Brian Thornton will give the keynote address "How Secure is Your University?" Dr. Will Mitchell, CCSC New Conference Coordinator, will give the banquet address "Then and Now in Computer Science Education".

Student activities consist of a programming contest, a web design contest, and a student research contest. A maximum of 25 teams is expected to register for our 13th annual programming contest.

The student research contest is in the third year of a significant re-design, which has been very successful. Specifically, the deadline was moved to mid-September (from late May in previous

years), and only extended abstracts (rather than full papers) have been solicited. Accepted abstracts will be presented as posters on the first day of the conference, with the top projects then given as full presentations on Saturday.

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 11.

2007 CCSC:Southeastern Conference

Coastal Carolina University, Myrtle Beach, SC, will host the 2007 conference on Nov 2-3. John Stamey is the site chair.

Other Regional Issues/Activities

New Conference Features— For the first time, we are offering registrants the opportunity to participate in a Saturday night post-conference outing. Participants will gather for a concert at the Blue Bird Café in Nashville. If this proves to be successful, we plan to repeat this feature of the conference in coming years.

Long Range Planning – We are, for the first time in our history, very close to identifying our conference locations for the next five years (through 2010). This is a positive indicator of the strength and interest in our conference.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

National Partners Chair Report

Ernie Ferguson

After working on the national partnership program for a year, I am not as optimistic as I was a year ago. I welcome input from the board as to how we can add perceived value to this program and better market it. Right now, we only have O'Reilly and Addison-Wesley Publishing as partners. I am still talking to Microsoft and IBM.

During SIGCSE I talked to each of the vendors and left a brochure describing our CCSC National Partner Program. (Brochure is attached.) In visiting with the vendors, most of them expressed concern that our regional conferences weren't large enough to warrant their expenses of either sending a representative or shipping a display. I built a database of names and email addresses of all vendor contacts made at SIGCSE. The first of July, I emailed each of these contacts. As a result of my contacts at SIGCSE, Addison-Wesley has joined as a national partner.

During July, IBM, Microsoft, and National Computational Science Institute were contacted via email. The email notified them that it was time to renew their partnership. The email requested that they make suggestions as to how we could improve our partnership. None of our partners responded. Phone contact will be done after the board meeting in case there is anything new I should offer them.

O'Reilly's partnership is due for renewal in January. I requested information from them about how we could improve our partnership. O'Reilly said they would like a list of our membership with email addresses. They liked the opportunity to have a vendor session at our conferences.

For discussion:
- Can we prominently display our national partners on ccsc.org?
- Can we provide a web page for potential national partners that spells out the benefits of a national partnership? This needs to list the number of members and the average attendance stats for each of our regional conferences. Mailing brochures doesn't work. They don't get to the appropriate person. Emailing attachments has problems. Hand delivering brochures at SIGCSE has limited audience and doesn't always make it home with vendors.
- Can our information for conference chairs include information about contacting our national partners? Some regions do not have vendor chairs. My email attempts to conference chairs and conference vendor chairs often don't work effectively. Our conference leadership doesn't the national partner program and feels they are losing out on their vendor fees. Does this program need to be explained in a CCSC newsletter.
- Do partners receive copies of The CCSC Journal? They need to see their name and logo being prominently displayed to our membership.

- Can we get regional conference programs mailed to national partners? All programs need to list our national partners. National Partners need evidence and a reminder that their name and support is getting out there.

How do we get regional conferences to?
a. Have check mark on registration form and a field in our database to opt out of releasing information to national partners.
b. Treat national partners with respect. IBM hasn't responded to email but once since they stormed out of a conference.
c. Accept shipments from vendors and return them. We have had problems getting shipments to chairs before conferences are over. Partly due to partners not understanding how long it takes to get shipments to get delivered on campuses.

Publications Chair Report

John Meinke

Fall 2006 Conferences

All Fall conference proceedings went out to the printer. A summary of the statistics for each conference follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Student submissions	Average Size	Face Count
Midwest	10	9	10	2	0	n/a	120
Northwestern	10	7	12	2	0	n/a	100
Rocky Mountain	14	9	4	2	0	n/a	134
Eastern	20	8	11	2	13	1	264
Southeastern	27	7	4	2	0	n/a	203

Once again, my thanks to the editorial team: Susan Dean and George Benjamin. Susan did not spend as much time this time editing individual papers, but was there to help with the proofing, something that is essential – a new pair of eyes is needed for that process.

May I reiterate the need for individual conferences to negotiate the due dates for manuscripts with the Publications Chair. This consistently does not happen. This past summer was a bit more hectic than most and we ended up pulling several "all-nighters" trying to get final manuscripts out. I did take a week of holiday in July, and then ended up unexpectedly back in the States for a conference at the home campus the first week in August, getting back just in time for registration and the start of the first term on 19th August. We ended up with extra pressures trying to get the manuscripts in final shape.

It appears that information going back to individual conferences through regional representatives is not working as well as expected. We had several slip-ups this Fall. Yes, the individual conference steering committees and conference committees should be reading the Board minutes. However, the regional representatives should insure that items from Board meetings get communicated to the appropriate regional people.

Copyright releases

There is still confusion regarding copyright release forms. We have a separate copyright form for non-copyrightable papers such as those coming from the military academies. Papers submitted by authors from the military academies must remain in the public domain. That is the purpose of the second option on the standard copyright form which is available at faculty.ed.umuc.edu/~meinkej/ccsc/release.pdf.

We have a separate copyright form for tutorial and panel presentations whereby the copyright is held by the author(s). The restriction is that it can be used if the manuscript is at most two pages.

Manuscript submissions

Please note the following materials available for downloading from
http://faculty.ed.umuc.edu/~meinkej/ccsc:

- release.pdf – standard copyright release
- CopyrightSelfHold.pdf – copyright release for panels and tutorials 2 pages or less
- Manuscript_Formatting.pdf – formatting guidelines
- Manuscript_Guidelines.pdf – summary of what should be submitted with the manuscript
- Paper_Chair_Guidelines.pdf – summary of how the individual conference Paper Chairs interact with the CCSC Publications Chair to accomplish the final manuscript copy

Please commend these various documents to the regional conference Paper Chairs.

We continue to have problems with authors submitting only pdf versions of their papers. These are always the papers that are full of special characters, superscripts, subscripts, etc. We find that this is simply unacceptable. The amount of time that we spend trying to reformat is unbelievable. We would like a pdf copy so that we have a reference copy to see exactly what the author expected the final paper to look like. However, we do need that copy in Word or WordPerfect. We cannot spend the time that we did this past summer working with only pdf.

ISSN

We continue the process of applying for an ISSN, International Standard Serial Number.

Journal Publication

We continue exploring publication of the *Journal* on CD. Price quotes appear to be hard to obtain. We do have a quote of 1000 in jewel cases for $1290 ready in ten days, 100 in thin jewel cases for $194 ready in five days, 100 in jackets for $1290 ready in seven days. My fear is that we still would need the setup for however many copies of the proceedings that would be needed for promotion and tenure purposes.

I did receive an email from Haohan Printing Co., Ltd located in Guangzhou, China. I would have liked to speak with them personally at the Frankfurt Book Fair. Unfortunately the Book Fair is 4th through 8th October. They also will be at the Cantone Fair in Guangdong, China 25th through 30th October. I can follow through with them.

Respectfully submitted,
John Meinke, Publications Chair

Membership Report

Kris Powers

1)   **Numbers**
        The conference attendance numbers, as maintained in the membership database, held stable relative to the prior fiscal year.

	05-06		04-05		03-04	
Region	**Conference**	**Members**	**Conference**	**Members**	**Conference**	**Members**
CP	60	*forthcoming*	56	*forthcoming*	34	*forthcoming*
ES	90		82		78	
MW	59		71*		68	
MS	72		68		*	
NE	121		120		117	
NW	83		80		67	
RM	61*		48		34	
SC	62		44		63	
SE	92		77		91*	
TOTAL	**639**		**646**		**552**	

Historical membership numbers for the Consortium have been kept based on membership/fiscal years. With the disassociation of membership year from fiscal year this reporting is no longer seems meaningful. With the Board's concurrence, future numbers will be reported in terms of conference attendance, as well as total numbers of members in each region at the end of each fiscal year. The database queries for supporting this data collection are currently being set up.

2)   **Bylaws Adoption**
        The adoption of the new bylaws has necessitated a number of changes in membership.

A new version of the membership form has been drafted and appears in the Appendix. An open issue for this form is the definition of affiliate members. Prior bylaws and membership forms indicated that affiliate members were not eligible to hold office in the Consortium. Since affiliate members cannot vote, it would seem consistent to expect that neither can they hold office; this interpretation is reflected in the new form.

A new version of the SOP's for elections consistent with newly adopted bylaws has been drafted and appears in the Appendix.

A new version of the Membership General Information page for the CCSC web site has been provided to the webmaster.

3)   **Election**

The spring election went smoothly, with no election issues reported. The number of returned ballots held stable from the previous year at ~12.

4)   Database Issues
Some of the membership related issues from last fall persist, most notably the lack of functionality for the membership secretary to generate renewal notices as per bylaws, email lists and report generation/data. Other needs like system redundancy and online conference registration have taken precedence, due to their more significant impact on the Consortium's membership.

Respectfully submitted,
        Kris Powers
        CCSC National Membership Secretary

Consortium for Computing Sciences in Colleges
Membership Registration Form

Desired Membership Type	Description	Annual Dues
Regular	Open to those involved with computing at the collegiate level; includes a subscription to the Journal and voting privileges.	$35
Affiliate	Open to anyone; includes all the benefits of regular membership except voting privileges and eligibility to hold office in the Consortium.	

Name: _____   **Street Address:**

Position: _____   _____

Phone: _____   _____

Email: _____   _____

For regular membership, please also provide: **City, State   Zip :**

Department: _____   _____

Institution: _____   ♦ Please check if the address above is your *home* address (as opposed to your institution's address).

Voting Region ~ *Select **exactly** one*	
Central Plains	Northeast
Eastern	Northwest
Midwest	Rocky Mountain
Midsouth	South Central
	Southeast

Please check if you do ***not*** want to be included on general mailing lists, which may be provided to CCSC vendor partners and other groups.

Please check if you do ***not*** want to be included on mailing lists for official CCSC announcements.

Please make checks out to CCSC (the Consortium for Computing Sciences in Colleges).
The Consortium will assess a charge of $25 for each check returned to it by the issuing bank.

Please mail this form and remittance to:

Dr. Kris D. Powers, CCSC National Membership Secretary
Dept. of Computer Science
Tufts University
161 College Avenue
Medford, MA 01255

CCSC Election Procedures

When (i.e., time after Annual Business Meeting to completion)	What	Who
at meeting	Nominations	Vice President
1 day	Complete listing of nominees and their institutions transmitted to Membership Secretary (to facilitate preparation of ballots)	Vice President
2 weeks	Position statements collected from nominees	Vice President
2 weeks	Draft of ballots transmitted to Vice President	Membership Secretary
3 weeks	Election document (including nominee position statements) and ballot corrections transmitted to Membership Secretary	Vice President
3 weeks	Election mailing labels, grouped by ballot and zip code sorted, transmitted to Membership Secretary.	Database administrator
5 weeks	Election ballots mailed to membership	Membership Secretary
9 weeks	Deadline for ballot return; ballots returned to Vice President (4 weeks mandated by Bylaws for return of ballots)	membership
10 weeks	Election results made public	Vice President

* Different ballots will be prepared for each region voting on their representative; all other regions will receive the same general ballot. The different ballots will be color coded for easy sorting.

* Ballots will in no way identify the individual voting member.

* Ballot will be distributed with 2 envelopes: a smaller, anonymous envelope and a member return envelop. The anonymous envelop will contain the actual ballot, and will be used to retain the confidentiality of a members vote. The anonymous envelope will be mailed back to the Vice President in the member return envelop which must be submitted with the voting members name and signature for verification. Once the Vice President has verified the member and duly noted their participation, the member return envelope will be discarded and no association with the inner, anonymous envelop containing the ballot will be maintained.

* The return envelope will not include postage.

* After checking the validity of the name and signature, the Vice President will remove the (anonymous) ballot from the envelop and no further association between the ballot and envelop will be maintained or noted.

* Ballot may be distributed using envelops bearing the logo of a particular institution, but the notice: **CCSC Election Materials Enclosed** must be clearly stamped on the outside.

Treasurer's Report

William Myers

Detail will be supplied at the meeting.

1.   2005-06 Preliminary Figures
        I will be sending out e-mails on Monday about the funds I have received for which I have
        not idea from where they came.

2.   Update on accepting credit cards through PayPal.
        I have arranged for us to accept credit cards through PayPal. We must now create the
appropriate web interface (on which site) and the interfaces to our other systems (database,
membership secretary, treasurer, local registrar.)

3.   Update on exemption letter from IRS
        I have received a copy of the preliminary determination letter issued in 1986 and a letter
certifying our current status. I have yet to get a final determination letter, the form that the
banks require for us to accept credit cards through them. (PayPal accepted our being listed
on the IRS web site.)

4.   Credit card issues
        With the purchase of the credit card business of Wachovia by Bank of America (their
major competitor), we are receiving a number of offers (from both Wachovia and Bank of
America) to change our account when it will be terminated next year. Other companies are
also soliciting our business. I suggest we explore an offer from American Express for a no
fee card that offers a varying cash rebate on charges based on the total amount charged and
the provider used. In addition, we will need to also obtain a VISA card (a continuation of our
current account) for those provides that don't accept American Express.

5.   Travel Policy
        Details to be provided at the meeting.

6.   Proposal for the position of Comptroller
        Details to be provided at the meeting

7.   Conference Budgets
        a.   Budgets that must be submitted by meeting (otherwise conferences will have
                no funds available.)
             2007 Budgets for
                     MidSouth
                     South Central (I have and am reviewing)
                     Midwest
                     Northwest
                     Rocky Mountain

Southeastern (I have)

b.   Budgets that are by policy to be submitted by the end of the year
   2008 Budgets
        MidSouth
        Northeastern
        Central Plains
        South Central

Please use the revised budget template prepare after the Spring Board meeting (reflecting current budget assumptions.) (If you can't find it, it is attached to this e-mail.)

Addendum to the Fall, 2006, Treasurer's Report
(Distributed at the Board Meeting)

Missing Items in Income/Expenses in 2005-06.

Deposit with unknown sources

Date	Account	Amount
8/15/2005	Wachovia Savings	$125
8/15/2005	Wachovia Savings	$250
9/7/2005	Bank of Am. Savings	$620
7/19/2006	Wachovia Savings	$3460
7/28/2006	Bank of Am. Checking	$1580

$755 of income to Central Plains Conference from Northwest Missouri.

Details of Early Registration for the Rocky Mountain Conference.
Early Registrations for the Southeastern Conference (may be the deposit on 7/19).

Preliminary Figures for 2005-06

	CCSC	Southeast	South Central
Total Income	$56,250 *	$15,150	$7,010
Total Expenses	$65,890	$10,975	$7,310

	Rocky Mountain	Midwest	Central Plains
Total Income	$7,780	$8,150	$11,815
Total Expenses	$5,580	$8,800	$8,120

	Northeast	Northwest	Eastern
Total Income	$21,400	$12,890	$14,070
Total Expenses	$21,760	$11,955	$14,435

	MidSouth
Total Income	$11,565
Total Expenses	$9,030

Net Income for the Consortium $2240 *

*Includes the $6035 of income of unknown source (which in all likelihood should be credited to a conference and possibly to next year's income.)

Additional credit card issue:
        Do we wish to issue credit cards to regional treasurers?

Travel Policy

Issues:

Do we want a standard travel policy?
Do we want a standard travel reimbursement form?

Both of these were recommended by the accounting professors who reviewed my records.

Problems
Different conferences have different items for which they will reimburse.
Some conference reimbursements are rapidly growing.

I propose that a standard policy be adopted that applies to the Board and to the various conferences that is a slight revision to the present Board policy:

The CCSC board travel policy is as follows:
   • To be paid by the Consortium for travel to and from Board meetings:
      o Lodging costs for the duration of the Board meeting (at no more than the conference rate); and additional nights of lodging if they result in net savings. The spring Board meetings include both the board meeting and the membership meeting.
      o Also a meal per diem of $5, $10 and $20 (Breakfast, Lunch, and Dinner, respectively), if not covered by the event, will be paid to the participant.
   • The Fall conference registration is waived.
   • The airfare should be coach class. Members are expected to make reservations in advance in order to take advantage of discount rates.
   • Members should attempt to secure funding from their home institutions.

Other travel will be decided by the Board on a case-by-case basis.

Additional policies being followed is that reimbursement for travel by automobile is at the rate paid by the Board member's host institution.

I propose the following:

Members of the Consortium Board and of the various Regional Boards/Conference Committees.

Each member will be entitled for reimbursement for the expenses described for up to two meetings in each fiscal year.

1. Members should attempt to secure funding from their home institutions for those travel expenses that their home institution will cover.
2. Travel to the meeting site by the cheapest method (airline, auto, rental) that can reasonably be secured with advanced reservations, unless the site is that of the conference for the region of the Regional Board or Conference Committee or of the region of the Consortium Board Member. Travel by auto will be at the rate of (?)
3. Lodging for the day ofthe meeting for persons receiving travel expenses unless the meeting is for less than six hours on a single day and the travel distance is less than (?) miles. (Exceptions will be provided for the case in which travel is not possible due to weather or similar situation beyond the control of the member.)
4. Meals not covered by any concurrent event or provided by the Consortium at the rate of $5(?) for breakfast, $10(?) for lunch, and $20(?) for dinner for the time of the meeting, before and after any lodging reimbursed, and during any reimbursed travel.
5. Members attending a meeting at the site of Consortium Conference may apply for lodging for attending a meeting at that conference site if attending the meeting will require an extra night's lodging than would be required to attend the conference.
6. Consortium Board members attending a Board meeting held at the site of a Consortium conference will have the registration fee covered by the Consortium.

Controller Position

The Board will select a Controller for a term of (?) years.

The Controller will be responsible

1. for the verification that all income received by the Consortium are properly deposited into accounts of the Consortium and properly recorded.
2. for the verification that all disbursements from Consortium funds are appropriately approved and properly recorded.
3. for the collection of the data needed to perform audits.

4. for interfacing with the auditors to resolve questions raised during an audit. for making recommendations to the Board concerning the fiscal mattes of the Consortium.
5. for working with the Budget committee as its chair in the preparation of a budget for the following fiscal year to be presented at the Spring Board meeting.
6. for receiving and reviewing proposed conference budgets and presenting them to the Board with recommendations.

Additional item of information:

I have tested the electronic payment of bills through our bank and have learned how to use it so that we will incur neither a fee from the bank nor postage expense. Thus this is the most convenient and least costly option available for dispensing funds from Consortium accounts other than the use of charge accounts. Thus I would prefer not to have to write any additional checks. To use this system, I need the name, address, and phone number the individual or company has on their bank accounts. (I don't need account numbers.) For companies, it is preferable that we have an account number. If the individual used direct deposit to receive funds or the company uses direct deposit to pay employees (or if they are signed up for electronic banking) with any of the participating banks, the funds will be electronically deposited in their accounts with a notation on their next statement; otherwise, the bank will cut a check and mail it to the address at their expense.