CCSC Board meeting, March 3rd, 2004
Minutes – topics specified on agenda and accompanying reports can be found in the reports document including appendices. Discussion and any new topics not on agenda are recorded in these minutes.

Attending: Paul Myers, Curt White, Rob Bryant, Bob Neufeld, Liz Adams, Myles McNally, Phil Prins, Anne Cable, Kevin Treu, John Howland, Will Mitchell, Kris Powers, John Meinke, Bill Myers, Richard Wyatt, George Benjamin, Brent Wilson.

Meeting called to order, 7:05pm

I.   Call to order / Intro. comments
PM: Comments – recognize we're all volunteers, maintain civility…

II.   Routine reports & announcements:
1. President PM: Introductions: New member – John Howland, rejoining: George Benjamin and Brent Wilson.
2. Past president CW: SIGCSE in cooperative agreement process now on the CCSC web site.
National vendors: Make forms also available on the web.
        Discussion: RW propose making it someone's responsibility to seek nat. vendors.
        JM: make the pres. do this?
        PM: should be delegated to a salesperson.
        LA: should print forms and hand them out at SIGCSE.
        RW: make the position longer than a year.
        RB: person responsible should make sure to get vendor info. To web site.
        LA: Is there a rule governing asking vendors to cover coffee breaks, etc.? (ans: No).
        More discussion about vendor term.
        PM: will raise issue again under new business.

3. Pres. elect. RB: no additions to the report.

4. Region reports
4.1 CP: Keynote speaker suggestions sought
4.2 EA: no additions
4.3 MW: no additions
4.4 NE: retiring board members will receive a plaque
4.5 NW: no additions
4.6 RM: next conference in Orem, Ut.
4.7 SC: no conference site in 2006 and beyond
4.8 SE: unified conference web site across region. NE has a similar site.

5. Membership report KP: ~40 new members. Does the board want to continue including all the reporting categories? No definitive conclusion.
RW: What is the association member fee? Ans: same as regular.
JM: high school teacher must join as associate. Form doesn't indicate such.
RW: gray area of membership qualifications.

KP: can put membership criteria on the form.

LA: figures on membership report don't match regional report. Also, categories on mem. Report don't match across region.

JM: bylaws cmt. has addressed teaching asst. membership

WM: org. determines who is approved as a member. Has the right to classify or deny.

BN: attendee regional form have all the necessary info?

GB: 751 mailing labels vs 681 members? Discrepancy here.

6. DB committee BM: - no report.

PM: emphasized the "hugeness" of tasks some of the committees are facing.

7. Publications report JM: New document: Interface with conference publication chair.

RB: no standard page size limit across regions, nor policy of acceptance of student papers.

LA: suggest being more specific in interface guidelines.

RB: suggest pub. Chair set the standards.

CW: more to cd-rom – 1 for fall, 1 for spring.

JM: some tenure/promotion committees don't accept electronic publications.

RW: echoed JM comment.

KP: isbn# associated with publication makes it more acceptable.

RW: NE would not favor electronic pub. only.

RB: becoming more acceptable each year. Maybe acceptance will change.

PM: use cd-rom but a region could also get a hard copy.

RW: lets be a follower on this instead of a leader.

LA: SIGCSE contemplating this issue.

PM: pub. committee please address this issue by the fall board meeting.

BN: liked region hard copy idea.

LA: SIGCSE provides full papers on web before the conference.

JH: pub. committee consider transition period with digital and hard copy.

8. Conference coordinator report WM: - no report.
 mid south in coop with SIGCSE, also has tax exempt status.

9. Budget committee BM:
$3050 for professional audit to obtain bonding. Decrease in membership dues, reduction in grants, increase in publications and postage. Recommend not to raise fees to cover the deficit due to our large surplus.

VOTE: approve bud. Committee proposed budget – 11 yes, 0 no. Approved.

10. Bylaws task force CW:
Thanks to JM and Susan Dean who have cleaned much of the bylaws. Cmt. down to a few bylaws left to address.

JM: time line is to have draft to board by end of August. Standing rules will be presented after bylaws approved.

RW: send approved board bylaws to regional boards.

LA: Can the cmt. get the draft to the board before the end of the Aug. like Aug.1st so board members can review it during Aug. and send comments back to the cmt. by end of Aug.

PM: Susan Dean is retroactively appointed to the bylaws cmt. The cmt. has been able to work via email fairly well.

BN: send the uncompleted draft to board to process as early as possible.

PM: bylaws need to reflect growth force outcomes. CCSC is a regional organization. Bylaws should reflect this. No boundaries defined by the regions.

10 minute break – 8:50 pm.

11. Growth task force (MM): members JM, WM, JH.

MM personal observations: no plan at this time – why?

1. Is cmt. not doing anything – no
2. Is mid south issue to distracting – no
3. Is there poor leadership – probably not that
4. Correct answer: not clear the type of organization we want to grow into.

"What is the nature of the organization?"

possible viewpoints: 1. org. about many small conferences, easily to attend, 15-20 conferences would be doable. A historical viewpoint. Having many small conferences has implications on publications, etc.

2. focus on improving conferences and publications. Seek strong presentations, 50% of papers from outside of a region, we've changed the name of the organization dropping the "small". Core attendees still attend independent of location. Not clear the 150-300 mile distance is important. This viewpoint suggests few conferences.

3. Other possible viewpoints may include using other venues for the organization, e.g. small college incentive, etc.

MM personal recommendation – bad name for task force. Better would be "long range planning committee". Board needs to address tension noted above, not with extreme viewpoints represented as members of the committee. We need to define the organizations purpose. Respect historical underpinnings of organization. The mid south issue brought this into clarity. Suggest the board decide on some mechanism to define the vision of the organization.

RB: Task force should present options and implications of each option.

KP: What are possibilities for success with other models?

LA: SIGCSE hopes to have local SIGCSE chapters – not much interest yet. SIGCSE board has asked what does CCSC do? LA is on both organization boards. Has told SIGCSE CCSC is more regional in nature.

PM: If we pursue the high quality extreme, we'd become SIGCSE, or if we keep small and have many conferences we'll eventually have amore than one region in a zip code.

Officially change name of task force to "Planning Committee".

Maybe build a plan for both types of density areas. Strive for more regions in less dense areas and strive for more quality in more dense areas. Find parameters to adjust ourselves to handle both.

Maybe we should have a retreat to work on this issue.

WM: We as a board don't make a conference happen. Can't make people do things we want.

PM: Need flexibility. We have stewardship to influence.

RW: Obvious we can't dictate.

PM: Needs assessment should be done in areas.

RB: disagree with WM comment. We provide the idea and cultivate interest.

JM: Not force but guidance.

PP: Agrees with RW.

JH: Heart of what we do is publications.

RB: We do and must force criteria due to the organization's size

BN: He attends more for the sharing of experiences with the people in similar situations. The publications are not the main reason.

PM: Agrees with BM – informal networking important to him. The journal has become more important now than in the past. The reputation of having a quality journal requires a stewardship role.

RB: MM – do you have a recommendation on how to proceed?

MM: Hasn't heard a clear voice of what this organization wants to see. Needs many voices. The current committee members won't arrive at an answer. Suggest broadening that committee.

PM: Need a retreat with more people involved.

LA: 1) The organization did articulate a purpose – stated in the bylaws.

2) Research schools didn't care about teaching and vice versa. Now they both care.

3) It is hard for conferences to publish proceedings early.

4) Things are done differently in other disciplines (e.g. math ideas get presentation time)

5) Had mid south been willing to be in the fall, this might not have been brought up.

LA asked WM to bring up such a suggestion.

6) The original job of conf. coordinator was an outreach job. Need existed to expand. Now the board has reached a near max size. Maybe the outreach function should be abandon.

7) We need to reiterate our original purpose.

RB: Let's start with defining our purpose.

MM: bylaws don't articulate that. It is more fluid across regions.

KP: Disagree that we should be fluid. Instead we must have a mission.

PM: cutting off the discussion. Requested a show of hands of who would be interested in attending a summer "retreat" to further this effort. A large number indicated interest.

12. Nomination report CW: Have the following nominations: for RM rep: Ernest Carey, for NE rep: Richard Wyatt, for SC rep: John Howland, for Membership secretary: Kris Powers, for president-elect: Jim Aman and Susan Dean.

Also have drafted election procedures document.

Discussion followed concerning ballot specification details.

III. OLD BUSSINESS

1. NECC report KT: New procedures as yet undefined. Recommends waiting to see what NECC develops.

Motion: Move that CCSC not pursue a memorandum of agreement with ISTE (organizers of NECC).

Seconded by LA.

VOTE: 13 in favor. 0 opposed. – passed.

2. PayPal status BM: have an account setup. Can pay CCSC@crusader.bac.edu. Can have online registration form that includes PayPal. MM will work on a template.

*** Update on the amount Mid South to be given: $1066.47.

3. UPE funds PM: Will check on this and report back to the board.

4. Organization audit PM: bonding status needs to be checked. PM will do this.

5. DB access KP: will provide region's registrars and conference chairs access info. Need to implement audit tracing info. So we can know who is putting data in. DB committee will address these issues.

6. Make sure region flyers include the region to which they pertain.

7. Membership year definition: KP this affects a lot of things and positions – treasurer, membership secretary, assoc. editor (GB), bylaws, etc. Bylaws cmt. will address.

8. Travel policy – currently have only two nights covered? Meal allowance is $20 for dinner, $10 for lunch, and $5 for breakfast. No receipts needed. Does not cover conference provided meals. There were questions as to what is the official current policy and that it needs to be clarified. Many thought this had been addressed two years ago but not clear it was recorded as such.

IV. NEW BUSINESS:

1. no action
2. National vendors coordinator – WM will cover this position.
3. SIGCSE in cooperation forms on web.
4. Budgets for 2004 BM:

Move that board approve eastern budget. Seconded by MM.
VOTE: 11 approve, 0 opposed. Approved.
Move that board approve central plains budget containing suggested changes by BM. Seconded MM.
VOTE: 12 approve, 0 opposed. Approved.

SC budget will be voted on by email once suggested changes are made.

NE budget:
Discussion about using "profits from previous conferences"
Minutes of fall board meeting indicate this process was approved by the board.
LA: don't have a standard for what would be acceptable expenditures.
KP: The NE amount seems too large of a percentage of budget.
KT: Is this particular to the conference?

Move that board approve northeastern budget.
VOTE: 7 approve, 3 oppose. Approved.

NW budget will be voted on by email.

5. Already covered.

6. Already covered.

REPORTS #13 Audit Committee moved to this time:
13. Audit Committee Susan Dean: Procedures followed and things checked out fine. Better submission of receipts this years. Verify tax forms filled out – not clear.
Committee is confident things were correctly handled.

7. CCSC business meeting:

Motion: The board recommends the 2005 business meeting to be held at SIGCSE after the SIGCSE meeting.
Vote: Unanimously approved.

8. Next fall board meeting location will be determined via email. PP and MM will research airfares to respective locations.

Motion to adjourn JM. Seconded KP.
VOTE: Unanimously approved.

Meeting adjourned.

Friday, March 5, 2004 CCSC Business Meeting
~40 people in attendance.
PM: update on board's major efforts.

Motion: Board recommends next year's business meeting to be held after the SIGCSE business meeting.
VOTE: Approved by voice – unanimous.

Rep reports.
Treasurers report.
Floor opened for nominations for open positions.
  Larry D-Antonio added to the nominee list for CCSCNE rep.
Motion to close nominations. Seconded.
VOTE: Unanimously approved by voice vote.

PM: closing remarks.

Meeting adjourned.

Submitted Reports

CCSC Board Meeting
Submitted Reports
Spring 2004

As of March 22, 2004

Recorded by Robert Bryant., President-Elect

REPORTS

0. Meeting agenda (Paul Myers): See Appendix 0.

1. Past President (Curt White): Not received yet - See Appendix 1.

2. President-Elect (Rob Bryant): See Appendix 2.

3. Regional Reports ... (See Appendices 3-10)

Central Plains (Bob Neufeld):   See Appendix 3.

Eastern (Liz Adams): See Appendix 4.

Midwest (Myles McNally): Not received yet - See Appendix 5.

Northeastern (Richard Wyatt): See Appendix 6.

Northwestern (Phil Prins): See Appendix 7.

Rocky Mountain (Anne Cable): See Appendix 8.

Southeastern (Kevin Treu):   See Appendix 9.

South Central (John Howland): See Appendix 10.

4. NECC Representative (?): See Appendix 11.

5. Conference coordinator (Will Mitchell): Not received yet - See Appendix 12.

6. Membership Secretary (Kris Powers):): Not received yet - See Appendix 13.

7. Publications Coordinator (John Meinke): See Appendix 14.

8. Treasurer (Bill Myers): See Appendix 15.

9. Regional Budgets ...

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Northwestern:  See Appendix 16.
Northeastern:  See Appendix 17.
Eastern: See Appendix 18.
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10. Audit committee report (Susan Dean)**:** See Appendix 21.

DRAFT AGENDA

CCSC Spring 2004 Board Meeting
Norfolk, Virginia
March 3, 2004

I. Call To Order / Introductions / Introductory Comments

II. ROUTINE REPORTS & ANNOUNCEMENTS:

1. **President** (Paul Myers)

- John Howland of Trinity University replaces Nancy Cameron as representative to the CCSC Board. He will also replace her on the Growth Task Force.
- NSF grant proposal for increasing recruitment and retention of women in CS: pilot with 2006 MW CCSC.
- Database manager nonvoting Board member
- Audit Committee (Susan Dean, Wilson Room)
- Mid-South Conference:
     1. Regarding any funds that we collected and now hold from the 2003 Mid-South Conference:
         (a) Please come up with a final accounting as to the size of this account;
         (b) Please deduct any CCSC expenses for the 2003 Conference;
         (c) Please disburse the remainder to the present Mid-South Committee.
     2. CCSC should not publish the upcoming Mid-South Conference. If MS contracts independently   with John and/or George, so be it. But this is a non-CCSC arrangement; and John/George will have to arrange payment and billing for those services to Mid-South. No money or credit should   be fronted by CCSC.

2. **Past-President** (Curt White)

- National vendor forms
- SIGCSE approval forms

3. **President-Elect** (Rob Bryant)

- Electronic decisions and votes.

4. **Brief Regional Reports**:   Central Plains   Eastern   Midwestern   Northeastern
                             Northwestern   Rocky Mountain   South Central   Southeastern

5. **Membership Report** (Kris Powers)

6. **Database Committee** (Bill Myers)

7. **Publications Report** (John Meinke)

8. **Conference Coordinator Report** (Will Mitchell)

9. **Treasurer Report** (Bill Myers)

10. **By Laws Task Force** (Curt White)

11. **Growth Task Force** ( )

12. **Nominations Report** (Curt White)

13. **Audit Committee** (Susan Dean)

III. OLD BUSINESS:

1. **NECC**: our status was tabled by the Board at the Reno meeting; to be decided Spring 2004.

2. **PayPal**: status.

3. **UPE Funds**: status   [ME]

4. **Organization Audit**: status.

5. **Database Access**: who has it, how does one get it? [a DB Committee item]

6. CCSC: CP **web contest email** was sent to everyone but did not specify a region. Led some
    members to ask if this was in their region.
7. Membership Year Definition: refer to Bylaws Committee?
8. Travel policy

IV. NEW BUSINESS:

1. **Conference Publication Services** (Bill Myers)
2. **National Vendors:** someone was designated to monitor / update. Web presence.
3. **SIGCSE in Cooperation Status**: can the process be posted on the web?
4. **Budgets for 2005**: to be submitted at Spring meeting.

5. **Planning Committee**: to address five-year and long term planning! Possible need for such a
    committee and not a task force assembled to react to growth concerns on the short term!
    Summer
    meeting proposed at the Walton House (John Meinke).

6. **Conference Coordinator**: possible role as both executor of the long range plan and continuing
    execution
    of conferences.

7. **CCSC Business Meeting**: Friday, March 5, 6:15 - 7:00 PM, Marriott Ballroom IV

APPENDIX 1: PAST-PRESIDENT REPORT

See minutes.

APPENDIX 2: PRESIDENT-ELECT REPORT

Report of the President-Elect

CCSC
March 1, 2004

Robert Bryant.

These are the votes that I'm aware of that have occurred since last fall.

1. 1/16/2004 (via email from Curt White)
Fall meeting minutes approved:
In favor: 8 (K.Treu, R.Wyatt, N.Cameron, P.Prins, R.Bryant, M.McNally, B.Neufeld, C.White)
Opposed: none
Not voting: L.Adams, A.Cable, J.Meinke, B.Myers, P.Myers, K.Powers

2. 2/10/2004 (via email from Curt White)
Motion:
"Move that Brent Wilson, while our DBA, be given non-voting Board Member status through the 2005 Spring meeting of the Board."
In favor: 10 (Curt, Paul, Rob, Kris, Kevin, Phil, Liz, John M., Richard, Anne)
Opposed: none
Not voting: Bill M., Myles, Bob N., John H.
Motion carries.

3. 2/20/04 (via email from Curt White)
MOTION: Regarding any funds that we collected and now hold from the 2003 Mid-South Conference:
    (a) Determine a final accounting as to the size of this account;
    (b) Deduct any CCSC expenses for the 2003 Conference;
    (c) Disburse the net remainder to the present Mid-South Committee.

In favor: 12 (Myles, Curt, Rob, Anne, John H., Kris, Richard, Phil, Bill, John M., Liz, Kevin)
Opposed: none
Not voting: Paul, Bob N.

Motion passes.

Synopsis of CCSC board issues raised via email discussion since October 2004 (in chronological order)**:**

Items 5, 8, 10, 14, 16, 18were not resolved in any emails I saw.

Topics of CCSC board emails since fall 03 meeting:

1) Appending non-CCSC conferences to a CCSC conference - OK?
Discussion: Seemed ok with ample precedent.
2) CCSC Database Committee
        Members: Anne Cable
            Bill Myers, Chair
            Kris Powers
            Brent Wilson
         Charged - no board email activity
3) Spring elections - Curt
4) October journals short ~40. - George Benjamin
5) UPE funds status - Curt requested Paul look into it.
        No resolution.

Motion made by CCSC:SC region board
The motion was made, seconded, and unanimously passed, that the South Central Conference Steering Committee should recommend to the National Board that Will Mitchell no longer hold the position of conference coordinator, citing conflict of interest as the reason.
Discussion followed - did not receive much support "One other thing: the concerns raised last semester never resulted in a formal motion. Hence, as President, I have taken them "under advisement." Having done so, I wish to leave the composition of the Growth Plan Task Force as originally appointed" President

6) Task forces:
Growth Plan
        Nancy Cameron
        Myles McNally
        John Meinke
        Will Mitchell
Bylaws
        Rob Bryant
        John Meinke
        Paul Myers
        Curt White

7) Task forces lack of progress

8) DB access - who has it, how does one get it?
        Unresolved.

9) Fall meeting minutes approved:
In favor: 8 (K.Treu, R.Wyatt, N.Cameron, P.Prins, R.Bryant, M.McNally, B.Neufeld, C.White)
Opposed: none
Not voting: L.Adams, A.Cable, J.Meinke, B.Myers, P.Myers, K.Powers

The motion to accept the minutes is approved (BUT BARELY!! Please note that for email voting, we must have a simple majority of ALL board members, not just those voting. Since I did not receive votes from 6 members, this motion passed by only 1 vote.)

10) Audit committee - is there one?

11) SC rep. Nancy Cameron - resignation
        John Howland of Trinity University appointed as replacement rep.

12) SIGCSE incoops. Done - Curt.
        Can the process be posted on the web?

13) DBA position on the board?
Motion:
"Move that Brent Wilson, while our DBA, be given non-voting Board Member status through the 2005 Spring meeting of the Board."
In favor: 10 (Curt, Paul, Rob, Kris, Kevin, Phil, Liz, John M., Richard, Anne)
Opposed: none
Not voting: Bill M., Myles, Bob N., John H.
Motion carries.

14) PayPal - able to "use for registration"
         Not clear this is so to the DBA

15) Mid-South financial issue
MOTION: Regarding any funds that we collected and now hold from the 2003 Mid-South Conference:
        (a) Determine a final accounting as to the size of this account;
        (b) Deduct any CCSC expenses for the 2003 Conference;
        (c) Disburse the net remainder to the present Mid-South Committee.

16) CCSC (CP) web contest email was sent to everyone but did not specify a region. Led some members to ask if this was in their region.

17) Budgets for 2005 submitted at spring meeting.

18) National vendors - who are they?

19) Growth plan discussion.

Respectfully submitted,
Rob Bryant
President-elect

APPENDIX 3: CENTRAL PLAINS REPORT
CCSC:Central Plains Regional Report
March 1, 2004

Central Plains Conference 2004

Our tenth annual conference is scheduled for April 2-3 at Central Missouri State University in Warrensburg, MO, jointly sponsored with Columbia College of Missouri. Paul Wiedemeier is conference chair and Mustafa Kamal is site chair.

- Twenty nine papers were submitted, of which eighteen were accepted (62%) from thirty three authors. The presenters represent at least a dozen colleges and universities that are "outside" the Central Plains region.
- Our program together with abstracts of papers to be presented may be found at http://www.ccsc.org/centralplains/. New features this year include a pre-conference workshop on "Human-Computer Interaction in the Classroom" by Dan McCracken and a programming competition. The program includes four tutorials, a panel discussion, three Nifty Assignments presentations, in addition to the papers and an opportunity for vendor presentations. Steve Roberts of Sprint is our dinner speaker but we had a cancellation on the keynote speaker.
- The student programming contest is modeled after the ACM contests; for more information, see http://pheatt.emporia.edu/ccsc_cpc_programming/
- Finalists in the student web page contest will make presentations at the conference and winners will be selected from that group. Details about the contest and sponsorship may be found at http://www.studentwebcontest.com/.

Future Conferences

CCSC:CP 2005 is to be at Washburn University in Topeka, KS, with Bruce Mechtly as site chair. For 2006, we plan to return to Northwest Missouri State University in Marysville, and we have an invitation from Columbia College of Missouri (in Columbia) for 2007.

Web Site

The Central Plains regional web site is hosted permanently at http://www.ccsc.org/centralplains/. In addition to the program, abstracts, and other items mentioned above, some archival material is included together with listings of members of both the regional board and the conference committee.

Respectfully submitted,
Bob Neufeld
Central Plains Regional Representative

APPENDIX 4: EASTERN REPORT
EASTERN REPORT
Eastern Region Report

The final data from our Fall 2003 Conference which was not included in the Fall report is included below:

- There were 100 regular attendees
- There were 15 student attendees
- There were 3 student posters and an award of $100 was presented to the presenters of the poster judged to be the best
- There were 6 programming teams competing. Three prizes were given
  - $100 to the first place team
  - $100 to the second place team
  - $50 to the third place team
- There were 4 panel presentations
- There were 47 papers submitted of which 26 were accepted for an acceptance rate of 55%.
- There was 1 tutorial which about 15 people attended
- There were 2 pre-conference workshops with about 10 attendees per workshop
- Montclair State University students attended selected events and helped out at registration and other times and did not register for the conference.
- There was also an after dinner talk on NSF funding opportunities funded by NSF.

Plans are moving forward for our conference to be held next fall at Loyola College in Baltimore, Maryland. . The Conference dates are October 15 – 16, 2004. It will be Eastern's 20th annual conference.

The call for participation was distributed at this year's Conference at Montclair University and was distributed at Southeastern's Conference. Flyers will also be available at SIGCSE 2004. The deadline for paper submission is March 26th, 2004. The deadline for Panels, Workshop and Tutorials proposals is also March 26th, 2004. The deadline for Student Posters is May 28th, 2004.

The conference website is http://justice.loyola.edu/~ccsce04 and it is beautiful. The conference hotel is the Sheraton Baltimore North Hotel ($99 per night). Early registration fee is $110; late registration is $130. The conference committee consists of

Chair:	*Ben Benokraitis*	Loyola College in Maryland
Registration:	*Rich Brown*	Loyola College in Maryland
Local Arrangements:	*Margaret Daley*	Loyola College in Maryland
Publicity:	*Karen Anewalt*	Mary Washington College
	Jennifer Polack-Wahl	Mary Washington College
Speakers:	*Roger Eastman*	Loyola College in Maryland
Papers:	*J.D. Dougherty*	Haverford College
	Dave Binkley	Loyola College in Maryland
Panels, Workshops,	*Barbara Mento*	College of Notre Dame in Maryland

& Tutorials:		
	Keith Gallagher	Loyola College in Maryland
Posters:	*Bernie Esposito*	College of Notre Dame in Maryland
Programming Contest:	*Jim Glenn*	Loyola College in Maryland
Vendors:	*Dawn Lawrie*	Loyola College in Maryland
Activities:	*Liz Adams*	James Madison University
Website Coordinator:	*Duane Shelton*	Loyola College in Maryland

The conference budget is being distributed at the Board meeting for Board approval. It has been submitted to Bill Myers for consideration and revised in line with his suggestions.

Our Steering Committee will meet in early May to finalize the program.

We are working on a site for our 2005 conference. The institution that had planned to host has asked to delay to a future year. We hope to have the site settled in the near future.

Respectfully submitted,

Liz Adams, Eastern Regional Representative

APPENDIX 5: MIDWEST REPORT

CCSC-Midwest Regional Report
March 2, 2004

Midwest Conference 2003
The Midwest Conference for 2003 was held October 3-4, 2003 at Denison University in Granville, Ohio. Details of that conference are in the CCSC-Midwest Fall, 2003 Report.

Midwest Conference 2004
The Midwest Conference for 2004 will be held October 1-2, 2004 at Kalamazoo College in Kalamazoo, Michigan. Cathy Bariess will chair the conference, and Alyce Brady will be the site chair. Important dates for the conference are:

Paper Submission Deadline	March 15, 2004
Panels, Tutorials, and Workshop Proposals Deadline	April 10, 2004
Notification of Acceptance	May 10, 2004
Final Drafts & Presenter Registration Due	June 14, 2004
Student Submissions (Not to be published)	September 10, 2004

Steering Committee
The steering committee of the Midwest region was elected at the 2003 conference. Terms of elected offices are staggered, hence some initial terms are shorter than the normal three year term. The members of the steering committee are:

Regional Rep – Myles McNally (ex-officio)
Current Chair – Cathy Bareiss (ex-officio)
Past Chair – Deborah Hwang (ex-officio)
Webmaster (2 years) – Michael Rogers
Authors (3 years) – Betty Jahr Schaffrath
Membership (initial term of 1 year) – Laurie Werner
At-Large (initial term of 1 year) – Ron Harkins
At-Large (3 years) – Scott Thede

Possible Future Conference Sites and Site Chairs

2005 – St. Xavier University, Chicago, IL (Flo Appel)
2006 – DePauw University, Greencastle, IN (Scott Thede)
2007 – University of Cincinnati, Cincinnati, OH (Tom Wulf)

Respectfully submitted by

Myles F. McNally
Midwest Representative

APPENDIX 6: NORTHEASTERN REPORT

Northeast Report
Report from the CCSCNE to the CCSC Board
for National Board Meeting, February, 2004

1. **2003 Conference**

   The Ninth Annual NE conference is to be held at Union, Schenectady, New York, April 23-24, 2004. The conference co-chairs have been selected and are David Hemmendinger, Union College (`hemmendd@athena.union.edu`) and Scott McElfresh, Carnegie Mellon University (`scottm@cs.cmu.edu`).

   Preliminary figures, which are taken from the conference meeting in January at which selections were made and so are contingent on several factors such as whether there is an actual presentation, are:

   (a) Two (of three) workshops accepted.

   (b) Two (of four) tutorials accepted.

   (c) Four or five (of seven) panels accepted.

   (d) 25 (of 53) papers accepted.

   As it was for the last two years, the paper acceptance rate is therefore below 50%, which is now NE board policy.

   As there was at the 2003 NE conference, there will again be student posters and a programming contest. The invited speakers for the plenary sessions are Fred Martin, University of Massachusetts at Lowell, and David Gries, Associate Dean of Engineering, Cornell University.

   Registration has been maintained at $120 ($150 late)but decreased for students to $30.

2. **2005 Conference**

   As reported at the November meeting, the venue for the 2005 NE conference has been finalized: Providence College, Providence, RI.

3. **2006 Conference**

   The venue for the 2005 conference is not yet finalized but it appears that it will be at Holy Cross, Worcester, MA.

Respectfully submitted (February 24, 2004):

Richard Wyatt
Chair of the CCSCNE Board
Department of Computer Science
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West Chester University
West Chester, PA 19383
Work: (610) 436-3230
FAX: (610) 436-3530
wyatt@checkov.wcupa.edu

APPENDIX 7: NORTHWESTERN REPORT

CCSC – Northwestern Regional Report
February 9, 2004

Northwestern Conference 2003
The 2003 Northwestern Conference was held October 3 & 4, 2003 at Central Washington University in Ellensburg, Washington. Ed Gellenbeck was the Conference Chair. Please see our Fall report for specific details

Northwestern Conference 2004
The 2004 Northwestern Conference will be held on October 8 & 9, 2004 at Willamette University in Salem, Oregon. Jenny Orr of WU will be the Conference Chair.

The Regional Board met on January 24, 2004 at WU. We discussed many items related to the Fall conference and everything appeared to be on-track. We decided not to be part of the PayPal payment trial for next year.

Paper submissions are due on March 12, 2004 and Panels & Tutorial proposals are due on March 26, 2004.

Future Conferences
The 2005 Northwestern Conference is scheduled for October 14 & 15, 2005 at the University of Washington, Bothell campus with Carol Zander of UWB as Conference Chair. *A proposed budget for that conference is submitted with this report.*

Other Issues
We are still seeking clear direction on electronic paper submissions and paper formatting issues.

Our next Regional Board meeting will be held on May 15, 2004 at the University of Washington, Bothell campus.

The Secretary position on the Regional Board is up for election this year. A call for nominations will be made on March 15 and the voting period will be from April 2 – 19. All will be done electronically.

Respectfully submitted,

Phil Prins
Northwestern Representative

APPENDIX 8: ROCKY MOUNTAIN REPORT
CCSC: Rocky Mountain Region Report
February 27, 2004

Rocky Mountain Conference 2004
- **Important Note: The location has been changed since the Fall report.**
- The conference will be held on October 22-23, 2004 at Utah Valley State College in Orem, UT.
- Steering Committee Chairs
  - Conference: Richard Johnson, Western New Mexico University, rick@cs.wnmu.edu
  - Site/Website: Ernest Carey, Utah Valley State College, careyer@uvsc.edu
  - Program: Terry Scott, University of Northern Colorado, tscott@fisher.unco.edu
  - Papers/Electronic Submissions: Peter Isaacson, University of Northern Colorado, isaacson@fisher.unco.edu
  - Proceedings: Jean Johnson, Black Hills State University, jeanjohnson@bhsu.edu
  - Moderators: Aaron Gordon, Metropolitan State College of Denver, gordona@mscd.edu
  - Publicity: Ron McFarland, Western New Mexico University, mcfarland@wnmu.edu
  - Registration: Jerry Shultz, Metropolitan State College of Denver, jshultz@mscd.edu
  - Board Representative: Anne Cable, Eastern New Mexico University, anne.cable@enmu.edu
- Board-identified positions are
  - **Editor**: Jean Johnson, jeanjohnson@bhsu.edu
  - **Registrar**: Jerry Shultz, jshultz@mscd.edu
  - **Webmaster**: Ernest Carey, careyer@uvsc.edu
  - **Treasurer**: Anne Cable (anne.cable@enmu.edu) /Ernest Carey (careyer@uvsc.edu)

Future Conferences
2005   University of Northern Colorado, Greeley, CO

Respectfully submitted by

Anne Cable
Rocky Mountain Representative

APPENDIX 9: SOUTHEASTERN REPORT
CCSC:SOUTHEAST REGIONAL REPORT
Spring 2004

Fall 2003 CCSC:Southeastern Conference

The 17th CCSC Southeastern Conference was hosted by Georgia Perimeter College in Dunwoody, GA on Nov 7-8. There were over 80 registrants. The program included 26 regular papers, 7 student papers, 1 panel, and 3 tutorials/workshops. Student participation was at a record high with 30 teams (over 110 students) representing 19 schools in the programming contest. 5 students authored or co-authored four papers in the student paper contest. Only 2 teams participated in the web authoring contest, however. Winners in the programming contest were Lipscomb University (1st), Mercer University (2nd), and Bob Jones University (3rd). Will Hawkins of Furman was the winner in the student paper contest. Winners in the web authoring contest were Lipscomb University (1st) and Bennett College (2nd).

Fall 2004 CCSC:Southeastern Conference

Wofford College, Spartanburg, SC, will host the 2004 conference on Nov 5-6. Joe Sloan and David Sykes are site co-chairs. The conference web site is:

> http://cs.furman.edu/ccscse/conference.php?18th

The call for participation is available at the site. March 26 is the deadline for paper submissions. (April 30 for student papers.) Student activities will again include a programming contest, web authoring contest, and student paper competition. Details of each are available (or soon will be) on the web site. The keynote and banquet speakers have yet to be determined.

Fall 2005 CCSC:Southeastern Conference

Lenoir-Rhyne College, Hickory, NC, will host the 2005 conference on Nov 11-12. Site co-chairs are Gail Miles and Dick Hull.

Other Regional Issues/Activities

Task Force Initiatives – The regional board is working on several initiatives that are expected to greatly improve the conference and the operations of the region. Specifically:
- Comprehensive review of student participation options / benefits / fees

- Review and potential restructuring of the student web contest
- Review and potential restructuring of the student paper contest, including issues regarding the refereeing and publication of student papers

Reports on these initiatives are expected at the regional board meeting on March 5, with specific recommendations to be discussed and adopted.

Unified Regional / Conference / Contest Web Site – Frustrated in the past by the logistics of creating new conference and contest sites each year, when much of the content (or its structure) remains unchanged, the SE region has created a comprehensive site that is database-driven, easy to modify from year to year, and stationary (in terms of URL). The site can be viewed at http://cs.furman.edu/ccscse/

CCSC:SE Conference Hosting Manual – Work is continuing on the development of a Conference Hosting Manual and a draft is expected for review in spring 2004. This, together with the existing CCSC:SE Conference Host Proposal form, will provide detailed assistance to host sites.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

APPENDIX 10: SOUTH CENTRAL REPORT

March 2004 South Central Report

Nancy Cameron resigned her position as South Central Region
Representative. The South Central Conference Steering Committee
recommended John Howland of Trinity University as a replacement
representative until the next election.

The CCSC:SCC annual conference will be held at
Austin Community College in Austin, TX on April 16-17,
2004.

The conference program contains 22 papers (37 submissions,
59% acceptance rate), 3 tutorials, 1 panel, and 13 student
posters. Amardeep Kahlon (akahlon@austincc.edu) is the
conference chair.

The 2005 Conference will be in McNeese State University,
hosted by Kay Kussman and William Denny (denny@mail.mcneese.edu).

The 2006 Conference site has not yet been selected.

John

APPENDIX 11: NECC REPORT

NECC REPRESENTATIVE REPORT
March 3, 2004

Background
For over ten years, CCSC has held "cooperating professional association" (CPA) status with the National Educational Computing Association (NECA). Benefits of this association included:

- the opportunity to help plan the annual National Educational Computing Conference (NECC)
- the opportunity to present an annual panel discussion as a NECC "society session" at the conference
- the inclusion of the option to choose CCSC membership on the NECC registration form
- the opportunity to have a booth advertising CCSC at NECC
- the opportunity to submit proposals to the NECA Special and Collaborative Projects Grants Program

There was no cost to CCSC other than the cost of sending the NECC representative to the bi-annual meetings of the NECA board.

In 2001, NECA merged with the International Society for Technology in Education (ISTE). That began a process of re-assessing and re-writing the organization's constitution and by-laws. The cooperating professional association concept as a formal entity was eliminated.

Currently
Replacing the CPA is a flexible, loosely defined concept of a custom-designed *memoranda of agreement* that any professional society is invited to negotiate with ISTE. The ISTE contact for such agreements is Mila Thomas, who is new to the organization. (So new, in fact, that in my conversations with her there have been aspects of the old CPA concept and the recent deliberations that I informed her of for the first time.) She categorizes herself as being in a "brainstorming phase" right now.

Under such an agreement, anything is possible, including all of the benefits listed above (except for the grant opportunities). However, the whole process is so loosely defined right now that no other former CPAs similar to ours (e.g., IEEE) have actually completed a memorandum of agreement. Ms. Thomas is planning to formalize the process by creating a "menu-style" contract with options and fees spelled out, but nothing like this is available right now.

Recommendation
I think there is a reason to keep this door open. As we continue to discuss issues of women and minority involvement in CS, there may be joint programs we can sponsor at NECC that can reach huge audiences. IEEE has discussed sponsoring programming and web design contests at NECC, which is another avenue we could consider.

However, until ISTE has a better sense of how these agreements will work and what they will cost, I recommend tabling the issue, and charging the NECC representative with periodically monitoring the status of the ISTE program (as well as the details of agreements signed by other comparable organizations).

Respectfully submitted,
Kevin Treu

APPENDIX 12:
CONFERENCE COORDINATOR REPORT

See minutes

APPENDIX 13:
MEMBERSHIP SECRETARY REPORT

See minutes

APPENDIX 14:
PUBLICATIONS COORDINATOR REPORT
CCSC PUBLICATIONS CHAIR REPORT
John Meinke
3rd March 2004

For the Spring conferences, we were able to combine South Central and Central Plains. The page side counts (including blank pages) for issue number 4 (the combined Central Plains and South Central) and issue number 5 (Northeastern) were 372 and 376 respectively. (Please note that at this point all summaries were done manually, so there may be an off-by-one (OBO) error in the following summary:

Conference	Tutorials/ Workshops	Average Size	Panels	Average Size	Papers	Average Size	Student Abstracts	Average Size
Central Plains	5	1.4	1	5.0	19	9.5	0	0.0
South Central	3	1.0	1	1.0	22	6.7	10	0.7
Northeastern	6	1.6	6	4.5	25	10.0	52	1.6

Interesting to note from the above table is that the refereed portions of the proceedings are pretty well in line with each other over the three conferences – 19, 22, and 25 papers. South Central's instructions to authors specified an upper limit of six single-spaced pages, knowing that when we change the margins to fit our printed copy and add the headers and copyright release we will go up – and we managed to maintain an average of 7.4 in the final copy! (South Central's instructions for manuscript preparation have been slightly edited and will be placed on the web – the url to be provided to the Board meeting when that is accomplished – and conferences should be encouraged to use that set of instructions – it worked very well – better than anything that we've had in the past!)

Noting the papers that were much longer than the typical paper: South Central had four that ended up at 8 pages; Central Plains had the following: 17, 13, 12, 12, 12; Northeastern had three 14 pagers, one 12, and five 11 pages. (South Central's instructions for manuscript preparation apparently really made a difference!)

While I like having the student poster abstracts there, I question whether we really can afford them as we consider the work of the Growth Task Force. I was somewhat overwhelmed with the number from Northeastern (52) and as I was writing the Foreword realized that last year they were at 42! It should be noted, though, that the student

abstracts are not necessarily a one paragraph abstract. The average for South Central was 0.7 (I don't break for a new page for each student abstract) the overage for Northeastern was 1.6 pages. Four of those were three pages apiece.

Central Plains had a "nifty assignments" category this year. There were three inclusions, each two pages. One ended up going back to the author for rewriting – the author apparently felt that it was a full-fledged paper and submitted it as such. We (the papers chair, upon my recommendation) simply sent it back with the explanation that it was not a paper and should be majourly trimmed.

A note to the Publications Committee and the Growth Task Force: we are printing a lot of non-refereed materials in the Journal (tutorials, workshop abstracts, panel statements, nifty assignments, and student abstracts) and are also printing a lot of extra material that authors could condense, to include some very extensive appendices! We probably should make a recommendation that appendices be made available to those interested either through handouts or through the web.

What was interesting was that the refereed papers for Northeastern would have come to 185 pages if the example of South Central would have been repeated (maximum of six pages double spaced which ended up slightly larger – even that conference would have the potential of "pairing"!

I think that the next thing is for the Publications Committee to look at this, as well as the Growth Task Force – when I return to Germany I will hopefully have something ready to send to both groups for their consideration.

I must say that as we get the whole process down the preparation of proceedings is going much faster! Susan Dean is still working on trying to get some sort of SOPs put together, but there are so many exceptions that it's difficult. This Spring went the fastest, though! In earlier years I could get some work into the editing while in the office. Our functions have been so expanded that now I cannot do so, but in the meantime we managed to keep on top of the Northeastern proceedings, the third of the Spring set, so that as manuscripts arrived they were immediately processed. The final manuscript, subject to final proofing, was generated the same day as the last contribution arrived! In addition, I didn't feel that I was taking advantage of Susan, asking her to do more than her "fair share". However, she did have her share of the more challenging manuscripts in the set of three proceedings. As things stand now, if submissions are spaced out we could probably handle more conferences. However, as I've asked in the past we need the coordination of submission due dates from the various conferences so that we don't have everything arriving at the same time and end up overwhelmed! (For the Fall conferences everything is spread out adequately so that we have enough time to insure that one conference is complete prior to having the materials for the next starting to arrive. That's currently five conferences! We are currently able to handle the work load, and it could still be expanded "within reason"! What cannot happen is what did a year ago when the Mid South was sprung with no advance coordination of manuscript due dates. This continues to be a problem, and prior to the Board meeting we have hopes that we might have some sort of SOP for the papers chair/conference editor!

Myles McNally continues to do an excellent job with the web site. I do have concerns regarding the regional web sites, which are linked to from the Consortium site. Several of the regions are not doing a good job of keeping the web site up to date. Calls

for participation are many times very late going up! I'm watching for this since I use the web site to obtain copy for the Newsletter, and find that I cannot get an announcement into the Newsletter since I have no copy! In general, we would like to have the call for papers for a regional conference ready by execution of the previous conference. As a gentle reminder to each of the regional representatives, please communicate that back to your regional boards/steering committees. The success of each of our conferences depends on publicity, and we need to get it out there as early as possible so that potential participants can plan. The September Newsletter contains a complete list of the conferences, either calls for participation or actual conference announcements, so those need to be ready by 1st August. Updating throughout the year needs to take place as soon as items are known, and the next year's call for participation should be ready for publication in the Newsletter when the current conference takes place, and then will go directly into the next Newsletter!

Respectfully submitted,

John Meinke

ADDENDUM TO PUBLICATIONS CHAIR REPORT
01 March 2004

Drafts of documents for use in preparation of manuscripts are now located on the web. Please feel free to comment, and would ask that each regional representative make the links known to the Papers Chair for his/her respective region.

1. http://faculty.ed.umuc.edu/~meinkej/ccsc/Paper_Chair_Guidelines.pdf contains guidelines for Program Chairs – including links to the other documents. This document is intended to summarize the interface between the Publications Chair of the Consortium and the Program Chair for the conference.
2. http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Guidelines.pdf contains guidelines for preparation of manuscripts. This is intended as informational to authors – what is needed from them.
3. http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Formatting.pdf contains specifics regarding the details of preparation of the manuscript – length guidelines, formatting sections, etc.
4. http://faculty.ed.umuc.edu/~meinkej/ccsc/release.pdf is the generic copyright release form.

An interesting development over the last week was discovery that there were figures in a paper that were not properly referenced. While the original web site from which the figures were taken indicated that the figures were free for use and adaptation, there was also a request that if they are placed in a public forum such as a web site the original site be credited. This was found when checking the blue line, the last step before final printing. Authors need to be careful about referencing figures. While the author signs a copyright release, it is impossible for the editorial staff to find every spot where

an author might have not appropriately credited. In this particular situation, the references were found at the 11th hour and were able to be corrected. However, this may not always be the case.

APPENDIX 15: TREASURER REPORT

					Budget Data for 2004-05 Budget
	Budget 1999-2000	Actual 1999-2000	Budget 2000-01	Actual 2000-01	B 20
Income					
Membership Dues	$20,500	$24,368	$21,500	$21,180	$1
Head Tax					2
Reserves from Prior Year					
National Vendors				2,000	
Grants				1,200	
Interest	1,300	1,666	1,500	2,029	1,500
Proceedings Sold	2,600	4,620	2,800	4,155	240
to conferences					
Back Issues	100	20	100	30	50
Donations					
Other Income		90		1,210	
Conference Surpluses	8,000	8,176	10,000	11,052	12,000
Total Income	$32,500	$38,939	$35,900	$42,856	$5
Expenses					
Board Travel	$8,500	$13,263	$12,000	$9,449	$1
Board Meet. Exp.	1,000	1,236	1,100	653	1,100
Audit Comm. Exp.			500	546	500
Journal Printing	17,000	17,822	17,000	17,085	19,000
Journal Mailing	1,700	1,602	1,500	1,458	2,000
Professional Fees	20	10	20	15	20
Phone/Fax	20	34	100	-	100
Office Supplies	250	177	200	335	200
Promotion	100	72	100	-	100
Other Printing/ Duplicating	300	80	200	28	200

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04	Estimated 2003-04		Proposed Budget 2003-04
Postage	450	1,162		500	334		500
Vendor Registrations to Conferences					800		800
NECC Expenses	1,000		177	1,000	-		1,000
Web Expenses		50	35	50	323		50
Bonding				500			500
Checks/Bank Fees			39		2		50
Credit Card Expenses Grants to Confs.					500		
Conference Dev. Interest	1,000		1,105	1,000	-		1,000
Miscellaneous		110	234	80	-		110
Total Expenses	$31,500	$37,047	$35,850	$31,526			$4

Reserves for Grants
Reserves for Memberships
  in Spring
Conferences
  Head Tax

Surplus	$1,000	$1,892	$50	$11,330			$

Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04	Estimated 2003-04		Proposed Budget 2003-04
$12,120	$2,200	$3,227	$3,000	$620		$2,000
22,509	24,000	26,568	28,700	28,700		28,700
	10,150	9,485	14,450	10,675		$12,250
16,000	10,000	4,000	10,000	7,500		$10,000
5,200		2,000	3,500	2,000		$3,200
2,042	1,700	2,093	1,600	1,700		1,600
1,296	900	1,338	300	1,104		750
30	50			10		

(35)		2,000		1	
17,056	8,000	14,366	8,000	?	8,000
$76,218	$57,000	$65,078	$69,550	$52,310	$66,500
$9,480	$16,000	$16,564	$16,000	$15,000	$16,000
1,891	1,500	1,636	1,500	2,000	2,000
164	500	802	500	400	500
22,777	19,000	24,503	21,000	22,000	23,000
1,710	2,000	2,978	2,200	3,000	3,000
40	20	10	3,050	50	3,050
-	50	1	50		50
59	200	71	100	25	100
-	100	93	100	-	100
109	200	121	150	50	150
325	500	203	300	75	200
5,600	4,000	2,400	4,000	1,400	4,000
	1,000	?	1,000		
99	100	45	250		250
	500		500		500
20	100	38	200	20	100
		334	750	-	1,200
1,272		429	3,600	2,000	3,200
463	1,000	601	1,000		1,000
		74		75	
	80	2,000	150		150
$44,009	$46,850	$52,903	$56,400	$46,095	$58,550
$6,000		$1,500	$1,650	$1,600	$1,200
$9,485	$10,150	$10,675	$11,500	$14,350	$14,350
$16,724	$0	$0	$0	($9,735)	($7,600)

APPENDIX 16:

CCSC/NW 2005 Budget - Proposed   6-Feb-04

Conference Chair: Carol Zander; University of Washington, Bothell; zander@u.washington.edu
Site Chair: Mike Panitz; Cascadia Community College; mpanitz@cascadia.ctc.edu

Income		Number	Per Item		
Registrations-Full-Early		75	$135		10,125
Registrations-Full-Late		1	$160		160
Registrations-Student		15	$25		375
Extra Meals		0	$25		0
Vendor's Registration		3	$150		450
Nation Vendors		3	$100		300
Extra Proceedings		2	$10		20
Previous Proceedings		0	$10		0
UPE Award		1	$150		150
				Total	**$11,580**
				estimated	UWB & CCC
Expenses				/ person	/ 2005
Extra/Previous Proceedings		5	$6		$30
Steering Com. Ex.			$250		250
Phone/Fax		1	$15		15
Postage		4	$250		1,000
Office Supplies		1	$350		350
Brochure Printing		3	$90		270
Duplication		1	$50		50
Speakers Expenses		1	$200		200
Consortium Head Tax		76	$41		3,116
Meals					0
Breaks	2	152	$4	$8.00	608
Banquet		76	$20	$20.00	1,520
Luncheon		76	$10	$10.00	760
Other meals (Breakfast)		76	$7	$7.00	532
Social Hour		76	$0	$0.00	200
Taxes for meals			$0	$0.00	
Student Programs		0	$0		0
Student Awards		2	$150		300
Consortium Membership					1,000
Conference Services (rooms, etc.)					1,375
				Total	**$11,576**
				Difference	**$4**

APPENDIX 17:

CCSC/NE 2005 Budget

Northeastern Conference
Conference Budget for 2005

Approved by Board on March 3, 2004

	Number	Per Item	
Income			
			$
Registrations-Full-Early	150	$120	18,000
Registrations-Full-Late			-
Registrations-Student	110	$40	4,400
Registrations- Prog Contest	30	$50	1,500
Extra Meals	5	$30	150
Extra Proceedings	5	$10	50
National Vendor	5	$100	500
Vendor's Registration	8	$200	1,600
Vendor's Contribution	1	$1,000	1,000
Vendor Paper Sponsorship	1	$450	450
Programming contest sponsorship			600
UPE			
Grant			2,000
Microsoft Grant			
			$
Total			30,250
Expenses			
Consortium Head Tax	150	$41	6,150
Consortium Membership			1,000
Steering Com. Ex.			4,120
Postage			851
Office Supplies Duplication			50

Brochure Printing			475
Speakers Expenses	2	$450	900
Meals			-
Breaks	3	$600	1,800
Banquet	250	$25	6,250
Luncheon	190	$15	2,850
Social Hour	1	$1,000	1,000
Prog contest breakfast	1	$400	400
Prog contest luncheon	1	$400	400
Best Paper Awards	1	$300	400
Best Posters Awards	3	$50	300
Student Volunteer Awards	5	$30	150
Programming Contest Awards			615
Conference Hosting Expenses			400
Gratuties			100
Web site expenses			100
Other Expenses			-
10th year gifts	300	$27	8,100
Total			$ 36,411
Net			$ (6,161)

APPENDIX 18:
CCSC/EA 2005 Budget

CCSCE04 Budget
Approved by the Board on March 3,
2004

	Final Report	Number	Per Item	
Income				
Registrations-Full-Early	100	$110	$ 11,000	
Registrations-Full-Late	25	$120	3,000	
Registrations-Student	15	$35	525	
Extra Meals			-	
Vendor's Registration	5	$150	750	
Nation Vendors			500	
Extra Proceedings	10	$10	100	
Previous Proceedings			-	
Other Income Items				
Industry Sponsorship			1,000	
Host Sponsorship			600	
			-	
			-	
Total			$ 17,475	
Expenses				
Extra/Previous Proceedings	40	$6	$ 240	
Steering Com. Ex.			500	
Phone/Fax			-	
Postage			500	
Office Supplies			250	
Brochure Printing			700	
Duplication				
Speakers Expenses			1,000	
Consortium Head Tax	125	$41		

			5,125
Meals			-
Breaks	3	$500	1,500
Reception	150	$5	750
Banquet	150	$22	3,300
Continential Breakfast	150	$7	1,050
Luncheon	90	$10	900
Other meals			-
			-
Student Programs			-
Student Awards			600
Consortium Membership			1,000
Other Expenses			-
			-
			-
			-
			-
			-
Total			$ 17,415

APPENDIX 19:
CCSC 2004-2005 Budget

Consortium for Computing Sciences in Colleges

2004 - 2005 Budget

Budget approved at March 3, 2004 Board Meeting

Income

Membership Dues	$2,000	
Conference Head Tax	28,700	
Reserves from Prior Year	12,250	
National Vendor Registrations	10,000	
Grants	3,200	
Interest	1,600	
Proceedings Sold to conferences Back Issues		750
Conference Surpluses	8,000	
Total Income	$66,500	

Expenses

Board Travel	$16,000	
Board Meet. Exp.	2,000	
Audit Committee		500
Journal Printing	23,000	
Journal Mailing	3,000	
Professional Fees	3,050	
Phone/Fax		50
Office Supplies		100
Promotion		100
Other Printing/ Duplicating		150
Postage		200
Vendor Registrations	4,000	

to Conferences	
Web Expenses	250
Bonding	500
Check/Bank Fees	100
Credit Card Exp.	1,200
Grants to Conferences	3,200
Conference Dev.	1,000
Miscellaneous	150
Total Expenses	$58,550
Reserves for Grants	1200
Reserves for Memberships in Spring Conferences	14,350
Head Tax	
Surplus	($7,600)

APPENDIX 20:
CCSC CP: 2004-2005 Budget

CCSC:CP 2005 Conference Budget
Approved by Board on March 3,
2004

	Number	Per Item	
Registrations-Full-Early	70	$150	$ 10,500
Registrations-Full-Late	10	$165	1,650
Registrations-Student	15	$45	675
Extra Meals			-
Vendor's Registration			-
Nation Vendors	5	$100	500
Extra Proceedings	0	$10	-
Previous Proceedings	0	$10	-
Other Income Items			-
UPE Award	1	$175	175
Corporate Sponsorships	1	$1,200	1,200
			-
			-
Total			$ 14,700

	Number	Per Item	
Extra/Previous Proceedings	20	$6	$ 120
Steering Com. Ex.	1	$350	350
Phone/Fax	1	$100	100
Postage (2 of 700)	1400	$0.37	520
Office Supplies	1	$300	300
Brochure Printing	1400	$0.50	700
Duplication	1	$250	50
Speakers Expenses	1	$750	750

Consortium Head Tax	80	$41	3,280
Meals			-
Breaks	85	$12	1,020
Banquet	80	$28	2,240
Luncheon	80	$20	1,600
Other meals	0		-
			-
Student Programs			-
Student Awards	1	$1,800	1,800
Consortium Membership			1,000
Other Expenses	1	$250	250
			-
			-
			-
			-
			-
Total			$ 14,080
Net			$ 620

APPENDIX 21:

Audit Committee Report

Report of the Audit of CCSC Fiscal Year 2002-2003   **3/19/2004**

Take each bank statement provided by the treasurer and match the July 31st amount with the amount stated on the treasurer's report. *All accounts checked.*

Randomly select a month in one of the accounts and match the checks entered in the treasurer's record with the list of checks shown in the matching bank statement. **We verified May 2003.**

Randomly select a month in one of the accounts and match the deposits listed by the treasurer to those listed on the bank statement. **We verified February 2003.**

Pick a random disbursement for each month and verify the documentation supporting this reimbursement (match check written to check request or bill statement; check requests and bill statements are organized by region). **Done – we found much better documentation of expenses incurred for conferences than we saw last year.**

Determine whether deposits reported by, or through in case of locally deposited funds, the treasurer as being CCSC dues match the list of new memberships and membership renewals as reported by the Membership Secretary for the appropriate time periods.
The format now used by the Membership Secretary has made this significantly easier to verify.

Verify that all the appropriate amounts have been reported on the tax forms.
We are convinced that the amounts are accurate, and it was helpful to have the "working" spreadsheet used by the Treasurer in preparing the forms (Susan's project of translating that into English has not been completed at the time of this report, but will be).

Verify that all appropriate forms have been filed when due.
        Date of Bill's signature on the copies of the forms are clearly within the period allowed.

Final Report on 2002-2003
We feel confident that the financial matters for the Consortium were correctly handled and recorded by the Treasurer during fiscal year 2002-2003.

For the future
We look forward to being able to correlate membership data from the new database with the financial information.

Again we strongly recommend that the Board provide funds for software to support the Treasurer's work if suitable software can be found. Bill is providing a fantastic service to this organization, in terms of large numbers of hours and great attention to the financial details, and if there is a package out there that will help him he should have it!

Long term goals – we are still revising the procedures by which the audit committee can receive sufficient information to support tracking and verification of conference expenses and memberships, and their relationship to the financial transactions (including the issue of allocating to the conference the actual cost of printing proceedings). We also need to include in our process ways to verify that actual practices conform to the standing rules and bylaws, and items passed by the board as reflected in the minutes.