Consortium for Computing Sciences in Colleges

Fall 2008 Board Meeting

Thursday, Sept. 25, 7-11 p.m. and
Friday, Sept. 26, 8:30-11:30 a.m.
Hope College Haworth Conference Center
Holland, Michigan

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Minutes of CCSC Fall Board meeting
September 25-26, 2008
Holland, Michigan

Reported by Robert Neufeld, Vice President

Session One: Thursday, September 25, 2008

1. **Call to Order**
   The meeting was called to order at 7:15 p.m. by President Myles McNally.

   Members Present: Myles McNally, president; Robert Neufeld, vice president; John Meinke, publications chair; Bill Myers, treasurer; Jim Aman, membership chair; Scott Sigman, Central Plains; Elizabeth Adams, Eastern; David Naugler, Midsouth; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; George Hauser, Northwestern; Ernest Carey, Rocky Mountain; John Fernandez, South Central; Will Mitchell, Conference Coordinator; Robert Bryant, Comptroller; Brent Wilson, database administrator

   Absent: Kim Kihlstrom, Southwestern; Kevin Treu, Southeastern; Ernie Ferguson, National Partners Chair.

2. **President (Myles McNally)**
   Board members introduced themselves for the benefit of Scott Sigman, new Central Plains representative. Agenda was reviewed, having been listed together with action items for the purpose of a more efficient meeting and fewer E-mail votes. Demonstration of new DB and of new options for the CCSC website may be deferred to Friday morning.

   Spring, 2008 minutes
   Minutes of the spring, 2008, CCSC Board meeting had been prepared by (past president) Susan Dean prior to this meeting. The spelling of Deborah Hwang's name was corrected. After some discussion, the minutes were amended to include the approval of the South Central budget at that meeting.
   Motion to approve the minutes as amended made by Myers, seconded by Fernandez, and the motion passed.

3. **Brief Regional Reports**
   Regional representatives were given opportunity to highlight their reports which had been distributed in advance and will be an appendix to these minutes.

4. **Future Board Meetings**
   In the normal rotation for fall Board meetings, the 2008 meeting should have been with the Eastern region but was changed to Midwest due to a conflict. It was proposed that the Fall 2009 Fall Board meeting be together with the Eastern region fall conference at Villanova University (just outside Philadelphia) in mid October.
   Motion: By Liz Adams, seconded by David Naugler.
   > That the Fall 2009 Board meeting be held together with the Eastern regional fall conference at Villanova University.
   Passed without dissent.
   Further discussion encourages the planning of fall board meetings to focus more on locations where travel is simpler and less on the rotation around the regions.

Discussion of meeting times for fall board meetings
Some members find the Thursday evening Board meetings difficult to attend without canceling classes. President McNally suggested a Friday morning meeting with Thursday evening available for subcommittee meetings. What about meeting Saturday after the conference is over? Three persons indicated a preference for an alternative time. Discussion concluded without any action to change from the present pattern for meeting times of the fall Board meeting.

5. **National Partners Program Chair**
Ernie Ferguson has given notice that he will conclude his term as National Partners Program Chair in spring and suggests that a new chair be named before the SIGCSE meeting so that the two can make the rounds together at SIGCSE. Names of possible replacements were suggested with contacts to be made and reported back to Myles McNally.

6. **Budgets, etc.**
a) Approval of Regional Budgets. After discussion, it was agreed that the South Central budget had been approved at the spring meeting. The Rocky Mountain budget was deferred.
Motion: By Bill Myers, seconded by Liz Adams.
    That the budgets for the Midsouth, Northeastern, Eastern, Midwest, and Southeastern regions be approved as presented. Carried without dissent.

b) Opening CD accounts with the Bank of America. Bill Myers presented this item which is motivated by the need to main total balances in one bank under $100,000 for FDIC insurance purposes.
Motion: By Liz Adams, seconded by Jim Aman.
    That we approve opening CD accounts with Bank of America. Motion carries.

c) Possible third bank. Bill Myers proposes to open an account with *Fifth Third Bank* in order to allow Midwest to do direct deposit of checks. Other regions can use Bank of America or Wachovia to deposit checks as they come in. Rob Bryant notes that the Audit Committee recommends use of a single bank and this would move in the other direction. PayPal is coming in new DB system. This is presented as an information item which may later come as an action item for an electronic vote.

d) Conference Budget Submission Procedures. Rob Bryant, Comptroller, reviewed the discussion that took place by E-mail preceding the meeting on his proposal for budget submission and approval procedures. Discussion followed on this proposal to be presented for approval later in the same meeting.

After a break, the amended budget for Rocky Mountain was presented for approval.
Motion: By Bill Myers, seconded by Liz Adams.
    That the Rocky Mountain budget be approved as amended. Motion carries.

At 9:15 p.m., President McNally proposed that presentation of the DB system and the proposal for a content management system for the website be deferred to 9:00 a.m. Friday. The board will reconvene tomorrow specifically for those two purposes and not other remaining agenda items.

7. **Publications issues**

Mailing problems: John Meinke introduced this discussion based on information distributed by e-mail prior to the meeting. Due to increasing problems with having Muhlenburg mail the Journal, George Benjamin proposes that Montrose handle the mailings for CCSC beginning with the October issue. After further discussion of quotes and needs, it was pointed out that the Standing Rules authorize the Publications Committee to make such decisions.

Newsletter. John would like membership notified that the Newsletter is on the website.
- With Montrose shipping the Journal, the Newsletter will no longer be mailed out with the Journal.
- It was noted that there is redundancy between the website and Newsletter.
- Having an organized Newsletter has some user-friendly advantages. An online HTML newsletter has significant advantages.
- On the other hand, from a historical standpoint, the record is lost in that mode. A printed Newsletter provides permanent record. Events calendars, for example, change and certain information is lost.
- Notification should go out to members that a Newsletter is available.
- Bill points out that IRS requires "regular" communication with our membership. This can be handled by E-mail to membership re. the Newsletter.
- The Board is in favor of and advises the Publications Committee to go with an electronic form of the newsletter AND to notify the membership when a Newsletter is available.

Electronic Proceedings
Myles asks "Do we want to continue having these discussions about electronic proceedings at every meeting?" PDF files are created by John Meinke which could be made available to an individual conference. A great deal more work would be required to turn this into a useful indexed proceedings. Papers presented at a conference are now available from the ACM Digital Library at the time of a conference. Presently we get duplicate proceedings for conferences that we attend. Further discussion indicated that "*Yes, we will continue to talk about this!*"

8. Other Old Business
Conference coordination issue. For 2009, three spring conferences are on the same weekend and two fall conferences are on the same weekend. Is this an issue that the board wants to address, both for locations and dates? How much power or authority does Will Mitchell as conference coordinator have in this?

Rob Bryant mentioned concerns raised by Audit Committee that have not yet been addressed by the board.
1) Who gets paid?
2) Post-conference report is requested.

Regional registrars need to use the database when money is sent in so that the treasurer, the membership secretary, and the Audit Committee have this information. Further action on these concerns is deferred to E-mail discussion.

Bill Myers will provide a Travel Form for board members to complete for this meeting.

Moved to adjourn at 10:49. Approved by departure.

Session Two: Friday, September 26, 2008

Meeting resumed Friday, September 26, 9:09 a.m.

The main agenda items for the morning are:
1)   DB discussion
2)   Website presentation

9. Budget Submission and Approval Process

Rob Bryant, Comptroller, had previously distributed the following proposal for budget submission and approval:

CCSC Conference Budget submission and approval process

1) The comptroller will provide to each regional representative an initial baseline budget for the region's conference approximately 18 months prior to the conference. The budget will be based upon the last board approved budget and historical actual income and expenses data.

2) A region may make any adjustments as deemed appropriate for a conference budget by submitting proposed changes accompanied by a justification comment to the comptroller who will review the proposed changes with the national treasurer.

3) Once the regional treasurer, comptroller and national treasurer have agreed upon a budget, it will be submitted to the board for approval with the recommendation of the comptroller and treasurer.

A resulting implication of this process is that any changes to the baseline budget approved by the board will be reflected in the next year's baseline budget.

Motion to approve. By Liz Adams, seconded by John Fernandez. Motion carries.

10. Travel Policy Change

Bill Myers, Treasurer, brought the following recommendation re. changes in Consortium travel policy:

Travel Policy Change Recommendation

Change to Meals Reimbursement

Actual expenses for meals eaten will be reimbursed subject to the following limits (please attach receipts):
   A maximum of $40 a day ($25 maximum for a single meal, $35 for two meals)
   A maximum of $30 a day for travel days or for days in which you are commuting from home ($25 maximum for a single meal.)
   There is no reimbursement for any meals provided by the Consortium, by any accompanying conference, or that is included in any of the above travel or lodging reimbursements.

As is the case with the entire travel policy, regions may have a more restrictive policy.

(The regional treasurer should adjust the travel policy form to reflect those changes in policy.)

Motion to approve. Made by Bill Myers, seconded by Liz Adams, carries without opposition. This policy will be effective January 1, 2009.

11. Service Recognition

Subcommittee of Jim Aman, John Meinke, Liz Adams was appointed by the President to come back with a recommendation via E-mail. This recommendation should extend to a policy recommendation for the future.

Reminder: Copyright release form may be signed by the lead author. All are encouraged to work more closely with the Publications Chair on timely submission of papers for the Journal.

12. DB presentation

Brent Wilson, database administrator, provided an overview of the new DB system that he and membership chair, Jim Aman, have been developing. This is entirely database driven, allows on-line registration with a PayPal interface, has more support for conference mailings, and numerous other improvements. The projected "go-live" date is 1/1/09. Both from a data entry and a conference registration standpoint, starting in summer may be better. Numerous issues were raised and considered!!

Ten minute break was announced at 10:45 a.m. Liz Myers has information from ACM about preparation of CDs which she will distribute to Board members. Will Mitchell is also available to work on this. His goal is to have all issues of the CCSC Journal on line.

Reconvene at 11:03.
13. Information Request

Regional representatives are asked to notify both Bill Myers, treasurer, and Jim Aman, membership chair, when there is a change in regional registrars or treasurers. Publications chair, John Meinke, should be alerted when there is a change in regional editors.

14. CCSC Website

President Myles McNally also serves as CCSC webmaster and presented a proposal for a major redesign of www.ccsc.org. He noted that regional websites vary a lot in form, content, and quality, that regions have challenges keeping websites up to date, and that there is a single point of update for the national site, namely webmaster. He proposes that we move the website from a static HTML site to a content management system. This allows regions to have accounts from which they can enter their own information.

The demonstration used Plone (plone.org) which is used by SIGGRAPH. The two main questions considered were
1) Do we want to move to a content management system where regional representatives update their websites on the national site?
2) Would we want to use Plone, which has a fairly steep learning curve?

If there is sufficient interest, Myles could do more development for the next board meeting. Question: Does any region have an objection to a uniform look for all regional websites? It would still be possible to link to external sites; and paper submission systems could be

handled in that way. There was support for uniformity. The use of Plone may limit selection of an ISP for the website.

The board gave approval by consensus to have Myles proceed with further development until Christmas holidays. A prototype should be available for the board prior to the next Board meeting.

Meeting adjourned.

Agenda

Minutes

Approval of the Minutes of the Spring, 2008 CCSC Board Meeting

Reports

As usual, Board members are requested to report verbally only on any additions to, or action items contained in, the written reports submitted and distributed prior to the meeting. Action items arising from reports will be deferred to New Business.

Officers' Reports

President	Vice President

Regional Reports

Central Plains	Northwest
Eastern	Rocky Mountain
Midwest	South Central
Mid-South	Southeast
Northeast	Southwestern

Other Reports

Nominating Committee	Conference Coordinator
National Partners	CSTA
Program	Treasurer
Publications	Audit Committee
Membership	UPE
Database Committee	

Board Meetings

Location of the Fall, 2009 CCSC Board Meeting

Meeting times of CCSC Board Meetings

National Partners Program Chair

Appointment of a New National Partners Program Chair

Budgets

Approval of Regional Budgets

Conference Budget Submission Procedures

Publications

Mailing Problems

Electronic Proceedings

Database

Database Demonstration

Other Old Business

?

New Business

?

Report of the President

Myles McNally

It is hard to write a report of one's activities when one has only been on the job a little over a month. To be honest, not much has yet been accomplished. But the swirl of activities and issues surrounding the upcoming Board meeting makes me very much respect the skill of our outgoing President, Susan Dean. She deserves our gratitude for a job well done over the last two years, and for her many other contributions to CCSC over the years before that. And I suspect that we have not seen the last of her! Thank you Susan.

To those returning to the Board as regional representatives - Liz Adams, Scott Sigman, Deb Hwang, Kim Kihlstrom – I and the Board welcome you back. Scott had a bit of time off from the Board and I'm glad that he could rejoin us. Lastly I am very pleased that Bob Neufeld will be serving as Vice President during my tenure as President. He has already proven to be a steadying hand and I am certain that he will be a great help to the organization over the next four years.

This will be action packed Board meeting, with some major issues to discuss, particularly as relates to publications. Since these issues are still evolving (at least in my mind), I have decided to have a somewhat standard preliminary agenda. But it is my intention to amplify (annotate?) this agenda before the meeting, so expect that document somewhat close to the date of the meeting.

I look forward to working with you all, and getting my feet wet as CCSC's President. With your help I know that we can continue the great work that CCSC has done in the past and help prepare our organization for the future.

Bob Neufeld

During this last period the Vice President(s) tallied and recorded 2 Board votes conducted by email. The results are listed below. Approved regional conference budgets are collected at the end of this document.

Results of Board Actions Conducted by Email

April 4, 2008: The Board voted on the following motion, submitted by John Meinke and seconded by Jim Aman, and that read
> Adoption of the proposed Standing Rules changes that were discussed at the Spring Board meeting and attached to John's motion

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

September 12, 2008: The Board voted on the following motion, submitted by Bill Myers and seconded by Liz Adams, and that read
> Approval of the budget for the 2009 SouthWestern Conference as distributed.

The motion passed with 13 votes for, 0 votes against, and 1 individuals not voting.

Central Plains Region Report

Scott Sigman

Regional Election
Gary Schmidt of Washburn University was elected to a three year term as the Registrar/Membership Chair.

Central Plains Conference 2008
Our conference was hosted by the University of Missouri-Kansas City. Judy Mullins was the conference chair. The conference schedule included a pre-conference workshop: *Learning to Program With Alice* sponsored by ACM SIGCSE. The workshop presenter had to cancel at the last minute and Judy Mullins prepared and presented an alternate workshop at the last minute. Our keynote speaker was Bob Martin, President of Object Mentor, Inc. The conference sponsored a poster contest, a web site contest, and a programming contest for students.

Student Web Site Contest Winners
Best Overall Web Site **-** Arthur Pemberton, University of Missouri – Kansas City
Best Use of Technology - Rodrigo Neri, Park University
Best Visual Design/Layout **-** Ryan Blankenship, University of Central Missouri
Best Scholarly Content, Rebecca Sprague, Northwest Missouri State University

Student Programming Contest Winners
1st Place - Nate Sisk, Michael VanDevender, Adam Carney, Southwest Baptist University
2nd place **-** Jacob Williams, Andrew Cook, Jeremiah R. Smith**,** Southwest Baptist University
3rd place - Joshua Liberman, Jason Stanley, Bryce Holthouse, University of Central Missouri

Support for the programming contest was provided by Cerner Corporation.

Central Plains Conference 2009
Our conference for 2009 will be hosted by Southwest Baptist University, Bolivar, Missouri on April 3 & 4, 2009. Tim DeClue will be the conference chair. Our keynote speaker will be Jeff Jackson of Intel Corporation. Other conference highlights will include lightning talks, a SIGCSE workshop, a student poster contest, a student web site contest, and a student programming contest. Conference details can be found at http://www.ccsc.org/centralplains.

Future Conferences
Our 2010 conference will be hosted by Park University, Kansas City, Missouri. The conference chairperson will be Wen Hsin. Future conferences sites, subject to approval by the Regional Steering Committee, will be the University of Central Missouri, Warrensburg, Missouri (2011) and Ozark Technical Community College, Springfield, Missouri (2012).

Respectfully submitted,
Scott Sigman
Central Plains Regional Representative

Eastern Region Report

Elizabeth S. Adams

Note that this report is being written and submitted before our 2008 Fall Conference which will be held on October 10th and 11th at Hood College in Frederick, Maryland. The conference is being co-chaired by Elizabeth Chang and Gary Gillard. The website for the conference is http://cs.hood.edu/ccsce08/.
The conference committee members can be seen on the conference website.
The preliminary program can be found at http://cs.hood.edu/ccsce08/schedule-0822.htm.

There are two pre-conference workshops: "Java Assembly Language Programming for the JVM" the other "Student Outcomes Assessment: What is it? How do you make it work?" There are also two post-conference workshops: "Teaching with the Advanced Placement GridWorld Case Study" and "Real Programmers Use Alice" . Registrants were asked to pay a fee for the workshops ($6.00) to cover costs of printing materials and to give and idea of how many copies of presenter materials would be required.

The opening keynote address entitled "Experimental Algorithmics for Undergraduates will be given by Catherine McGeoch.

John (J.D.) Dougherty will be our banquet speaker and his presentation is entitled "Well, My Computing Teacher Sings to Us! Making Music to Help Students Learn."

There will be a student programming contest on Saturday morning; six paper sessions; seven tutorials; two panel presentations; a Lightning Talks session; a Nifty Ideas session; an invited SIGCSE presentation entitled "Enriching CS1 with a Networking Theme"; and student and faculty poster presentations.

Here is a description of **LIGHTNING TALKS AND NIFTY IDEAS** from a recent e-mail distribution through Ccsce-announce inviting participation as a presenter. **"**If you have a great, concise idea, or really nifty assignments or teaching strategy to share with everyone, then these sessions are for you. If you'd like to hear about a lot of cool ideas in a single session, then you want to attend the lightning talks session. Lightning Talks are short (maximum 10 minutes) presentations about something that you found helpful in the classroom. It may also include a topic, technology, or technique that did not work effectively and why that was true or suggestions for improvement. A Nifty Idea is a teaching strategy, tool or assignment that conference attendees may find useful and incorporate into their courses."

Draft regional bylaws will be circulated to the regional Steering Committee in the near future for approval. Many thanks go to Pat Woodworth of Ithaca College for her work on them. The Steering Committee list on the CCSC website needs to be updated.

Next year's conference, the 25th will be held on October 30th and 31st 2009, at Villanova University in Villanova, Pennsylvania (outside of Philadelphia). The conference co-chairs are Don Goelman and John Lewis. They are in the process of assembling and printing a Call for

Participation which will be distributed at this year's conference, and other venues and posted on the web.

The budget for the 2009 conference has been submitted to Rob Bryant and Bill Myers who have indicated that they will recommend approval at the Board meeting. I am submitting it with this report for the Board members to see.

The 26th Eastern Regional conference will be held at Juniata College in Huntingdon, Pennsylvania in 2010. Gerald Kruse and John Wright will be the conference co-chairs.

We are looking for conference chairs and host institutions for 2011 and 2012.

Respectfully submitted by Elizabeth Adams, regional representative

Midwest Regional Report

Deborah J. Hwang

Midwest Conference 2008

The 2008 Midwest Conference Committee met on May 2, 2008, at Hope College, Holland, MI. 19 papers were submitted of which 12 were accepted. 13 tutorials and/or workshops were submitted of which 8 were accepted as tutorials and 3 were accepted as workshops.

The Midwest Conference for 2008 will be held on September 28-29, 2008 at Hope College in Holland MI. Alyce Brady of Kalamazoo College is the chair of the conference. The keynote speaker will be Chris Stephenson of CSTA on *The Political Landscape: Advocating for CS*. The banquet speaker will be Bob Panoff on *Programming vs. Modeling: Enhancing Computer Science with Computational Thinking*."

The conference will have its usual format of 3 parallel tracks of paper, tutorial, and special sessions. In addition, there will be a special concurrent K-12 track starting with the last conference session and continuing on into Saturday afternoon, and a student programming contest.

We are looking forward to another excellent conference and extend a warm welcome to the National Board members.

Steering Committee

The Midwest Region Steering Committee also on May 2, 2008, at Hope College, Holland, MI.   The main agenda item was the 2009 Midwest Conference budget to be sent on to Bill Myers for approval by the National Board. There was a continuing general discussion about future conference sites and conference chairs. The Regional Representative will approach nominated schools and persons.

Respectfully submitted,
Deborah J. Hwang, Midwest Representative

Northeast Region Report

Lawrence D'Antonio

2008 Conference

The Fourteenth Annual CCSCNE conference was held April 11-12, 2008 at Wagner College in Staten Island, New York. The conference had 111 regular (faculty) attendees and 112 student attendees, including 30 programming contest teams and 22 student posters.

Paper submissions were down. There were 38 papers submitted of which 20 were accepted. This represents an acceptance rate of 53%. In addition the conference featured five panels, four tutorials, and three pre-conference workshops.

There were two excellent invited speakers, Brian Kernighan from Princeton University who spoke on *The Changing Face of Programming*, and Mary Beth Rosson, from Pennsylvania State University who spoke on *Developing Women for Careers in Information and Computer Science*.

The programming contest took place on Friday morning. The student posters were displayed during the Friday evening social hour. We decided to no longer give awards for the best papers presented at the conference.

There were four vendors who exhibited at the conference.
- Prentice-Hall
- Addison-Wesley
- Thomson Learning
- EMC

The conference committee was introduced for the 2009 conference, which is to be held at SUNY Plattsburgh, April 24-25. The conference chairs are Lonnie Fairchild of SUNY Plattsburgh and Tim Fossum of SUNY Potsdam. The invited speakers for 2009 are Susan Landau, Sun Microsystems and Jeannette Wing, Carnegie-Mellon.

The deadline for paper submission for the 2009 conference is November 17, 2008. All are encouraged to submit a paper, panel, or tutorial. A new thing for the 2009 conference is that we will have faculty posters. We hope that this will attract more faculty to attend the meeting.

Other Items

1. The 2010 conference will be held at the University of Hartford. Ingrid Russell will be the conference chair. The 2011 conference will be held at Western New England College.

2. We are considering SUNY Fredonia and Quinnipiac College for future hosts.

Submitted, September 8, 2008
Lawrence D'Antonio

Northwestern Region Report

George Hauser

Future Northwestern Conference Sites

Year	Dates	School	Location
2008	10/10-11	Southern Oregon University	Ashland, OR
2009	10/2-3 or 9-10	Pacific Lutheran University	Parkland, WA
2010	10/1-2 or 8-9	east side of Cascades in WA	

Regional Board Meeting

The last regional board meeting was held at Pacific Lutheran University in June. At that meeting we welcomed two new people to the board. Sharon Tuttle from Humboldt State University is the new regional editor. Andrew Nierman is the new regional treasurer; Andy was ill and was not able to attend the meeting. We also have an assistant registrar in Clint Jeffries from the University of Idaho. Clint will work with our current registrar and then take over next year.

The board meeting generated a lot of reimbursement requests and we started using the new forms sent by Bill Meyers. We found the process long and awkward. Individuals must fill out the forms and send them to the regional representative who signs them and sends them to the regional treasurer who sends them to the national treasurer. Eventually, the individual is reimbursed but that has not happened yet for our meeting in June.

There were 11 papers submitted for the 2008 conference and we accepted 6.

Open Positions

A new regional representative will be elected this year.

Respectfully submitted,
George Hauser
Northwestern Representative

Rocky Mountain Region Report

Ernest Carey

The *Seventeenth Annual* Consortium for Computing Sciences in Colleges sponsored *CCSC Rocky Mountain Conference* in cooperation with The Association for Computing Machinery Special Interest Group in Computer Science Education will be held October 17-18 at Colorado Technical University (CTU) in Colorado Springs, Colorado**.**

Conference arrangements were complicated by the termination of the site chair, Elba Rushing. Elba was the only CCSC member at Colorado Technical University and her loss left a gap that was hard to fill. Through the efforts of other CCSC members on the conference committee (special thanks to Pat Ormond, the conference chair), arrangements were made with Bruce Harmon, Dean of Engineering and Computer Science at CTU to assume the role of site chair. Pat Ormond, site chair of last year's conference, has worked with Dean Harmon to complete most arrangements required at the site. Pat Ormond has made arrangements with his dean to travel to Colorado Springs two days before the conference to assist in final preparation for the conference.

Though this unexpected event resulted in some serious last minute scrambling, it does represent an area of concern for regions such as the Rocky Mountain Region. Some of the member colleges are truly "Small" with one or two faculty members responsible for the computing programs. That fact, along with the large distances between institutions, results in the conference being held repeatedly at some of the larger institutions or taking a chance that problems similar to this year's will occur.

Conference Committee:

Conference Chair: Pat Ormond
ormondpa@uvsc.edu
Utah Valley State College

Site Chair:

Program Co-Chairs: Terry Scott
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University of Northern Colorado

Noel LeJeune
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Metropolitan State College, CO

Papers Co-Chairs:
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Proceedings Chair: Jean Johnson
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Publicity Chair: Aaron Gordon
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Registration Chair: Jerry Shultz
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Representative to the Board: Ernest Carey
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Utah Valley State College

Treasurer: Ernest Carey
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Utah Valley State College

Web Site Chair: Doug Medin
medin@cs.wnmu.edu
Western New Mexico University

Respectfully submitted by
Ernest Carey
Rocky Mountain Representative

South Central Region Report

John D. Fernandez

2008 South Central Conference Report

Texas A&M University – Corpus Christi hosted the April 18-19, 2008 conference. Forty five papers were submitted and 21 were accepted (47% rate) for publication. In addition, the conference included two pre-conference workshops, five tutorials, one panel on recruitment, three graduate student papers and eight undergraduate student papers. CD's of student papers were included in all packets of attendees. Student papers and abstracts of posters were included in the CCSC-SC *Student Paper E-Journal*, Volume 1, http://www.sci.tamucc.edu/ccsc/E-Journal/2008/. There were 75 professional attendees and 32 students for a total of 102. Our estimates were on target, except we underestimated the student count by 22.

2009 South Central Conference

Southeastern Louisiana University at Hammond, LA is the site of the 2009 conference. The conference will be held on April 24-25, 2008. November 10, 2008 is the last day to submit professional papers for review. The Steering Committee planning meeting is scheduled for December 5, 2008.

Future Conferences

The SCC Steering Committee has selected the following future conference sites:
2010 St. Edwards University, Austin, Texas
2011 Sam Houston State University, Huntsville, TX
2012 Louisiana State University at Shreveport, LA

We had hoped to hold a conference in Houston, but not one participant of the University of Houston showed up at the 2008 conference. We executed our back-up plan of having Sam Houston State University host the conference in 2010.

Other

The issue of all authors having to sign the copyright release was discussed at the Regional Meeting. Other conferences, e.g. ASEE, only require the lead author to sign the copyright release. If we could change this procedure, it might make the delivery of papers to John Meinke a little more timely.

Respectfully submitted,
John Fernandez

Southeast Region Report

Kevin Treu

Fall 2008 CCSC:Southeastern Conference

The 22nd CCSC Southeastern Conference is scheduled for Nov 7-8 in Augusta, GA at Augusta State University. Dee Medley is the site chair, 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), Lynn Denoia (treasurer, Winthrop), Bill Myers (at-large, Belmont Abbey), Anil Shende (2009 site chair, Roanoke), John Stamey (local registrar and 2007 site chair, Coastal Carolina), Hemant Pendharkar (secretary, SC Governor's School), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Paula Gabbert (at-large, Furman University) and Robert Lover (at-large, Belmont Abbey).

The members of the local conference committee are:

- Local Arrangements Chair: Dee Medley
- Local Publicity Chair: Dee Medley
- Speakers Chair: Dee Medley
- Vendors Chair: Dee Medley
- Corporate Sponsors Chair: Dee Medley
- Programming Contest Directors: Andy Digh, Chris Healy
- Student Research Contest Director: Anil Shende

The scheduled program includes 22 papers, 4 tutorials, 1 panel, and a session of student presentations from our student research competition. A total of 32 regular papers were submitted of which 9 were accepted outright and another 13 accepted conditionally (acceptance rate 69%).

A pre-conference workshop entitled "Computer Science Unplugged" will be presented by Dr. Lynn Lambert of Christopher Newport Univesrity (scheduled from 8:00 a.m. to noon on Friday, November 7).

Mr. Mark Baggett of Morris Communications will give the keynote address "Essential Security Skills for Today's Technology Professionals". Mr. Chris King of Pixar will give the banquet address "Dynamic Simulation and Special Effects in Wall-E".

Student activities consist of a programming contest and a student research contest. Registrations have begun to be received for our 15th annual programming contest. September 19th is the deadline for abstracts for the student research contest. (Six submissions have been received thus far.)

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 8.

2009 CCSC:Southeastern Conference

Roanoke College in Salem, VA, will host the 2009 conference on Nov 13-14. Anil Shende is the site chair.

Other Regional Issues/Activities

Change in conference schedule— For 2008 we have adopted a schedule for the conference more in line with that followed by the other regions. Specifically, we have added a session on Friday evening and eliminated the session that we always used to have after lunch on Saturday – a session that typically suffered from early departure of participants.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

Southwestern Report

Kim P. Kihlstrom

Southwestern Conference 2008
Our first conference was held April 18-19 at California State University, Northridge. Commendations are due everyone for a job well done! It went incredibly well, especially for a first conference. Everything was well organized and ran smoothly. The keynote, papers, tutorials, and panels were all excellent. Special thanks and appreciation to Maria for serving as conference chair. We benefited greatly from her energy, experience, and gifts!

- Maria Zack of Point Loma University was the conference chair. The site chair was Steve Stepanek of California State University, Northridge.
- Jane Margolis gave an excellent keynote address on increasing diversity in Computer Science.
- There were thirty-four regular registrations and six student registrations.
- Twelve papers were accepted out of nineteen submitted for a 63% acceptance rate.
- Three tutorials were presented:

    o *Python First: A Lab-based Introduction to Computer Science*

    o *Teach Scheme, Reach Java!*

    o *A Model to Integrate the Science of Design into Undergraduate Education*

- Lori Carter of Point Loma University ran a panel entitled *Service Learning in Computer Science.*
- We elected the following:
    o Region Chair: Ani Nahapetian
    o Secretary: Paul McQuesten

Southwestern Conference 2009
The 2009 Southwestern Conference Committee met on August 1, 2008 at National University in San Diego. It was decided that the conference will be held April 3-4, 2009 at National University. Registration fees were set as:
Regular fees: $160 early /$180 late
Student fees: $20 early /$30 late for Saturday only ($50 with Friday night banquet)
$50 early /$60 late for full conference including proceedings
The following deadlines were determined:
Papers, Panels, tutorials, and workshops: December 5, 2008
Author Notification: January 23, 2009
Author Registration deadline: January 30, 2009
Camera Ready version deadline: February 13, 2009
Student Posters: February 27, 2009
Programming contest: February 27, 2009
Early Registration: March 13, 2009

The members of the 2009 Southwestern conference committee are:

function	name	email
Conference Chair	Ali Farahani, National University	afarahan@nu.edu
Site Chair: local arrangements	Mudasser Wyne, National University	mwyne@nu.edu
Paper Chair: collect submissions, supervise referees	Myungsook Klassen, California Lutheran University	mklassen@clunet.edu
Author Chair: publication	Lori Carter, Point Loma Nazarene University	LoriCarter@pointloma.edu
Student programming contest	OPEN	
Student posters	Kim Kihlstrom, Westmont College	kimkihls@westmont.edu
Speakers	Jiang Guo, CSU Los Angeles	jguo@exchange.calstatela.edu
Panels & Tutorials	Tzu-Yi Chen, Pomona College	tzuyi@cs.pomona.edu
Partners & exhibitors	Maria Zack, Point Loma Nazarene University	mzack@pointloma.edu
Website	Paul McQuesten, University of Redlands	paul_mcquesten@redlands.edu

Other Business

The officers of the Southwestern region are as follows:

2011	Region Chair	Ani Nahapetian, CSU Dominguez Hills	ani@csudh.edu
2009	Treasurer & Registrar	June Porto, Mira Costa College	JPorto@miracosta.edu
2010	Secretary & Webmaster	Paul McQuesten, University of Redlands	paul_mcquesten@redlands.edu
2009	Editor	Lori Carter, Point Loma Nazarene University	LoriCarter@pointloma.edu
2010	Regional Representative	Kim Kihlstrom, Westmont College	kimkihls@westmont.edu
--	Past Region Chair	G. Michael Barnes, CSU Northridge	renzo@csun.edu
--	Past Conference Chair	Maria Zack, Point Loma Nazarene University	mzack@pointloma.edu
--	Current Conference Chair	Ali Farahani, National University	afarahan@nu.edu

Our region requests consideration of the following:

- We would like to have credit card capability for conference registration, etc. Most attendees are used to paying by credit card at every conference they attend. The procedure for getting copies of the checks at the bank for national is very time consuming. If registration is made easier, more people may attend our conferences which should offset the credit card fees.
- We want to strongly advocate for CD proceedings in addition to paper proceedings. We are a Computer Science group; we should be using technology. Many conferences, including SIGCSE, are now providing an option to receive proceedings on CD.
- We request that a single person from national be the coordinator for this region. We have experienced conflicting directions from different people at national, and we would like to know who our contact is.

Respectfully submitted,
Kim P. Kihlstrom
Southwestern Regional Representative

National Partner Chair Report

Ernie Ferguson

Currently we have seven national partners.
Turing's Craft, paid up for 2008-2009
Pearson, paid up for 2008-2009
Epic Systems, renewal due January 1, 2009
Microsoft said they will renew but haven't received check
Wiley said they will renew but haven't received check
Ridgesoft said they would like to renew but still haven't decided.
CENGATE Learning hasn't responded to mailings.

I plan to give the current partners until after the fall conferences to get their renewal checks to me. It takes some companies a rather long time to get checks cut and mailed. As you can see we have the potential to lose four of these partners by January 1. Realistically, I think we will lose Ridgesoft, CENGATE Learning and Epic Systems. After October 1, phone calls will be made to national partners who have not renewed.

the National Partner brochure was revised this summer before sending it to partners for renewal. One new service I included was inclusion of a flyer from a partner in conference registration packets. This came at the request of Turing's Craft. They are a small company. They did not feel that could travel to most of the conferences but were willing to join if they could have a one-page insertion in registration packets. The national partner is responsible for printing these after consultation with getting an approximate number of attendees to expect from a conference chair. These would be sent to the conference site for inclusion in registration packets.

Any contact names of potential partners would be appreciated. Plans are to visit with the partners and potential partners at SIGCSE 2009. I encourage the board to have my replacement in place before SIGCSE 2009 so I could introduce them to the SIGCSE vendors.

Publications Chair Report

John Meinke

Fall 2008 Conferences

A summary of the statistics for the fall conference follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Page Count	Acceptance rate
Midwest	12	6	22	2	134	63%
Northwest	8	7	7	2	74	
Eastern	18	7	15	2	166	48%
Rocky Mountain	15	7	6	3	128	66%
Southeastern	22	7	5	3	173	69%

Note that I did not receive an acceptance rate in the welcome statement for Northwest.

Once again, my thanks to the editorial team, Susan Dean and George Benjamin, as well as the folks I worked with from the individual conferences: Sharon Tuttle, Andy Digh, Jean Johnson and Bill Cupp. It's been an excellent team to work with. My thanks also to our printer, Montrose Publishing.

Receiving the copyright releases continues to be a problem. One of the issues there is that in many cases the hardcopy copyright release ends up submitted with the rest of the hardcopy materials (conference registration, special equipment requests, etc.) which are sent to someone other than the person who handles the manuscripts.

I would note that among our National Partners Pearson Education is renewing but has asked that their entry be changed to "Pearson Addison-Wesley and Pearson Prentice-Hall". Unfortunately the change was received after all three Journal issues had been released to the printer and we were unable to incorporate that change in volume 24 numbers 1-3.

Electronic proceedings

ACM continues doing an excellent job of posting the *Journal* issues quickly to the Digital Library. As of this writing the proceedings of all five Fall 2008 conferences have been posted.

The issue of proceedings on a CD continues to be brought up. I have discussed this with ACM and neither ACM nor I have a problem if a conference chooses to create their own CD from the pdf that is submitted to ACM. If the conference chooses to do so they need to notify the CCSC Publications Chair so that appropriate modifications to the print run can be made. They will be supplied with the url where the pdf is located so that they can download it. ACM can recommend a vendor, and I have also done some work on this and can recommend a vendor. I fear that the size of the run might make it cost

prohibitive. What I have found is that a vendor typically looks at a minimal 400 run. Also, the Board needs to come up with some sort of policy regarding the setup costs that the conference should share. (Typically each conference pays for the proceedings that are distributed at the conference which includes a part of the setup cost. The reduced print run will result in a higher per copy price since the print setup is the biggest cost in the process. Since the conference would be using the pdf prepared for the print setup they should expect to assume a portion of the overall financial liability.)

Mailing Problems

Summarizing (see separate item of new business regarding mailing problems) there are a number of problems with our current handling of mailing the Journal. One item is space for storage of issues of the Journal from printing to the time they need to go out to the membership. A second problem is the labor required to stuff the newsletter in with the Journal. A third problem is the reliability of the membership database. A fourth problem is the entries in some of the fields prohibiting the entry fitting properly on the mailing label. Another problem is the labels don't come in zip code order, required for bulk mail. Because of formatting problems and the like, Fall issues of the Journal are being held until after the last Fall conference so the mailings all go out a month late. George Benjamin will continue doing the mailings for the Fall 2008 issues of the Journal, but the issues need to be addressed by the Board.

I see no problem with going to an electronic copy of the Newsletter posted only on the web site. I am trying to get a quote from our publisher regarding them taking care of the bulk mailing. Unfortunately the postage rates would be higher as we are currently using a non-profit bulk rate. I see real problems with having to reformat the mailing labels each time they are generated from the CCSC database. This would be unacceptable when the mailing gets outsourced. They should essentially be downloadable and current for each mailing going out on time.

Permission for use of minutes

We received a request from the Digital Curation Centre (http://www.dcc.ac.uk) at the University of Glasgow in Scotland for permission to use the Spring 2006 Board meeting minutes in a research project which focuses on extracting metadata and automating classification procedures to improve the performance of digital library systems. To facilitate the project many documents (that are of several types, both private and public - books, journal articles, newspapers, advertisements, letters, memos etc.) have been randomly downloaded from the web, including those minutes. The request was that they be able to keep the document on their web site for use in other such projects. Since the minutes are readily available on the web I saw no problem with it and granted permission. (Actually, they were concerned about copyright and we do not have a copyright on the minutes.)

Good publicity for CCSC

I would like to note that searching for some information on Scott Sigman we stumbled on a web link,

http://www.sbuniv.edu/news/artman/publish/CampusNews/SBU_Alumnus_Scott_Sigman_Given_High_Honor.shtml

which serves as real good publicity for the Consortium. Going in the alumni news this should reach some folks at teaching institutions. Well done, Scott. It would be good if we could get more of these types of "free publicity" for the Consortium!

Respectfully submitted,
John Meinke, Publications Chair

<center>**Treasurer's Report**</center>

<center>**Bill Myers**</center>

1.   Financial Report for 2007-08.

The current report has not changed much since the spreadsheet I mailed you over the summer. I don't have the data to determine the Head Taxes for the Spring Conference (which will determine the final state of the Consortium's performance for the year) and only two of the conferences (Southwest and Midwest) have informed me that I have all the data for the year. (I probably also have the data for the Northwest conference, but I would like to be assured that the report in July finished their data.) The bottom line is that we have more cash than at the start of the year; most (possibly all) of the conferences took in more funds than they expended.

2.   Conference Budgets

Attached find the following budgets recommended by Rob and me for adoption:
          Northeastern 2009
          Midwest 2009
          Eastern 2009

The budgets for South Central 2009 and Southeastern 2009 are in process and should be available before the Board meeting.

The following conferences need to have budgets approved at the meeting (or soon thereafter); submit your proposed budgets to Rob ASAP:
          MidSouth 2009
          Rocky Mountain 2009

The following budgets should be submitted to Rob before December, so that they can be acted upon before the Spring meeting:
          Southwestern 2010
          Central Plains 2010
          South Central 2010
          Northeastern 2010
          MidSouth 2010

The following budgets should be submitted to Rob after the first of the year, so that can meet our desired goal of approving budgets 18 months in advance of the conference:
          Midwestern 2010
          Northwestern 2010
          Eastern 2010
          Rocky Mountain 2010
          Southeastern 2010

3.   Travel Policy

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Hopefully the committee will meet around 4:00 to come up with a final proposal.

4.   Response to Audit Committee Report

The committee had a question as to why we have multiple banks; the most compelling reasons is that we have over $125,000 in assets in our accounts. We are only insured for $100,000 in one bank. In light of this and of the fact that we have over $90,000 in CD's in Wachovia and that I need to keep a minimum of $15,000 in the checking and money market accounts in Wachovia to pay bills, I ask that the Board approve my opening CD's in Bank of America. This will keep our account total in Wachovia under $100,000. The bank will require a statement from the President that the Board has granted me the authority to open CD accounts with them before I can open such an account. (I will move two of the three CD's expiring in October to Bank of America if this passed.

5.   Possible third bank

First Third Bank of Cincinnati this summer purchased a North Carolina Bank that has a branch in Belmont. This would allow the Midwest registrar to deposit the checks received. We can discuss the advisability of this. (The suggestion of the Audit Committee was to use mail deposits for those conferences that could not deposit directly into one our bank accounts. The disadvantages of this is that we need to mange-and buy-deposit slips and that there are a delay in processing the checks and a minor increase in cost.)

Membership Report

Jim Aman

Membership Snapshot:

As of September 17, 2008, membership by region is officially recorded as follows:

Central Plains	54
Eastern	80
Mid-South	37
Midwest	71
Northeast	124
Northwest	58
Rocky Mountain	46
South Central	82
Southeast	92
Southwest	36
Total:	**680**

This is a significant increase over the figure of 547 reported last fall. That snapshot was one month later (October 26) and reflected changes produced by at least two annual conferences. Renewal is still a problem, but the new database functionality addresses that.

2007 Conference Attendance:

Because Midwest is the first conference of the fall, we can look at conference attendance for the past full year.

	Part	Stdnt	Vendor
Central Plains	56	74	4
Eastern	91	55	3
Mid-South	46	13	3
Midwest	64		
Northeast	109	122	2
Northwest	48	15	
Rocky Mountain	47	10	
South Central	65	12	2
Southeast	85		
Southwest	34	6	2
Total:	**645**	**307**	**16**

The bulk of membership still comes through conference attendance, as it always has, but a growing number of individuals are sending separate membership forms directly to the Membership Secretary.

Database Redesign:

Brent Wilson will present a mock-up of the screens of the new database front-end and will report more fully on the status of back-end functionality. The original goal of having spring 2009 conferences use the new database interface remains in place.

Submitted by Jim Aman, Membership Secretary

CSTA Liaison Report

Jim Aman

<u>Fall, 2008</u>
This will be necessarily brief. There has been little contact between CSTA and myself regarding national issues since meeting with Steve Cooper at SIGCSE in March. I have noted an increase in K-12 offerings as parts of our conferences over the past 18 months, and this is encouraging. Regions should consider hosting short TECS Workshops as that part of their conferences. This will help identify the host institution as a supporter of K-12 computing educators and adds another supportive wrinkle to advertising.   CSTA will do targeted email blasts for conferences holding K-12 sessions.

Local CSTA chapters are organizing around the country. Anyone hearing of one forming or interested in the outreach which participating in the organization process provides should contact that group or CSTA directly. A Chicago-area chapter organizing committee has met regularly since SIGCSE last spring and will have its kick-off meeting in October. If you start working with a local organizing group, please let me know for my own records.

Submitted by Jim Aman, CSTA Liaison

Appendices

CCSC Spring 2008 Board Meeting
Wednesday, March 12, 2008, 6:00-11:00 PM
Convention Center Room B114

Present: Jim Aman (Membership Secretary), Rob Bryant (Comptroller), Ernest Carey (Rocky Mountain), Lawrence D'Antonio(Northeast), Susan Dean (President), Ernie Ferguson (National Partners Chair), John Fernandez (South Central), George Hauser (Northwestern), Debra Hwang (Midwest), Kim Kihlstrom (Southwestern), John Meinke (Publications Chair), William Myers (Treasurer), Will Mitchell (Conference Coordinator), David Naugler (Midsouth), Bob Neufeld (Central Plains), Kevin Treu (Southeast), Brent Wilson (Database Administrator).

Unable to attend: Myles McNally (Vice President), Liz Adams (Eastern).

The meeting was called to order at by the President, Susan Dean, at 6:13pm. The President warmly welcomed Kim Kihlstrom, the regional representative from the new Southwestern Region. Everyone introduced themselves and greeted Kim. The President appointed David Naugler and Kevin Treu to take minutes.

After introductions the meeting continued with the regional reports. As usual, regional representatives did not read their written reports.

During his report D'Antonio (Northeast) asked how bylaws were approved. The President pointed out that Article 7, item 2 of the Board bylaws requires conferences to have bylaws approved by the CCSC Board. The Central Plains region has its bylaws (which may be used as an example) on its website. A discussion ensued.

Meinke/ Neufeld moved that *each region re-examine regional governance and submit appropriate modifications to keep the regions in compliance with Article VIII, Section 2 of the Consortiums's bylaws. William Mitchell (Conference Coordinator) is charged with vetting the regional governance.* After some discussion the motion passed without dissention.

At 6:50pm all agreed to suspend the board reports so the Comptroller could address the board.

Bryant passed out the CCSC Conference Budget proposed guidelines. Mitchell asked who needs to submit a conference budget to the Board. Meinke suggested that a region cannot advertise a conference if the region's budget has not been approved by the Board. Much discussion ensued. Myers noted that the regional conference budgets are for the fiscal year. Bryant will submit a revised version that will become a guideline.

Myers presented and explained the CCSC national budget. Myers/Aman moved to *approve the budget*. The motion passed.

At 7:30 pm the regional reports resumed. After the Southwestern report a short break was called until 7:55 pm.

At 7:55 pm the meeting resumed with the National Partners Report. Ferguson noted that we now have six National Partners. The newest, Epic Systems Corporation, wants to talk to students. Brochures about the CCSC are being passed out to the vendors at the SIGCSE conference. Ferguson needs to be informed who is in charge of vendors at the regional conferences.

Meinke gave the Publications Chair report. Kihlstrom asked about CD publishing and a discussion ensued. Meinke noted there were problems getting the author copyright consent forms and that they should be submitted with the final papers and should be sent to the regional conference's papers chair.

Aman gave the Membership committee report and the Database Committee report. Aman noted that there are 630 current members and 1200 names of members and former members in the database. He will try to contact the non-current members and encourage them to renew their memberships. He also noted that the database is being updated and conference attendees will soon be able to register online. A discussion on the membership numbers followed.

Revisions of Standing Rules about people with special duties were discussed. A motion cannot be made for at least ten days, and would be made via email.

During the Treasurer's Report Myers noted that our travel policy should be in line with the IRS code. Maximum meal amounts according to IRS code are $7 for breakfast, $11 for lunch, $18 for dinner, or $36 per day. Regional conferences cannot allow higher amounts than the Board. The travel policy will be looked at some more. Records should indicate title, check number, and amount. It was noted that the CCSC needs a conflict of interest policy.

A report of the policy on new regions is being developed.

It was unanimously agreed to bring before the CCSC annual meeting that the location for the next CCSC annual meeting be in Chattanooga, TN, at the 2009 Annual SIGCSE conference, just after the annual SIGCSE business meeting.

Aman noted that the web site provider has been changed. Data about a new conference needs to be sent to McNally so the webmaster can post the email addresses of the regions' contact(s).

The next Board meeting will be held at the Midwest Regional Conference to be held at Hope College, Holland, Michigan, September 26-27, 2008.

Bryant returned and gave the report of the Audit Committee which had been meeting concurrently. Under consideration by the committee are dealing with one bank, exploring online banking, determining how auditors now handle the lack of cancelled checks, examining accounting practices, and improving communications on expenses.

The Board received the report of the Nominating Committee giving the slate of candidates. Bill Myers was elected Treasurer by the Board.

The meeting was adjourned at 10:40pm.

Southwestern 2009

Approved Sept. 12, 2008

CCSC/SW 2009 Budget

Income

Registrations - Full Early	70	$160	$11,200
Registrations - Full Late	10	$180	$1,800
Registrations - Students	25	$30	$750
National Partners			$300
Vendor's Registration	3	$125	$375
TOTAL			**$14,425**

Expenses

Postage	1	$550	$550
Office Supplies/Packets	1	$320	$320
Brochure Printing	1	$450	$450
Speaker Expenses	1	$1,000	$1,000
Consortium Head Tax Proceedings	80	$41	$3,280
Consortium Membership			$1,000
Meals			
Breaks	110	$4	$440
Banquet	110	$30	$3,300
Luncheon	110	$12	$1,320
Other meals (Breakfast)	95	$7	$665
Social Hour	1	$200	$200
Student Awards/Prizes	1	$200	$200
Misc Expenses	1	$200	$200
Conference Services (rooms, etc.)	1	$1,200	$1,200
TOTAL			**$14,125**
Net Profit (Difference)			**$300**

C. Budgets Submitted for Approval

<u>Eastern 2009</u>

		Eastern Budget -- 2009		
		host: Villanova University		
Income		#	each	total
	Registrations - Full - Early	90	$135	$12,150
	Registrations - Full - Late	20	$155	$3,100
	Registrations - Full - On-Site	10	$175	$1,750
	Registrations - Student - early	25	$35	$875
	Registrations - Student - late	4	$45	$180
	Registrations - K-12 early	10	$50	$500
	Registrations - K-12 late	5	$60	$300
	Registrations - Progr Teams	10	$45	$450
	Workshop - early	50	$6	$300
	Workshop - late	20	$8	$160
	Extra Meals			$245
	Extra Proceedings			$30
	Vendors Registration	4	$150	$600
	National Partners			$300
	Industry Sponsorship			$200
	UPE Sponsorship			$125
	Other Income			
	Total			$21,265
		Eastern Budget -- 2009		
Expenses				
	Steering Com. Ex.			$500
	Phone/Fax			
	Postage			$300
	Office Supplies			
	Brochure Printing/Duplicating			$700
	Participant Printing + Materials			$1,000
	Speakers			$1,000
	Consortium Head Tax	120	$41	$4,920
	Extra Proceedings			$300
	Meals - Total			$0
	Breaks	500	$3	$1,500
	Reception	150	$8	$1,125
	Banquet	150	$31	$4,666
	Continental Breakfast	150	$8	$1,268
	Luncheon	150	$14	$2,068
	Signage			$60
	Rentals and Decorations			
	Student Awards			$725
	Faculty Award			$50
	Consortium Membership			$1,000
	Beverages			
	Other Expenses			
	Total			$21,182
	Balance			$83

Northeastern 2009

CCSCNE Proposed Budget/2009/SUNY Plattsburgh		Number	Per Item		
Income					
	Registrations-Full	120	$120		$ 14,400
	Registration-Full,onsite	10	$150		$ 1,500
	Registrations-Student	120	$45		5,400
	Extra Meals	10	$30		300
	Extra Proceedings	10	$10		100
	National Vendor	3	$100		300
	Vendor's Registration	5	$200		1,000
	Vendor Presentations	0	$100		-
	Other				
	Vendor Contributions for breaks/social				-
	Vendor Best Paper Sponsorship				-
	Vendor Student Poster Sponsorship				-
	Programming contest sponsorship				-
	Registration-ProgContest	25	$50		1,250
	ACM Speaker				1,000
	UPE Contribution				135
		Total			$ 25,385
Expenses					
	Consortium Head Tax	130	$41		5,330
	Consortium Membership				1,000
	Extra Proceedings				
	Steering Com. Ex.				$2,940
	Postage				$237.00
	Office Supplies				$393.00
	Duplication				$0.00
	Student Poster Booklets				$480.00
	Speakers Expenses	2	$650		1,300
	Meals				
	Prog contest breakfast	108	$5.50		594
	Prog contest luncheon	108	$5.00		540
	Breaks	3	$835		2,505
	Fri Social Hour	240	$9		2,160
	Fri Banquet	216	$18		3,888
	Sat breakfast	158	$5.50		869
	Sat Luncheon	134	$11		1,474
	Best Paper Awards	1	$0		-
	Best Posters Awards	3	$50		150
	Student Volunteer Awards	18	$45		810
	Programming Contest Awards				615
	Conference Hosting Expenses				$0.00
	Gratuities				$0.00
	Web site expenses				$100.00
	Other				
		Total			$ 25,385
				Balance:	$ -

D. Mailing Problems

MAILING PROBLEMS

As you get ready for the upcoming Board meeting it might be time to ask the CCSC Board to consider some issues regarding the bulk mailings. Here are some issues as I see them.

1. Muhlenberg College is doing 7 bulk mailings a year. This is becoming a burden. Not that the College has complained, but because of the logistics of dealing with the journals.

We get at least 80 boxes of journals, each of which weighs 50 pounds. It is a lot of material in both volume and weight. They sit outside my office for months because the printing is done long before the bulk mailing date.

If the Journal issue involves a newsletter, each booklet needs to be handled three times, once to insert the newsletter, a second time to tape the journal shut, a third time to apply the mailing label. This is time consuming ... we try to use a work-study student ... which is seldom possible because of the way the mailing labels are handled.

Now ... regarding the labels ...
The membership database is not reliable. I cannot use it to generate mailing label information, although it is supposed to have that functionality. What happens is that in the Fall, I wait until all the Fall conferences are finished, then Brent sends me a file with the current membership. I use that file for the October, December, and January issues. So the October issue goes out in December, the December issue in January, the January issue in February. The timing is such that a work-study student is not available, it is either final exam time for the students or we're between semesters. The same thing happens in the Spring ... no labels until all the Spring conferences are finished, etc. Our department faculty secretary (bless her soul) and sometimes I end up handling the mailings.

... as to the labels themselves ...
I receive an excel file with one row per member. Each row contains the fields stored in the database for each member: name, school, address1, address2, state, zip, etc.
I need to extract the relevant fields to form a mailing label. There are problems with this. Some of the information is too long. For example, a member's school might be listed as:
  State University of New York at Plattsburgh
I have to change this to:
  SUNY at Plattsburgh
to get it to fit on a label. As another example, a member's department might be listed as:
  The Department of Mathematics, Computer Science, and Information Science
I have to change this to:
 Dept of Math, CS, IS
or some such shortened form.

The point is, I have to edit and massage the label information. I also have to sort it in zipcode order (not a problem in itself) and some foreign addresses get mixed in with the domestic by mistake. Again, more attention that we need to give the labels.

So, we don't get the mailing information in a timely fashion, and when we do it is in a form that requires much editing on our part. I won't even get into the misspelling issues.

Also, each foreign Journal issue has to be sent 1st class and a customs declaration form must be filled out for each individual booklet. Each booklet gets special handling (luckily there are only a few) and do not go in the bulk mailing.

... so in the near time frame what I would suggest is this:

2. Have someone send me labels, pre-printed, correct, in zipcode order, with the foreign addresses separate from the domestic. Have the October labels sent so the October mailing can occur in October, the December mailing can occur in December, etc.

... in the longer term ...

3. Start to depend less on Muhlenberg for the bulk mailings. Perhaps we could do three a year instead of seven. Eventually having Muhlenberg not involved at all. We have been doing this for many years and have become a bottle neck and point of failure. In any event, I would look to have others participate in this mailing endeavor.

4. Consider having the printer Montrose handle the mailings. They do bulk mailings for many of their customers. What they would need is the mailing label information. I don't know what format they would need them in, but they certainly would not do the editing and formatting that I currently do.

... well, thanks for reading this far. We will continue to handle the bulk mailing for now as we have, so you needn't worry about that. But the board needs to be aware that the current situation cannot continue. It is not good for CCSC and is becoming more and more difficult for us here at Muhlenberg. I haven't even got to the problem of trying to estimate the number of booklets to order months in advance of the mailings ... for a later date perhaps.

I would hope that this matter becomes a priority at the Board meeting and that you will be able to let me know what actions CCSC will be taking to address my concerns.

I am just sending this email to you John, but share it with the Board. They should read this before the meeting so the issues are clear.

I know you (and Susan) work tirelessly on the Journals and that some of what I write has been a concern of yours and others. I believe it is time to start actively dealing with them.

Thanks,
 ~ George

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John,

A few more thoughts about the mailings - and one request ...

I said in my last email that Muhlenberg has not complained about the bulk mailings. That is true ... but I do know that it has become more difficult for our mailroom staff and other workers on campus as the number of mailngs have increased. They are good workers and do their job in support of Muhlenberg's educational mission, of which our support of CCSC has been a part.

... nevertheless, the volume and extent of the mailings have reached a point where this volunteer effort is difficult to sustain amid all the other college work that needs to be done. Back in the day when we did three or four mailings a year the work was manageable. But the consortium, the number of conferences, and the number of mailings has increased to the point where either the work load has to be shared, or professional help is needed. As I said, 2 tons of books and seven mailings is what we handle now.

My own view is that Montrose should handle the bulk mailings. They are set up for this and the charge they impose (don't quote me on this but I think the figure 12 cents a booklet was mentioned) would be offset by the savings made in shipping the books to me or someone else who would do the mailing. The big issue in having Montrose do the mailings would be the problem with the labels which has been a problem for years and never seems to get solved. Perhaps the consortium has grown to the size where professional help is needed here also. Keeping accurate track of who is a CCSC member and what mailings they should receive has never adequately been managed - at least from my vantage point.

... last point regarding labels ... I know there is an option on the CCSC web site to download labels in a format for Avery labels. The download is a pdf file, which in my experience does not fit the labels precisely when actually printed at a printer. Some information can get printed off the label boundaries. That is why I have always created my own labels using the Avery Wizard and MS Word. In any event, using this option produces labels for only about half the members - where the other half are I have no idea.

Now the request ... We will of course do the bulk mailings for the first three issues of the current Volume, containing the proceedings for the Fall conferences. Because it triples the work required to get the malings out, I want to omit a newsletter from all these mailngs. There are other ways the newsletter is made available to members ... it is posted on the CCSC web site for one. Also, it could be emailed to the membership. Electronic distribution would I think be more than adequate.

John, thanks again for you attention to my concerns ... I know you are often overwhelmed with all that comes across your desk (or computer screen). I don't want to cause undue trouble for the consortium, but as I said and as you well know, it has grown to the point where certain pressures need to be reduced.

Thanks again - and please share this with the Board.
  ~ George

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