Consortium for Computing Sciences in Colleges

Fall 2012 Board Meeting – October 11, 2012 7:00pm

Metropolitan State University - Tivoli Rm 444

Denver, Colorado

Table of Contents

Minutes of the Fall 2012 CCSC Board Meeting
Metropolitan State University, Tivoli Student Union, Room 444
Denver, Colorado October 11, 2012

Voting Members Present

> Laura Baker, President; Scott Sigman, Vice-President; John Meinke, Publications Chair; William Myers, Treasurer; Bob Neufeld, Membership Secretary; Colleen Lewis, Southwestern; Liz Adams, Eastern; Larry D'Antonio, Northeastern; Leslie Fife, South Central; Carol Spradling, Central Plains; Kevin Treu, Southeastern; Linda Sherrell, Midsouth; Brent Wilson, Northwest; Pat Ormond, Rocky Mountain

Voting Members Absent

> Jeff Lehman, Midwest

Non-voting Members Present

> Will Mitchell, Conference Coordinator

The meeting was called to order by President Laura Baker at 7:15 p.m., October 11, 2012 in room 442 of the Tivoli Student Union on the campus of Metropolitan State University, Denver, Colorado.

Bob Neufeld informed the board that former board member from the Southwest region, has undergone surgery for cancer and is currently undergoing chemotherapy. The board sends our thoughts, prayers and best wishes.

Future Board Meetings

> **Motion:** Brent Wilson moved Liz Adams seconded that the board approve the location of the Fall 2013 Board meeting at the site of the Midwestern conference in Findlay, Ohio on Thursday, September 19, 2013. Motion passed on a voice vote.

> **Reminder:** The Spring 2013 board meeting has been set for Wednesday, March 6, 2013 from 7pm-11pm prior to the SIGCSE meeting in Denver, Colorado.

> The Spring 2013 Annual Business meeting has been set for Friday, March 8, 2013 at 6pm in Denver in conjunction with the SIGCSE meeting.

> Rooms are to be assigned by SIGCSE, still in progress.

Reports – Additions to the reports published in the report package and discussion generated from the reports are as follows:

Publication – The Publications Chair is receiving requests for reprints and is granting the requests provided the reprints retain the copyright notice. It was noted that acceptance rates are high. Maintaining manuscript deadlines is important. John Meinke requests that manuscripts be submitted to him 8- 10 weeks before the conference. Discussion followed about the merits of electronic pub and the need for actual paper journals for promotion and tenure. President, Laura Baker, expressed thanks to John Meinke and Bob Neufeld for their work in facilitating the seamless transition to a new printer last year.

Membership – The Membership Secretary delivered an updated attendance report. Bob Neufeld expressed interest in contacting key ConfTool people in each of the regions.

Northwest – The 2013 Northwest Regional Conference will be held at Pacific University instead of the University of Portland. The University of Portland will host the 2016 Northwest Conference. The region has had the resignation of several regional board members. Elections for these positions will have to be held.

Rocky Mountain – This year's conference had 15 papers submitted. 13 papers were accepted and an additional 4 papers were submitted outside of Conftool. Counting the papers submitted using the traditional submission method and not using Conftool 13 out of 19 papers were accepted.

Eastern – The 2014 Eastern Conference was originally scheduled to be at American University. The conference will be moved to another location. The changes will be sent to Deborah Hwang for posting on the Web and to Bob Neufeld.

CSTA – Bob Neufeld sent a letter of support for a grant proposal encouraging K-12 participation in Regional Conferences to CSTA on Jan 10, 2012. He requested that Linda Sherrell seek an update on the status of the grant proposal. In the discussion that followed Carol Spradling noted that Central Plains is making a special effort to attract K-12 participants. The question was raised: Can a K-12 teacher be member of CCSC. In answer Bill Myers pointed out that a according to the by-laws that they are eligible of membership only if they are an employee of an institution of higher education.

Conference Coordinator – In order to comply with the in-cooperation agreement with SIGCSE we need links from the CCSC Web Page to the web pages for all our 2013 conferences. The coordinator stressed the need to follow the schedule as laid out in his report.

UPE – Liz Adams requested that all regional representatives check that UPE is recognized for their support on the web site for all regions. She requests that all regional representatives send the URL to her.

National Partners – Mark Goadrich needs link to where National Partners are recognized. Regional representatives need to see that this information is forwarded.

Elections and Appointments

Spring Elections will be held for the following positions:
- Membership Secretary (3 years through 2016, board appointment, not balloted)
- Central Plains Representative (to fill the remainder of the term through 2014)
- Midsouth Representative (3 years through 2016)
- Northeastern Representative (3 years through 2016)
- Rocky Mountain Representative (3 years through 2016)

Nominating Committee – A nominating committee of Liz Adams, Eastern Representative: Brent Wilson, Northwest Representative; and Scott Sigman, Vice-President/Secretary was appointed. The names of candidates should be forwarded to the committee. Methods of soliciting names of candidates from the membership were discussed. Though it is difficult to construct the lists and there is a question about currently not having a method of recording those members who opted out of receiving email on their registration forms, email lists are one method of soliciting candidates from the membership. The President, Laura Baker, will send an email to all members about upcoming conference opportunities and elections.

Service Recognition Committee

> **Motion** – Liz Adams moved and John Meinke seconded that Colleen Lewis be appointed to the Service Recognition Committee. The motion was approved on a voice vote.

> **Motion** - The Service Recognition Committee recommends that Bob Neufeld be awarded the 2013 Service Recognition Award. The motion was approved on a voice vote.

Spring Election

Motion - Leslie Fife moved and Liz Adams seconded that votingplace.net be used to conduct the 2013 elections. The motion was approved on a voice vote.

Budget and Financial

Finance Committee – Leslie Fife and Larry D'Antonio were appointed to serve on the Finance Committee. The committee will present a budget for the next fiscal year at the spring board meeting.

Audit Committee – Rob Bryant, Comptroller, needs to replace two people on the audit committee. Names of candidates should be forwarded to Rob Bryant. Susan Dean's name will be forwarded to Rob.

Regional Budgets – The discussion and vote on the 2013 Rocky Mountain and 2014 Central Plains budgets was postponed until the Friday session of the Board. Leslie Fife objected to the two budgets being presented for approval on Friday, as they were not received with sufficient time for review. He had no objection to the budgets being discussed, only that the budgets be voted on.

Consultation on Financial Matters

Motion - Liz Adams moved and Leslie Fife seconded that the President appoint a Financial and Accounting Practices Taskforce whose members will be Will Mitchell, Carol Spradling, Pat Ormond, and a regional treasurer. The motion was approved on a voice vote.

Old Business

ConfTool – The board discussed the use of ConfTool for conference registration. Bob Neufeld noted that there are several issues with the system and that he would try to document some of the smaller glitches. Bob requested that issues be communicated to him. Issues noted and discussed were:
- Registrants cannot edit the particulars of their registration.
- Biggest issue is the need for a common database as opposed to multiple instances of the database.

- During registration the explanation that the PayPal option may be used for either a PayPal account or a credit card without a PayPal account is not clear.
- Registering students is a problem.

Conclusions were:
- Regions need to carefully consider how students will be registered and how student registrations will be tracked when they configure their conference registration under ConfTool.
- Bob Neufeld: Though it is not perfect, this is a tool we can work with.
- Brent Wilson: The tool is flexible enough that, while not perfect, it will work. It gives us historical data that we have not had in the past.

Meeting recessed at 10:45 p.m. until 10 a.m. October 12, 2012.

Meeting reconvened at 10:15 a.m., October 12, 2012 in Room 1011 of the Science Building on the Metropolitan State University of Denver, Denver, Colorado.

Conference Budget Process – The board discussed the process of creating budgets for regional conferences. The goal of the process is to start the budget process 18 months before the conference. The comptroller starts the process by sending out a baseline budget. The baseline budget is constructed by the comptroller using historical data. It was noted that the 18 month lead time is a problem when a region does not have a site selected that far in advance. The issue of formally amending budgets was raised. The Financial and Accounting Practices Taskforce may consider the issue of formally amending budgets if they wish.

Treasurer's Report on 2011-2012

The net for the financial year 2011-2012 is negative. The reserve has gone down. (The reserve line is the money collected the current year that will be spent the following year.) All conferences were down in revenues. One high point was that we are up in income from membership renewals.

It was noted in the discussion that food costs have escalated across all regional conference budgets. Regions need to monitor their food costs and consider raising conference fees if necessary. Treasurer, Bill Myers, also noted that regions may be able to negotiate lower facilities fees since the CCSC carries liability insurance for all conference meetings.

Tax Return

> The tax return will not be ready in time. The treasurer will file for an extension. According to IRS rules, the board must see the 990 Form. If due date following the extension is Feb 15, the board will handle the examination of the 990 Form via email.

Conference Budgets

> **Motion** - Bill Myers moves and Liz Adams seconded that the 2013 Rocky Mountain budget be approved as presented to the board. The motion was approved on a voice vote.

> **Motion** - Bill Myers moves and Liz Adams seconded that the 2014 Central Plains budget be approved as presented to the board. The motion was approved on a voice vote.

Miscellaneous From the Discussion With the Treasurer

- The treasurer will send each conference a monthly report on the confirmed Pay Pal amount. When there is an entry in the other column of this report, the treasurer needs an explanation of the amount received. The monthly report will go to the registrar with copies to treasurer and regional representative. Monies received should be reported to the Membership Secretary and the treasurer in the same format as the report that is used for the monthly report. The treasurer will add a column for method of payment.
- Regions holding conferences or meetings Nov 1, 2012 through Oct 31, 2013 need to return the liability insurance forms to the treasurer. If there are meeting dates that are not presently know, send the dates to the treasurer when they are known and he will forward them to the insurance company. Do not report rented rooms. The host intuition will assume the liability in this case.
- Tax exemptions from the states listed in the Treasurer's Report have been processed. For states not listed, if applications for tax exemption (or the URL of forms) are sent to the treasurer, he will take care of processing the request. Invoicing the treasurer on bills will generate the exemptions. Paying and reimbursing may result in paying tax.
- Instructions for regional registrars were issued over the summer by the treasurer. They are posted on the CCSC web site. Regional Representatives should point new regional registrars to these instructions and forms. The treasurer request two reports: one for income and one for expenses. Regional registrars need to be vigilant following these instructions due to the demands of IRS reporting.

New Business

- The President has ask the Web Master to set up a web site for board members where documents can be accessed. The idea is to preserve institutional knowledge.
- The President will send out update on upcoming conferences and elections.
- Bob Neufeld has posted information to DropBox. There is a need for some redesign of the web site to make it easier for the regions to use to locate information specific to their regions.
- Every region can get a web folder to which they can post web pages. Regions need to request the folder from the web master.

Motion - Liz Adams moved and Larry D'Antonio seconded that the meeting adjourn. The motion was approved by a voice vote.

The meeting adjourned at 11:41a.m.

<div align="center">**Annotated Agenda**</div>

I. Approval of Agenda

II. Future Board Meetings

1. *Location of the Fall 2013 Board Meeting*
    In the Fall of 2013 the Board meeting should be scheduled to meet prior to the Midwestern conference which will be held in Findlay, Ohio at the University of Findlay.
    Action Item: Approve the location of the Fall 2013 Board meeting at the site of the Midwestern conference in Findlay, Ohio on Thursday, September 26, 2013.

2. *Meeting Times and Location of Upcoming CCSC Board Meetings*
    The Spring 2013 board meeting has been set for Wednesday, March 6, 2013 from 7pm-11pm prior to the SIGCSE meeting in Denver, Colorado.

    The Spring 2013 Annual Business meeting has been set for Friday, March 8, 2013 at 6pm in Denver in conjunction with the SIGCSE meeting.
    Rooms are to be assigned by SIGCSE, still in progress.

III. Reports

As usual, Board members are requested to report verbally only on any additions to, or action items contained in (but not present in this agenda), the written reports submitted and distributed prior to the meeting. New action items arising from reports will be deferred to New Business. Please read the other reports ahead of time and do not read your own report to us during the meeting.

Officers' Reports

President
Vice President
Publications Chair
Membership Secretary

Regional Reports

Central Plains	Eastern
Midwest	Mid-South
Northeastern	Northwestern
Rocky Mountain	South Central
Southeastern	Southwestern

Other Reports
Conference Coordinator
National Partners Program
Service Recognition Committee
UPE

IV. Elections and Appointments

1. Nominating Committee

Two regional representatives are needed to serve on this committee chaired by the Vice President.
Action Needed: appoint two representatives to serve on Spring 2013 Nominating committee along with the Vice President, Scott Sigman

Spring Elections to be held for the following positions:
Membership Secretary (3 years through 2016, board appointment, not balloted)
Central Plains Representative (to fill the remainder of the term through 2014)
Midsouth Representative (3 years through 2016)
Northeastern Representative (3 years through 2016)
Rocky Mountain Representative (3 years through 2016)

2. Appointments to Service Recognition Committee

The committee has three members each serving a three year term. Scott Sigman's term ends this fall and a new member of the committee needs to be selected to serve a three year term. Currently Jeff Lehman has 2 more years in his 3 year term, Susan Dean has 1 year left of her 2 year term, and Scott Sigman is completing his term this fall. A new member should be selected for a 3 year term to replace Scott Sigman. Members of this committee do not have to be on the Board.
Action Item: Appoint a new 3 year member to Service Recognition Committee
In addition, nominations for recipients of the Service Recognition Award should be considered.
Action Item: Approve recommendation(s) for Service Recognition Award to be given at the Annual Business meeting in March.

3. Spring Election

The spring 2012 election was held electronically through votingplace.net. The election ran smoothly with no issues. Total cost of the election was $180.00.
Action Item: The Spring 2013 election shall be held electronically using the same vendor, votingplace.net.

V. Budgets and Financial

1. Finance Committee and CCSC Budget

The Finance Committee is a standing committee of the Board chaired by the Treasurer. Currently Rob Bryant and John Meinke serve on this committee. A new member must be appointed to serve in place of Tim McGuire. Members of this committee report to the Board a recommended CCSC budget for the next fiscal year shortly after the conclusion of the Spring 2013 Board Meeting.

2. *Audit Committee*
   The Audit Committee members are Comptroller Rob Bryant (chair), Carol Spradling who must be replaced, and Suzanne Smith. An audit of the Consortium should take place during the Spring board meeting in Denver. Rob Bryant is consulting with a few folks to get two new members to serve on the committee.

3. *Consultation on financial procedures*
   Financial Summation Report from Steve Ludwig at NW Missouri State. Preliminary ideas on Treasurer's duties and possible re-organization of such duties among more than one person. Bob Neufeld will discuss conclusions from meeting, which is summarized in reports packet.

4. *Approval of Regional Budgets*

5. *Treasurer's Report*

6. *Comptroller's Report*

VI. Old Business

1. *ConfTool, Registration, Database*
   Progress with conftool, issues, possible creation of national database, issues with paypal. Conference links must be correct.

2. *ConfTool for Paper Submission and Review*
   Regions who use conftool for paper submissions and reviewing, report on pros and cons.

3. *Paper reviewing standards*
   Double blind reviewing process, reviewers from across all regions, uniform submission process.

4. *Website hosting update and projected final move.*
   Deborah Hwang has officially assumed the duties of webmaster for the organization. The ccsc.org hosting site has been changed to webhostinghub.com. Changes to the site should now be sent to Deborah.

VII. New Business

Report of the President

Laura J. Baker

First, sincere and extensive thanks to Bob Neufeld who continues to serve on this Board as Membership Secretary. Bob has served the Consortium in a variety of capacities as President, Membership Secretary, Regional Representative for Central Plains, author, presenter, and reviewer for various conferences.   Bob's proven record of leadership and commitment to the Consortium always encourages me to be more mindful and attentive of my responsibilities and duties as president.   It's wonderful to serve with all of the members of the Board who dedicate countless and often seemingly endless hours to the Consortium. Thank you to everyone for your efforts and service.

Welcome to our new Board members, Carol Spradling, serving as Central Plains Representative, and Leslie Fife, serving as South Central Representative.   Re-elected members of the Board include Kevin Treu, serving a new term as Southeastern Representative, and Brent Wilson, serving a new term as Northwestern Representative.   And last but certainly in no way least, John Meinke, who has graciously and thankfully agreed to another term as Publications Chair.

With fall upon us the Consortium has begun a new round of conferences and publications to start the new academic year. With this in mind there are several items that we need to consider this coming year. Some of these items include revision/re-invention of the position of Board Treasurer to streamline and lessen the requirements of the office, the creation of a national membership database to assist with the tracking of membership, consistent deployment of on-line registration and payment for membership and conference attendance, and the documentation of board members' roles and duties, as well as the documentation of conference hosting and paper reviewing.   Reviewing this list reminds me that none of these items are being seen for the first time in a Board report. And with that in mind, in order to progress as an organization the Consortium must continue to reinvent itself and streamline processes wherever possible.

It is an honor to serve this Board as President, I am looking forward to working with everyone in whatever capacity possible to help further the mission of the Consortium and to build upon old and create new relationships within the community of computer science.   A warm welcome to all for the coming year of productive conferences and newly forged communities.

Laura J. Baker
President

Scott Sigman

During the time since the last Board meeting in March 2012, the Vice President tallied and recorded 11 Board votes conducted by email. The results are listed below. Election results follow the vote tally. Approved regional conference budgets may be found in the appendix. Votes before August 1, 2012 and election results were compiled by Laura Baker.

Results of Board Actions Conducted by Email

March 19, 2012: The board voted on the following motion:

> Bill Myers moved and Scott Sigman seconded the approval of the proposed budget for the 2013 Central Plains regional conference as distributed to the board via email attachment.

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

March 23, 2012: The board voted on the following motion:

> Larry D'Antonio moved and Linda Sherrell seconded the approval of the minutes of the 2012 CCSC Annual Meeting on March 2 as distributed to the Board via email by Vice-President Laura Baker.

The motion passed with 10 votes for, 0 votes against, and 4 individuals not voting.

March 31, 2012: The board voted on the following motion:

> Laura Baker moved and John Meinke seconded the approval of the
> minutes of the 2012 Spring Board meeting on February 29, 2012
> as distributed to the Board via email.

The motion passed with 11 votes for, 0 votes against, and 3 individuals not voting.

May 8, 2012: The board voted on the following motion:

> Bill Myers has moved and Laura Baker seconded the approval of the budget for
> the 2012 CCSC Southeastern conference.

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

May 16, 2012: The board voted on the following motion:

> Bill Myers moved and Tim McGuire seconded the approval of the budget for the 2013
> Northeastern Conference as distributed to the board via email. A typographical error
> was corrected in the motion to state that it was for the 2013 budget and not for
> 2012 as stated in the body of the message.

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

June 19, 2012: The board voted on the following motion:

> Bill Myers moved and Laura Baker seconded the approval of the 2013 Southwestern conference budget as distributed to the board via email attachment.

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

June 29, 2012: The board voted on the following motion:

> Bill Myers moved and Laura Baker seconded the approval of the 2013 South Central conference budget as distributed to the board via email attachment.

The motion passed with 10 votes for, 0 votes against, and 4 individuals not voting.

August 24, 2012: The Board voted on the following motion:

> Bob Neufeld has moved and Brent Wilson has seconded that the Consortium switch its web hosting service for the ccsc.org domain to webhostinghub.com.

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

September 7, 2012: The Board voted on the following motion:

> Bob Neufeld has moved and Larry D'Antonio has seconded to approve the appointment of Deborah Hwang, University of Evansville, as webmaster to replace Myles McNally due to his resignation.

The motion passed with 12 votes for, 0 votes against, and 3 individuals not voting.

September 18, 2012: The Board voted on the following motion:

> Bill Myers has moved and John Meinke has seconded the adoption of the budget for the CCSC Midsouth 2013 conference as distributed by Bill Myers via email attachment.

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

October 3, 2012: The Board voted on the following motion:

> Bill Myers has moved and John Meinke has seconded the approval of the CCSC Eastern Regional Conference budget for 2013 as distributed to the board by email attachment.

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

Results of Spring 2012 Election conducted from April 28 to May 28, 2012.

The new board members take office on August 1, 2012.

Vice President/President Elect:

> Scott Sigman, Drury University. (151 votes, 2 write-ins).
> This is a two-year term followed by two years as President.

Northwestern Representative

Brent Wilson, George Fox University (12 votes, 1 write-in).
This is a three year term.

Southeastern Representative

Kevin Treu, Furman University (15 votes, no write-ins).
This is a 3 year term.

South Central Representative

Leslie Fife, Louisiana State University Shreveport(8 votes - elected)
Tim McGuire, Sam Houston State University (5 votes)
(No write-ins)
This is a 3 year term.

Total number of members who were eligible to vote electronically was 570, 160 ballots were cast.

Respectively Submitted by:
Scott Sigman

Central Plains Regional Report

Carol Spradling

Regional Election

Carol Spradling of Northwest Missouri State University was appointed as the Central Plains Regional Representative. This position is up for election in 2013.

Central Plains Conference 2012

Our conference was hosted by the Ozark Technical Community College in Springfield, Missouri with George Gibeau serving as conference chair. The conference schedule included a pre-conference workshop: CS Principles and The Beauty and Joy of Computing Curriculum presented by Daniel D. Garcia, University of California Berkeley. The keynote speaker was Daniel Garcia, University of California Berkeley, whose talk was entitled The Beauty and Joy of Computing (BJC), AP CS Principles, and The CS 10K Effort. The banquet speaker was Scott Lathrop, Shodor Education Foundation and the National Center for Supercomputing Applications (NCSA) whose talk was entitled "The National Imperative to Advance Science and Engineering Research and Education". The conference sponsored a poster contest and a programming contest for students.

Student Programming Contest Winners

We had 29 teams from 11 universities compete in the programming contest. The programming contest followed the ACM International Collegiate Programming Contest format. The top four teams were awarded cash prizes as follows:

Rank	Team	Problems Solved	Total Minutes	Prize (shared among team)
1	Southwest Baptist Purple	4	330	$300
2	University of Central Missouri	3	152	$210
3	UMKC - Algorithmics	3	166	$150
4	Southwest Baptist White	3	208	$90

A detailed summary of the contest may be found at http://www.ccsc.org/centralplains/pastconferences/2012_Conference/results.html. Support for the programming contest was provided by Cerner Corporation and UPE.

Student Poster Contest Winners

Seven students from three universities participated in the contest. The winners are shown below:

Rank	Student	University	Award
1	Cori N. Miller	Westminster College	$150
2	Alex Meyer	Westminster College	$100
3	Matthew L. Weaver	Westminster College	$75

Central Plains Conference 2013

Our conference for 2013 will be hosted by Avila University, Kansas City, Missouri on April 12-13, 2013. Ron McCleary will be the conference chair.   Conference highlights will include papers, panels, and tutorials, a K-12 track, Nifty Assignments track, a SIGCSE sponsored workshop, a student poster contest, and a student programming contest. Conference details may be found at http://www.ccsc.org/centralplains.

Future Conferences

Our 2014 conference will be hosted by Westminster College in Fulton, MO on April 4 and 5, 2014. Ed Mirielli from Westminster College has been elected conference chair by the Regional Conference Committee. The 2015 conference will be hosted by College of the Ozarks, Branson, Missouri on April 10 and 11, 2015.   Jim Buchan has been elected conference chair by the Regional Board.

Respectively submitted by:

Carol Spradling
Central Plains Representative

Eastern Regional Report

Liz Adams

Our 28th Annual Regional Conference wiil be held November 2-3, 2012 at Richard Stockton College in Galloway, NJ – 12 miles outside of Atlantic City (just across the water). The conference website, which is maintained by John Wright wrightj@juniata.edu can be found at our new permanent website www.ccsc-eastern.org . The conference chair is Vincent Cicirello whose e-mail address is cicirelv@stockton.edu . Richard Stockton College is committed to sustainability initiatives ranging from green building practices to the use of alternative energy, such as geothermal and solar (including the nation's largest solar carport) and is home to the nations's first aquifer thermal energy storage system. The theme of the conference is *Greening the computing curriculum*. The program can be found at http://public.juniata.edu/ccsce/2012Program.pdf

The 29th annual regional Fall conference will be hosted at The College of New Jersey and will be co-chaired by Peter DePasquale whose e-mail address is depasqua@tcnj.edu and TJ Highley whose e-mail address is highley@lasalle.edu . It is scheduled for November 1,2 of 2013. The Call for Participation will be distributed at this year's conference and at SIGCSE and will be posted on the website and e-mailed to all CCSC members.

We are in the process of determining a site for 2014

We are always interested in hosts for future sites.

Respectfully submitted

Liz Adams

Mid-South Regional Report

Linda Sherrell

2012 Conference

The Tenth Mid-South Conference was held at Union University in Jackson, Tennessee on March 30-31. Mark Goadrich was the Conference Chair and Max Haifei Li was the Site Chair. Out of twenty three submissions, twelve papers were selected for publication in the *Journal of Computing Sciences in Colleges* and for presentation at the conference. In addition, the conference program included four tutorials, three workshops, two panel discussions, a Nifty Assignments session, and two sessions of oral presentations of undergraduate student research. Sessions ranged across a broad spectrum of computing topics.

There were fourteen teams that participated in the Student Programming Contest. The winners were:
- First Place: Harding .cpp, Harding University
- Second Place: UAFS Lions -V, University of Arkansas at Fort Smith
- Third Place: Hendrix Squirrel, Hendrix College
- Fourth Place: Ice Crunchers, University of Arkansas at Little Rock

2013 Conference

The 2013 Conference will be held at the University of Arkansas at Fort Smith on April 5 – 6. The conference chair is Janet Renwick and the site chair is Rick Massengale. The submissions deadline is December 3, 2012 except for student papers. The acceptance notification will be January 7, 2013, and the manuscript deadline will be January 18. The student paper deadline will be March 1.

2014 Conference

The 2014 Conference will be held at LeMoyne-Owen College in Memphis, Tennessee. Valerie Chu is the site chair. The conference chair is yet to be determined.

Respectively submitted,
Linda Sherrell

<div align="center">**Midwest Regional Report**</div>

<div align="center">**Jeff Lehman**</div>

Midwest Conference 2012
The 2012 Midwest Conference Committee met November 12th, 2011 at Indiana University Kokomo for our initial conference planning session. A second planning session was held April 28th, 2012 at Eastern Illinois University to select papers and finalize the conference schedule. Fifteen of twenty-four papers were selected (62.5% acceptance rate).

The 2012 Midwest conference will be held October 5th and 6th, 2012, at Eastern Illinois University in Charleston, IL. John Minor Ross, Indiana University Kokomo, is the Conference Chair. Nancy Van Cleave, Eastern Illinois University, is our Site Chair.

The conference schedule follows our usual 2-3 parallel tracks. We will have five paper sessions, four panels, a spotlight on student session (posters and projects), nifty assignments, and a works-in-progress session. The schedule includes a pre-conference workshop titled *Introducing Parallelism Using Habanero Java (HJ)*. Our keynote address will be a presentation by Jeffrey Forbes titled *The CS 10k Project: Mobilizing The Computing Community Around High School Education*. Our dinner speaker will be R. J. Talyor with a presentation titled *Upward Mobility.*
A student programming contest will be held Saturday morning. A post-conference workshop titled *Designing Software Security with UML Extensions* will be offered.

Midwest Conference 2013
The 2013 conference will be held September 20th and 21st at The University of Findlay in Findlay, Ohio. Kent Palmer, Goshen College, will serve as our Conference Chair. Mary Jo Geise, The University of Findlay, will serve as our Site Chair.

Respectfully submitted,
Jeffrey L. Lehman, Midwest Representative

Northeast Report

Lawrence D'Antonio

2012 Conference

The Seventeenth Annual CCSCNE conference was held April 27-28, 2012 at Quinnipiac University in Hamden, Connecticut. Attendance continued the very positive trend of the past three years. There were a total of 285 attendees, which was the third highest total for our conference. The conference had 128 regular attendees (up 2 from last year) and 154 student attendees (down 27 from last year), including 27 programming contest teams (down 7 from last year) and 47 student posters (up 4 from last year). We had 10 faculty posters (down 3 posters from last year).

There were 37 papers submitted, of which 16 were accepted (the number of paper submissions was up four from last year). This represents an acceptance rate of 43%. In addition the conference had four panels, two tutorials, and four pre-conference workshops.

There were two excellent invited speakers. Sally Fincher, University of Kent, spoke on *Computing Education Research: Who is it for? Oh, and why?* Ed Lazowska, Bill & Melinda Gates Chair in Computer Science & Engineering University of Washington, spoke on *Computer Science: Past, Present, and Future*.

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 (EMC^2 and Piazza each gave a vendor session)

- EMC^2 Corporation
- Piazza
- Wiley

The conference committee was introduced for the 2013 conference, the Eighteenth Annual Meeting, which is to be held at Siena College on April 12-13, 2013. The conference chair is Darren Lim of Siena College.

The deadline for paper submission for the 2013 conference is November 19, 2012. The deadline for panels, tutorials, demos, and workshops is December 5, 2011. Faculty posters are due January 20, 2012. Student poster abstracts are due February 28, 2013. All are encouraged to submit a paper, panel, tutorial, workshop, tutorial, demo, or poster.

Other Items

- The 2014 conference will be held at Providence College, dates to be determined. Frank Ford will be the conference chair.

- The 2015 conference, which will be the 20th annual meeting of CCSCNE, will be held at Holy Cross College in Worcester, Massachusetts, dates to be determined. Laurie King and Karl Wurst will be conference co-chairs.

- CCSCNE is now on Twitter and we plan to have a Facebook page.

Respectfully submitted, September 13, 2012
Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
Mahwah, NJ 07430

Phone: 201-684-7714
Email: ldant@ramapo.edu

Northwestern Regional Report

Brent Wilson

Future Northwestern Conference Sites

Year	*Dates*	*School*	*Location*
2012	10/5-6	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
2015	1st/2nd Weekend of October, 2015	Seattle Pacific Univ. or Univ. of Puget Sound	Western Washington
2016	1st/2nd Weekend of October, 2016	Univ. of Portland (depending on 2013)	Oregon

Fall Regional Board Meeting

To be held Saturday 10/6/2012

Addendum to be provided after 10/6 and before National Board Meeting

Respectfully submitted,
Brent Wilson
Northwestern Representative

Rocky Mountain Region Report

Pat Ormond

Rocky Mountain Conference Fall 2012

We thank our National Partners for their continued support of the CCSC Conferences. Their dedication to furthering education is manifest through generous donations without which this conference would not be possible. We recognize and thank them for facilitating this wonderful opportunity for sharing research and building academic ties across the country. Sponsors are currently updated at: http://www.ccsc.org/home/partners.htm .

Rocky Mountain CCSC Conference Committee wants to personally thank Upsilon Pi Epsilon Honor Society for their continued student support.

Rocky Mountain Conference 2012
The 21st RMCCSC Conference will be held at **Metropolitan State,** Denver, Colorado Oct. 12-13, 2012. The 2012 Conference details are up-to-date on the regional site and can be viewed at: http://www.ccsc.org/rockymt/

Progam:
> Keynote Address: Prof. Alexander Repenning "Programming is hard and Boring: Addressing Cognitive and Affective Challenges in Computer Science Education"
> **Blasbalg, Cooney & Fulton** "Defining and Exposing Privacy Issues with Social Media"
> **Ross** "Nonprofit Opportunities for Computing Students: Volunteer, Internship, and Employment"
> **Morris** "Moving Toward Arbitrary Interoperability" student talk
> **Bryce** "Scaffolding in Teaching Knowledge Representation"
> **Liu** "An Analysis of the Students' Academic Background in a Computer Forensics Program"
> **Teel, Schweitzer & Fulton** "Braingame: A Web-Based Student Response System"
> **Brown** "Guibuilder – GUI Program Development in MATLAB"
> **Chen & Mahadev** "Enhancing the Undergraduate Teaching and Research Using Robotic Programming"
> **Dhomne & Hall** "The Impact of Teambuilding and Leadership Styles on Successful Project Management"
> **Carter, Hauselt, Martin & Thomas** "Building a Big Data Research Program at a Small University"
> **Ferrer** "An Interactive Parser Generator for Context-Free Grammars"
> **Vander Zanden, Anderson, Taylor, Davis & Berry** "Codeassessor: An Interactive, Web-Based Tool for Introductory Programming"
> **Gurka** "JiTT in CS1 and CS2"
> **Hall, laughter, Brown, Day, Thatcher & Bryce** "An Empirical Study of Programming Bugs in CS1, CS2, and CS3 Homework Submissions"
> **Gurka** "Processing Tutorial"

Gordon "App Inventor Tutorial"

Standing Rules
August 16, 2004 (Original) --- October 14, 2011 and Modified January 2012

The Conference Committee will typically be made up of members of the Regional Board, but others may be appointed by the Regional Board as needed. The positions below may overlap, with the exception of Registrar and Treasurer, which may not overlap (for auditing purposes). 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 sanatire@uvu.edu
Past Conference Chair: Victoria Eisele victoria.eisele@frontrange.edu
Site Co-Chair: Haiyun Bian hbian@mscd.edu
Site Co-Chair: Weiying Zhu wzhu1@mscd.edu
Registrar: Gerald Shultz shultzj@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: Will be appointed by the Site Co-Chairs

Call for papers/workshops/tutorials
The important dates for this year's conference were:
Abstracts for all submissions .... April 20, 2012
Papers, Panels, tutorials and Workshop submissions .... May 18, 2012
Notification of Acceptance .... on or before ……   June 15, 2012
Deadline for final draft and registration payment .... June 29, 2012
The dates slid a bit. We are working on firming up these dates.

Rocky Mountain Conferences 2013
22nd RMCCSC Conference - **Black Hills State University, Rapid City, South Dakota Oct. 11-12, 2013**.
Rocky Mountain Conferences 2014
23rd RMCCSC Conference- **Regis University, Denver, Colorado   Oct. 10-11, 2014.**

Respectfully submitted,
Pat Ormond, Rocky Mountain Regional Representative
        Report on CCSC-RM 2012 Conference at **Metropolitan State,** Denver, Colorado Oct. 12-13, 2012.

South Central Region Report

Leslie Fife

2012 Conference
The conference was hosted on the beautiful campus of West Texas, A&M University, in Canyon, Tx – just outside of Amarillo. The conference was chaired by Dr. Rajan Alex. Our keynote speaker was Dr. Dennis Frailey.

The Steering Committee met on Saturday morning of the conference. The issue of attendance was discussed. It is noted that attendance has been dropping in recent years as travel budgets and other institutional support has diminished. One contributing factor is believed to be the location of the conferences, which are not always transportation hubs or central for regional driving purposes. This had also been discussed at previous conferences.

A new model for our region is being tested over the next several years. Beginning in 2014, and for the next two years, the conference will be held at St. Edwards University, in Austin – a central site with a good airport and institutional support for the conference. The Chair in 2015 will be Dr. Menon from McNeese State University.

2013 Conference
The 24th CCSC:SC conference will be held at Louisiana State University, Shreveport and will be chaired by Dr. Fife. The conference will be held 19-20April.

Outgoing Regional Representative
Thanks are extended to Dr. Tim McGuire for his many years of service to the South Central Region.

Respectfully submitted,
Leslie Fife
South Central Regional Representative

Southeast Region Report

Kevin Treu

Fall 2012 CCSC:Southeastern Conference

The 26th CCSC Southeastern Conference is scheduled for Nov 2-3 in Marietta, GA at Southern Polytechnic State University. Becky Rutherfoord is the site chair, Kevin Treu (Furman) is chairing the regional board; Hala ElAarag (Stetson) and Stephen Carl (Covenant) are program chairs. Other regional board members are Susan Dean (publicity, UMUC – Maryland in Europe), John Hunt (treasurer, Covenant), Chris Healy (2011 site chair, Furman), 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, Publicity Chair, Speakers Chair, Vendors Chair, Corporate Sponsors Chair: Becky Rutherfoord
- Programming Contest Directors: Andy Digh, Chris Healy
- Student Research Contest Director: Chris Healy

The scheduled program includes 15 papers, 3 tutorials, 2 workshops, 1 panel discussion, and a session of student presentations from our student research competition. A total of 32 regular papers were submitted (7 more than last year) of which 15 were accepted, for an acceptance rate of 46.8%, compared to 60% in 2011. (The acceptance rate for panels/tutorials/workshops was 40% -- 6 of 15 submissions.)

A pre-conference workshop entitled " *Increasing Student Engagement through Gaming in Introductory Computer Science Courses*" will be presented by Dr. Jon Preston and Dr. Jeff Chastine of SPSU (scheduled from 10:00 a.m. to 12:00 p.m. on Friday, November 2).

The keynote address is still being planned. Ms. Lisa McVey of RelayHealth Connectivity Solutions will give the banquet address "Women in STEM".

Student activities consist of a programming contest and a student research contest. The registration deadline for our 19th annual programming contest is October 6, but typically we have in the neighborhood of 24 teams, with 90-100 students from 15-20 colleges competing. Ten 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 3.

2013 CCSC:Southeastern Conference

Though representatives from Georgia Southwestern State University in Americus, GA, have expressed interest in hosting in 2014, we regrettably have no host committed for 2013. This has been an ongoing problem in recent years and a cause for concern.

Other Regional Issues/Activities

Regional Board Recuitment – A significant effort has been expended in the two years towards recruitment of new regional board members, both as replacements and in order to bring new ideas to the region. Consequently the board has a relatively new treasurer, secretary, and paper chair team. However, the positions of local registrar and membership chair have remained open for some time, and recruitment has proven difficult.

Online Hosting Manual – Over the summer we worked on an online, wiki-style version of our SE conference hosting manual. By the time the Board meets, we hope to have a version for other regions to test and provide feedback.

Overall Health of the Region – There are some concerns here. It has been difficult to find hosts, as noted previously. Membership seems stagnant. Though we did have an increase in submissions this year, I still have concerns about the longterm health of the region.   I hope to discuss with other representatives how things are going in their regions and what they're doing to keep them vital.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

Southwest Region Report

Colleen Lewis

Regional Officers:
- Regional Chair: Myungsook Klassen
- Treasurer and Registrar: Michael Doherty, University of the Pacific
- Secretary : Colleen Lewis, Harvey Mudd College
- Editor: Peter Gabrovsky, CSU Northridge
- Regional Representative: Colleen Lewis, Harvey Mudd College
- Webmaster: Marina S. Doherty, UC Davis

Southwestern Conference 2013

- **Location:** CSU San Marcos
- **Date:** April 5 – 6, 2013
- **Other Important Dates:**
  - **Submission Date:** November 16th, 2012
  - **Reviewer Deadline:** December 14th, 2012
  - **Notification of Acceptance:** December 21st, 2012.
- **Conference Organizers:**
  - **Conference Chair:** Youwen Ouyang, CSU San Marcos
  - **Site Chair:** Xiaoyu Zhang, CSU San Marcos
  - **Papers Chair:** Megan Thomas, CSU Stanislaus
  - **Authors Chair:** Peter Gabrovsky, CSU Northridge
  - **Posters Chair:** Stephanie August, Loyola Marymount University
  - **Speakers Chair:** Subra Subramanya, National University
  - **Panels/Tutorials Chair:** Tzu-Yi Chen, Pomona College
  - **Publicity Chair:** Ani Nahapetian, Pomona College

Southwestern Conference 2012

- Our fourth conference was held March 23-24 at University of the Pacific in Stockton, CA.
- Attendance: 20 non-student attendees, 21 students. Total of 41 attendees
  - We expect that the difference in attendance was based upon the location in Northern California and expect higher rates of attendance next year holding the conference in Southern California.
  - We "made" about $100
- We had a single track to build community amongst the conference attendees.
- Jinzhu Goa, of University of the Pacific, was our site chair.
- Papers:
  - Megan Thomas of California State University Stanislaus was our paper chair.
  - There were only 12 submissions this year and we accepted 9 papers.

- o Last year we had 13 papers presented
- Peter Gabrovsky, of California State University was the author chair.
- Jim Blythe of USC was the Speaker chair.
- Tzu-Yi Chen of Pomona College was responsible for Panels and Tutorials.
  - o 5 tutorial submissions. We accepted 3.
- Youwen Ouyang of California State University San Marcos was responsible for Partners and exhibitors.
- We did not use conftool this previous year because we had attendees register early via the paper registration system. We registered all individuals in conftool after each person registered for the conference using the paper registration. We will use conftool for our 2013 conference.

Respectfully submitted by:
Colleen M. Lewis
Southwest Regional Representative

Publications Chair Report

John Meinke

Fall 2012 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	9	7.8	5	2.2	85	9/13
Midwest	15	8.5	14	1.4	152	15/24
Rocky Mountain	13	8.0	5	1.0	111	---
Southeastern	15	8.3	6	1.7	138	15/32
Eastern	11	7.9	11	1.5	107	11/12

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, Aakash Taneja, and Stephen Carl. My thanks also to our printer, Courier Printing, as well as to the volunteers that helped in proof-reading.

Acceptance Rates

In the table above acceptance rates for the individual conferences are reported as fractions rather than percentages. This reflects what the conferences used in their welcoming statements. Note that Rocky Mountain did not report anything on their acceptance rate. However, I note that some of the conferences are showing dangerously high acceptance rates. I note that Southeastern has an acceptance rate of 46.9% while Eastern reports a 91.7% acceptance rate.

Courier Printing

With the closing of the doors at Montrose Printing on short notice we were tasked with the problem of coming up with a new printer on very short notice. The choice of Courier Printing in Deposit, NY, appears to have been an excellent choice. They have been most responsive and the product they produce appears to be of good quality for a reasonable price.

Print Runs

When we determine print runs we use estimated conference attendance as a basis for determining the print run for the issue of the Journal. Since we no longer accept leftovers due to storage space limitations we need realistic figures to work with. I would ask that when budgets are created as realistic as possible estimate of conference attendees be used in the budgeting process.

Manuscript Deadlines

The following is a repeat of my report a year ago. I cannot overemphasize this issue. 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!

Conference Program Availability

It is important that the conference program be available as early as possible. We use the conference program to determine the order of papers in the Proceedings so allowing us to start assembly as soon as possible is most helpful However, the conference program is also a marketing item for the conference. When we get down to a few weeks before the conference and no program is available there are folks that might have considered attendance that will not attend. Get at least a preliminary program out there early both for our assistance and marketing for the conference.

Manuscript Formatting

Again a repeat of part of last year's report. 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! Regional editors should not forward manuscripts that are not in conformity with the guidelines. Regional representatives, please inform your regional editors. Some are very supportive of our work, others simply act as conduits and I believe don't bother to look at what they forward to us.

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.

ACM Digital Library

A question has come up several times about other groups wanting to add the *Journal* to their online libraries. I have discussed this with ACM and based on our MOU ACM does not have an "exclusive" agreement. Thus, it would be entirely possible for us to include other online libraries as a source of dissemination. However, based on the tone of the discussion I would not recommend following through further with other organizations. We have a good relationship that is "unoffficially" exclusive with ACM. Let's keep the good relationship that we now enjoy, including the "in cooperation" agreement with ACM SIGCSE.

Respectfully submitted,
John Meinke, Publications Chair

Membership Secretary Report

Robert W. Neufeld

Membership Count

As of September 22, 2012, CCSC membership stands at 608. The majority of those are individuals who attended any of the 2011-2012 regional CCSC conferences with a few who registered online or directly at the $35 annual membership rate. With online registration for fall conferences in progress through ConfTool, the snapshot below includes those *new* regular members who registered for a fall conference by this date.

Membership counts and percentages of total by region are shown in the following table. The two listed as "Unspecified" are affiliate members.

Region	Membership Count	Percentage of Total
Central Plains	41	6.7%
Eastern	91	15.0%
Midsouth	34	5.6%
Midwest	79	13.0%
Northeastern	131	21.5%
Northwestern	48	7.9%
Rocky Mountain	37	6.1%
South Central	36	5.9%
Southeastern	86	14.1%
Southwestern	23	3.8%
Unspecified	2	0.3%
Total	608	100.0%

2011-12 Conference Attendance

This table shows regular members who attended regional conferences during the 2011-2012 academic year. A more complete analysis could consider "region-hopping" and how much influence it has on conference attendance and revenues, how many members (other than national board members) attend multiple conferences each year, etc.

Region	Regular Attendees	Percentage of Total
Central Plains	52	8.9%
Eastern	114	19.6%
Midsouth	47	8.1%
Midwest	50	8.6%
Northeastern	131	22.5%
Northwestern	44	7.6%
Rocky Mountain	32	5.5%
South Central	31	5.3%
Southeastern	60	10.3%
Southwestern	21	3.6%
Unspecified		0.0%
Total	582	100.0%

ConfTool, Registrations, and Post-Conference Reporting

As I work with regions, monitor registrations, receive PayPal payment notices, and interact with regional registrars and others, I continue to learn more about ConfTool. We continue to make some adjustments as well as experiencing some glitches. I've attempted to correspond with appropriate individuals from the regions with suggestions of how best to use ConfTool and also to point out that extensive ConfTool documentation is available and is *now* linked from the set-up screen in ConfTool.

Please advise your registrars and conference chairs that proper configuration of ConfTool <u>before conference registration begins</u> can make accurate and complete post-conference reporting much easier. It seems that the best advice is to keep in mind the line item categories in your approved budget and then consider just where each item allowed in ConfTool will be reported *within that budget framework*.

In Summary

Laura Baker has been very supportive as I attempt to understand and adapt in my new role. I had not anticipated the level of involvement with finances that came with the position and rely most heavily on Bill Myers in that area. Brent Wilson, together with Ryan Ledbetter, his assistant, have helped out in crisis situations. The move to a new hosting service should provide reliability and improved response time, heading off or limiting outage-related crises (such as the system being down right before deadlines for papers or registration!!).

For most of the fall conferences, I sent reminder notices to members from the region who <u>had not</u> attended the conference in 2011, inviting them to renew on the Membership Renewal page. Results were very minimal, and I have not yet followed through with that on spring conferences. This fall, we are starting "our second round" with ConfTool registrations with any users from 2011 remaining in the system. That makes registration easier, even if some of the information might need to be updated. (In ConfTool terms, a "user" is anyone in the system and a "participant" is someone who has registered. After archiving previous conferences, *users* were retained while *participant* records were removed.) The bulk email facility in ConfTool will make it easy to invite 2011 users who didn't register for a 2012 conference to renew at the regular $35 annual rate.

Feel free to pass along suggestions, questions, concerns, and comments. My plan is to establish routines and procedures and to provide more documentation as to how most effectively to use ConfTool, while hopefully extending our capabilities.

Respectfully submitted,
Robert W. Neufeld
CCSC Membership Secretary

Membership Secretary Report
10/10/2012 Update

2011-12 Conference Attendance

The table below has been updated and expanded from the one that appears in the report packet. You'll note a significant change in the Eastern attendance from what I reported earlier. ConfTool allows regions to define their own categories for persons registering for a conference and many regions won't include all the classes listed below.

I've made some judgment calls based on registrant information. Student registrations, in particular, will vary from full conference participation to half-day to programming team participation and more. Note also that the Southeastern 2011 fall conference included board members attending for the fall board meeting.

2011-12 Regional Conference Attendance							
Region	**Regular Attendees**	**Percent of Total**	**Students**	**Vendors**	**K-12**	**Speakers**	**Total**
Central Plains	48	8.7%	85	4	4	2	143
Eastern	83	15.0%	36	2			121
Midsouth	50	9.1%	5				55
Midwest	50	9.1%	59	1	0		110
Northeastern	128	23.2%	154	3			285
Northwestern	42	7.6%	14		1		57
Rocky Mountain	31	5.6%	50				81
South Central	31	5.6%	11				42
Southeastern	69	12.5%	14	2			85
Southwestern	20	3.6%	21	1			42
Unspecified		0.0%					
Total	552	100.0%	449	13	5	2	1021

Robert W. Neufeld
CCSC Membership Secretary
10/10/2012

<div align="center">**Treasurer Report**</div>

<div align="center">**Bill Myers**</div>

1. Financial Report for 2011-12.
   The current state of the report will be available. (I have only about one quarter of the number of items unresolved as compared to this time last year.)

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:

   Midwestern 2013
   Northwestern 2013
   Mountain 2013
   Southeastern 2013

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

   Southwestern 2014
   Northeastern 2014
   Central Plains 2014
   MidSouth 2014
   Central 2014

   The following budgets should have been approved before the meeting:

   Eastern 2013

4. Insurance Updates
   I have not received information on most of the conferences between November 1, 2012, and October 31, 2013.

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, North Carolina, and New York. 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. Credit Card Information
   There are now an new income item and an expense item. We are paying $100 annually for our
   Chase and Wells Fargo credit card accounts. Both of these cards pay rebates. We received $200 of
   rebates last year and $350 so far this year.

   Rebates can be exchanged for cash, gift cards (some at a discount), and travel.

8. Comments or questions on "Instructions for Treasurers"
   Note that the IRS report requires that I must classify all expenses into one of three general
   categories, exempt expenses, publicity/advertising, and administrative expenses. Please tell your
   treasurers that I need to have them classify the expenses for them.

9. Comments or questions on "Instructions for Registrars"
   Note that the IRS report requires that I must report all income into one of twelve categories. I need
   to have all income classified by the budget categories. When the monthly PayPal report contains
   items in the Other column, I need to be told how to classify the income.

Comptroller Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 9/23/12. Baseline budgets are sent to regions twice a year, generally in January and Jul./Aug. 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.

REMINDER: Regional reps, at the end of your conference, please have your treasurer send to me the same **budget spreadsheet approved by the board** with an added column indicating all the "actual" conference values that they recorded. This will help with preparation of the next year's budget.

CCSC Comptroller Conference Budget approval status, 9/23/12

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	2014: 8/13/2012				2014
EA - FA	2013: 1/24/2012	2013: 7/15/2012	2013: 9/19/2012		2014
MS - SPR	2013: 1/24/2012	2013: 7/24/2012	2013: 7/31/2012	2013: 9/19/2012	2014
MW - FA	2013: 8/13/2012				2013
NE - SPR	2014: 8/13/2012				2014
NW - FA	2013: 8/13/2012				2013
RM - FA	2013: 8/13/2012				2013
SC - SPR	2014: 8/13/2012				2014
SE - FA	2013: 8/13/2012				2013
SW - SPR	2014: 8/13/2012				2014

Conference Coordinator Report

William Mitchell

The Spring 2013 conferences have all been submitted for In-Coop status with SIGCSE and this should be a formality, so the SIGCSE logo can be used on your websites. I suggest that each conference build a website for the subsequent conference, however bare that new site might be, a year in advance, and send the link to the CCSC webmaster so she can link to it from the conference page. There is already a listing for advance conferences on this page, so it is simple to make the new site available. In going to collect information for the SIGCSE process I found all conferences had sites, but by the end of July many of those sites had not been improved. I suggest that each region have a schedule for fleshing out the new site with stage deadlines to be monitored by the Conference Chair and the Region Webmaster:

1. within one month of the completion of the old conference the new conference website will display the contact information of the new conference committee members.
2. within two months after the old conference the new website will display all the information necessary for an author to submit a paper.
3. within three months after the old conference the new website will display all the information about participation opportunities: how to submit panels, tutorials, etc., what kind of student activities are planned, what the format of the conference will be (when there will be a keynote, a banquet, an excursion, etc.). The actual details of these events may not yet be final, but the goal the committee has set for the conference structure should be known.
4. The details of registration costs, housing options and costs, and speakers should be filled in as quickly as possible, but sometimes these are not known until 3 or 4 months before the conference.

In most cases steps 1-2 can be implemented before the old conference is presented, and step 3 soon after.

National Partners Chair Report

Mark Goadrich

Current Partners: As of the date of this report, J. Wiley and Sons, Turingscraft, the National Science Foundation are our National Partners. I continue to explore partnerships with former partners such as Microsoft, and follow up on inquiries made while at SIGCSE.

Publicity & Outreach: I have updated the brochures that describes the National Partners program so that it lists each of the fall 2012 and spring 2013 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: I am continuing to facilitate relations between our partners and the local CCSC conference vendor chairs.

Alternative payment options: Bill Myers implemented a new way to invoice our National Partners through Paypal, so they can renew via credit card rather than check. This method was used successfully by Wiley and Turingscraft to renew their partnerships. NSF is in the process of making payment, and I am in touch with their new representative.

Respectfully Submitted,
Mark Goadrich

UPE Report

	Upsilon Pi Epsilon Awards Upsilon Pi Epsilon, 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.
CCSC.org	The above can be found on the ccc.org webpage under Consortium News.
Eastern	Eastern acknowledges UPE at http://www.ccsc-eastern.org/sponsors-partners
Central Plains	The UPE recognition web page for the CCSC – Central Plains web site may be found at: http://www.ccsc.org/centralplains/index.html
Midsouth	The link is www.ccsc-ms.org to get to the MidSouth Conference page. On this page, the UPE acknowledgement is in the lower right hand corner.
Midwest	It's under the student activities section: http://www.ccsc.org/midwest/conference/students.html and on the second page of the conference schedule http://www.ccsc.org/midwest/conference/CCSCMW2012ConferenceScheduleFinal.pdf
Northeastern	The Northeastern website has a link for UPE. The URL is http://ccscne.org/ccscne2013/
Northwestern	On the Northwestern home page: http://www.ccsc.org/northwest/
Rocky Mountain	Links to recognition for UPE on the Rocky Mountain homepage: http://www.ccsc.org/rockymt/FullProgram.pdf and the home page http://www.ccsc.org/rockymt on the home page you use the scroll arrow on the left side of the home page where the sponsors are listed.
South Central	References to UPE on these pages on the South Central site: http://www.ccsc.org/southcentral/submissions/index.html http://www.ccsc.org/southcentral/submissions/reviewerinfo.html http://www.ccsc.org/southcentral/submissions/studentinfo.html http://www.ccsc.org/southcentral/submissions/contactinfo.html http://www.ccsc.org/southcentral/submissions/paperinfo.html There is also a UPE shout out on the region page at: http://www.ccsc.org/southcentral/
Southeastern	Here's where Southeastern credits UPE http://www.ccscse.org/papercontest.php?year=26th
Southwestern	Here's where Southwestern credits UPE http://www.ccsc.org/southwestern/2013/poster.php

Service Recognition Committee Report

Scott Sigman, Susan Dean, Jeff Lehman

Distinguished service awards were presented to Will Mitchell, John Meinke, and Bill Myers during the CCSC Business Meeting on March 2, 2012. The award presentation and the recipients have been featured on the CCSC Home Page since March. A call for award nominations was also featured on the page.

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 2012 board meeting.

Respectively submitted by:
Scott Sigman

Appendices

Budget for 2013 Central Plains Conference

Host: Avila University

Approved by the Board on March 13, 2012

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
Grants			$120
Other Income (List)			
Total			$11,925

Expenses

Steering Com. Travel Ex.			
Steering Com. Meeting Ex.			$300
Phone/Fax			$50
Postage			
Publicity			$450
In support of Conference			
Other			
Office Supplies			$250
Publicity			
In support of Conference			
Other			$0
Brochure Printing/Duplicating			$500
Publicity (printing, other formats)			$250

Other duplicating				
Signage				
Speaker Expenses	1	$750	$750	
Consortium Head Tax	60	$41	$2,460	
Extra Proceedings	15	$6	$90	
Meals - Total				$4,095
Breaks-Friday	75	$5	$375	
Breaks-Saturday	75	$5	$375	
Reception			$0	
Banquet	75	$17	$1,275	
Saturday Breakfast	75	$6	$450	
Saturday Breakfast (prog. Teams)	60		$0	
Luncheon (prog. Teams)	60	$12	$720	
Luncheon (Sat.)	75	$12	$900	
Entertainment			$100	
Transportation				
Rentals				
Student Awards			$575	
Faculty Awards			$100	
Consortium Membership			$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
Facility setup			$400	
Food service setup			$50	
Other				
Total			$11,420	
Balance			$505	

<u>Southeastern</u>

2012 Southeastern Conference Budget

Approved by the Board on May 8, 2012

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 - Progr Students	90	$10	$900
	Registrations - student web			$0
	Workshop - early			$0
	Workshop - late			$0
	Extra Meals			
	Banquet	5	$30	$150
	Lunch (Saturday)			$0
	Extra Proceedings			$0
	Vendors Registration	2	$50	$100
	Vendors Presentations		$100	$0
	National Partners	4	$100	$400
	Industry Sponsorship			
	UPE Sponsorship			$200
	Grants			
	Other Income			$0
	Total			$13,120

Expenses		
	Steering Com. Travel Ex.	
	Steering Com. Meeting Ex.	$250
	Phone/Fax	
	Publicity	
	In support of Conference	
	Other	
	Postage	$50
	Publicity	
	In support of Conference	
	Other	
	Office Supplies	$250
	Publicity	
	In support of Conference	
	Other	
	Program Printing/Duplicating	$200
	Publicity (printing, other formats)	$100
	Other duplicating	

Signage			
Speaker Expenses			$1,000
Consortium Head Tax	81	$41	$3,321
Extra Proceedings		$6	$0
Meals - Total			
Breaks-Friday	2	$100	$200
Breaks-Saturday	2	$100	$200
Presenter's Luncheon-Friday	35	$15	$525
Banquet	75	$30	$2,250
Friday Pizza (students)	100	$6	$600
Saturday Breakfast			$0
Saturday Breakfast (prog. Teams)			$0
Luncheon (prog. Teams)	90	$12	$1,080
Luncheon (Sat.)	45	$15	$675
Entertainment			
Transportation			
Rentals			
Student Awards			$250
Student Programs			
Faculty Awards			
Web Expenses			
Consortium Membership			$1,000
Other Expenses			
Total			$11,951
Balance			$1,169

CCSC: Northeastern Conference 2013 Budget

Approved by the Board on May 16, 2012

Income	#	each	total
Registrations - Full - Early	135	125.00	$16,875
Registrations - Full - Late			$0
Registrations - Full - On-Site	10	155.00	$1,550
Registrations - Student - early	150	50.00	$7,500
Registrations - Student - late			$0
Registrations - K-12 early			$0
Registrations - K-12 late			$0
Registrations - Progr Teams	30	50.00	$1,500
Registrations - student web			$0
Workshop - early			$0
Workshop - late			$0
Extra Meals			
Banquet	10	30.00	$300
Lunch (Saturday)	100	10.25	$1,025
Extra Proceedings	15	10.00	$150
Vendors Registration	5	250.00	$1,250
Vendors Presentations			$0
National Partners	3	100.00	$300
Industry Sponsorship			
UPE Sponsorship			$200
Grants			
Other Income (List)			
Total			$30,650

Expenses			
Steering Com. Travel Ex.			3,000.00
Steering Com. Meeting Ex.	30	$12	360.00
Phone/Fax			
Publicity			
In support of Conference			
Other			
Postage			
Publicity			
In support of Conference			
Other			
Office Supplies			400.00
Publicity			
In support of Conference			
Other			0.00
Brochure Printing/Duplicating			500.00
Publicity (printing, other formats)			

Item	Qty	Unit	Amount		
Other duplicating					
Signage					
Speaker Expenses	2	650.00	$1,300		
Consortium Head Tax	135	41.00	$5,535		
Extra Proceedings	15	6.00	$90		
Meals - Total				$13,515	
Breaks-Friday	220	3.00	$660		
Breaks-Saturday	220	3.00	$660		
Reception	240	10.00	$2,400		
Banquet	240	23.00	$5,520		
Saturday Breakfast	220	7.00	$1,540		
Friday Breakfast (prog. Teams)	90	7.00	$630		
Luncheon (prog. Teams)	90	12.00	$1,080		
Luncheon (Sat.)	100	10.25	$1,025		
Entertainment					
Transportation			$500		Siena Bus transportation to/from Hotels
Rentals				6,925.00	
Atrium Lobby	2	242.00	484.00		
Maloney Great Room + Sarazen					
Conf. Rooms	3	423.50	1,270.50		
Key Auditorium	2	180.00	360.00		
Molinari Room	2	176.00	352.00		
Dot Com Room	2	133.00	266.00		
Sarazen 315	2	132.00	264.00		
Student Awards			765.00		
Faculty Awards					
Consortium Membership			1,000.00		
Other Expenses (List)					
Publicity					
Web Expenses			119.00		
In support of Conference					
Total			$30,080.50		
Balance			$570		

50

<u>Southwestern</u>

Approved by the Board on June 19, 2012

<u>South Central</u>

South Central Conference 2013 Budget

Approved by the Board on June 29, 2012

Income		#	each	total
	Registrations - Full - Early	40	$125	$5,000
	Registrations - Full - Late	5	$135	$675
	Registrations - Full - On-Site	5	$135	$675
	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	3	$10	$30
	Vendors Registration	3	$125	$375
	Vendors Presentations			$0
	National Partners	4	$100	$400
	Industry Sponsorship			
	UPE Sponsorship			$200
	Grants			
	Other Income (List)			
	Total			$8,130

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	50	$41	$2,050	
Extra Proceedings	3	$6	$18	
Meals - Total				$2,165
Breaks-Friday	50	$2	$100	
Breaks-Saturday	50	$2	$100	
Reception	55	$2	$110	
Banquet	55	$25	$1,375	
Saturday Breakfast			$0	
Saturday Breakfast (prog. Teams)			$0	
Luncheon (prog. Teams)			$0	
Luncheon (Sat.)	40	$12	$480	
Entertainment				
Transportation			$100	
Rentals - Includes Banquet Room			$600	
Student Awards			$300	
Faculty Awards				
Consortium Membership			$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
Other				
Total			$7,623	
Balance			$507	

<u>Midsouth</u>

Budget for the 2013 CCSC: Midsouth Conference
host: University of Arkansas Fort Smith
Approved by the Board on September 19, 2012

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	20	$25	$500
Lunch (Saturday)	3	$11	$33
Extra Proceedings	5	$10	$50
Vendors Registration	2	$250	$500
Vendors Presentations			$0
National Partners	3	$100	$300
Industry Sponsorship	2	$100	$200
UPE Sponsorship			$200
Grants			
Other Income (List)			
Programming Contest	2	$180	$360
Total			$14,888

Expenses			
Steering Com. Travel Ex.			
Steering Com. Meeting Ex.			$150
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	$200	$200	
Consortium Head Tax	60	$41	$2,460	
Extra Proceedings	20	$6	$120	
Meals - Total				$5,975
Breaks-Friday	130	$6	$780	
Breaks-Saturday	70	$4	$280	
Lunch-Friday	50	$14	$700	
Reception			$0	
Banquet	130	$22	$2,860	
Saturday Breakfast			$0	
Saturday Breakfast (prog. Teams)			$0	
Luncheon (prog. Teams)	75	$5	$375	
Luncheon (Sat.)	70	$14	$980	
Entertainment				
Transportation				
Rentals			$600	
Student Awards			$1,000	
Faculty Awards				
Student Programs			$600	
Consortium Membership			$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
IT Tech Support	8	$40	$320	
Other				
Total			$14,325	
Balance			$563	

<u>Eastern Budget</u>
2013 CCSC: Eastern Conference Budget

Approved by the Board on October 4, 2012

Income	#	each	total
Registrations - Full - Early	80	$145	$11,600
Registrations - Full - Late	8	$160	$1,280
Registrations - Full - On-Site	2	$180	$360
Registrations - Student - early	8	$35	$280
Registrations - Student - late	2	$45	$90
Registrations - K-12 early	0	$50	$0
Registrations - K-12 late	0	$60	$0
Registrations - Progr Teams	20	$60	$1,200
Registrations - student web			$0
Workshop - early	0	$6	$0
Workshop - late	0	$8	$0
Extra Meals			
Banquet	5	$25.00	$125
Lunch (Saturday)	5	$20.00	$100
Extra Proceedings	2	$6.00	$12
Vendors Registration	4	$150	$600
Vendors Presentations			$0
National Partners	4	$100	$400
Industry Sponsorship			$200
UPE Sponsorship			$200
Grants			
Other Income (List)			
Total			**$16,447**

Expenses			
Steering Com. Travel Ex.			
Steering Com. Meeting Ex.			$500
Phone/Fax			$0
Publicity			
In support of Conference			
Other			
Postage			
Publicity			$0
In support of Conference			
Other			
Office Supplies			$0
Publicity			
In support of Conference			
Other			$0
Brochure Printing/Duplicating			$0
Publicity (printing, other formats)			$0
Other duplicating			
Signage			$100

Speaker Expenses	1	1,000.00	$1,000	
Consortium Head Tax	90	41.00	$3,690	
Extra Proceedings	2	6.00	$12	
Meals - Total				$7,820
Breaks-Friday	200	4.50	$900	
Breaks-Friday				
Breaks-Saturday	200	4.50	$900	
Breaks-Saturday (11:30 am)				
Reception (food)	90	8.40	$756	
Banquet	90	17.60	$1,584	
Ticketed drinks	90	5.00	$450	
Saturday Breakfast	100	6.85	$685	
Saturday Breakfast / Snacks (prog. Teams)	60	6.00	$360	
Luncheon (prog. Teams)	60	9.00	$540	
Luncheon (Sat.)	100	16.45	$1,645	
Entertainment				
Transportation				
Rentals			$1,000	
Student Programs				
Student Awards			$725	
Faculty Awards			$50	
Consortium Membership			$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
Reception set up	90	$2.10	$189	
Reception bar tenders (4 hr. minimum)		$78.00	$312	
Other				
Total			$16,398	
Balance			$49	

Rooms (details of rental above)

Friday - reception / dining area		$500
Friday - classrooms for presentations		$0
Saturday - Programming Contest		$0
Saturday - classrooms for presentations		$0
Saturday - luncheon area		$500
Tech equipment (podium, mic,	?	

<u>Rocky Mountain</u>

2013 CCSC: Rocky Mountatin Budget

Approved by the Board on October 12, 2012

Income		#	each	total
	Registrations - Full - Early	45	$135	$6,075
	Registrations - Full - Late	2	$160	$320
	Registrations - Full - On-Site			$0
	Registrations - Student - early	5	$35	$175
	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	3	$20	$60
	Lunch (Saturday)	3	$10	$30
	Extra Proceedings	2	$10	$20
	Vendors Registration	0	$50	$0
	Vendors Presentations			$0
	National Partners	4	$100	$400
	Industry Sponsorship			
	UPE Sponsorship	1	$200	$200
	Grants			
	Other Income (Microsoft)			
	Total			$7,280

Expenses				
	Steering Com. Travel Ex.			
	Steering Com. Meeting Ex.			$300
	Phone/Fax			$15
	Publicity			
	In support of Conference			
	Other			
	Postage for publicity			$500
	Publicity			
	In support of Conference			
	Other			
	Office Supplies			$150
	Publicity			
	In support of Conference			
	Other			
	Brochure Printing/Duplicating			$250
	Publicity (printing, other formats)			

Other duplicating			
Signage			
Speaker Expenses	1		$400
Consortium Head Tax	47	$41	$1,927
Extra Proceedings	0	$6	$0
Meals - Total			
Breaks-Friday			$0
Breaks-Saturday	50	$14	$700
Reception			$0
Banquet	45	$25	$1,125
Saturday Breakfast			$0
Saturday Breakfast (prog. Teams)			$0
Luncheon (prog. Teams)			$0
Luncheon (Sat.)	45	$15	$675
Entertainment			
Transportation			
Rentals			
Student Programs			
Student Awards			$200
Faculty Awards			
Consortium Membership			$1,000
Other Expenses			
Total			$7,242
Balance			$38

Central Plains 2014

2014 CCSC: Central Plains Conference Budget
                    Host: Westminister University
Approved by the Board on October 12, 2012

Income

	#	each	total
Registrations - Full - Early	55	$150	$8,250
Registrations - Full - Late	2	$175	$350
Registrations - Full - On-Site			$0
Registrations - Student - early	60	$45	$2,700
Registrations - Student - late			$0
Registrations - K-12 early	3	$50	$150
Registrations - K-12 late			$0
Registrations - Progr Teams	54	$20	$1,080
Registrations - student web			
Student Poster Contest	2	$20	$40
Workshop - early			$0
Workshop - late			$0
Extra Meals			
Banquet	4	$20	$80
Lunch (Saturday)	2	$12	$24
Extra Proceedings	1	$10	$10
Vendors Registration	4	$135	$540
Vendors Presentations			$0
National Partners	4	$100	$400
Industry Sponsorship			
UPE Sponsorship			$200
Grants			$120
Other Income (List)			
Total			$13,944

Expenses

Steering Com. Travel Ex.			
Steering Com. Meeting Ex.			$300
Phone/Fax			$50
Publicity			
In support of Conference			
Other			
Postage			
Publicity			$450
In support of Conference			
Other			
Office Supplies			$250
Administration			
In support of Conference			
Other			$0
Brochure Printing/Duplicating			$500

Publicity (printing, other formats)			$250	
Other duplicating				
Signage				
Speaker Expenses	1	$1,000	$1,000	
Consortium Head Tax	57	$41	$2,337	
Extra Proceedings	1	$6	$6	
Meals - Total				$5,746
Breaks-Friday	95	$6	$570	
Breaks-Saturday	95	$6	$570	
Reception			$0	
Banquet	115	$20	$2,300	
Saturday Breakfast	95	$6	$570	
Saturday Breakfast (prog. Teams)	54		$0	
Luncheon (prog. Teams)	54	$14	$756	
Luncheon (Sat.)	70	$14	$980	
Entertainment			$100	
Transportation				
Rentals				
Student Awards			$575	
Faculty Awards			$100	
Consortium Membership			$1,000	
Other Expenses (List)				
Publicity				
In support of Conference				
Facility setup			$500	
Food service setup			$350	
Other				
Student programs				
Total			$13,514	
Balance			$430	

Steve Ludwig

Income/Cash Receipts

A majority of the cash receipts result from conference registrations which include membership dues. These conference registrations are processed by the regional registrar(s). The cash receipts may be handled electronically through Paypal, or by the regional registrar. If the registration is paid by check, the regional registrar my make the deposit or the check(s) may be forwarded to the membership secretary for deposit.

In order to ensure there are adequate internal controls surrounding the cash receipts function it is important to segregate the following three responsibilities: authorization of the transactions, custody of the cash receipt, and record keeping for the cash receipt. The registration process is member initiated and therefore authorization of the transaction is not a primary concern. When checks or cash and the registration are received by the regional registrar it raises the concern that the cash receipt and the record keeping are being handled by the same individual and that the cash receipt could be diverted to personal use and the record keeping for the receipt could be altered to cover up the diversion. In situations where checks are forwarded to the membership secretary the same concerns exist. The membership secretary could convert the funds for personal use and alter the records.

My primary recommendation in this area would be to include a compensatory control to have the regional registrars provide membership records to the membership secretary and have the membership secretary develop a mechanism for assessing the reasonableness and completeness of the records by matching member counts with a total of collections for membership dues. I would further suggest that the membership secretary and treasurer should not be responsible for depositing cash receipts. Another method of providing control over the cash receipts would be to have an additional individual assigned to assist the regional registrar process all cash receipts to ensure some accountability over the processing of the receipts. The assistant could deposit the funds and the registrar could do the record keeping.

Expenses/Cash Disbursements

A majority of the cash disbursements result from conference disbursements. The regional treasurer provides approval for the requested expenditures and forwards to the treasurer for payment. The treasurer is responsible for payment of invoices, maintaining record keeping for the organization, and reconciling the bank accounts.

In order to ensure there are adequate internal controls surrounding the cash disbursements function it is important to segregate the following three responsibilities: authorization of the payments, custody of the cash (check signing authority), and record keeping for the cash disbursement. The regional treasurers provide a separate authorization function. The treasurer performs two incompatible duties, check signing and record keeping.

My primary recommendation in this area would be to provide the following compensating controls. The comptroller should perform regular monthly reconciliations of all deposit accounts. This allows an independent party to view the underlying accounting records and ensure that bank and book activity is in agreement on a regular basis. The treasurer should provide regular reports that provide actual versus budget comparisons for each of the regions and the organization as a whole. The comptroller and /or board should be responsible for reviewing these reports on a regular basis and obtaining explanations for significant variances.

Record Keeping

The current accounting system maintained in Excel spreadsheets is functional but relies on the institutional knowledge of the current treasurer. The system doesn't provide for regular budget versus actual reporting.

There are numerous accounting software solutions that could be implemented to automate the process and provide accounting by regions that allow for budget versus actual comparisons. QuickBooks is a relatively inexpensive, widely used, and user friendly software package that would meet the needs of CCSC.

One option for the QuickBooks software would be the purchase of QuickBooks Premier Nonprofit. This software would be installed on a computer accessed by the CCSC Treasurer. This package allows the organization to prepare reports by class (region) and would also allow the organization to track data needed for the nonprofit (Form 990) annual report. This software can be purchased for $399.95 through the Intuit website (quickbooks.intuit.com/premier).

Another option for adopting the QuickBooks software would be to implement the Online Plus version. This software would be maintained on Intuit's site and allow multiple user (5 users) access and the same features as QuickBooks Premium. There is a monthly cost of $39.95. Information regarding the online version is available through the Intuit website (quickbooskonline.intuit.com).

It might be wise to select a QuickBooks consultant to assist with implementation of a solution. The consultant should probably be located in the same region as the organization's treasurer.

Please feel free to contact me if you have additional questions or would like clarification of any of the comments above.

Steve Ludwig

6/12/12

September 23, 2012

CCSC Service Awards Committee

This letter is to support the nomination of Bob Neufeld for the CCSC Service Recognition Award. As CCSCNE regional representative, for the past decade Bob and I have been colleagues on the CCSC Board. Bob has shown his dedication to CCSC through his positions as the Central Plains regional representative, CCSC Vice President, CCSC President, up to his current position as CCSC Membership Chair. Just the fact that he has been willing to step into the important position of Membership Chair immediately upon finishing his term as CCSC President is a strong indicator of his service to CCSC.

I have often worked closely with Bob on several occasions over the years and I have always valued his advice, his friendship and his dry Midwest humor. I fully support that Bob should receive this award.

Sincerely,

Lawrence D'Antonio,
Ramapo College of New Jersey
CCSCNE Regional Representative

John G. Meinke

Werderstraße 8
D-68723 Oftersheim
49 - (0) 6202 / 5 77 79 16
meinkej@acm.org

CMR 420 Box 3368
APO AE 09063
meinkej@faculty.ed.umuc.edu

5 Maple Street
Walton, NY 13856
(607) 865-4017
jmeinke@frontiernet.net

DISTINGUISHED SERVICE NOMINATION — BOB NEUFELD

It is an honor to nominate Bob Neufeld for the 2013 Distinguished Service Award from CCSC.

Bob earned the B.A., Bethel College; M.A., M.S., Wichita State University; Ph.D., Iowa State University. He was on the faculty of McPherson College and currently maintains the title Professor Emeritus at McPherson College.

I came to know Bob when he was elected to the CCSC Board as the Central Plains Representative. Bob then went on as a candidate for President Elect, and served two years as Vice-President and then two years as President. His years on the Board were marked with dedication to the Consortium.

When his term as President was over Bob did not simply disappear into the woodwork as so many members of the Board have done in the past. He assumed the open position of Membership Secretary for the remainder of the vacated term, and has spent countless hours attempting to reorganize the records of that position.

Bob continues actively as a member of the regional committee for the Central Plains region, the region he was originally involved in, and continues in a leadership role there.

I can think of no one more deserving of the CCSC Distinguished Service Award for 2013.

Respectively submitted,

John Meinke