MINUTES OF CCSC BOARD MEETING

November 11, 1994
9:00 a.m.
Riley Hall, Furman University
Greenville, SC

Attendees: Bill Myers, John Rabung, Becky Tidwell, Gail Miles,
Paul Haiduk, Dick Hull, Sue Fitzgerald, John Meinke, Martha
McCormick, Chuck Howerton, Susan Dean, Will Mitchell,
Cathy Bareiss, Kevin Treu

Minutes of Last Meeting: Approved without discussion.

Treasurer's Report - Becky Tidwell
        The treasurer's report for 1993-94 was handed out. It was
noted that 1993-94 was not as bad as it looks, due to a change
in accounting procedure. Certain incoming funds are being
held for the next fiscal year while the same funds from
1992-93 were put in for that year, thus the bottom line for
1993-94 looks worse than it is. Bill Myers noted that we lost
about $2,500 last year and noted that we need to think about
covering those costs. Paul Haiduk raised questions about
relative conference costs. Myers suggested (as part of
revised CCSC by-laws) that each conference steering
committee pass its own by-laws to be ratified by the CCSC
board. It was observed that (1) most money was spent on
meals at conferences; (2) two new conferences were added to
the overall expenses, and (3) profits shown by the
conferences is dropping. Various reasons why shortfalls
occurred and various means of cutting costs were discussed.
One suggestion was to hold only a single annual Board
meeting to cut travel costs. Myers suggested that we take
this up over e-mail.

Membership Report -� Bill Myers
        The membership report was handed out. It was reported that
the membership numbers explain the drop in income to
some degree.

Conference Reports

Central Plains - Will Mitchell
        This new conference has gotten off to a fast start, with a
well organized steering committee, which will be
meeting again on January 7. A copy of the minutes of
this committee's recent meeting was distributed.) A new
call for papers has gone out and submitted papers have
been received already. Sue Fitzgerald suggested that we
all submit papers in support of the start-up of this
conference.

New England -� Will Mitchell
        A steering committee has been set up for this region, and
much discussion has taken place. Plans are for the first
conference to be held in the spring of 1996, with
organization taking place in the spring of 1995. There
will be coordination with the Eastern regional

conference, which meets annually in the fall.

Southeastern -� Gail Miles
        This is the first year that the conference chair has also
been from the host institution (Ken Abernethy from
Furman). The advantages and disadvantages of this were
discussed, with the general conclusion being that it is an
advantage. This year a programming contest is being
held for the first time.

Side Issue - Membership Committee procedures an composition
        At this point in the conference reports, Chuck Howerton
raised the issue of the clarity of membership procedures
(when applications are mailed, joining concurrently
with conference registration, when does membership
expire, etc.) Sue Fitzgerald made a motion for the
Membership Committee, currently consisting solely of
Bill Myers, to be expanded, with appointments made by
Myers. The motion was accepted. Myers then appointed
Chuck Howerton, Cathy Bareiss and Susan Dean to the
committee. It was agreed that a report addressing
Howerton's questions would be ready for SIGCSE and
would be circulated beforehand.

Rocky Mountain -� Chuck Howerton
        The conference was held on October 21 and 22 with
slightly lower registration numbers than in previous
years, perhaps because the ACM national conference was
in the same region this year (Phoenix). The conference
was of a high quality (as usual) though the meals were
too expensive and not good. It was profitable for the
second year in a row. Next year's conference is planned
for the same weekend in Park City, Utah.

Side Issue -� conference registration requirements
        Bill Myers made the point that it must be made clear
about who must register for each conference and who
need not (e.g., presenters, students, etc.)

South Central -� H. Paul Haiduk
        The conference is coming up in April, in Wichita Falls.
The conference chairs for this conference have always
been from the host site, which has worked well. The last
conference had 80 participants and made money, which
is typical. It is expected that some attendees will be lost to
the Central Plains conference. The conference is
building continuity and experience, as the steering
committee is now entirely composed of "veterans."

Midwest -� Cathy Bareiss
        The first conference was held in October. It was very
positive, with good feedback. The steering committee met
again the day after the Board meeting (November 12).
Next year's conference will be in Ft. Wayne, and at
DePauw the year after that.

Eastern -� John Meinke
        The conference was held at St. John Fisher in Rochester,

NY the same weekend as the Rocky Mountain conference this year. There was lower attendance than in previous years, but the conference was still successful. Ten vendors paid for space. Part of the program for next year's conference (to be held in the New York City area) is already set. Two schools have applied to host the conference for 1996.

NECC -� Gail Miles
      Gail Miles made a presentation on CCSC at the conference and handed out printed materials there. Bill Myers showed off the foldout display board that was created for this purpose. The session was well attended, with lots of positive feedback. It was observed that there is considerable name recognition for CCSC. Sue Fitzgerald outlined the NECC presentation for next year.

Committee Reports

Conference Committee -� John Meinke and Will Mitchell
      There were no calls for papers in the September 1994 issue of the Journal of Computing in Small Colleges. Meinke stressed that this (and other) information is needed in advance. Specifically, it is needed by the first of August for the September issue, and by the middle of the preceding month for other issues. "Information" includes reports, minutes, calls for papers, etc. It was agreed that Meinke needs to make a list with deadline dates. (Note: This was done and distributed before the end of the conference.) Sue Fitzgerald suggested that this committee should be charged with setting budgets for conferences. Nothing was decided.

CCSC Board -� Sue Fitzgerald
      The next meeting time for the Board was set for Wednesday, March 1 at 5 p.m. in Nashville, TN. Sue Fitzgerald will confirm by e-mail. The Membership Committee meeting has already been scheduled and will be in the conference program.

Growth Committee -� John Rabung
      The committee met the previous night and discussed several issues reflected by a printed summary of suggestions collected via e-mail prior to the meeting. It was conceded that all of the issues couldn't not be resolved in the current Board meeting. Thus the main issues discussed and recommendations made by the committee meeting were simply reported (with general Board discussion in some places):
�   - the committee focused on central issues of the CCSC as a whole, rather than to the issues of individual conferences
�   - the overall purpose of the consortium was discussed in the meeting, with the conclusion generally being that the purpose is to foster the sharing of information among people with similar concerns: teaching computing in non-research environments under significant financial

constraints
� - three subcommittees were appointed to address
specific problems of the rapid growth of the
consortium: one will consider registration
procedures, another will consider ways to
determine dues and other charges, and the third
will consider editorial procedures
� - the development of a master calendar by the Board
was suggested (though no assignment for this task
was made)
� - it was suggested that the Board do away with at-
large representative, going instead with regional
representatives
� - it was suggested that the idea of an executive
committee is not a good one, partly because of the
additional level of bureaucracy and the "shadowy"
nature of such a committee
� - the Board should approve new conferences
� - selected conference proceedings should be
combined both for mailing and for on-site
distribution, in spite of the fact that this will
impose earlier deadlines on some conferences
� - CCSC representation at all of the local conferences
is necessary; this typically comes in the form of
the registrar

Old Business
        The primary discussion was of the ongoing issue of CCSC
affiliation with the Eastern conference. It was discussed
whether or not the CCSC should continue distributing the
proceedings of the Eastern conference, or make other
arrangements for doing so. The Eastern Conference is not
sure it they want to affiliate with CCSC or not. Will Mitchell
made the motion that as of now CCSC will not distribute their
proceedings next year. John Rabung amended the motion
that we present a deadline to the Eastern Conference for
affiliation. The original motion passed without this
amendment.

Break
        At 12:05 p.m. a motion was made to reconvene at 9 p.m., after
the conference banquet. This motion was accepted.
However, it was decided after the banquet that the meeting
would be concluded during the conference luncheon on
November 12 instead.

Re-convened: 12:15 p.m., November 12, 1994, Hartness Pavilion,
Furman Univ.

Attendees: same as above

Revised Report from Membership Committee -� Bill Myers
        The final attendance figures for the 1994 SESCCC were
reported: 84 full registrants, 11 students, 13 others.

New Business

◆   - The issue of John Meinke's proposed amendments to the CCSC by-laws was raised. A motion was made to discuss them via e-mail and vote electronically by January. This motion was passed.

◆   - The issue of a privacy policy was postponed until the March meeting of the Board.

◆   - An Internet electronic mailing list for the CCSC will be set up by Dennis Martin.

◆   - The possibility of a CCSC site on the World Wide Web will be investigated by Kevin Treu and Dean Hendrix.

◆   - Several items of the previously distributed "epistle" of Bill Myers were discussed.

◆   - a motion to change the suggested action increasing regular dues so that they would be raised to $35 (instead of $30) for regular and associate members, and $125 (instead of $105) for institutional members was passed 7-5

◆   - the amendment itself was then passed 9-3

◆   - it was agreed that we would tell the ACM Southeastern Region to send brochures for their conference to us for distribution

◆   - The Nominating Committee will be determined by e-mail.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,
Kevin Treu