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Minutes of the Fall 2011 CCSC Board Meeting

Thursday, November 10, 2011

Riley Hall, Room 100

Furman University, Greenville, SC

President Bob Neufeld called the meeting to order at 7:35pm.

Voting Members Present: Robert Neufeld, President; Laura Baker, Vice President; John Meinke, Publications Chair; Bill Myers, Treasurer; Paul Wiedemeier, Membership Chair; Scott Sigman, Central Plains; Linda Sherrell, Midsouth; Jeff Lehman, Midwest; Larry D'Antonio, Northeastern; Brent Wilson, Northwest; Pat Ormond, Rocky Mountain; Tim McGuire, South Central; Kevin Treu, Southeastern; Colleen Lewis, Southwestern.

Voting Members Absent: Elizabeth Adams, Eastern;

Non-voting Members Present: Will Mitchell, Conference Coordinator; Mark Goadrich, National Partners Chair.

I. Introductions and Approval of Agenda

President Bob Neufeld introduced Jeff Lehman as the Midwest region representative and Colleen Lewis as the Southwest region representative to the board. Both Colleen Lewis and Jeff Lehman are serving their first year of a three year term as regional representatives.

Changes to the Agenda: The UPE report will be included in the Reports section of the agenda, and the discussion of 'No shows' at conference was added under New Business.

II. Reports

In addition to reports for each region that can be found in the Table of Contents, the following points of discussion were added:

Eastern Report – The Eastern region has its own facebook page, other regions may want to investigate that possibility for advertising their conferences. Note that each region should be certain to keep their regional website link updated with the CCSC webmaster, Myles McNally. Board members should send any changes to the link or regional information to Myles.

Northeastern Report – Northeastern has a speaker chair on their conference committee to provide a means for getting speakers for their conference, this is very successful for scheduling speakers at the conference.

Rocky Mountain Report – Site chair and various other positions have been filled see report for changes.

Each region should try to have their call for papers for the following year's conference ready to hand out at their yearly conference. A minimal website for the next year's conference should also be available to the conference membership at the yearly conference. Conferences should try to use their websites to promote future conference dates and locations.

Vice President's Report – A trial election for the board members will take place in early January 2012 to test the possible use of an electronic voting system in the Spring 2012 election.

President's Report – Regions are encouraged to have a conference committee that has former, present, and future chairs on the committee. All representatives are responsible for making sure that their respective regional information is correct on the CCSC website, at <http://www.csc.org>. Communicating with the CCSC membership is very important for the future of the consortium.

III. Future Board Meetings

Fall 2012 CCSC Board Meeting – Oct. 11-12, 2012 in Denver, Colorado in conjunction with the Rocky Mountain conference.

Spring 2012 CCSC Board Meeting – Wednesday, February 29, 2012 in Raleigh, North Carolina from 7pm – 11pm in conjunction with SIGCSE. A room has also been reserved for the Audit Committee. SIGCSE inquired if Board could meet on Saturday it was not possible due to the Business meeting for CCSC scheduled on Friday. No changes were made to the timing of the Board meetings at SIGCSE.

Spring 2012 CCSC Annual Business Meeting – Friday, March 2, 2012 at 6pm following the SIGCSE Annual Business Meeting.

IV. Appointments and Elections

The following positions are slated for election in Spring 2012:

Vice President/President Elect

Publications Chair

Northwest Regional Representative

South Central Regional Representative

Southeastern Regional Representative

Nominating Committee: Larry D'Antonio and Colleen Lewis were selected to serve on this committee with Laura Baker serving as chair of the committee.

Finance Committee: Tim McGuire and John Meinke were selected to serve on this committee along with Treasurer Bill Myers and Comptroller Rob Bryant.

Audit Committee: Comptroller Rob Bryant will ask Carol Spradling and Suzanne Smith to serve on the Audit Committee for the Spring 2012 audit.

Service Recognition Committee: The Service Recognition Committee submitted a proposal to the board to amend several parts of the Bylaws which govern the Service Recognition Award for CCSC. The full proposal containing all amendments can be found in the board report. The proposed amendments to the Bylaws were voted on by the board in separate sections as follows:

Motion: The Service Recognition Committee moved that the eligibility criteria be amended as specified. The motion passed unanimously.

Motion: The Service Recognition Committee moved that the date for nominations for the award be May 1st of each year. The motion passed unanimously.

Motion: The Service Recognition Committee moved to replace the 4 bulleted items with 2 amended items which include a nomination form and letters of support. The motion passed unanimously.

Motion: The Service Recognition Committee moved to strike the last sentence under “Nomination procedure” from the policy. The motion passed unanimously.

Motion: The Service Recognition Committee moved to modify the membership of the committee as stated in the amendment. “The Service Recognition Committee is a standing committee of the National Board consisting of three members at least one of which is not a member of the board at the time of their appointment.” Membership is for three year terms which are staggered so that one new member is appointed each year. The motion passed unanimously.

Motion: The Service Recognition Committee moved to modify the award selection so that selection of recipients of the award will be made by the National Board from those recommended by the Service Recognition Committee at the Fall National Board Meeting. Up to three (3) persons may be selected each year. The committee may spend the amount approved by the board in the budget for the awards. Presentation of the award(s) will be made by a representative of the Board at the Annual Business meeting or at a Regional Conference as appropriate. The motion passed unanimously.

Motion: Service Recognition Committee moved that John Meinke, Bill Myers, and Will Mitchell receive the Service Recognition Award in Spring 2012. The motion passed without opposition. Letters of recommendation for Service Recognition Award can be found in the appendix.

UPE Report: President Bob Neufeld thanked UPE on behalf of CCSC for their support and Liz Adams for coordinating the effort and recognition of UPE at our conferences.

National Partners Report - Mark Goadrich was introduced as the National Partners Chair. Details about renewing memberships for partners will be discussed by Bill Myers, Mark Goadrich, Paul Wiedemeier, and Brent Wilson. All regions should be sure to have a link to the CCSC National site Partner's page that acknowledges the National Partners contributions.

Membership Chair Report: Paul Wiedemeier will send out email to inactive members to inform them of their membership expiration.

Conference Coordinator Report – Beginning this year ACM is requiring that both the conference chair and papers/program chair for each conference be current members of SICSE or ACM. Regional members were contacted by Will Mitchell and membership numbers were given to ACM to fulfill the requirement.

Papers that are accepted for review ought to be collected at a national site and then have a list that others could review for individual regions to determine the number of authors submitting to multiple conferences.

V. ConfTool and Paper Submissions

ConfTool was used for paper submissions by the Northwest and Rocky Mountain conferences this fall.

The Northwest region would like to see a customizable review process for their paper submissions through ConfTool. The region was satisfied with ConfTool except for a problem related to author notification of paper submissions. If an author submitted more than 1 paper to the conference they were not properly notified of the submission.

The Rocky Mountain region also had problems with proper author notification of paper submissions for authors who submitted more than one time. In addition it was very difficult to differentiate between papers, abstracts, tutorials, and workshops once they were submitted into the ConfTool system. It was unclear as to how to distinguish between student and professional papers in the system. Overall the on-line experience was better than the previous system used by the Rocky Mountain region but some effort needs to go into developing help guides for paper chairs.

Each region of CCSC uses different submission systems and has unique paper/tutorial/workshop/poster/student submissions and ConfTool must be configured differently for each region. If a region wants to use ConfTool for paper submissions Brent Wilson and Pat Ormond can share their experiences.

User guide with screen shots and step by step guidelines would be very useful to regions who plan to use ConfTool for both registration and as a submission system.

VI. Budgets and Financial

Comptroller's Report - A post-conference report on registrations by category should be submitted to the Comptroller as soon as each region finishes their conference. Regional budgets are created based on regional historical data. A new spreadsheet format for regional budgets is being developed for use by regions.

Concerns about delay in the approval process of budgets were raised and budget approval should occur the year before a region holds its conference.

Regions need to receive an explanation of what adjustments need to be made in specific budgets. This information should be communicated to regions when they receive their budget for a future conference.

Treasurer's Report - When regions submit their budgets, amounts should be clearly outlined as to

expenses (money paid out) and revenue (money received). This should assist the process of aligning revenues with expenses.

The Federal Tax Return for CCSC will be completed soon and circulated to the board prior to the spring board meeting.

Liability Insurance - A prospective insurance company has been contacted about providing liability insurance for CCSC and possibly bonded insurance for board members. This is under investigation and more information will be forthcoming.

Sales tax forms can be sent to Bill Myers to fill out for regions in various states.

Deposits – Regional treasurers who need to deposit funds to CCSC can get a deposit-only ATM card to use for Wells Fargo or Bank of America branches to deposit funds easily. Deposit slips for those two banks may also be requested from Bill Myers. Checks to be deposited can be mailed directly to Paul Wiedemeier if deposits are not able to be completed by regional treasurers. Regional treasurers handling funds should send a report summary of any regional deposits to both Paul Wiedemeier and Bill Myers. When payments are made through PayPal the Treasurer records the payment once he receives a statement from PayPal.

ConfTool registration items need to be named properly to help the Treasurer know who is paying for what items regarding registration.

Obtaining CCSC credit cards with a \$500.00 limit to be used by conference chairs for expenses is being investigated. Having regions use Consortium credit cards will provide a tracking mechanism for regional expenses.

Wells Fargo has an audit feature that will allow auditors to ‘view only’ the financial statements for the Consortium.

Motion: Bill Myers moved and Scott Sigman seconded that the Treasurer allow for auditors to view financial statements from all of the banks used by the Treasurer. This includes all accounts and all funds and how they are used. The motion passed unanimously.

The meeting recessed at 11:15pm to be reconvened at 9:00am on Friday, November 11, 2011.

The meeting was reconvened by President Bob Neufeld at 9:10am.

Consultation on Financial Procedures - The Consortium has been attempting to direct an outside review of its current accounting procedures. The purpose of this review is to give some guidance to the Treasurer's duties and to provide suggestions for using formal methods to track the finances of the Consortium. This review is still in progress and a report with recommendations is expected in the spring.

Motion: Bill Myers moved and Laura Baker seconded the approval of the proposed budget for the Rocky Mountain conference for 2012 as distributed to the board via email. The motion passed unanimously.

Motion: Bill Myers moved and Larry D'Antonio seconded the approval of the proposed budget for the Midwest conference for 2012 as distributed to the board via email. The motion passed unanimously.

Motion: Bill Myers moved and Brent Wilson seconded the approval of the proposed budget for the Northwestern conference for 2012 as distributed to the board via email. The motion passed unanimously.

All budgets for spring 2013 regional conferences should be approved by the spring 2012 board meeting.

Discussion of proposed regional budgets and each region's considerations for the budgets included concern over what regions are expected to change in their respective proposed budget.

Notification should be given to the regional treasurers as to what is expected in their proposed budgets. Particular attention should be given to adjust the budgets more closely to the actual expenses and expenditures at each region. Explanations of changes to budgets should be included with the submitted budget.

VII. Registration and Database Systems

Paper Submissions - The Rocky Mountain and Northwest regions each used ConfTool for paper submissions for their fall conferences. Communication with authors who submitted papers was problematic for both regions. Authors who submitted more than one paper were not notified correctly of each paper submission.

Other issues included a lack of email lists to solicit reviewers within the region or other regions. Paul Wiedemeier can obtain email lists from the databases for each region.

Affiliate membership vs. regular membership in the Consortium - The finance committee reviews the costs of memberships each year. The budget is examined each year to determine if the cost of both types of memberships is appropriate for the consortium. Both are currently \$35. The committee believes this covers the cost of the memberships to the consortium.

ConfTool and Conference registration - Every registration has to have figures on regular registration and student registration that match the budget categories as given on the submitted and approved regional budget. Regional registrars must clearly specify what registration payment is for which category when submitting registration records back to the treasurer and the membership secretary.

ConfTool Setup for Regional Registrars - Brent Wilson will create screen shots and a help document for conferences to use when setting up their regional registration system. There is a beta conference site set up for users to see examples of how to create their registration settings. A document will be sent to each regional rep with detailed steps and help for setting up the conference registration. Once registration begins as long as no one has paid categories can be modified.

The board will review the use of ConfTool for all regions in the spring and decide if it is feasible to continue to use it. Favorable comments from the fall conferences were given for those conferences.

Movement of the registration sites to ccsc.org was discussed. A plan should be in place for how regions can move their registration to the ccsc.org site including folders and usernames and passwords for establishing instances on ccsc.org.

VIII. State of the Consortium

Board members should plan to participate in Open Forum Friday at 4pm at the Southeastern conference. Board members participate in the forum to listen to the membership. President Neufeld will open the forum with introductions and then open the floor for questions and conversations.

ACM Distinguished Speaker Program- Regions planning conferences may use ACM Distinguished Speakers. The ACM Distinguished Speaker Program is advertised on the ACM site as well as on the SIGCSE site. Resources are available for members who wish to obtain speakers or workshop presenters.

IX. Old Business

Region pages on the national website have links for each region's Bylaws, Steering Committee and website. Each regional representative should verify that their region is up to date with its information and links on the national site.

Regions need to fill out insurance forms for their conferences. Be sure if alcohol is served that a

caterer or site host provides the alcohol not the individual conference hosts. No alcohol should be served directly by CCSC member hosts.

X. New Business

Electronic Voting – Spring elections will be held for Vice President/President Elect and 3 regional representatives. An electronic system will be tested before the spring board meeting and a decision can be made after the testing about whether or not to use the electronic voting system.

Authors who fail to present papers - Authors who have accepted papers but do not attend the conference nor present their paper are very disruptive to the conference hosts and members. A few authors have paid the registration fee to have their paper published but do not show up for their presentation. This is problematic at many regions and causes scheduling issues and has a negative impact on the respective conference. Regional Conferences might want to send a letter to Dean of the University of the non-presenting author informing them of the absence. Regions might want to send a thank-you letter to the Dean of the University of authors who present and a letter of concern to the Dean of the University for those authors who fail to present

A possible solution is that the Publications chair could maintain a list of authors who do not show up for presentations. This list could be used to inform regional paper chairs of these author names. This list could be added to with information obtained from each region's paper chair.

A question was raised asking if the consortium could remove such papers from publication in the ACM Digital Library. Further investigation, thought, and discussion on this matter is needed.

Paul Wiedemeier, Membership Secretary can provide regional email lists to regions. Each regional representative will receive their respective region's list from Paul in the next few weeks to be available for spring conferences.

Consortium Membership extends from each respective conference date for a given registration payment to thirteen months past that conference date. If a member renews and does not attend a conference, their membership extends for 13 months after their payment is received.

The Consortium needs a site for board members to have documents posted for duties, expectations, bylaws and official documents. This could be a folder on the site that is publicly available but not published as a link on the site.

Motion: Laura Baker moved and Jeff Lehman seconded to adjourn the meeting at 11:45am. The motion passed unanimously.

Fall 2011 CCSC Board Meeting
Riley Hall, Room 100
Furman University, Greenville, SC
Preliminary Agenda

Introductions and Approval of Agenda

Reports – Part 1

Regional Representatives, Vice President, President

Board Meetings

Fall 2012 CCSC Board Meeting – Oct. 11-12 in Denver with RM conference

Spring board meeting at SIGCSE – still Wednesday evening, Feb. 29? Rooms reserved for board and for Audit Committee.

Appointments

*Nominating Committee – need two regional representatives – **Action item***

*Finance Committee – **Action item***

Audit Committee – appointed in consultation with Comptroller

Service Recognition

*Proposal coming from the committee – **Action item***

*Recommendations for spring awards – **Action item***

Reports – Part 2

National Partners

Publications

Membership

Conference Coordinator

Other?

ConfTool and Paper Submissions

ConfTool used for paper submissions for both Northwestern and Rocky Mountain

User guide needed – perhaps with video clips

Building, sharing, and maintaining reviewer database, including legacy

Notifications to authors

Other questions and issues from RM experience??

Budgets and Financial

Comptroller's Report

Post-conference report on registrations by category should be submitted to Comptroller.

Concern about delay in the approval process

What level of scrutiny is expected in the approval process in each stage?

Submission and approval of Regional Budgets

Treasurer's Report

Liability Insurance

Consultation on Financial Procedures – an update

As may arise ...

Registration and Database Systems

Affiliate membership vs. regular membership. Both are \$35.

Does this amount cover our expenses?

If not, should we increase this amount?

Do we want to keep both types of memberships?

ConfTool and Conference registration

Should we continue to use it for online registration and payment?

If so, should it be hosted by the same organization that hosts www.ccsc.org?

What is the status of the membership database and the process for integrating registrations into that database?

What about membership email and similar services?

Issues with PayPal payments and record-keeping

Is there a loophole for authors who defer payment?

State of the Consortium

Plan to participate in Open Forum Friday at 4 p.m.

In-coop issues – new this fall

ACM Distinguished Speaker Program

Other Old Business

?

New Business

Online voting system

Other?

Report of the President

Bob Neufeld

Congratulations to those who were newly elected to the CCSC board and also to those who were re-elected. Joining the board are two new regional representatives, Jeff Lehman for Midwest, and Colleen Lewis for Southwestern. Mark Goadrich is our new National Partners Chair and will be meeting with the board this fall. I look forward to meeting and working with these new board members. Re-elected to continue on the board are regional representatives Liz Adams from Eastern and Scott Sigman from Central Plains. At the spring board meeting, Paul Wiedemeier was approved as our new Membership Secretary and Bill Myers continues as Treasurer. Thanks are due to all board members, voting and non-voting, and to the multitude of other volunteers who make CCSC possible.

In the same election, bylaws changes were approved by the general membership. Probably the most significant bylaws change is to allow future elections to be conducted by other than mail ballot. We will need to consider how to implement this for the general election in spring.

Also this fall, conference registrations and payments were processed online via ConfTool. This places more control and responsibility with the individual member while facilitating more payment options such as PayPal. (See <http://www.ccsc.org/midwest/conference/Registration.html> for a nice description of those options – although personalized for the MidWest region.) For those members who miss a conference one year, online membership renewal is also possible through a site linked from www.ccsc.org. Thanks go to Paul Wiedemeier, Membership Secretary, and Brent Wilson, Database Administrator, for implementing and supporting this capability. (A significant effort for me personally this spring was to gather and merge attendance records from the ten regional conferences for the 2010-2011 academic year to provide a starting point for the new registration system.) ConfTool may also be used for handling paper submissions and reviewing, used by two regions this fall, and to be reviewed at the board meeting.

It was my privilege this fall to meet with the Rocky Mountain region at its fall conference. Through meeting with individual members, particularly leadership (including past board member Ernie Carey), as well as with the Conference Committee, I gained new insights into challenges facing conferences. While travel budgets are more limited, it is also true that CCSC regions draw participants from outside their “normal geographical region” – which is, of course, very spread out in the case of the Rocky Mountain region. For all of us, but particularly for regions that are more “geographically challenged,” communication is of utmost importance.

A continuing theme in presidential reports is *Communication* and *Responsiveness*, both of which are needed now as much as ever. “System failures” within the Consortium can often be traced to inadequate communication between regions and the national organization. Both the *Contact Us* link at www.ccsc.org and the Open Forum at the fall regional conference where the board meets are structured to provide avenues for “ordinary members” to share their concerns and goals for the Consortium.

It falls to regional representatives to communicate board actions and directives to the appropriate regional members while also relaying regional concerns to the board. Board officers and others rely on the information posted at <http://www.ccsc.org/regions/regions.htm> for communication. Please verify that this information is current for your region. (Note that there is an implicit invitation to link your regional bylaws from that site. Regions are to have regional bylaws approved by the Board and it is helpful to have those accessible.) Listing of National Partners is another area which is handled best if regional websites simply link to the list at the CCSC site. Representatives from our sponsors do want

to see their “dollars at work.”

I look forward to our board meetings, to handling some of the details that keep the organization moving, and also to considering some of our reason for continued existence. Thanks again to each one of you for being willing volunteers. The success of the Consortium depends on all volunteers. In my own experience, “It’s the people” that make CCSC participation worthwhile.

*- Bob Neufeld
CCSC President*

Report of the Vice President

Laura Baker

Results of Board Actions Conducted by Email

During the time since the last Board meeting in March 2011, the Vice President tallied and recorded 11 Board votes conducted by email. The results are listed below. Approved regional conference budgets may be found in the appendix.

March 21, 2011: The Board voted on the following motion, submitted by Larry D'Antonio and seconded by Deborah Hwang which read:

I move that the Board approve the review of CCSC accounting practices by the team of students at Northwest Missouri State, with a goal toward making a recommendation about accounting software that CCSC might adopt. Furthermore a budget of \$2500 should be allocated for the review.

The motion passed with 13 votes for, 0 votes against, and 2 individuals not voting.

March 31, 2011: The Board voted on the following motion, submitted by Laura Baker and seconded by John Meinke which read:

Approval of the minutes of the CCSC Annual Business Meeting that was held on March 11, 2011 as distributed via email to the Board.

The motion passed with 13 votes for, 0 votes against, and 2 individuals not voting.

April 19, 2011: The Board voted on the following motion, submitted by Laura Baker and seconded by Scott Sigman which read:

Board authorization of the reimbursement to Myles McNally of \$589.95 for expenses incurred for the room rental and supplies for the Spring 2009 Board meeting in Chattanooga.

The motion passed with 15 votes for, 0 votes against, all members voting.

May 19, 2011: The Board voted on the following motion, submitted by Bill Myers and seconded by John Meinke which read:

Approval of the proposed budget for the 2011 Southeastern conference as distributed to the board via email attachment.

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

May 28, 2011: The Board voted on the following motion which was moved by Bill Myers and seconded by Linda Sherrell:

Approval of the proposed budget for the 2012 Central Plains conference as distributed to the board via email attachment.

The motion passed with 9 votes for, 0 votes against, and 6 individuals not voting.

June 6, 2011: The Board voted on the following motion which was moved by Laura Baker and seconded by John Meinke:

Approval of Mark Goadrich to serve as National Partners Chair and that Mark be invited to the Fall 2011 CCSC Board meeting.

The motion passed with 14 votes for, 0 votes against and 1 individual not voting.

July 1, 2011: The Board voted on the following motion which was moved by Bill Myers and seconded by Laura Baker:

Approval of the Eastern 2012 budget as distributed to the Board.

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

July 14, 2011: The Board voted on the following motion which was moved by John Meinke and seconded by Laura Baker:

Approval of the CCSC budget for 2011-2012 as distributed to the Board.

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

September 20, 2011: The Board voted on the following motion which was moved by John Meinke and seconded by Brent Wilson:

CCSC Board president Bob Neufeld should be fully supported financially to attend the Rocky Mountain Regional Conference on 14-15 October 2011 to meet with the Regional Conference Committee and evaluate current processes. That financial support should also include one to two days before and/or after deemed necessary by president Neufeld and regional representative Ormond to adequately assess the current status of RM.

The motion passed with 12 votes for, 0 votes against, 2 individuals not voting, and 1 abstention.

November 1, 2011: The Board voted on the following motion which was moved by Bill Myers and seconded by John Meinke:

Approval of the proposed budget for the 2012 Midsouth conference as distributed to the Board via email attachment.

The motion passed with 15 votes for, 0 votes against, and 0 individuals not voting.

November 8, 2011: The Board voted on the following motion which was moved by Bill Myers and seconded by John Meinke:

Approval of the proposed budget for the 2012 South Central conference as distributed to the Board via email attachment.

The motion passed with 14 votes for, 0 votes against, and 1 individual not voting.

Summary of ConfTool Feedback (3 responses received)

- Email questions to database admin have gone unanswered
- Very difficult or impossible to add items to registrant's registration once they have paid, they cannot go back and add to their original registration. (For example add a programming team registration or a workshop registration)
- Registrars at conferences had to create an account for each person who registered by US mail including usernames and passwords and all personal information. It would be much better if the conference registrar had a way to add registrants to the system more efficiently.
- Occasionally Paypal seemed to not register payments unclear as to the cause being the registrant or the conftool system.
- Parameters in conftool are difficult to understand, need some sort of help file or tutorial for setting up conference parameters.
- Problems seem to have arisen due to lack of planning, training, and testing activities which were not available for new conftool users.
- The free version of conftool is not as configurable as the 'for pay' version which maybe should be considered by CCSC. There is a license available for the entire organization which would be much more customizable. (Investigate?)
- Suggest that OpenConf be investigated as a tool to use instead of conftool.
- Several registrants complained that they could not pay (and tried a few times), as did one registrar. These complaints were not acknowledged nor handled very well.
- Generally the system was liked but help was not readily available in a timely or satisfactory manner.

Summary of ccscContact@ccsc.org messages received:

Only 1 message was received since March, requesting an individual be removed from a mailing list. The regional registrar was notified and the individual removed from the mailing list.

Electronic Voting systems

VotingPlace.net – good prices and workable, \$180 for an election with multiple districts. Upload csv files of voters (with emails) and set up ballots with bios for individual candidates. Allows for write-ins. Highly recommended by another organization that used it.

Note: election by mail costs approximately \$700 per year and a considerable amount of labor.

Laura Baker, Vice President

Central Plains Region Report

Scott Sigman

Regional Election

Brian Hare of the University of Missouri-Kansas City was elected Regional Registrar.

Central Plains Conference 2011

Our conference was hosted by the University of Central Missouri in Warrensburg, Missouri. Mahmoud Yousef served as conference chair. The conference schedule included a pre-conference workshop: iPhone/iPad Development presented by Michael Rodgers, Northwest Missouri State University. The keynote speaker was Stuart Thomas, Hallmark Cards. His talk was entitled Developing a Warehouse Control System in C#. The banquet speaker was John McCormick, the University of Northern Iowa. His talk was entitled *How to Train Your Computer: The Need for Quality Embedded Systems Education*. The conference sponsored a poster contest and a programming contest for students.

Student Programming Contest Winners

We had 24 teams from 10 Universities compete in the programming contest. The programming contest was 3 hours long and followed the ACM International Collegiate Programming Contest format. The top five teams were awarded cash prizes as follows:

Rank	Team	Problems Solved	Total Minutes	Prize (shared among team)
1	Southwest Baptist White	5	587	\$300
2	NWMSU, Programmers Anonymous	4	337	\$150
3	Southwest Baptist Black	4	356	\$150
4	Southwest Baptist Purple	3	157	\$120
5	Park Kidd	3	287	\$120

A detailed summary of the contest may be found at http://h.web.umkc.edu/hareb/2011_CCSC_results.html. Support for the programming contest was provided by Cerner Corporation and UPE.

Student Poster Contest Winners

We had students from five universities participate in the contest. The winners were as follows:

Rank	Student	University
1	Taru Garg,	University of Missouri-Kansas City
2	Tyson Kankolenski, Wimalin Chalernporn, and Ato Appiah	Westminster College
3	Matt Dellomo	Worcester State University

Central Plains Conference 2012

Our conference for 2012 will be hosted by Ozark Technical Community College, Springfield, Missouri on March 30 & 31, 2012. George Gibeau will be the conference chair. Conference highlights will include papers, panels, and tutorials, a K-12 track, Nifty Assignments, a SIGCSE sponsored workshop, a student poster contest, and a student programming contest. Conference details can be found at <http://www.ccsc.org/centralplains>.

Future Conferences

Our 2013 conference will be hosted by Avila University in Kansas City, Missouri on April 12 & 13. Ron McCleary of Avila University has been elected conference chair by the Regional Steering Committee. The 2014 conference will be hosted by Westminster College, Fulton, Missouri. The conference will be held in April of 2013. The exact dates have not been established yet.

Respectively submitted by:

Scott Sigman, Central Plains Representative

Eastern Region Report

Elizabeth S. Adams

The 27th Annual Eastern Conference was held at the Ballston Center of Marymount University in Arlington, Virginia on October 14th and 15th 2011. The conference was co-chaired by Marymount University faculty members Diane Murphy, Donna Schaeffer and Michelle Liu.

The conference website was <http://www.ccsc-e2011.org/> The Conference Program is available at <http://www.ccsc-e2011.org/ccsc2011DraftProgram.pdf>

Much of the work for the conference was handled in house at Marymount University as can be seen from the following list of conference committee members: **Co-Chairs:** [Diane Murphy](#), [Donna Schaeffer](#), and [Michelle Liu](#), Marymount University; **Registration:** [Donna Schaeffer](#), and [Michelle Liu](#), Marymount University; **Social Media:** [John Wright](#), Juniata College and [Donna Schaeffer](#), Marymount University; **Local Arrangements:** [Donna Schaeffer](#), Marymount University; **Papers Chair:** [Pete DePasquale](#), The College of New Jersey; **Panels, Workshops, and Tutorials Chairs:** [Karen Watt](#), Mount Aloysius College and [Timothy \(TJ\) Highley](#), La Salle University; **Nifty Ideas & Lightning Talks:** [Heather Amthauer](#) and [Michael Flinn](#), Frostburg State University; **Student & Faculty Posters:** [Dave Hovemeyer](#), York College of Pennsylvania; **Undergraduate Programming Contest:** [Michael Black](#), American University - Coordinator; **Speakers:** [Donna Schaeffer](#) and [Michelle Liu](#), Marymount University ; **Vendors:** [Donna Schaeffer](#), Marymount University ; **Web Site:** [Diane Murphy](#), Marymount University; **K-12:** [Paul Bui](#), Arlington Public Schools.

The Keynote Panel entitled "Business and Government Speak: Who Are We Hiring in 2012 and Beyond". The panelists were Mayur Richura, Vice President of Information Systems, Long And Foster real Estate, and Jack Belcher, Chief Information Office, County of Arlington, Virginia.

The panelists took turns responding to prepared questions posed to them and then to questions from the audience. The panel approach was very successful.

The dinner speaker on Friday night was Dr. Erwin Gianchandani, Director of the Computing Community Consortium and Computing Innovations Fellow Project, of the Computer Research Association. He gave a slide presentation and then responded to questions from the dinner guests.

There were three pre-conference workshops which took place from 9am-12 noon on Friday.

There were two pre-conference field trips: one to XM/Sirius radio and one to the Fairfax County Government Center. The field trips were a new innovation for Eastern.

There were 18 accepted papers, 17 of which were presented at the conference. There were five tutorials, two panels, two workshops and a Nifty Ideas and Lightning Talks session as part of the conference. There were three post-conference workshops which took place from 3-6pm on Saturday.

The Conference Registration was handled by the CCSC national registration system. It worked well for the most part and problems and suggestions were reported to Laura and Brent. Full Conference Registration included the conference banquet on Friday evening, continental breakfast on Saturday, luncheon on Saturday, refreshments during breaks, admission to all sessions, and one copy of the proceedings. Fees are indicated in the chart below. Note that

no additional fees were charged for the pre or post conference workshops or for the field trips.

We suggest that formal pre-registration and perhaps a small fee for the pre and post conference workshops would give the presenters an idea of how many copies of materials to be distributed to bring.

Type	Early	Regular	On Site
Standard	\$135	\$155	\$175
Student	\$35	\$45	\$55
K-12 Teacher	\$50	\$60	\$70
*Vendor	\$150	\$200	\$200

*CCSC National Partners have no vendor fee

Programming Team Fee of \$45 per team - included Saturday Lunch for student participants. Students who are registered as members of a programming team were welcome to attend all regular conference sessions except the Friday evening banquet and pre and post-conference workshops. The CCSCE-2011 Programming contest was held on Saturday morning from 8:30am to 1:30pm. There were 22 teams. Prizes were awarded to the top three teams courtesy of Upsilon Pi Epsilon. A faculty team sponsor (coach) for each team was required to register as a regular attendee.

This year, there was also a luncheon speaker, Frank Attwood costumed and speaking as Thomas Edison, Man of the Millennium spoke of Edison's life and his thoughts on science, technology, engineering and math and then took questions from the audience. After his presentation the awards were presented.

Award	Recipient
Best Paper	Bonnie MacKellar
Best Poster (Faculty)	Peter DePasquale, Michael Locastro, Miroslav Martinovic
Best Poster (Student) 1 st	Drew Wicke
Best Poster (Student) 2 nd	Rebekah Overdorf
Best Poster (Student) 3 rd	Christopher Wallace
Undergraduate Programming Contest, 1 st place	Bob Jones University, Joel Schaeffer, Daniel Dersch, Sam Stephens
Undergraduate Programming Contest, 2 nd place	Villanova University, Thomas English and Jeff Linahan
Undergraduate Programming Contest, 3 rd place	Juniata College, Michael Cassatt, Leanna Yeager, Austin Moffa

The 28th Annual Eastern Conference will be held in 2012 at Richard Stockton College of New Jersey in Pomona, New Jersey on November 2-3, 2012. Vincent Cicirello will be the conference chair. Calls for Participation were distributed at the conference. The location of the 29th annual conference has not been finalized. There are several sites under consideration.

CCSC Eastern has a new website so that instead of the website changing every year to the next host institution, we will have a permanent home. The new URL is <http://www.ccsc-eastern.org> and John Wright, wrightj@juniata.edu is our webmaster.

Respectfully submitted by Elizabeth Adams, Eastern Regional Representative

Midsouth Regional Report

Linda Sherrell

2011 Conference

The Ninth Mid-South Conference was held at the University of Central Arkansas in Conway, Arkansas on April 1-2, 2011. Larry Morell was the Conference Chair and Vamsi Paruchuri was the Site Chair. Out of twenty nine submissions, fifteen papers were selected for publication in the *Journal of Computing Sciences in Colleges* and for presentation at the conference. The conference program included fourteen papers, four tutorials, three workshops, one panel discussion, and two sessions of oral presentations of undergraduate student research. The popular Nifty Assignments session that was begun in 2010 was also continued. Sessions ranged across a broad spectrum of computing topics included computing education, software engineering, and tools.

There were twenty one teams that participated in the Student Programming Contest. The winners were:

- First Place: Razorbacks, University of Arkansas
- Second Place: Harding White, Harding University
- Third Place: UAFS Lions -2, University of Arkansas at Fort Smith
- Fourth Place: Quantum Fuzzy, University of Central Arkansas

2012 Conference

The 2012 Conference will be held at Union University in Jackson, Tennessee on March 30-31. The conference chair is Mark Goadrich and the site chair is Max Haifei Li.

The submissions deadline (excluding student papers) is November 29, 2011.

2013 Conference

The 2013 Conference will be held at the University of Arkansas at Fort Smith. The conference chair is Janet Renwick and the site chair is Rick Massengale.

Respectfully submitted,
Linda Sherrell

Midwest Regional Report

Jeff Lehman

Midwest Conference 2011

The 2011 Midwest Conference Committee met April 30th, 2011 at Huntington University to select papers and finalize the conference schedule. Nine of fifteen papers were selected (60% acceptance rate).

The 2011 Midwest Conference was held on September 23rd and 24th at Huntington University, Huntington, IN. Deborah Hwang, University of Evansville, served as the Conference Chair. Jeff Lehman, Huntington University, served as Site Chair.

The conference was well attended with 50 regular participants, 44 student participants, and 15 programming contest only participants. Lego Education provided a display and on-site representative. Wiley Publishing shipped a textbook display. NSF sent fliers for participant folders. The keynote speaker was Anastasia Morrone from Indiana University. Her presentation was *Envisioning the next generation of learning spaces*. The dinner speaker was Scott Grissom from Grand Valley State University. His presentation was *Promoting Student Engagement: What Can Computer Science Faculty Learn From Other STEM Disciplines?*

The conference schedule followed our usual 2-3 parallel tracks. We had three paper sessions, two tutorial/workshops, and nifty assignments. We added a “works-in-progress” session to provide a forum for authors to present developing papers for feedback. Three papers were accepted for this session. The schedule included a pre-conference workshop titled *Applying Mathematical Reasoning throughout the CS Curriculum*. A post-conference workshop titled *Healthy Computer Use for Computer Science* was offered as an extended session for one of the papers.

A student showcase session was added to highlight student projects as well as the student poster session. Three student posters and three student showcase projects were presented. The student poster winners were:

First place	<i>Creating a Visualization Tool for Object Composition</i>	Shauna Hetrick, Saint Vincent College & Kimberly Barth, University of Wisconsin-Oshkosh
Second place	<i>Evaluating Undergraduate Experiences with Agile Software Development</i>	Josh Hurst, Caitlyn Rickey, David Rickey, Ryan Thompson, Ball State University
Third place	<i>Content and Teaching Methods for Informatics I</i>	Micah Miller-Eshleman, Goshen College

A student programming contest was held Saturday morning with 16 teams from 11 schools participating. Thirteen teams solved at least one of the seven problems. Thanks to Taylor University for providing the programming contest submission system. The winners were:

First place	Indiana University	6 correct solutions
Second place	Taylor University	5 correct solutions
Third place	Ball State University	5 correct solutions

Steering Committee

At the annual Midwest Region General Business Meeting held on September 23rd at Huntington University, the following Steering Committee elections were held. Deborah Hwang, University of Evansville was elected to a 3 year term as the webmaster. Scott Anderson, University of Southern Indiana, Evansville was elected to a 3 year term as the treasure.

2012 Midwest Conference

The 2012 conference will be held October 5th and 6th, 2012, at Eastern Illinois University in Charleston, IL. John Ross, Indiana University Kokomo, will serve as the Conference Chair. The next planning meeting will be held November 12th, 2011 at Indiana University Kokomo.

Respectfully submitted,
Jeffrey L. Lehman, Midwest Representative

Northeast Region Report

Lawrence D'Antonio

2011 Conference

The Sixteenth Annual CCSCNE conference was held April 15-16, 2011 at Western New England College in Springfield, Massachusetts. Attendance continued the very positive trend from last year. There were a total of 307 attendees, which was the second highest total for our conference. The conference had 126 regular attendees (down 31 from last year) and 181 student attendees (up 2 from last year), including 34 programming contest teams (up 8 from last year) and 43 student posters (the same as last year). We had 13 faculty posters (down 6 posters from last year).

There were 33 papers submitted, of which 17 were accepted (the number of paper submissions was down from last year when we set a record with 52 submissions). This represents an acceptance rate of 52%. In addition the conference had four panels, seven tutorials, five demos and four pre-conference workshops.

There were two excellent invited speakers. Jane Chu Prey of Microsoft spoke on *What Can We Do? Raising the Number of Women in Computing* and Stormy Peters from Mozilla who spoke on *Communities: Open Source and Education Working Together*.

The programming contest took place on Friday morning. The student posters were displayed during the Friday evening social hour.

There were three vendors who exhibited at the conference.

- EMC² Corporation
- Cengage Learning
- Microsoft

The conference committee was introduced for the 2012 conference, the Seventeenth Annual Meeting, which is to be held at Quinnipiac, April 27-28. The conference chairs are Mark Hoffman and Jonathan Blake of Quinnipiac.

The deadline for paper submission for the 2012 conference is November 21, 2011. The deadline for panels, tutorials, demos, and workshops is December 5, 2011. Faculty posters are due January 20, 2012. Student poster abstracts are due March 6, 2012. All are encouraged to submit a paper, panel, tutorial, workshop, tutorial, demo, or poster.

Other Items

The 2013 conference will be held at Siena College, near Albany, NY on April 12-13, 2013. Darren Lim will be the conference chair.

Respectfully submitted, September 10, 2011
Lawrence D'Antonio

Northwest Region Report

Brent Wilson

Future Northwestern Conference Sites

<i>Year</i>	<i>Dates</i>	<i>School</i>	<i>Location</i>
2012	10/5-6 or 10/12-13	The Evergreen State College	Olympia, WA
2013	1st/2nd Weekend of October, 2013	Univ. of Portland or Pacific Univ.	Portland, OR or Forest Grove, OR
2014	1st/2nd Weekend of October, 2014	Gonzaga Univ.	Spokane, WA

Regional Board Meeting

We had a great conference at Washington State Univ. - Tri-Cities. We want to Thank Bob Lewis at WSU Tri-Cities for a conference well done.

We put in place the 2012 Conference Committee to begin planning for the 2012 conference at The Evergreen State College in Olympia, WA.

We also recognized the contributions of two NW retiree's this year: Phil Prins, Seattle Pacific Univ., and Ed Gellenbeck, Western Washington University. Both have served in regional and conference leadership roles for many years. We wish them well with their retirement... and encourage them to consider volunteering with all their new found time.

The regional board asked that the NW Rep bring to the national board the concern about 'no shows' at our conferences.

Open Positions

We have elections for Treasurer and Editor this year. We will also elect an interim Secretary with the retirement of Ed Gellenbeck.

Respectfully submitted,
Brent Wilson
Northwestern Representative

Rocky Mountain Region Report

Pat Ormond

Rocky Mountain Conference 2011

Our 20th Annual RMCCSC Conference was held October 14-15, 2011 at Utah Valley University in Orem, Utah. The RMCCSC Steering Committee thanks the following national sponsors for their support: Association for Computing Machinery Special Interest Group on Computer Science Education (SIGCSE), Panasonic Solutions Company, The National Science Foundation, Turing's Craft, Upsilon Pi Epsilon Honor Society, and Wiley. We'd also like to thank the following vendors and publishers for their support: Microsoft, Pearson Addison Wesley, and McGraw-Hill.

Steering Committee for the 2011 RMCCSC Conference

Board Representative: Pat Ormond Utah Valley University ormondpa@uvu.edu

Conference Chair: Victoria Eisele Front Range Community College victoria.eisele@frontrange.edu

Past Conference Chair: Tim Reeves San Juan College reevest@sanjuancollege.edu

Site Co Chair: Afsaneh Minaie Utah Valley University miniaeaf@uvu.edu

Site Co Chair: Reza Sanati Utah Valley University sanatire@uvu.edu

Registration Chair: Henry Zwick Utah State University Eastern henry.zwick@ceu.edu

Treasurer: Pat Ormond Utah Valley University ormondpa@uvu.edu

Publicity Chair: Victoria Eisele Front Range Community College victoria.eisele@frontrange.edu

Webmaster: Aaron Gordon Metropolitan State College of Denver gordona@mscd.edu

Program Chair: Jerry Shultz Metropolitan State College of Denver shultzj@mscd.edu

Papers/Tutorials Chair: Karina Assiter Wentworth Institute of Technology assiterk@wit.edu

Proceedings: Jean Johnson Black Hills State University jeanjohnson@bhsu.edu

Moderators Co-Chair: Afsaneh Minaie Utah Valley University miniaeaf@uvu.edu

Moderators Co-Chair: Reza Sanati Utah Valley University sanatire@uvu.edu

The Rocky Mountain Conference continues to promote the exchange of information among University, college, and community college faculty, who teach computer science, computer information systems, and Information technology at the undergraduate level. We encourage the faculty to write and present their research (papers were submitted to ConfTool for the first time, a conference management tool and were designed to under-go an extensive review process that included three double-blind reviews by professionals in the field). We had no tutorials, or workshops that were submitted for publication but later added to workshops to enhance the conference offerings. Workshop 1 by Dr. Randy Guthrie from Microsoft Corporation "Hands on Mobile App Development and Marketplace Creation" and Workshop 2 by George Hickman from Utah Valley University "Is a Computer Forensics Lab Assignment Right for Your Forensics or Security Class? We encouraged students to attend the conference and made arrangements with Microsoft to sponsor some of the student's registration fees for attending the Phone App workshop. For the students, this was a highlight of the conference. We even established an option in registration for those students to register for this workshop. There were 34 students who registered using ConfTool. This was a 4 hour workshop (2 hours on Friday and 2 hours on Saturday). We also had another 16 students who registered as students, of which 5 were listed as co-authors with a faculty member on papers that were given.

Conference highlights included the following: Keynote address by Dr. Randy Guthrie, Microsoft Corporation "Using Mobile App Development to Transform and Reenergize our Technology Programs and curricula", good food, presentation from CCSC Board President, Bob Neufeld at the banquet, live entertainment with a variety of songs and musical instruments performed by UVU students. Program consisted of one professional track with engaging presentations and another track with the two workshops and there were no poster sessions or programming contests but we did judge the student presentations and awarded a 1st, 2nd and 3rd place winner.

1st place - David Newland from Utah Valley University "Crusty: An Adaptive Walking ROBOT"

2nd place - Steena Monteiro from Utah State University "Code Inspections: A Web Crawler Exercise For Students"

3rd place - Don Jordan from Utah Valley University "Lessons Learned In Generating Stereoscopic Images"

A special thanks to goes out to Upsilon Pi Epsilon Honor Society for providing the monies for these awards.

There were a variety of professional activities: 12 interesting papers, and 2 great workshops but no Nifty

Assignments/Idea session (:>(hopefully, next year). There were two publishers and one vendor that came. Here are the 12 papers (Track 1) and the 2 workshops (Track 2)

Presenters and authors of papers were:

1. Renee Bryce -Utah State University “Bug Wars: A Competitive Exercise to Find Bugs in Code”
 2. Roger DeBry-Utah Valley University “A Learning Space for Beginning Programming Students”
 3. Evelyn Lulis-DePaul University and Reva Freedman-Northern Illinois University “Validating an Instructor Rating Scale for the difficulty of CS1 Test Items in C++”
 4. Steena Monteiro and Renee Bryce – Utah State University “Code Inspections: A Web Crawler Exercise for Students”
 5. Bradley Marshall and Curtis Welborn – Utah Valley University “Understanding a DBMS From the Inside Out”
 6. Don Jordan and Curtis Welborn- Utah Valley University “Lessons Learned in Generating Stereoscopic Images”
 7. Gregory Hernandez and Curtis Welborn – Utah Valley University “Constrained 3D Flocking Behavior”
 8. Russell Jones – Arkansas State University Main Campus and Tamya Jean Stallings – Arkansas State University Newport “Challenges to Network Security on College Campuses”
 9. Marcos S. Pinto – NYC College of Technology, CUNY “A Closer View of Two Technologies Used In e-Learnig”
 10. Daniel Bryce- Utah State University “Wumpus World in Introductory Artificial Intelligence”
 11. Chuck Allison and Nathan Liddle – Utah Valley University “OOP: The Rest of the Story”
 12. David Newland and Curtis Welborn – Utah Valley University “Crusty: An Adaptive Walking ROBOT”
1. Workshop 1 by Dr. Randy Guthrie – Microsoft Corporation – “Hands on Mobile App Development and Marketplace Creation”. This workshop was 2 hours on Friday and 2 hours on Saturday. The average attendance for this workshop was 45 attendees (40 students & 5faculty). This workshop was a great hit among the students and faculty who attended. Others would have liked to attend but the workshop was in conflict with other presentations or the other workshop.
 2. Workshop 2 by George Hickman – Utah Valley University – “Is a Computer Forensics Lab Assignment Right for Your Forensics or Security Class?” This workshop was only 2 hours on Friday and those who attended really liked it.

The Banquet meal was prepared the UVU Dining Services (Chicken cordon bleu, petite tenderloin, salmon, & vegetarian meals with assorted pies and ice cream).

The Saturday lunch was executive box lunches & salads to go

Breaks included a variety of fruits, pastries, coffee/tea/hot chocolate/extra soft drink and bottled water

The banquet entertainment was provided by students from Utah Valley University

Before the Friday night banquet, on October 14, 2011, the CCSC-RM 2011 Steering Committee and other attendees met to discuss who would be serving on the new steering committee. We then discussed any issues or concerns of the attendees and encouraged more involvement in the leadership of the conference. There were discussions on different things that we could do to improve the RMCCSC Conference at the meeting and throughout the conference. President Bob Neufeld had the opportunity to set down with individual committee members and new committee members throughout the conference. It was nice to learn from his experience and many of his ideas will be implemented in improving the RMCCSC Conference. President Neufeld would listen and then share his experience of what worked for him. This was really helpful. As the RMCCSC Regional Representation, I really appreciate him taking the time to come to the conference. His suggestions and comments were very helpful.

- We discussed various ways to build the CCSC-RM region membership.
- The committee and other attendees felt that student involvement (attending/competing/co-authoring) at

the CCSC conferences were critical to growing the conference and that they would become the future leadership of the conference.

- Continue to get former attendees to return and encourage them to present or be steering committee members.
- Work to get more involvement by regular attendees of the conference. At this time, we have two new committee members (Publicity Chair and Webmaster) on the 2012 CCSC-RM Steering Committee.
- Continue to work on getting more participation from our sponsors and vendors.
- Another discussion about speakers submitting papers that get published, yet the speakers do not attend the conference.
- It was discussed how ConfTool has improved the registration process. The option to pay by Pay Pal, Cash, Check, or a PO was great. Had some problems with Pay Pal not going through on some registrations and not notifying authors if their papers/Tutorials/Workshops were accepted.
- Discussed registration fees
Conference Registration Fees were move back to the standard fees from last years increased rates.
Early registration\$135
(includes one year membership in CCSC)
On-Site Registration (Late)\$155
Student Registration\$35
On-Site Registration (Late).....\$45
Conference details are at <http://www.ccsc.org/rockymt/>

Rocky Mountain Conference 2012

The 21st RMCCSC Conference will be held at Metropolitan State in Denver, Colorado Oct. 12-13, 2012

New officers as appointed at the Twentieth Annual RMCCSC Conference October 14, 2011 at Utah Valley University, Orem Utah

Board Representative: Pat Ormond ormondpa@uvu.edu
Conference Co-Chair: Afsaneh Minaie minaieaf@uvu.edu
Conference Co-Chair: Resa Sanati Mehrizy sanati@uvu.edu
Past Conference Chair: Victoria Eisele victoria.eisele@frontrange.edu
Site Chairs : Dr. Haiyun Bian hbian@mscd.edu
Registrar: Gerald Shultz shultz@mscd.edu
Treasurer: Pat Ormond ormondpa@uvu.edu
Publicity Chair: Allison Thompson Brown Allison.thompson@colorado.edu
Webmaster: Kim Bartholomew barthoki@uvu.edu
Program Chair: Aaron Gordon gordona@mscd.edu
Papers/Panels/Tutorials Chair: Karina Assiter assiterk@wit.edu
Proceedings/Editor: Jean Johnson jeanjohnson@bhsu.edu
Moderators Chair: _____ Pending

Important Dates

Deadline for Abstracts for all submissions April 20, 2012
Deadline for Papers, Panels, tutorials and Workshop submissions May 18, 2012
Notification of Acceptance on or beforeJune 15, 2012
Deadline for final draft and registration payment June 29, 2012

Conference Registration Fees

Early registration\$135
(includes one year membership in CCSC)
On-Site Registration (Late)\$155
Student Registration\$40
On-Site Registration (Late).....\$50

Rocky Mountain Conferences 2013

Our 22nd RMCCSC Conference will be held at Black Hills State University in Rapid City, South Dakota Oct. 11-12, 2013.

Rocky Mountain Conferences 2014

Our 23rd RMCCSC Conference will be held at Regis University, Denver, Colorado Oct. 10-11, 2014.

Respectfully submitted,

Pat Ormond, Rocky Mountain Regional Representative

South Central Region Report

Tim McGuire

2011 South Central Conference

Sam Houston State University in Huntsville, Texas hosted the CCSC:SCC 2011 conference on April 15-16, 2011, with 44 attendees. Dr. Ken Hartness was the conference chair. Twenty-two papers were submitted and 14 were accepted (63% acceptance rate) for publication. In addition, the conference included one pre-conference workshop, and three tutorial sessions. One student paper was presented as well as several student posters. Student papers and abstracts of posters are included in the CCSC-SC *Student Paper E-Journal*, Volume 4, <http://www.sci.tamu.cc.edu/ccsc/E-Journal/2011>.

2012 South Central Conference

West Texas A&M University, in Canyon, Texas, will be the site of the 2012 Conference, on April 20-21. Dr. Rajan Alex will be the conference chair. A Steering Committee planning meeting is scheduled for December 2, 2011 in Amarillo. New Steering committee members are: Anne Marie Eubanks (Stephen F. Austin State University) and Rakesh Verma (University of Houston).

Future Conferences

The SCC Steering Committee has selected the following future (tentative) conference sites:

2013 Louisiana State University at Shreveport, LA

2014 University of Houston, Houston, TX

2015 University of Texas – Dallas, Dallas, TX

2016 Lone Star College, The Woodlands, TX

Respectfully submitted,

Tim McGuire

South Central Regional Representative

Southeast Region Report

Kevin Treu

Fall 2011 CCSC:Southeastern Conference

The 25th CCSC Southeastern Conference is scheduled for Nov 11-12 in Greenville, SC at Furman University. Kevin Treu and Chris Healy are the site chairs, Kevin Treu (Furman) is chairing the regional board; Hala ElAarag (Stetson) is program chair. Other regional board members are Susan Dean (publicity, UMUC – Maryland in Europe), John Hunt (treasurer, Covenant), James Hale and Al Watkins (2010 site chairs, Spelman), Bill Myers (at-large, Belmont Abbey), Ben Setzer (secretary, Kennesaw State), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), and Robert Lover (at-large, Belmont Abbey).

The members of the local conference committee are:

- Local Arrangements Chair: Chris Healy
- Local Publicity Chair: Kevin Treu
- Speakers Chair: Kevin Treu
- Vendors Chair: Kala Kennemore
- Corporate Sponsors Chair: Kala Kennemore
- Programming Contest Directors: Andy Digh, Chris Healy
- Student Research Contest Director: Chris Healy

The scheduled program includes 15 papers, 3 tutorials, 3 workshops, 1 panel discussion, 1 open forum with members of the CCSC Board, and a session of student presentations from our student research competition. A total of 25 regular papers were submitted of which 15 were accepted (acceptance rate 60%).

A pre-conference workshop entitled "Digital Forensics" will be presented by Dr. Crystal Edge of Coastal Carolina University (scheduled from 10:00 a.m. to 12:00 p.m. on Friday, November 11).

Mr. Lonnie Emard, Executive Director of the Consortium for Enterprise Systems Management will give the keynote address "IT-oLogy – IT's Working!". Dr. Jerry Tessendorf of Clemson University will give the banquet address "The Whoosh Moment".

Student activities consist of a programming contest and a student research contest. There will be 24 teams totaling 92 students from 16 colleges competing in our 18th annual programming contest. Seven finalists have been selected for the student research contest.

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 12.

2012 CCSC:Southeastern Conference

Southern Polytechnic State University in Marietta, GA, will host the 2012 conference on Nov 2-3. Becky Rutherford is the site chair.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

Southwest Region Report

Colleen Lewis

Regional Officers Updated:

- Regional Chair: Myungsook Klassen (was Ani Nahapetian, UCLA)
- Treasurer and Registrar: June Porto, Mira Costa College
- Secretary : Irena Kageorgis of California Lutheran University (was Paul McQuesten, University of Redlands)
- Editor: Michael Doherty, University of the Pacific
- Regional Representative: Colleen Lewis, UC Berkeley (was Kim Kihlstrom, Westmont College)
- Webmaster: Marina S. Doherty, UC Davis

Southwestern Conference 2012

Our fourth conference is scheduled for March 23-24 at University of the Pacific in Stockton, CA.

- Michael Doherty is the conference chair. We are planning to ask participants on the registration form what days/meals they plan to attend so that we can do more accurate budgeting for food.
- Jinzhu Goa, of University of the Pacific, is our site chair.
- Megan Thomas of California State University Stanislaus is our paper chair. The deadline for the submission of paper and panels has been extended to November 7th.
- Peter Gabrovsky, of California State University is the author chair.
- Jim Blythe of USC is the Speaker chair. We believe that the Northern California location of the 2012 conference will allow us to recruit distinguished plenaries at a lower cost.
- Tzu-Yi Chen of Pomona College is responsible for Panels and Tutorials. In the past our panels and tutorials have been very poorly attended. We believe that they appear less attractive than paper presentations that cover a wider variety of topics. To increase attendance, we are considering placing panels and tutorials in parallel with other panels and tutorials rather than with any paper sessions.
- Youwen Ouyang of California State University San Marcos is responsible for Partners and exhibitors.

Southwestern Conference 2013

The location of the 2013 conference is anticipated as California State University San Marcos and Youwen Ouyang will serve as the 2013 conference chair. Dates for this conference have not been identified.

Other Business

Paul McQuesten kindly pointed out that the Southwestern Region Bylaws were in conflict with the election schedule. Article III says "Elections for Secretary and regional Representative will be in years where year (four-digit) modulus 3 is 0. The elections will take place at the annual conference in April."

Respectfully submitted by:

Colleen M. Lewis

Southwest Regional Representative

Publications Chair Report

John Meinke

Fall 2011 Conferences

A summary of the statistics for the fall conferences follows:

Conference	Number Papers	Average Size	Panels & Tutorials	Average Size	Page Count	Acceptance Rate
Northwest	12	6.67	6	3.75	106	67%
Midwest	9	8.33	12	1.33	94	60%
Rocky Mountain	11	8	0	0	92	63%
Southeastern	15	8.00	8	2.00	133	60%
Eastern	18	7.55	16	1..25	160	67%

Please note that the figures above reflect what appears in the *Journal*. They do not reflect the final program for each conference in which there might have been additional workshops and such.

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: Jeff Lehman, Jean Johnson, Sharon Tuttle, Pete DePasquale, and ElAarag. My thanks also to our printer, Montrose Publishing, as well as to the volunteers that helped in proof-reading. George reported that when the blue line came back there was nothing further found for corrections. He indicated that I must be getting better – no, it's the quality of the proof-reading team that must be credited!

There are periodic inquiries regarding LaTeX submissions. We simply don't have the software available to work with LaTeX. Without appropriate software as well as a learning curve to accomplish the interface between various forms of submissions we cannot accept LaTeX submissions. However, we do have guidelines posted on the web site regarding translating LaTeX files to Word files.

Manuscript Deadlines

This continues to be a problem. Individual conferences don't seem to realize that we are dealing with five conferences in the Spring and five conferences in the Fall, all within a minimal time frame. We cannot deal with individual conferences setting their own final manuscript submission deadlines. At this point I have become convinced that Spring conferences must have a deadline for final manuscripts in **January** – nothing slipping over into February! For Fall conferences we need to look at **30th June** – even 1st July is dangerous since many authors are not available during the summer. A deadline date in August is expecting much too much of the editorial team and the printer! Regional representatives: please bring this information back to your regions and implement it. Negotiating does not work – I am essentially presented with unreasonable dates to accommodate outside events and circumstances! This Fall we had a conference that scheduled an August deadline for final manuscripts – when the deadline arrived the regional editor had only four manuscripts – and we went from there! We managed to get the proceedings together but it was a case of moving mountains – proofreaders were on notice that it would all be last minute, and the printer was warned that we were dealing

with a tight deadline! We managed it, but this was not a reasonable decision on the part of the individual conference! Now we have absolute deadline dates of end of January and end of June! Please have your regions enforce those deadlines!

The other item is that also includes the supplementary materials – the welcome by the conference chair or whoever accomplishes that (which must include the acceptance rate), the invited speakers with abstract or biography, the rosters of various committees, to include the roster of reviewers. Please check out the previous year's conference for format and what is needed. And please do not forget the tutorial descriptions and the panel discussions!

Manuscript formatting

One proof-reader has consistently commented on inconsistencies in manuscripts printed. We do have guidelines that are available on the web for manuscript submission. Authors should be strongly encouraged (I'd like to say mandated!) to follow those guidelines. It becomes very obvious when looking at the references – formatting varies all over the map. It is not reasonable to expect the editors to go back and do that reformatting. The CCSC web site includes the current copyright form, general manuscript preparation guidelines, manuscript formatting guidelines, and conference paper chair guidelines. Following these guidelines will assist greatly in the final document preparation. Regional editors: Each of you needs to bring this to the attention of the folks assembling papers, panels, and tutorial presentations! (Incidentally, since writing is an important part of all of our curricula I'm curious what some of our authors accept from their students!)

Electronic proceedings

ACM has given a guideline of 2-3 weeks to get the *Journal* into the Digital Library. As soon as the blue line for the manuscript has been checked the individual papers are submitted to ACM for posting. It is a system that is working well. As of this report all proceedings all Fall 2011 conference proceedings are available in digital format well prior to the conferences.

Copyright forms

ACM requires the revised copyright form that we are now using. Of particular importance is the statement regarding third party material. That has to do with copyright infringement. Authors need to be aware of this – by signing that form they are either stating that they are not using any third party material or that they have permission to use it – and backing up that with the evidence of the permission.

Respectfully submitted,
John Meinke, Publications Chair

Membership Secretary Report

Paul D. Wiedemeier

Membership Count: As of November 1st, 2011, CCSC membership is 581 individuals. This number includes those individuals who attended a regional CCSC conference before this date as well as individuals who renewed their CCSC membership. Membership counts and percentages of total by region are shown in the following table.

Region	Membership Count	Percentage of Total
Central Plains	47	8.09%
Eastern	75	12.91%
MidSouth	38	6.54%
Midwest	54	9.29%
Northeastern	128	22.03%
Northwestern	65	11.19%
Rocky Mountain	32	5.51%
South Central	38	6.54%
Southeastern	72	12.39%
Southwestern	32	5.51%
Total	581	

Paper Membership Renewals: Since August 1st, 2011 a single individual renewed their CCSC membership via submission of a check payment and paper form.

ConfTool Membership Renewals: Since August 1st, 2011, two individuals have renewed their CCSC memberships online via ConfTool. A link to the online membership renewal tool available in ConfTool can be accessed from the CCSC web page <http://www.ccsc.org/membership/general.htm>. Both renewals occurred without me advertising the web page to CCSC membership. After the 2011 Southeastern conference, I plan to send an electronic mailing to inform individuals who did not attend a CCSC regional conference that they can now renew their CCSC membership online.

Checks Received: Since August 1st, 2011, I have received twenty-two (22) checks in the amount of \$3,400.00. Twenty-one (21) checks totaling \$3,365.00 were for the Midwest conference. A single \$35.00 check was for a CCSC membership renewal (see above).

ConfTool: During the spring 2012, I plan to work with Brent Wilson to investigate how best to expand the functionality of ConfTool, including a single membership database and providing regional representatives with a means to obtain membership and mailing lists for their regions. A discussion about hosting ConfTool with the organization that hosts the CCSC website should also occur.

Respectfully submitted,
Paul D. Wiedemeier
CCSC Membership Secretary

Treasurer's Report

Bill Myers

November 12, 2011

1. Financial Report for 2010-11.
Attached find the final report for 2010-11.

2. Tax Returns for 2010-11.
Update on the status of the tax returns.

3. Conference Budgets

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

Southwestern 2012
Rocky Mountain 2012
Southeastern 2012

The following budgets should be submitted to Rob before February, so that they can be acted upon at or before the Spring meeting:

Southwestern 2013
Northeastern 2013
Central Plains 2013
MidSouth 2013
South Central 2013

The following budgets should have been approved before the meeting:

MidSouth 2012
South Central 2012

The following budget is attached and ready for approval (if not done before the meeting):

Midwestern 2012

The following budget has been submitted and probably will be available for approval at the meeting:

North Western 2012

4. Insurance Updates

Our past agent has not responded to multiple attempts to renew our liability insurance. I have contacted an insurance brokerage in Charlotte to get a quote. (Hope to have before the meeting.)

I have been in contact with an insurance agent concerning additional insurance coverage that we may need.

5. Finance Committee

Members need to be appointed for the year so that we may have a budget ready for approval at the Spring Board Meeting.

6. Sales Tax

I have received sales tax exemption for the states of Indiana and North Carolina . Application has been made to Massachusetts. I now have the documents that can be used in other states. If you will send me the appropriate forms for other states, I will file them.

7. Deposits

As per my e-mail, I have pdf's of our deposit slips at Wells Fargo (Wachovia) and Bank of America banks that local registrars can use to make deposits. I can get deposit cards at Bank of America and Wells Fargo for those that wish to use ATMs to make deposits. Let me know the names and addresses of those needing deposit slips or ATM cards. If these are not used, all checks received need to be mailed promptly to Paul Wiedemeier.

8. New bank services

I will be checking with Wells Fargo concerning various credit products that we could obtain from them to assist local arrangements persons with payment methods.

9. Stale Check Policy

We need to have a discussion about a policy on stale checks.

10. Audit Committee Issues

Wells Fargo provides the type of access that the Audit Committee desires to our bank accounts their; PayPal may also provide that access. In addition, we need to address the issue of multiple bank accounts.

Comptroller's Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 10/31/11.

The table represents a view of budget processing status and NOT communication between region treasurers and me. Some region treasurers have communicated they are working on them while others have had no communication.

CCSC Comptroller Conference Budget approval status, 10/31/11

Region -conf. term	Baseline yr & date sent to region	Budget yr & date rcvd from region	Comptroller Approval sent to treasurer	approved by board	Next budget Needed
CP-SPR	2013: 7/26/2011				2013
EA - FA	2013: 6/26/2011				2013
MS - SPR	2012: 7/26/211	2012: 8/1/211	2012: 8/2/211		2012
MW - FA	2012: 1/9/2011	2012: 7/26/2011	2012: 8/2/2011		2012
NE - SPR	2013: 7/26/2011				2013
NW - FA	2012: 7/26/2011	2012: 10/24/2011	2012: 10/25/2011		2012
RM - FA	2012: 7/26/2011				2012
SC - SPR	2012: 6/21/2010	2012: 6/3/2011	2012: 7/27/2011		2012
SE - FA	2012: 7/26/2011				2012
SW - SPR	2012: 7/26/2011				2012

National Partners Chair Report

Mark Goadrich

Current Partners: I took over the position of National Partners Chair in July 2011. Late summer, I contacted the four National Partners, Turingscraft, Microsoft, National Science Foundation and Panasonic. Turingscraft and the National Science Foundation indicated their willingness to renew for the 2011-2012 year, while Microsoft declined. As of now, I have not heard back from Panasonic after repeated attempts at contact, and therefore believe they should also be dropped from the National Partners listing. J. Wiley and Sons contacted me in September, and became a National Partner shortly thereafter. Following positive feedback from Bob Neufeld with a Microsoft representative at the Rocky Mountain conference, I am attempting to reinitiate contact with Microsoft in the hopes of renewing their partnership. Thus as of the date of this report, J. Wiley and Sons, Turingscraft, the National Science Foundation are our National Partners.

Publicity & Outreach: I have updated the brochures that describes the National Partners program so that it lists each of the fall 2011 and spring 2012 regional conference locations and dates. These brochures are linked from the National Partners website (<http://www.ccsc.org/home/partners.htm>).




National Partner Participation at Regional Conferences: To facilitate participation by the National Partners, I recently sent electronic mail to vendor chair representatives from each of CCSC regional 2011-2012 conferences. In the electronic mail I provided contact information for each of our National Partners representatives, and encouraged the vendor chairs to link to the National Partners website from their conference homepages.

Alternative payment options: Turingscraft and J. Wiley and Sons have renewed their membership by check. The National Science Foundation would like to make payment using a credit card for the National Partners Program. I hope that this can be facilitated soon by adding a link to the CCSC website.

Respectfully Submitted,
Mark Goadrich

UPE Report

Liz Adams

	<p><u>Upsilon Pi Epsilon Awards</u></p> <p><u>Upsilon Pi Epsilon</u>, The International Honor Society for Computer Science, is currently sponsoring awards for student achievement at CCSC conferences. UPE's mission is to recognize academic excellence at both the undergraduate and graduate levels in the computing sciences.</p> <p>The above can be found on the ccc.org webpage under Consortium News.</p>
Northeastern Spring 2011	<p>At our conference on April 15-16, 2011 at Western New England College, CCSCNE thanked UPE for their support (in the opening remarks by the Conference Chair), they are listed as a supporter of the conference in the meeting program, http://ccscne.org/2011/ccscne_program.pdf, and we have a link to UPE from the conference web site http://ccscne.org/2011</p>
Central Plains Spring 2011	<p>UPE key is shown on call for Participation for Spring 2011 conference as a sponsor. http://www.ccsc.org/centralplains/ Money was used to provide prizes in programming contest.</p>
Eastern Fall 2011	<p>Listed on Conference website as a sponsoring organization with a link to UPE homepage http://www.ccsc-e2011.org/</p>
MidSouth Spring 2011	<p>The following appears on the conference website at http://www.ccsc-ms.org/ UPE funds used to support the programming competition for undergraduates.</p> <div style="background-color: #d4d4d4; text-align: center; padding: 5px;">Upsilon Pi Epsilon</div> <div style="background-color: #d4d4d4; padding: 5px;">CCSC-MS would like to thank <u>UPE</u> for their support of student activities.</div>
Midwest Fall 2011	<p>There's a thank-you to UPE for student prizes at the bottom of the 2011 Conference Program which can be found as a pdf file at www.ccsc.org/midwest/Conference/ConferenceSchedule.html</p>
Northwest Fall 2011	<p>Thanks to <u>Upsilon Pi Epsilon</u>, The International Honor Society for Computer Science, for sponsoring the student poster awards can be seen at http://www.ccsc.org/northwest/2011/studentposter.html.</p>
Rocky Mountain Fall 2011	<p>On the Conference website at http://www.ccsc.org/rockymt/ it says: <u>Upsilon Pi Epsilon (UPE)</u> is sponsoring the prizes for the student poster contest.</p>
South Central Spring 2012	<p>Conference webpage says that the conference is held in cooperation with UPE http://www.sci.tamucc.edu/ccsc/conf2012/ And at the bottom of the page for both Student Papers and Student Posters, it says that these events are supported by UPE and shows the key.</p>
Southeastern Fall 2011	<p>Money will be spent on prizes for the winner of the Student Research Contest. Under Student Research Contest at http://www.ccscse.org/papercontest.php?year=25th it says that sponsorship is provided by</p> <div style="text-align: center;">  Upsilon Pi Epsilon <small>International Honor Society for the Computing and Information Disciplines</small> </div>
Southwestern Spring 2011	<div style="text-align: center;">  </div> <p>We would like to express our gratitude to УΠΕ, the <u>Upsilon Pi Epsilon</u> international honor society for the computing sciences, for generously donating the prizes for the Student Posters</p> <p>http://www.ccsc.org/southwestern/2011/poster.html</p>

Conference Coordinator Report

William Mitchell

All Spring 2012 Conferences have been awarded In-cooperation status with SIGCSE. The award notification included the following text:

“I am pleased to advise you that we have completed the review of your Technical Meeting Request Form (TMRF) and have approved the above-mentioned meeting for in-cooperation status. This allows you to utilize the ACM In-Cooperation Logo on all conference materials which can be found below:

<http://identitystandards.acm.org/acmincooperation/acm-in-cooperation.html>

Along with the ACM In-Cooperation logo you may also use the appropriate SIG logo(s). Here is the format that must be used:



&

[SIG Logo Here]

Here is the URL where you may obtain the SIGCSE logo <http://www.sigsce.org/>. Attached you will find a signed letter from the Director of SIG services. If you have any questions, feel free to contact me at incoop@acm.org.

ACM further pointed out that

“As per ACM in-cooperation guidelines requires that the program chair and chair both be ACM members. For the following conferences I encountered the following people were not ACM or SIG members:

This was the first time in my experience that they have checked this requirement (it is possibly a new requirement because the form required both the conference chair and the program chair for the first time). This requirement, as well as the inclusion of the in-cooperation statement on all literature and the availability for any ACM member to register at member rate (the reason we stopped having member rates at our conferences) can be found at http://www.acm.org/sigs/volunteer_resources/conference_manual/1-3incop. There you will find another requirement to file a report within three months of the conference, which we have always ignored.

The major advantage of having in-coop status is the inclusion of our proceedings in the Digital Library. That is worth the cost of some additional paperwork if it comes to that. However, membership numbers were found for all the conference chairs except CP and the conferences were approved regardless. It is possible that a new central office staff was a little zealous in enforcing these requirements which had not been checked before.

This experience has spurred me to consider further policies that it may be time to consider for the good of the organization. Last time I suggested that we consider delegating to an Operations Committee the Board's duty to “hire” and evaluate the voting operations officers. We have had to replace one of those officers this year and will have to replace others in the near future, but the Board is not prepared for this certainty and has made no provision for a smooth transition. These officers serve the Consortium by providing financial, registration, and publication services for all the conferences. Our webmaster provides website access to those conferences that choose to use our ISP (many regional webmasters seem to prefer to maintain their regional website on their campus, and the national site links to those local sites).

Thinking about the division of effort between the national and the regions I make the following suggestions:

1. Regional ByLaws should be posted on the national site. I was asked to review each region's bylaws and few were easily found. We have a REGIONS page that has a Bylaws link for each region, but only half are active. This link is possibly broken when the region webmaster changes his website, so the bylaws should be upload to the national site where the links can be maintained by the national webmaster.
2. A few regions have links from their current conference site to past conference sites. SE has a region site

instead of a conference site. From the SE region site you can access any past conference site. It is useful to be able to find information about past conferences, so each region should be asked to maintain past sites. At a minimum, the national site could house the archive of past sites.

3. Regions should establish a future conference webpage as soon as the steering committee identifies the location and chair of the conference. If the region webmaster is sufficiently challenged maintaining the current conference, this future page could be maintained by the national webmaster. It would need to have minimal information (location, dates, conference committee member information). ACM is pushing for earlier information about future conferences and contacted me to find out why the Spring conferences had not been submitted. At that time there were not yet some conference websites up. We are looking for budgets 24-18 months in advance, so we could also look for minimal website that far in advance.

4. Just as national provides services to the conference committees, I favor having the regional steering committees provide services to their conference committees in the role of regional treasurer and regional editor and maybe regional registrar if the registration package's learning curve is steep. This would let the conference committee deal with on-site issues, reviewing, and program selection. These services are already provided by some regions.

- a. The regional editor deals with John, the regional treasurer deals with Bill, and the regional or conference registrar deals with Paul. If these are regional officers serving terms, it gives each of our operations officers 10 people to coordinate with over a period of 3 or more years.
- b. The Regional Representative interfaces with the Board and the Regional Steering Committee Chair worries about continuity of conferences and improving quality.
- c. The conference committee is solely concerned with their conference presentation.

If everyone has a clear idea of what they are responsible for they can take more ownership. Complicated roles can be assumed for longer periods of time. Narrowing responsibilities makes the volunteer's task less daunting and more fun.

5. The Board should take responsibility for documenting the operating procedures (and posting them on the national site). Some of this documentation could be password protected, but posting makes it available 24/7 and it can be kept current by the operating officers

- a. John has posted paper formatting guidelines. We need guidelines for submitting proceedings.
- b. We should have a manual for registrars posted where it can be maintained and elaborated as a result of resolving problems in using the software.
- c. We should have guidelines posted for handling funds.
- d. We should have a basic conference committee schedule and check sheet, including brief descriptions of all the tasks of the conference committee (vendors, speakers, facilities and signage, food, brochures, housing, attendee packets, proceedings, on-site registration, etc.).
- e. Similarly, there should be a basic manual for the regional steering committees that includes a schedule for forming conference committees and a checklist for the Steering committee chair to insure timely interaction with the conference committee chair. The Regional Steering Committee bears responsibility for monitoring that the Conference committee is functioning appropriately. When the conference papers chair has concerns he or she should go to the conference chair and then the conference committee or the steering committee chair. The steering committee chair should pass the problem to his officers or to the Consortium Board via the President or the conference coordinator, depending on the nature of the problem (the President handles difficulties with national services, the Conference Coordinator gives advice on conference operations and resources). The Regional Steering Committee is the critical place for leadership in the Consortium, and the Board must take responsibility for ensuring that Regional Steering Committees are effective (the Board does not constitute conference committees, recruit conference sites, or select conference dates—the Regional Steering Committee does).

6. The Board has some duty to educate the Regional committees when they have great turnover. The Regional Representative should be reporting to the Board each meeting as to how effectively the Regional Steering Committee is functioning (in addition to summarizing the past conference accomplishments). The Regional Representatives should be bringing to the Board the problems that conference committees have encountered (or those faced by Regional Committees) and sharing suggestions about how these committees might be more effective. The Board should be focused on improving its services and establishing guidelines that will improve the quality of conferences and other benefits for the Consortium's membership. The Board should be capturing the good practices of the various regions and propagating them, often by adopting policies or setting guidelines, but sometimes just by educating the Board members who can then educate their steering

committees. Improving our own ByLaws is not a goal but a means to help us improve the whole organization. We should take stock of how much of our Board time is devoted to improving the functioning of our conferences.

Interim Service Recognition Committee Report

Scott Sigman
Linda Sherrell
Larry D'Antonio

The Interim Service Recognition Committee met during the SIGCSE 2010 conference to begin the process of considering changes to the policy establishing a CCSC Distinguished Service Award and continued its work through the fall by email. Based upon the minutes of the CCSC 2010 and 2011 board meetings and input from individual board members the committee considered various issues that were raised concerning the initial policy. We have chosen to address the following issues in an amended policy.

- Criteria for eligibility
- Nominating procedure
- Committee structure
- Expenditures on the Award

The amended policy is attached as the second page of this report. Deletions are marked with a line drawn through them and additions are marked with an underline.

Additionally, the Interim Service Recognition Committee has drawn up a slate of nominations for the award for the 2011-2012 year. We will present the slate of nominees as a motion during the Fall 2011 board meeting.

Respectively Submitted by:
Scott Sigman

CCSC Service Recognition Award (with proposed amendments)

Purpose

To recognize and honor an individual who has a long history of meritorious and significant service to the Consortium for Computing Sciences in Colleges.

Eligibility criteria

~~Persons who have served at least 10 years in the Consortium~~ All members of the Consortium with a record of service to the organization are eligible to receive this award. This service may take many forms, such as leadership at the national or regional level, conference organization, or outreach efforts. Qualification is enhanced by the level and number of contributions, excellence, dedication, and tenure of service. Currently serving elected and appointed board members must have served a minimum of 9 years on the board to be eligible.

Nomination procedure

Nominations are due by ~~September~~ May 1 each year for consideration at the Fall Board meeting. Nominations may be made by any individual member of the Consortium and are sent to the chair of the Service Subcommittee Recognition Committee.

Nominations are to consist of the following:

- ~~• the name, affiliation, and contact information of the individual being nominated~~
- ~~• a 1-2 page summary of why this person deserves the award~~
- ~~• at least 3 letters of support from current or former members (including the nominator) of~~
- ~~• the Consortium on behalf of the candidate documenting meritorious service~~
- A completed nomination specifying the candidates name, affiliation, contact information and a summary of the candidate's service to CCSC, and
- At least 2 letters of support from current or former members (including the nominator) of the Consortium on behalf of the candidate documenting meritorious service.

~~Elected members of the Board are not eligible for an award until one year after their term of office ends; i.e., they become eligible in the second year after serving their elected term.~~

Service Recognition Committee

The Service Recognition Committee is a standing committee of the National Board consisting of three members at least one of which is not a member of the board at the time of their appointment. Committee members will be nominated by the President and approved by the board at the Spring Board Meeting. Member's terms will run from the close of the Annual Meeting of the Membership in the year they are approved by the board until the close of the Annual Meeting of the Membership three years later. One member of the initial committee shall serve a one year term, one member shall serve a two year term and the third member shall serve a three year term. ~~This~~ The committee will ensure that all nomination materials are in order, review ~~them~~ the nominations, and recommend up to six (6) nominations to the National Board at the Fall Board Meeting.

Award selection and presentation

Selection of recipients of this award will be made by the National Board from those recommended by the Service Recognition Committee at the Fall National Board Meeting. Up to three (3) persons may be selected each year. The committee may spend the amount approved by the board in the budget for the awards. Presentation of this award will be made by a representative of the Board at the Annual Business meeting or at a Regional Conference as appropriate.

Appendices

CCSC Financial Statement

Treasurer's Report 2010-11

	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	SW	TOTAL
BEGINNING BALANCE												\$136,872.07
INCOME												
Membership Dues	245.00											245.00
Advance Dues												0.00
Conference Head Tax	23,206.00											23,206.00
Portion of Dues Paid Prior Year	10,025.50											10,025.50
Proceedings	1,830.00											1,830.00
Back Issues												0.00
Interest	1,202.36											1,202.36
National Partners	6,000.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	9,000.00
National Partners Collected 09-10												0.00
Grants	2,000.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	4,000.00
Registration		9,160.00	10,000.00	7,265.00	8,995.00	26,240.00	2,390.00	4,500.00	4,950.00	7,295.00	5,900.00	86,695.00
Advanced Registrations			3,005.00		1,820.00		1,350.00	270.00		1,740.00		8,185.00
Advanced National Partners												0.00
Extra Meals		120.00	50.00	75.00	50.00	720.00	50.00	20.00		20.00	52.00	1,157.00
Extra Proceedings		40.00		30.00	10.00	240.00	10.00		10.00		10.00	350.00
Donations	5.00	700.00	1,000.00		350.00							2,055.00
Other	53.92	1,215.00	1,456.26	2,970.00	430.00	1,600.00	5,250.00	1,185.00	10.00	1,160.00	90.00	15,420.18
Other Advance Income			50.00		15.00		10.00					75.00
TOTAL INCOME	\$44,567.78	\$11,735.00	\$16,061.26	\$10,840.00	\$12,170.00	\$29,300.00	\$9,560.00	\$6,475.00	\$5,470.00	\$10,715.00	\$6,552.00	\$163,446.04
Reserves for Advanced Payments	\$0.00	\$0.00	\$3,055.00	\$0.00	\$1,835.00	\$0.00	\$1,360.00	\$270.00	\$0.00	\$1,740.00	\$0.00	\$8,260.00
NET INCOME	\$44,567.78	\$11,735.00	\$13,006.26	\$10,840.00	\$10,335.00	\$29,300.00	\$8,200.00	\$6,205.00	\$5,470.00	\$8,975.00	\$6,552.00	\$155,186.04
EXPENSES												
Conference Meals		3,567.71	6,875.26	3,549.49	4,373.39	15,381.74		1,826.73	1,092.00	3,484.49	2,747.40	42,898.21
Conference Rentals		755.00	106.00	130.00						195.00		1,186.00
Conference Head Tax		2,214.00	2,624.00	1,886.00	2,214.00	5,494.00	2,173.00	820.00	1,476.00	2,952.00	1,353.00	23,206.00
Journal Printing	15,497.99											15,497.99
Journal Mailing	1,877.94											1,877.94
Professional Fees	7.14											7.14
Web Expenses	214.93											214.93
Office Supplies	90.00	139.79	130.82	540.66	65.11	150.49		41.05		111.40		1,269.32
Postage	498.96	272.06	15.04	82.80	133.65	1.28	0.44			1.28		1,005.51
Printing & Dup.	90.32		226.10		390.88							707.30
Publicity												0.00
Proceedings			198.00	60.00	276.00		282.00	240.00	204.00	318.00	252.00	1,830.00
Speakers Expenses		573.87	500.00	300.00		300.00				381.70	1,262.42	3,317.99
Entertainment								400.00				400.00
Student Programs		179.67		370.66								550.33
Student Awards		1,065.00	589.92		150.00	780.00	600.00		(25.00)	287.81	159.86	3,607.59
Professional Awards			150.00									150.00
Advances									200.00			200.00
Board Travel	25,554.52					3,216.15	272.00					29,042.67
Board Meeting Expenses	1,260.00	222.11		144.75	133.35					156.71		1,916.92
Audit Committee Expenses	425.45											425.45
Conference Development												0.00
Database Development	68.54											68.54
Publications Expenses	119.99											119.99
Phone/Fax	0.56											0.56
Liability Insurance	560.00											560.00
Checks/Bank Fees	41.03									12.00		53.03
Credit Card Fees	202.22											202.22
Interest	114.31											114.31
National Vendor Reg. to Conf.	3,000.00											3,000.00
Grants to Conferences	2,000.00											2,000.00
Other	1,137.76	56.50	58.32	605.81					76.00	433.00		2,367.39
TOTAL EXPENSES	\$52,761.66	\$9,045.71	\$11,473.46	\$7,670.17	\$7,736.38	\$25,323.66	\$3,327.44	\$3,327.78	\$3,023.00	\$8,333.39	\$5,774.68	\$137,797.33
RESERVES												
Advance Memberships	\$8,507.00											8,507.00
Future Grants/Conf. Payments												0.00
TOTAL RESERVES	\$8,507.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,507.00
Net 2010-11												\$8,881.71
Year End Balance												\$145,753.78
Accounts												
Checking			\$39,806.59									Reserves for Advance Income
Savings			\$36,023.49									
Certificates of Deposit			\$95,680.58									Reserves for committed services
PayPal			\$1,204.23									
Cash												
Accounts Receivables			\$21.26									Total Fund Balances
Total			\$172,736.15									Accounts Payable
												\$10,215.37

Central Plains 2012 Budget

Central Plains		2012 Budget		
Approved by the Board on May 28, 2011		host: OTC		
Income	#	each	total	
Registrations - Full - Early	55	\$145	\$7,975	
Registrations - Full - Late	5	\$175	\$875	
Registrations - Full - On-Site			\$0	
Registrations - Student - early	10	\$45	\$450	
Registrations - Student - late			\$0	
Registrations - K-12 early	5	\$50	\$250	
Registrations - K-12 late			\$0	
Registrations - Progr Teams	15	\$60	\$900	
Registrations - student web	15	\$20	\$300	
Workshop - early			\$0	
Workshop - late			\$0	
Extra Meals				
Banquet	10	\$20	\$200	
Lunch (Saturday)			\$0	
Extra Proceedings	12	\$10	\$120	
Vendors Registration	1	\$135	\$135	
Vendors Presentations			\$0	
National Partners	4	\$100	\$400	
Industry Sponsorship				
UPE Sponsorship			\$200	
Donations			\$120	
Other Income				
Total			\$11,925	
Expenses				
Steering Com. Travel Ex.				
Steering Com. Meeting Ex.			\$300	
Phone/Fax			\$50	
Postage for publicity			\$450	
Postage other				
Office Supplies			\$250	
Brochure Printing/Duplicating			\$500	
Publicity (printing, other formats)			\$230	
Signage				
Speaker Expenses			\$750	
Consortium Head Tax	60	\$41	\$2,460	
Extra Proceedings	15	\$6	\$90	
Meals - Total				\$4,395
Breaks-Friday	75	\$5	\$375	
Breaks-Saturday	75	\$5	\$375	
Reception			\$0	
Banquet	75	\$20	\$1,500	
Saturday Breakfast	75	\$7	\$525	
Saturday Breakfast (prog. Teams)	60	\$0	\$0	
Luncheon (prog. Teams)	60	\$12	\$720	
Luncheon (Sat.)	75	\$12	\$900	
Entertainment			\$100	
Transportation				
Rentals				
Student Awards			\$575	
Student Programs				
Faculty Awards				
Advances				
Consortium Membership			\$1,000	
Other Expenses			\$725	
Total			\$11,875	

Eastern 2012 Budget

	Eastern Conference 2012 Budget			
		host: Stockton College		
Approved by the Board on July 2, 2011				
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	35	\$35	\$1,225
	Registrations - Student - late	10	\$45	\$450
	Registrations - K-12 early	10	\$50	\$500
	Registrations - K-12 late	5	\$60	\$300
	Registrations - Progr Teams	15	\$45	\$675
	Registrations - student web			\$0
	Workshop - early	0	\$6	\$0
	Workshop - late	0	\$8	\$0
	Extra Meals			
	Banquet	5	\$31	\$155
	Lunch (Saturday)	5	\$15	\$75
	Extra Proceedings	5	\$6	\$30
	Vendors Registration	4	\$150	\$600
	Vendors Presentations			\$0
	National Partners	4	\$100	\$400
	Industry Sponsorship			\$200
	UPE Sponsorship			\$120
	Grants			
	Other Income (List)			
	Total			\$21,730
Expenses				
	Steering Com. Travel Ex.			
	Steering Com. Meeting Ex.			\$500
	Phone/Fax			\$0
	Publicity			
	In support of Conference			
	Other			
	Postage			
	Publicity			\$300
	In support of Conference			
	Other			
	Office Supplies			\$200
	Publicity			
	In support of Conference			
	Other			\$0
	Brochure Printing/Duplicating			\$800
	Publicity (printing, other formats)			\$700
	Other duplicating			
	Signage			\$60
	Speaker Expenses	1	\$1,000	\$1,000
	Consortium Head Tax	120	\$41	\$4,920
	Extra Proceedings	50	\$6	\$300
	Meals - Total			\$10,493
	Breaks-Friday	250	\$3	\$750
	Breaks-Saturday	250	\$3	\$750
	Reception	165	\$13	\$2,063
	Banquet	165	\$18	\$2,970
	Saturday Breakfast	165	\$6	\$990
	Saturday Breakfast (prog. Teams)			\$0
	Luncheon (prog. Teams)	45	\$18	\$810
	Luncheon (Sat.)	120	\$18	\$2,160
	Entertainment			
	Transportation			\$300
	Rentals			
	Student Programs			
	Student Awards			\$725
	Faculty Awards			\$50
	Consortium Membership			\$1,000
	Other Expenses (List)			
	Publicity			
	In support of Conference			
	Other			

Southeastern 2011 Conference Budget				
Approved by the Board on May 20, 2011				
Income		#	each	total
Registrations - Full - Early	75		\$130	\$9,750
Registrations - Full - Late	6		\$145	\$870
Registrations - Full - On-Site				\$0
Registrations - Student - early	10		\$25	\$250
Registrations - Student - late				\$0
Registrations - K-12 early				\$0
Registrations - K-12 late				\$0
Registrations - Progr Teams	25		\$20	\$500
Registrations - student web				\$0
Workshop - early				\$0
Workshop - late				\$0
Extra Meals				
Banquet	5		\$30	\$150
Lunch (Saturday)				\$0
Extra Proceedings				\$0
Vendors Registration				\$0
Vendors Presentations			\$100	\$0
National Partners	3		\$100	\$300
Industry Sponsorship				
UPE Sponsorship				\$200
Grants				
Other Income				\$0
Total				\$12,020
Expenses				
Steering Com. Travel Ex.				
Steering Com. Meeting Ex.				\$250
Phone/Fax				
Postage for publicity				
Postage other				
Office Supplies				
Brochure Printing/Duplicating				\$200
Publicity (printing, other formats)				\$100
Signage				
Speaker Expenses				\$1,000
Consortium Head Tax	81		\$41	\$3,321
Extra Proceedings			\$6	\$0
Meals - Total				\$4,635
Breaks-Friday				\$0
Breaks-Saturday	4		\$100	\$400
Reception	35		\$10	\$350
Banquet	75		\$30	\$2,250
Saturday Breakfast				\$0
Saturday Breakfast (prog. Teams)				\$0
Luncheon (prog. Teams)	60		\$16	\$960
Luncheon (Sat.)	45		\$15	\$675
Entertainment				
Transportation				
Rentals				
Student Awards				\$250
Student Programs				
Faculty Awards				
Web Expenses				
Consortium Membership				\$1,000
Other Expenses				
Total				\$10,756

MidSouth 2012 Budget

CCSC:MidSouth Conference 2012 Budget				
host: Union University, Jackson, TN				
Approved by the Board on November 1, 2011				
Income	#	each	total	
Registrations - Full - Early	50	\$140	\$7,000	
Registrations - Full - Late	10	\$180	\$1,800	
Registrations - Full - On-Site			\$0	
Registrations - Student - early	10	\$45	\$450	
Registrations - Student - late	2	\$60	\$120	
Registrations - K-12 early			\$0	
Registrations - K-12 late			\$0	
Registrations - Progr Teams	25	\$135	\$3,375	
Registrations - student web			\$0	
Workshop - early			\$0	
Workshop - late			\$0	
Extra Meals				
Banquet	5	\$19	\$95	
Lunch (Saturday)	3	\$11	\$33	
Extra Proceedings	5	\$10	\$50	
Vendors Registration	2	\$250	\$500	
Vendors Presentations			\$0	
National Partners	4	\$100	\$400	
Industry Sponsorship	2	\$100	\$200	
UPE Sponsorship			\$200	
Grants				
Other Income (List)	2	\$180	\$360	
Total			\$14,583	
Expenses				
Steering Com. Travel Ex.				
Steering Com. Meeting Ex.			\$250	
Phone/Fax			\$100	
Publicity				
In support of Conference				
Other				
Postage				
Publicity			\$550	
In support of Conference				
Other				
Office Supplies			\$600	
Publicity				
In support of Conference				
Other			\$0	
Brochure Printing/Duplicating			\$650	
Publicity (printing, other formats)				
Other duplicating				
Signage				
Speaker Expenses	1	\$250	\$250	
Consortium Head Tax	60	\$41	\$2,460	
Extra Proceedings	20	\$6	\$120	
Meals - Total				\$4,730
Breaks-Friday	130	\$6	\$780	
Breaks-Saturday	70	\$4	\$280	
Reception			\$0	
Banquet	130	\$20	\$2,600	
Saturday Breakfast			\$0	
Saturday Breakfast (prog. Teams)			\$0	
Luncheon (prog. Teams)	60	\$5	\$300	
Luncheon (Sat.)	70	\$11	\$770	
Entertainment				
Transportation				
Rentals			\$600	
Student Awards			\$1,000	
Faculty Awards				
Consortium Membership			\$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
Other				
Student Programs			\$600	
IT Tech Support	8	\$40	\$320	
Total			\$13,230	
Balance			\$1,353	

South Central 2012 Budget

	Budget for 2012 CCSC: South Central Conference			
Approved by the Board on November 9, 2011				
Income	#	each	total	
Registrations - Full - Early	50	\$125	\$6,250	
Registrations - Full - Late	5	\$135	\$675	
Registrations - Full - On-Site			\$0	
Registrations - Student - early	15	\$45	\$675	
Registrations - Student - late			\$0	
Registrations - K-12 early			\$0	
Registrations - K-12 late			\$0	
Registrations - Progr Teams			\$0	
Registrations - student web			\$0	
Workshop - early			\$0	
Workshop - late			\$0	
Extra Meals				
Banquet	5	\$20	\$100	
Lunch (Saturday)			\$0	
Extra Proceedings	10	\$10	\$100	
Vendors Registration	3	\$125	\$375	
Vendors Presentations			\$0	
National Partners	4	\$100	\$400	
Industry Sponsorship				
UPE Sponsorship			\$200	
Grants				
Other Income (List)				
Total			\$8,775	
Expenses				
Steering Com. Travel Ex.				
Steering Com. Meeting Ex.			\$200	
Phone/Fax			\$0	
Publicity				
In support of Conference				
Other				
Postage				
Publicity			\$440	
In support of Conference				
Other				
Office Supplies			\$150	
Publicity				
In support of Conference				
Other			\$0	
Brochure Printing/Duplicating			\$600	
Publicity (printing, other formats)				
Other duplicating				
Signage				
Speaker Expenses			\$0	
Consortium Head Tax	55	\$41	\$2,255	
Extra Proceedings	50	\$6	\$300	
Meals - Total				\$3,100
Breaks-Friday	55	\$2	\$110	
Breaks-Saturday	55	\$2	\$110	
Reception	60	\$2	\$120	
Banquet	60	\$38	\$2,280	
Saturday Breakfast			\$0	
Saturday Breakfast (prog. Teams)			\$0	
Luncheon (prog. Teams)			\$0	
Luncheon (Sat.)	40	\$12	\$480	
Entertainment				
Transportation			\$100	
Rentals				
Student Awards			\$300	
Faculty Awards				
Consortium Membership			\$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
Other				
Total			\$8,445	
Balance			\$330	

Rocky Mountain 2012 Budget

	A	B	C	D	E
1		2012 Rocky Mountain Conference Budget			
2					
3		Approved by the Board on November 11, 2011			
4					
5	Income		#	each	total
6		Registrations - Full - Early	40	\$135	\$5,400
7		Registrations - Full - Late	5	\$160	\$800
8		Registrations - Full - On-Site			\$0
9		Registrations - Student - early	5	\$35	\$175
10		Registrations - Student - late			\$0
11		Registrations - K-12 early			\$0
12		Registrations - K-12 late			\$0
13		Registrations - Progr Teams			\$0
14		Registrations - student web			\$0
15		Workshop - early			\$0
16		Workshop - late			\$0
17		Extra Meals			
18		Banquet	5	\$20	\$100
19		Lunch (Saturday)	5	\$10	\$50
20		Extra Proceedings	2	\$10	\$20
21		Vendors Registration	2	\$50	\$100
22		Vendors Presentations			\$0
23		National Partners	4	\$100	\$400
24		Industry Sponsorship			
25		UPE Sponsorship	1	\$200	\$200
26		Grants			
27		Other Income			
28		Board Registrations	10	\$100	\$1,000
29		Total			\$8,245
30					
31	Expenses				
32		Steering Com. Travel Ex.			
33		Steering Com. Meeting Ex.			\$300
34		Phone/Fax			\$15
35		Publicity			
36		In support of Conference			
37		Other			
38		Postage for publicity			\$500
39		Publicity			
40		In support of Conference			
41		Other			
42		Office Supplies			\$190
43		Publicity			
44		In support of Conference			
45		Other			
46		Brochure Printing/Duplicating			\$320
47		Publicity (printing, other formats)			
48		Other duplicating			
49		Signage			
50		Speaker Expenses	1		\$400
51		Consortium Head Tax	45	\$41	\$1,845
52		Extra Proceedings	15	\$6	\$90
53		Meals - Total			
54		Breaks-Friday			\$0
55		Breaks-Saturday	60	\$14	\$840
56		Reception			\$0
57		Banquet	55	\$25	\$1,375
58		Saturday Breakfast			\$0
59		Saturday Breakfast (prog. Teams)			\$0
60		Luncheon (prog. Teams)			\$0
61		Luncheon (Sat.)	60	\$15	\$900
62		Entertainment			
63		Transportation			
64		Rentals			
65		Student Awards			\$200
66		Faculty Awards			
67		Consortium Membership			\$1,000
68		Other Expenses			
69					
70		Total			\$7,975
71					
72		Balance			\$270

Midwest Region 2012 Budget

2012 Midwest Conference Budget				
Approved by the Board on November 11, 2011				
Income	#	each	total	
Registrations - Full - Early	55	\$145	\$7,975	
Registrations - Full - Late	5	\$170	\$850	
Registrations - Full - On-Site			\$0	
Registrations - Student - early	25	\$40	\$1,000	
Registrations - Student - late			\$0	
Registrations - K-12 early	15	\$25	\$375	
Registrations - K-12 late			\$0	
Registrations - Progr Teams	10	\$15	\$150	
Registrations - student web			\$0	
Workshop - early	15	\$20	\$300	
Workshop - late			\$0	
Extra Meals				
Banquet	5	\$25	\$125	
Lunch (Saturday)	4	\$15	\$60	
Extra Proceedings	5	\$10	\$50	
Vendors Registration	2	\$150	\$300	
Vendors Presentations			\$0	
National Partners	4	\$100	\$400	
Industry Sponsorship				
UPE Sponsorship			\$200	
Grants				
Other Income (List)				
Total			\$11,785	
Expenses				
Steering Com. Travel Ex.				
Steering Com. Meeting Ex.	2	\$175	\$350	
Phone/Fax			\$0	
Publicity				
In support of Conference				
Other				
Postage				
Publicity	2	\$200	\$400	
In support of Conference				
Other				
Office Supplies				
Publicity			\$150	
In support of Conference				
Other			\$0	
Brochure Printing/Duplicating			\$1,200	
Publicity (printing, other formats)				
Other duplicating				
Signage				
Speaker Expenses			\$1,000	
Consortium Head Tax	60	\$41	\$2,460	
Extra Proceedings	10	\$6	\$60	
Meals - Total				\$4,490
Breaks-Friday	80	\$7	\$560	
Breaks-Saturday		\$0	\$0	
Reception		\$0	\$0	
Banquet	80	\$23	\$1,840	
Saturday Breakfast	95	\$8	\$760	
Saturday Breakfast (prog. Teams)		\$0	\$0	
Luncheon (prog. Teams)		\$0	\$0	
Luncheon (Sat.)	95	\$14	\$1,330	
Entertainment				
Transportation				
Rentals			\$350	
Student Awards			\$300	
Faculty Awards				
Consortium Membership			\$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
Other				
Total			\$11,760	
Balance			\$25	

Northwest Region 2012 Budget

2012 Northwest Conference Budget			
Approved by the Board on November 11, 2011			
Income	#	each	total
Registrations - Full - Early	50	\$140	\$7,000
Registrations - Full - Late	10	\$170	\$1,700
Registrations - Full - On-Site			\$0
Registrations - Student - early	15	\$25	\$375
Registrations - Student - late			\$0
Registrations - K-12 early			\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams			\$0
Registrations - student web			\$0
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet	10	\$25	\$250
Lunch (Saturday)			\$0
Extra Proceedings	6	\$10	\$60
Vendors Registration	2	\$150	\$300
Vendors Presentations			\$0
National Partners	4	\$100	\$400
Industry Sponsorship			
UPE Sponsorship			\$200
Grants			
Other Income (List)			
Board Registrations			
Total			\$10,285
Expenses			
Steering Com. Travel Ex.			\$1,000
Steering Com. Meeting Ex.			\$50
Phone/Fax			\$0
Publicity			
In support of Conference			
Other			
Postage			
Publicity			\$50
In support of Conference			
Other			
Office Supplies			\$325
Publicity			
In support of Conference			
Other			\$0
Brochure Printing/Duplicating			\$20
Publicity (printing, other formats)			
Other duplicating			
Signage			
Speaker Expenses	1	\$600	\$600
Consortium Head Tax	60	\$41	\$2,460
Extra Proceedings	5	\$6	\$30
Meals - Total			
Breaks-Friday			\$0
Breaks-Saturday	60	\$9	\$540
Reception	1	\$100	\$100
Banquet	60	\$25	\$1,500
Saturday Breakfast	60	\$8	\$480
Saturday Breakfast (prog. Teams)			\$0
Luncheon (prog. Teams)			\$0
Luncheon (Sat.)	60	\$8	\$480
Entertainment			
Transportation			\$150
Rentals			\$1,200
Student Awards			\$300
Faculty Awards			
Consortium Membership			\$1,000
Other Expenses (List)			
Publicity			
In support of Conference			
Other			
Total			\$10,285
Balance			\$0

Service Award Recommendation for John Meinke

Susan T. Dean, Ph.D.
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October 30, 2011

To the CCSC Service Recognition Committee:

I am writing to nominate John Meinke for the CCSC Distinguished Service Award. In addition to over 20 years of service as Publications Chair, he has also served a term as CCSC President and has served on numerous committees, including several Bylaws Committees and regular service as a member of the Finance Committee. He has also been an active member of both the Eastern and Southeastern regional boards for many years.

I first came to know John as Publications Chair in 1990, when George Crocker and I began 12 years of service as Program Chairs of CCSC:SE. In those early days, we received the submitted papers from the authors on floppy disks, accompanied by paper copies. As program chairs, we would make sure the authors had included all required forms (registration and copyright being the most important), and then bundle them up to snail-mail to John (with followup of any stray late submissions, of course). Once John moved to Europe to work, there was a whole extra dimension to this – the travel of the bundles across the ocean! In those early years, there was at least one instance of the mail (I don't think this was Southeastern, but which conference it was is not relevant) arriving at UMUC headquarters, where John would pick it up – but, someone's office was being painted (or otherwise renovated), and he didn't have the packet, and didn't have the packet, and... finally the package came to light, and made its way to John, but with very little time left to for him to pull all those papers together into a Journal issue, whose careful formatting over the years has truly been the result of a "labor of love" by John. So, after a full week of teaching, he found himself acting just like a student – except that in this case it wasn't because he had put it off – he stayed up all night formatting papers, and pulled together yet another Journal issue!

Preparation of our proceedings has over the years reflected the advances we've been fortunate to live through in technology. It was a wonderful breakthrough when we were able to put the electronic files containing the papers onto an ftp site, and John could then just download them! No more worries about the snail-mail getting there... well, the scanning of copyright forms to pdf was a later advance, so there was still some worry for a while... and now we don't worry about hard copies – accompanying the Word files, we have pdf's to give us the view of the paper as the author wants to see it.

Fortunately these technological advances have been of great support to John as the CCSC has grown. I can recall, in 2002 or 2003, watching John start a generate in which the papers are combined into one document – one Journal issue – complete with index and table of contents, and this generate then went for an hour or so on what was a reasonably fast computer in its day! Even then, John wanted so badly to produce quality proceedings for us that he would make changes, and re-generate, to fix something that needed to "look better." Today, thanks to advances in both the hardware and the software, the generate is very quick, which is a good thing since we now have ten conferences each year, resulting in six issues of

the Journal!

“Proceedings season” – which essentially occurs for several weeks twice a year – is interesting around here... There are mutterings about killing all the authors (muttering is a safe outlet since they’re all on the other side of the big pond), and more serious expressions of concern about the ever-present burden of tight deadlines with doggone little wiggle room for anything to go wrong. Yet, even though usually something does go wrong, John consistently goes beyond what is humanly possible – and we end up with yet another good-looking high-quality issue of the Journal!

John would want it to be made clear that this does not happen without major support of lots of hard-working folks out there in the trenches – George Benjamin, the program chairs, regional editors, and regional people by other titles, Craig Rodkin at the ACM Digital Library, and of course the folks at Montrose Publishing who have worked with him for many years and on very tight deadlines. (Yes, I help too, but all of this just would not happen without John!)

One aspect of what John does as Publications Chair is very easy to overlook – the proceedings being of course the highly visible product – in a very real sense, he keeps us (the CCSC) “legal.” Besides what I’ll call the nitty-gritty (but very important!) item of making sure we publish nothing without having the copyright forms, he also provides the very important point where we are protected from possible issues of self-plagiarism, at least within our Journal. With so many conferences, he can’t guarantee to catch everything, of course, but he is on the lookout for situations where two items submitted to different conferences might be significantly similar as to raise concerns – or, in response to one recent question, to reassure an author that two items were in fact NOT too similar. We are very fortunate to have his dedicated eyes and judgement there to check on these things!

John is not just a one-dimensional CCSC “entity” – as mentioned earlier, he serves where needed – there have been more committees than the aforementioned Bylaws and Finance ones. And – he reads those submitted budgets before voting, every one of them! I could go on, but won’t. There are many hard-working, dedicated people who have brought the CCSC into existence and have kept it going and growing – many of them deserve the CCSC Distinguished Service Award. No one deserves it more than John Meinke, and I hope that the committee will see fit to award it to him this year!

Susan T. Dean

Service Award Recommendation for Will Mitchell

November 8, 2011

To the 2011-2012 CCSC Board Members:

I wish to nominate Dr. Will Mitchell for the CCSC Service Recognition Award. No person has impacted computer science education in the smaller colleges and universities more than Will Mitchell.

I have known Will since 1985 when I enrolled in his Computer Science Education retraining program at the University of Evansville. Besides the academics of this graduate program, it allowed faculty to network with faculty from similar institutions. This graduate program required a site visit by Will. These site visits gave Will an excellent portrait of the status of and problems encountered in teaching computer science in small colleges and universities. He saw the need for an organization where faculty could network and learn from faculty in similar institutions. He also understood the limited budgets of these faculty and thus had the vision for regional conferences.

I can vividly recall Will approaching those of us at SBU about starting a new region of the CCSC and hosting it the first year. Will attended the first planning session for forming what later became the CCSC--Central Plains Conference. He was readily available to respond to questions via phone or email. He replicated this time-intensive process in facilitating the expansion of the CCSC to its current ten regions.

When the board encountered problems with the corporate sponsorships which would later become the National Partnerships, it was Will who approached me about directing the effort to solve the problems. I understood the time commitment required but found it exceedingly difficult to say "no" to the person who had invested so much of his time in the organization from which I reaped numerous benefits.

I nominate Will Mitchell for the CCSC Service Award in recognition of the countless hours he has invested in facilitating the growth of the CCSC to where it is today. Personally, I think this award is long overdue.

Sincerely,

Ernie

Dr. Ernie Ferguson

Computer Science Professor Emeritus

Northwest Missouri State University

October 16, 2011

CCSC Service Recognition Committee:

This is a letter of support for the nomination of Bill Myers to receive the CCSC Service Recognition Award. Bill has been involved with the CCSC for over 20 years. I have known Bill since I first began attending CCSC conferences over 15 years ago. Bill has always been a strong advocate for the organization. He was instrumental in helping us form the Northwest region of CCSC in 1999. As he has done for other new regions, Bill worked closely with us to help get the Northwest CCSC region off to a strong start. In subsequent years as a member of the CCSC board, I have worked with Bill while he has served as the national treasurer. As the organization has grown significantly in the past 15 years, the treasurer position has expanded proportionally. Bill has continued to serve the CCSC tirelessly.

Given Bill Myers CCSC service record coupled with his dedication and devotion to the organization, I fully support that Bill receive the CCSC Service Recognition Award.

Sincerely,

Robert Bryant
CCSC Comptroller