AGENDA

CCSC Spring 2005 Board Meeting
St. Louis, Missouri
February 23rd, 2005

Present: Rob Bryant, P. Myers, Jim Aman, John Meinke, B. Myers, Kris Powers, Elizabeth Adams, Kevin Treu, John Howland, Myles McNally, Ernest Carey, Robert Neufeld, Lawrence D'Antonio, Phil Prins, Will Mitchell, George Benjamin, Brent Wilson, David Naugler, Mark Miller (O'Reilly)

I. CALL TO ORDER / INTRODUCTIONS / INTRODUCTORY COMMENTS
   7:12 pm, Renaissance Grand Hotel

David Naugler introduced as appointed representative for the Mid-South Region.
All representatives introduced.

II. O'REILLY PRESENTATION (Mark Miller)

Presented the desire of O'Reilly Press to have a special vendor relationship with CCSC. Introduced SafariU, a project to create custom textbooks in print and/or online format. The project has been through beta testing and is now fully operational. Now looking for relationships for promoting SafariU and looking for ways to spread the word as widely as possible. Both free and commercial content from any publisher would be welcomed. Very interested in CCSC because of its reach into schools of all sizes. O'Reilly does not typically have booths at conferences but does want to develop functional relationships with computer science faculty. Wants to be part of the fabric of the conferences, which is more than simply being a vendor there.

Upon questioning, Miller explained the SafariU project in more detail. He and other O'Reilly reps will be available at their booth to discuss the project more fully. O'Reilly is also making a vendor presentation on Friday. Student subscription is $50/semester. All participants at SIGCSE this year will receive free subscriptions.

II. ROUTINE REPORTS & ANNOUNCEMENTS:
   1. **President** (Rob Bryant)

   Nothing to add to his report.

2. **Past-President** (Paul Myers)

Nominating Committee will be reporting on Friday night. Susan Dean is being nominated as President-Elect. There is no Midwest Representative candidate yet.

3. **President-Elect** (Jim Aman)

Thanked all board members for getting their reports to him in relatively timely fashion.

4. **Brief Regional Reports (full reports are in Appendix B)**:

   a) Central Plains – Further out with future conference sites than in the past

   b) Eastern – Nothing to add

   c) Midwestern – John Ross has stepped forward as Midwest Rep candidate.

   d) Northeastern – (1) 10th annual conference coming up and were planning to give a gift to attendees. Doesn't recommend this to others because it has been too much of a problem. (2) The reference on the CCSC website to "small college computing" needs to be changed. (3) How should graduate students be treated at conferences? Rob noted that, generally, we recognize just two categories: faculty and students. Some discussion around whether a graduate student category should be created. (4) Would like some wider advertising program for CCSC conferences [cf., NE Region Report "Other Items" and insert some of the text here to show relevance]

   e) Northwestern – 2006 conference is Oct 6-7 in Cheney, Washington.

   f) Rocky Mountain – Will host the fall board meeting in Denver, October 21-22, 2005. Last regional conference was in 2004, not 2003.

   g) South Central – Nothing to add

   h) Southeastern – 2006 conference will be in Nashville

   i) Mid-South – On schedule for the April 1-2 conference in Oxford, MS

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

Reviewed the distributed report.
Local registrars need to be identified to Kris by use of the responsibility form.
Rob: A set of procedures for regional registrars is needed, particularly given the turnover in these positions.
Kris: Noted that procedures are available on the web, but need to be updated and synchronized with the database and accounting instructions that are currently distributed. Emphasized the three items under "Local registration" in the Membership Report.
Membership is approximately 646.

6. **Database Committee Report** (Bill Myers) – discussion in old business

There were two minor problems with the database which kept Bill from filing a report before the conference. The audit is showing that the money submitted does not match the conference attendance figures. This is due to a problem with the database and was predicted when the point of reference for indicating membership was changed. This is a disjunct between counting heads and accounting for income generated by a conference.
Rob: Registrars should keep copies of reports they submit.
Liz: Registrars do not get a confirmation of monies submitted so the figures reported by CCSC cannot be verified by the registrar.
Kris: Procedures for handling regional registration and for online operations are posted online but need to be updated. The database, however, is newer than the instructions.
Bill Myers: Some 66 persons became members nearly a year ago but have not yet received a single communication from CCSC. The cause of the problem was tracked to a mismatch between the live database and an offline update. As it was perceived that a repeat of the situation was highly unlikely to ever occur again, no steps to correct the matter were needed. The availability of and cost of producing the missed editions of the proceedings is being investigated.

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

   a) ACM listserve handled a very pointed question about the nature of CCSC and the quality of the proceedings.
   b) Northeast has not yet submitted manuscripts or materials for its edition of the Proceedings. The lead time is important; the deadlines need to be observed so that volunteers handling the process are not being pushed to an unreasonable level.

c) Templates and guidelines for submission of manuscripts will be posted on the CCSC website.

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

Myles: Should we be concerned that Mid-South does not have a site for 2006 and no conference committee? Will says that steps to handle both of these have been made since his report was filed.

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

   a) Referred to the board copies of the Treasurer's Report for 2003-04. We were well under in terms of membership dues and head tax (roughly $16,000). Bottom line: The deficit was $231, roughly where we thought we would finish.
   b) If the new bylaws pass, Bill will introduce a change in membership fee to a more easily calculable amount. Kris suggested changing it to $3/month ($36/year).

10. **Bylaws Task Force Report** (Rob Bryant) –discussion in old business

    Proposal: Treasurer, Membership Secretary, and Editor will be appointed members of the board with voting rights. Officers will be President and Vice President, serving in a 1-2-1 sequence (one year as president-elect, two years as president, and then one year as past-president). Timeline: Draft to board by June 1 so board can act on it at the fall meeting.

11. **Nominations Report** (Paul Myers)

    a) Myles does not intend to continue as website administrator after leaving the board as regional representative.
    b) Paul urged the board to consider using professional services for website administrator and other positions which deserve such a level of performance.

12. **Paper Submission System Committee Report** (John Howland)

    a) Described the system posted as an online presentation prior to the board meeting. The history of the project was briefly explained, as were points of functionality (including registration of reviewers, retrieval of papers by reviewers, submission of reviewer ratings, collection of reviews). John Meinke noted that the system is constantly evolving and improving; he likes the way it interacts with the work he must do. Any conference wanting to use the system should contact John Howland.
    b) People cannot see the reviews of their papers at this time.

c) Rob: Can the system be installed on the CCSC site so there won't be so many local copies floating around? Answer: Yes, so long as the ISP can support perl scripts on an Apache server.

d) Myles: Remember that requirements by region change each year, as does staffing. The more standardized the system can be, the better. Answer: As the system is currently configured, changes to accommodate the regional differences could require substantial manual labor.

e) CHARGE: John will write a report addressing how the software would work and how regions could use it from the CCSC site.

13. **National Vendor Program Committee Report** (Will Mitchell) – discussion in new business

Nothing to add

14. **Finance Committee Report** (Bill Myers)

a) Finance Committee met in open session prior to the board meeting.

b) Various changes from the current budget, both higher and lower, were reviewed.

c) Deficit will increase from roughly $7,000 this year to $11,000 next year.

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

Included as Appendix A

III. OLD BUSINESS:

1. **Database problems**: access, updates, integrity, renewal notice process, outsource, etc.

Bill Myers: There is work to be done to tighten up procedures to get the maximum out of the database.

Kris: There are problems with education and documentation which have been ongoing for years. We have reached the point where volunteer efforts cannot handle the task. Thinks that, given the current difficulties, CCSC needs to move to a professionally-maintained system.

Aman: Let's hear from the rest of the committee members and hear any disagreeing views.

Liz: Has student labor been utilized (paid or unpaid)? Answer: Not recently.

John Meinke: Students were not allowed to deal with membership info.

Kris: Students at Berry were hired to enter data and to clean the database so student services were in use at that time. This use of student workers was discussed with and, as understood by me, sanctioned by the executive subcommittee at that time

Paul Myers: Supports the use of professional services to handle the database. SIGCSE uses paid staff to handle some services; CCSC should consider doing so.

Dave Naugler: What is the problem with the database?

Kris Powers: Kris described the transition to the new system, the problems which arose, and steps which have been taken to correct them. The database was initially developed in the context of supporting regional conference needs, and the broader context of membership services was not clear to all involved. Because of this, necessary design to support features the membership and treasurer side were lacking. While efforts have been and continue to be made to support this added functionality, it has been slow going. Current database design does not effectively handle financial tracking and so separate spreadsheet records must be maintained. The ability to enter, modify, or query membership data has only recently become available to the membership secretary (i.e., in the last few weeks); and so all non-conference related data (e.g., straight membership renewals, changes of address, changes of region, etcetera) required database admin handling. At the current time, new memberships still require database admin entry. The need for multiple individuals to coordinate their efforts in order to accomplish data entry has proven especially problematic.

Brent: Responding to a request from Liz, stated that he did not believe that the problems needed professional service. The database can be handled by volunteers so long as the procedures are clear and regional registrars have set up their registration areas correctly. He described many of the services currently available and what changes are still to be made.

Rob: Do we have a list of items to complete?

Kris: I maintained a requirements list during the first couple of years of the project, and this list was updated to reflect our progress (versions of this list have been discussed at previous board meetings, and archived copies of these lists can be made available to the board, if desired). However, this list was maintained and prioritized by only the membership secretary and feedback and timeline development was only from the database admin. To expand board involvement in this process and to ensure that all perspectives were covered, I requested that Paul Myers (then president) create a database committee to take over the task of overseeing the database development and prioritization of needed

functionality. That was done, and the then current requirements list and other functionality needs were thoroughly discussed by the new database committee last spring. However, a new prioritized requirements list was never produced. As stated previously, I know of a number of "membership-specific" requirements that are in need of attention.

Rob: Could the list be taken to an outside consultant and and estimate of time and cost obtained?

Kris: We would need to have thorough system documentation, which at this point does not exist.

Rob: How long to complete the known functionality needs on the to-do list?

Brent: Completed by the end of academic year.

Ernie: Would funding to hire additional assistance help get the tasks finished? Answer (Brent): Yes.

Rob: Kris has been spectacular in responding to members with problems. We need to do whatever is necessary to give her the support she needs to do her job well.

John: Election is upcoming, and mailing to the complete membership must be accomplished. Is this possible? Kris and Brent: Yes. Whatever data is in the database will determine who receives ballots.

Myles: There are two issues before us, and they need to be separated. First, regions need more oversight to be sure they are doing what they need. Second, if additional functionality is needed in the database, then we need to provide a support structure to the people currently doing the work so they can succeed.

Kris: Lists of functionalities have been around for years. But we don't know about all our functionality right now, let alone have everything documented. We need a stronger support structure if we're going to make any headway. Election functionality is needed immediately.

Brent: Can do it in a few minutes by just writing some queries.

Kris: Adding new memberships in three categories – don't know what's needed there.

Brent: Can add new memberships in the database, but editing needs to be developed.

Rob: Immediate functionality required by Kris must be handled immediately. Other issues need to be identified and prioritized. Documentation of the package needs to be done quickly. CCSC can underwrite the cost of this assistance.

MOTION (Kris Powers and Brent Wilson): A sum of $2,500 be allocated to help solve problems with the database system. Second: Ernest Carey. Passed.

CHARGE TO DATABASE COMMITTEE (Rob): If the ability to add and edit memberships and to produce appropriate mailing labels for elections and renewal notices is not accomplished by April 15 and if

full documentation is not completed by the end of the academic year, alternative solutions will be pursued. System redundancy must also be added.

Kris: Will resign if these deadlines are not met.

Brent: Redundancy can be accomplished immediately. This will include a site off-campus from George Fox University.

APPOINTMENT: Kris Powers as chair of the Database Committee.

2. **Bylaws:** Officer organization, timeline

Current status already noted.

IV. NEW BUSINESS:

1. **National Vendor Program:** O'Reilly presentation, discussion

    a) The committee report (cf., submitted pre-conference reports) recommended appointment of a National Vendor Chair and taking out national ads.
    b) Summary by Will Mitchell: Someone should be in charge of the program. More support for vendors is needed. Better publicity and opportunities to present are ways to do that, possibly on a sliding scale with additional benefits at higher levels. A national vendor would have a table provided at every conference for their use, should they choose to attend.
    c) The National Vendors chair would work with the regional vendor chairs to help them work with the national vendors.
    d) Rob: We want to avoid creating conflict with regional conferences who are also trying to attract vendors.
    e) Kris: Considering lowering the charge to be a national vendor was an initial charge to the committee, but this does not seem to be necessary. Also, the idea of doing some national advertising has merit.
    f) O'Reilly: Board members will evaluate SafariU and provide individual feedback to Mark Miller.
    g) Meinke: Make the three vendor levels something like Gold, Silver, and Bronze.
    h) Rob: Four of the eight websites have no information about vendor costs. Regions are urged to post the information.

    CHARGE: Will Mitchell will identify and recommend a National Vendor Chair.

2. **Membership Period Change:** procedures, motivation, standing rules

There being neither objection nor discussion from the board, the issue will go to the general membership.

3. **Budgets for 2006**:

   a) Budgets for all fall conferences are due at this meeting. Eastern, Northwest, Northeast, and Central Plains.
   b) Eastern 2005 budget: Bill Myers noted necessary changes to the budget. Approval deferred and will be handled by email.
   c) Northeast 2005 budget: Action deferred and will be handled by email.
   d) Northwest 2006 budget: Approved
   e) Central Plains 2005 budget: Approved
   f) Midwest 2005 budget: Action deferred and will be handled by email.
   g) South Central 2006 budget: Action deferred and will be handled by email.

4. **Journal Shipping** (George Benjamin)

   Will be shipped two weeks prior to conference.

5. **Website Content:**

   Myles McNally needs content. The web administrator does not generate content so any changes must come from the regions or committees.

6. **Meritorious Service Award** will be discussed online

7. **Board Representative Document** will be discussed online

8. **UPE Representative**

   UPE has renewed a grant of $1,200. Timeline for handling the awards will be sent out by Rob.

9. **Journal on CD** will be discussed online

10. **Fall CCSC board meeting:** Oct. 21-22, 2005 Metropolitan State, Denver, CO

11. **CCSC Business Meeting**: Friday, February 25, 6:15 - 7:30 PM, Portland Room

    MOTION (Liz Adams): The 2006 general meeting be held immediately following the SIGCSE general meeting at the SIGCSE meeting. Second: Kris Powers. Passed.

12. MOTION (Liz Adams): The CCSC President send a note of thanks to the host institution of each regional conference. Second: Kris Powers. Passed.
13. MOTION (Bill Myers): Approve the 2005-06 budget. Second: Liz Adams. Passed.

Appendix A
Report of the Audit of CCSC Fiscal Year 2003-2004

2/23/2005

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 except Wachovia CDs. Could not determine where the amount $1415.91 came from.*

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 March 2004 Wachovia checking account.*

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 October 2003 Wachovia checking account.*

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).

One disbursement from each month was verified.

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.

Verified random deposits reported by Kris Powers against the treasurer's report. However, not all deposits listed on treasurer's report were present in Powers' report. We assume that, as Powers stated in her email to Bill Myers on 2/7/05, that a number of regional representatives did not send copies of deposit slips to her.

Since there were approximately twenty-five reports of memberships or membership renewals by the Membership Secretary, we suggest that the wording of this task be similar to tasks 2-4 above, which use random selection.

Verify that all the appropriate amounts have been reported on the tax forms.

We are convinced that the amounts are accurate (but note: we are not IRS auditors!).

Verify that all appropriate forms have been filed when due.

According to the audit instructions for this task, the due date for these forms should be December 5. The forms were signed on February 14, 2005.(Note by Susan – Bill had an extension from the IRS.)

Final Report on 2003-2004
This is the final report on 2003-2004.

For the future
The tasks listed below were not reported on in last year's audit due to unavailability of supporting information, but were on the Audit Instructions as given to the Board several years ago, and were not attempted this year. We think the audit committee needs to review these tasks with the Membership Secretary and the Treasurer to determine whether they are supported by the information contained in the database. If these tasks are determined to be feasible, then the audit committee should delineate the instructions for accomplishing them, and they should be included in future audits.

1. Verify that the numbers of members reported by the regions as having registered to attend the conference are reported accurately in the membership report, and that deposits of fees associated with these registrations are accounted for in the Treasurer's records.

2. Verify correspondence between numbers in the membership report and Treasurer's records of deposits paid by (or on behalf of) new and renewing members who did not attend conferences.

3. For each region, verify that disbursements of funds for conference expenses agree with attendee counts and are within the approved conference budget.

4. Verify that disbursement of funds for non-conference expenses are in accord with the approved budget for the fiscal year being audited, and with any relevant guidelines established in the operating procedures as reflected in the bylaws, standing rules, and minutes of the meetings of the CCSC Board.

5. Verify that the Treasurer's records accurately reflect deposits of money paid by the National Vendors.

   2003-2004 Audit Committee
   Susan Dean, Chair in absentia
   Judy Mullins
   Suzanne Smith

Appendix B
Regional and Committee Reports

Report of the President

Robert Bryant

The following represents issues that have transpired or are being addressed external to the CCSC board meeting through direct communication with me as CCSC president or board delegated efforts.

1) The invitation to the Midsouth Region to join CCSC was accepted. I have asked David Naugler of Southeast Missouri State to attend the board meeting. Midsouth nominated David to serve as regional representative until a formal election can take place. The election for that position will take place in the spring of 2006 for a one year term. In spring of 2007 an election for a three year term will take place. This will make sure we have a balance of 3 regions having elected reps. each year for our nine regions.

2) Thanks to Myles the board travel policy has now been posted to the CCSC web site. I have been trying to post items to the CCSC web site that will allow future officers and board members reference for process and timeline items related to their responsibilities.   If time permits during our spring meeting, we will discuss desired topics and seek volunteers to work on developing these documents.

3) The letter sent to IBM containing our apology and national vendor membership extension was well received.

4) Regional web sites are not consistent in displaying vendor registration information. Of the fees displayed, they range from $50 to $150. Only 4 of the 8 regional web sites contain this information.

5) There was some discussion via emails about what letters of thanks the CCSC president should be sending to host colleges. I only sent one to the school that hosted the national board meeting. I did not feel it was appropriate for me to send to all regional host sites.

6) The SIGCSE speaker funding is once again available see
   http://www.sigcse.org/about/outreach.shtml

7) The long range planning committee is not listed as an agenda item. I plan to take this issue up with at least a "where we left it" memo via email. However, from the fall meeting we have some ideas to build upon. I will distribute a document as a discussion base to continue the discussion. I do not believe this is a pressing issue relative to the other issues on the

agenda. If someone feels differently (thinking of a new region?) please let us know.

8) The only item not addressed from the previous reports and meetings is establishing a viable audit procedure. As stated before, it would be worthwhile to have an assistant treasurer who runs it. This will also help us obtain a backup person for the critical treasurer position. Due to priorities so far, this may be placed on the next president's lap.

Lastly, based on the emails I have seen, the spring 2005 agenda items are in order of what I view as importance or urgency. I hope to cover all the items, however, New Business items 4-8 may be handled on line if needed.

Report of the Past-President
Spring, 2005

J. Paul Myers, Jr.

1. E-Votes.

Two electronic votes were taken since the Fall 2004 CCSC Board Meeting. The votes were tallied and reported by the Past-President; however, it is the President-Elect who reports these results here. Please see that report.

2. Nominating Committee.

The Committee consists of

> Tim DeClue (Central Plains);
> Myles McNally (Midwestern);
> Catherine Ricardo (Eastern);
> Kevin Treu, (At-Large);
> Paul Myers (Chair).

Nominations offered as of now for the positions to be elected in 2005:

> President-Elect: still undetermined;
> Treasurer: Bill Myers;
> Eastern Representative: Liz Adams;
> Midwestern Representative: still undetermined;
> Central Plains Representative: Bob Neufeld.

3. In-Cooperation Status with SIGCSE.

Traditionally, applying for ACM SIGCSE "in-cooperation" status is done in two batches for the Spring and Fall conferences, respectively.

On November 15, 2004, ACM formally conferred this status for the three Spring'05 conferences: Northeastern, Central Plains, and South Central.

Application is currently in progress for the five Fall'05 conferences: Eastern, Midwest, Northwest, Rocky Mountain, and Southeastern.

Report of the President-Elect
Spring, 2005

Jim Aman

Two motions have been submitted to votes since the Fall meeting:

1. To accept the Fall 2004 Board meeting minutes: Passed 8-0 (5 not voting) – reported January 5, 2005

2. To change the membership year:
   The current bylaw Art. III.7 is as follows:
   "The membership year for the Consortium shall correspond to its fiscal year."

   The proposed change as developed by the DB committee is:
   "7. Memberships shall begin on the first of the month after the membership application is received, and continue for 12 months. Persons renewing during their membership year will have 12-months extensions applied to their membership.

   "The Board shall have the right to award complimentary memberships to persons performing extraordinary services for the Consortium and to persons participating in Consortium sponsored activities (such as attending a conference). The Board shall set the terms for such memberships. Complimentary members shall be extended the same rights and
   privileges as other members.

   "Standing rule: Complimentary memberships awarded based on conference
   attendance shall extend for at least 12-months following the starting date of the conference. Memberships shall include a 1 month grace period

   for renewal (so annual attendance at a regional conference ensures continual membership). "

   Passed 12-0 (2 not voting) – reported January 20, 2005

No other motions have been placed before the Board since the Fall meeting.

CCSC:Central Plains Regional Report

Central Plains Conference 2005
Our eleventh annual conference is scheduled for April 1-2 at Washburn University in Topeka, KS. Bruce Mechtly is conference chair.

1. Thirty papers were submitted, of which sixteen were selected (53%). Around a third of the submitted papers come from outside the Central Plains region.
2. The complete program and other conference information may be found at http://www.ccsc.org/centralplains/. The keynote address on agile development is to be presented by David Keith of the Topeka-based Security Benefit Group of Companies and the Friday night dinner speaker is Tim Blevins of the Kansas Department of Revenue. His topic is *Securing the IT Enterprise*.
3. A student poster session has been added to the programming contest and the student web page contest. The programming contest has been moved to Saturday afternoon on a trial basis along with a post-conference workshop on OpenGL. Continuing features are tutorials, panels, Nifty Assignment presentations and vendor presentations. Information about all of these is linked from our home page.
4. Conference Steering Committee and Regional Board members are also listed at http://www.ccsc.org/centralplains/.

Future Conferences
CCSC:CP 2006 is to be at Northwest Missouri State University in Maryville on April 7 and 8, with Ernie Ferguson as chair, and we've accepted an invitation from Scott Sigman to Drury University in Springfield, MO, for 2007. Options for the Kansas City area are being explored for 2008.

Other Issues
1. Future CFP's should clarify the CCSC position on copyright and prior publication.
2. Electronic paper submission system.
3. Two regional board positions are up for election this year, registrar and regional representative.

Respectfully submitted,

Bob Neufeld

Central Plains Regional Representative

CCSC-Midwest Regional Report

Midwest Conference 2006

The Midwest Conference for 2004 was held October 3-4, 2004 at Kalamazoo College in Kalamazoo, Michigan. The conference chair was Cathy Bareiss of Olivet Nazarene University and Alyce Brady of Kalamazoo College was the site chair. The conference followed its usual format of three parallel tracks, with paper, panel, and tutorial presentations. There was a pre-conference workshop on *Promoting Classroom Interactivity in Computer Science Courses Using Electronic Whiteboards, Tablet PC's and DyKnow* and post-conference working group session on *Taking Advantage of Strengths in a Small Department*. Our third annual programming team contest was also held on that Saturday.

Midwest Conference 2005

The Midwest Conference for 2004 will be held September 23-24, 2005 at Millikin University in Decatur, Illinois. John Ross will chair the conference, and Michael Rogers will be the site chair. Important dates for the conference are:

Paper Submission Deadline	March 14, 2005
Panels, Tutorials, and Workshop Proposals Deadline	April 1, 2005
Nifty Tools and Assignments	April 1, 2005
Notification of Acceptance	May 9, 2005
Final Drafts & Presenter Registration Due	June 13, 2005
Student Posters (Not to be published)	September 2, 2005

Possible Future Conference Sites and Site Chairs

2006 – DePauw University, Greencastle, IN (Scott Thede)

2007 – University of Cincinnati, Cincinnati, OH (Tom Wulf)

Respectfully submitted by

Myles F. McNally
Midwest Representative

Northeast Region Report
Spring, 2005

2005 Conference

The Tenth Annual CCSCNE conference is to be held April 22-23, 2004 at Providence College.

There were 42 papers submitted of which 20 were accepted. This represents an acceptance rate of 48%. In addition the conference features two panels, two tutorials, and two pre-conference workshops. There are two invited speakers, Jim Kurose, University of Massachusetts and Matthias Felleisen, Northeastern University.

2006 Conference

The Eleventh Annual CCSCNE conference is to be held April 21-22, 2006 at Holy Cross College in Worcester, Massachusetts. Laurie King from Holy Cross is the Conference Chair. The proposed budget for this conference is at the end of this report.

Other Items

1. A major problem faced by CCSCNE is attracting faculty to submit papers and attend our conference who have not attended previously (i.e., we see the same faces all the time). Our mailing list is drawn from those who have already attended our conference (or have attended another CCSC conference and requested our mailings). How do we reach other faculty? A motion was made to ask the CCSC national board to consider placing ads in venues such as CACM or SIGCSE Inroads. The aim is not merely to expose CCSC to a wider audience, but also to show those already acquainted with CCSC that we are a serious, professional organization that is worth their time to submit papers.

2. A question was raised as to the proper way to categorize graduate students who attend the conference.

3. The CCSC home page says that the organization is for those "with an interest in the issues pertaining to small college computing". One of our board members suggested a change to "issues pertaining to college computing curricula."

Submitted, February 7, 2005
Lawrence D'Antonio, Chair of CCSCNE Board

CCSCNE 2005 Proposed Budget

January 31, 2005 PROPOSAL   2006-Holy Cross

Conference Budget

		Number	Per Item	
Income				
	Registrations-Full	120	$120	$ 14,400
	Registration-Full,onsite	10	$150	1,500
*4	Registrations-Student	120	$40	4,800
	Registration-ProgContest	30	$50	1,500
	Extra Meals	5	$30	150
*8	Extra Proceedings	5	$10	50
	National Vendor	2	$100	200
*1	Vendor's Registration	6	$200	1,200
	Vendor Presentations	2	$100	200
*2	Vendor Contributions for breaks/social			500
*3	Vendor Best Paper Sponsorship			300
*3	Vendor Student Poster Sponsorship			150
*7	Programming contest sponsorship			600
	Total			$ 25,550
Expenses				
*11	Consortium Head Tax	130	$41	$ 5,330
	Consortium Membership			1,000
*10	Steering Com. Ex.			2,355
	Postage			0
	Office Supplies			0
	Duplication			0
*5	Speakers Expenses	2	$650	1,300
	Meals			
	Prog contest breakfast	1	$400	400
	Prog contest luncheon	1	$400	400
*1	Breaks	3	$600	1,800
*2	Fri Social Hour	1	$1,500	1,500
	Fri Banquet	250	$25	6,250
	Sat breakfast	1	$500	500
	Sat Luncheon	190	$15	2,850
*3	Best Paper Awards	1	$300	300
*3	Best Posters Awards	3	$50	150
	Student Volunteer Awards	5	$40	200
*7	Programming Contest Awards			615
*6	Conference Hosting Expenses			400
*12	Gratuities			100
	Web site expenses			100

	Total	$ 25,550

Notes:

*1 Vendor's Registration is earmarked for covering the breaks. 2 on Fri afternoon, 1 Sat morning

*2 Can be much more, but we have not been getting more than this in recent years.

*3 Vendor's Support for the Best Paper Award: $150, $100, $50, plus Best Poster Awards 3 * $50

*4 3 students per programming team, plus 30 for posters

*5 Speakers expenses: $300 honorarium, and 150 a piece for hotel room, $200 other travel

*6 Badges, folders, etc.

*7 $300 first place, $200 second place ($210 if three members), $100 third place ($105 if three members).

*8 Based on past sales, the National Board has added this to the budget.

*10 Steering Committee lunches are expected as part of the host institution expenses.

Assumes 7 members of board/committee will be reimbursed $150 at each of two meetings.

Also assumes that 2 members will be reimbursed at the conference itself.

*11 This is the money that goes to National per person. It covers membership and proceedings

for each FULL registration (ie, no students).

*12 Intended for departmental secretaries, etc.

Northwestern Region Report
February 1, 2005

Northwestern Conference 2004
The 2004 Northwestern Conference was held October 8 & 9, 2004 at Willamette University in Salem, Oregon. Jenny Orr was the Conference Chair. Please see our Fall report for specific details

Northwestern Conference 2005
The 2005 Northwestern Conference will be held on October 14 & 15, 2005 at the University of Washington, Bothell campus in Bothell, Washington. Carol Zander of UWB will be the Conference Chair.

The Regional Board met on January 22, 2005 at UWB. We discussed many items related to the Fall conference and everything appeared to be on-track.

Paper submissions are due on March 11, 2005 and Panels & Tutorial proposals are due on March 25, 2005.

Future Conferences
The 2006 Northwestern Conference is scheduled to be hosted by Eastern Washington University. It will be held either near their Spokane or Cheney, Washington campuses depending on construction progress. The exact dates have not been set but will be either October 6 & 7 or October 13 & 14, 2006. *A proposed budget for that conference is submitted with this report*.

The 2007 Northwestern Conference is scheduled to be held in Linfield, Oregon with Martin Dwomoh- Tweneboah as Conference Chair.

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

Our next Regional Board meeting will be held on May 14, 2005 at the Eastern Washington University campus.

The Treasurer and Editor positions on the Regional Board are up for election this year. A call for nominations will be made by the Secretary, George Hauser, in March and the voting period will be in early April. All will be done electronically.

Respectfully submitted,

Phil Prins
Northwestern Representative

CCSC/NW 2006 Budget - Proposed   1-Feb-05

Conference Chair: Tim Rolfe; Eastern Washington University;
timothy.rolfe@mail.ewu.edu
Site Chair: Ray Hamel; Eastern Washington University;
ray.hamel@mailserver.ewu.edu

Income	Number	Per Item		
Registrations-Full-Early	70	$135	$	$9,450
Registrations-Full-Late	10	$160	$	$1,600
Registrations-Student	15	$25	$	$375
Extra Meals	10	$25	$	$250
Vendor's Registration	3	$150	$	$450
Nation Vendors	0	$100	$	
Extra Proceedings	6	$10	$	$60
Previous Proceedings	0	$10	$	
Misc.	0	$	$	

Total $ 12,185

Expenses			estimated / person	EWU / 2006
Extra/Previous Proceedings		6	$6	$36
Steering Com. Ex.			$1,000	$1,000
Phone/Fax		1	$15	$15
Postage			$600	$600
Office Supplies		1	$350	$350
Brochure Printing		3	$90	$270
Duplication		1	$50	$50
Speakers Expenses		1	$200	$200
Consortium Head Tax		80	$41	$3,280
Consortium Membership			$0	$1,000
Meals				
Breaks	2	95	$4	$8.00	$760
Banquet		90	$20	$20.00	$1,800
Luncheon		90	$8	$7.50	$675
Other meals (Breakfast)		95	$8	$7.50	$713
Social Hour			$200	$200
Taxes for meals			$0	$0.00	$0
Student Programs		0	$0	$0
Student Awards		2	$150	$300
Conference Services (rooms, etc.)				$940

$12,189
Total Difference   ($4)

Rocky Mountain Region Report
February 1, 2005

The **Thirteenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC Rocky Mountain Conference** in cooperation with The Association for Computing Machinery Special Interest Group in Computer Science Education was held at **Utah Valley State College, Orem, UT, October 22-23, 2003.** Attendees indicated in the post-conference evaluation that the conference was a success. At the post-conference business meeting the Rocky Mountain (RM) Region Standing Rules and Bylaws (attached) were unanimously approved. As a result of the death of Peter Isaacson at University of Northern Colorado that CS department only has one full-time faculty member. A decision was made to move the 2005 RM Conference was to Metropolitan State College of Denver and re-schedule a conference at the University of Northern Colorado at a later date. The steering committee for the 2005 conference:

Chair: Ernest Carey
careyer@uvsc.edu
Utah Valley State College

Site Chair: Noel LeJeune
lejeunen@mscd.edu
Metropolitan State College, Denver

Program Chair: Aaron Gordon
gordon_a@fortlewis.edu
Fort Lewis College, CO

Papers Chair: Terry Scott
tscott@fisher.unco.edu
University of Northern Colorado

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

Session Moderators Chair: Aaron Gordon
gordon_a@fortlewis.edu
Fort Lewis College, CO

Publicity Chair: Richard Johnson
jonesa3@wnmu.edu
Western New Mexico University

Registration Chair: Jerry Shultz
shultzj@mscd.edu
Metropolitan State College, Denver

Respectfully submitted,
Ernest Carey
Rocky Mountain Regional Representative

BYLAWS
Consortium for Computing in Small Colleges: Rocky Mountain Region

1. **Name and Purpose**: The name of the organization shall be: Consortium for Computing Sciences in Colleges: Rocky Mountain Region (CCSC: RM). The purpose of the organization shall be to provide one annual conference in the Rocky Mountain region of the United States. CCSC: RM will be supported by and endorsed by the bylaws of Consortium for Computing Sciences in Colleges (CCSC.)

2. **Governing Body and Duties**: The governing body of CCSC: RM will be known as the Regional Board.
    a. The Regional Board shall consist of 8-11 elected members and 5-6 standing members. With the exception of the Regional Representative to the CCSC Board (whose term is decided by the CCSC Bylaws) all board positions are for three-year terms. The term of a vacated position is from the time of appointment until the vacated term expires.
    b. The elected positions on the Regional Board are:
        i. Regional Representative to the CCSC Board, who also serves as Chair
        ii. Treasurer
        iii. Editor
        iv. Papers Chair
        v. Webmaster
        vi. 3-6 At-Large positions.
    c. Elections for these positions will be staggered and will be held at the annual Business Meeting held in conjunction with the Rocky Mountain conference. Vacated positions shall be appointed by the Chair.
        i. Elections for 1-2 at-large positions (3-year term) will be held every year.
        ii. Elections for Treasurer and Editor will be held every third year, beginning in 2005.
        iii. Elections for Papers Chair and Webmaster will be held every third year, beginning in 2006.
    d. The standing positions on the Regional Board shall be appointed by the Chair. Standing members may also hold elected positions on the Regional Board.
        i. Past Conference Chair
        ii. Conference Chair
        iii. Program Chair
        iv. Site Chair(s) (1-2 persons)
        v. Local Registrar

    e. The Regional Board will hold at least one meeting per year in conjunction with the annual conference. A simple majority constitutes a quorum for the meeting.

    f. The responsibilities of the Regional Board will include selecting the site and date of each conference, preparing the conference budget, holding regional elections, preparing amendments to the regional bylaws, and selecting a Conference Committee. The Conference Committee and the Regional Board may have common members.

3. **Regional Membership**: Regional membership is defined by the CCSC Bylaws.

4. **Amending the Bylaws**: These bylaws may be amended by following the rules for amending the constitution and bylaws of the CCSC.

Report of the South Central Region

The CCSC:SCC annual conference will be held at McNeese State University in Lake Charles, La on April 15, 16, 2005. The conference program features a pre-conference workshop "Alice and Its Uses" by Wanda Dann, a technical program of 22 reviewed papers (selected from 36 paper submissions; 61% acceptance rate), 4 tutorials/workshops, student poster competition and a small vendor exhibit. The conference keynote speaker is Bobbie Gail Swan from Nasa Johnson Space Center in Houston, Texas and the dinner speaker is Dr. Charles D. Cavanaugh, Center for Advance Computer Studies, University of Louisiana at Lafayette.

The 2006 SCC conference will be held at Sam Houston State University, Huntsville, Texas. Conference chairs are Timothy McGuire <mcguire@shsu.edu> and Ken Hartness <csc_kth@shsu.edu>.

The SCC steering committee decided on sites for its 2007, 2008, and 2009 conferences during its Fall meeting.
The sites are:

    2007 Southeastern Louisiana University
    2008 Rogers State University
    2009 St Edwards University

The steering committee voted to approve the release of its conference paper submission/management system to any other conferences who wish to use the system. A separate report gives some of the details of this system.

Respectfully submitted,
John Howland

CCSC:SOUTHEAST REGIONAL REPORT
Spring 2005

Fall 2004 CCSC:Southeastern Conference

The 18th CCSC Southeastern Conference was hosted by Wofford College in Spartanburg, SC on Nov 5-6. There were 98 registrants (21 of whom were students). The program included 15 papers, 1 panel, and 4 tutorials/workshops. Student participation was very high, with 25 teams (nearly 100 students) representing 18 schools in the programming contest. 10 students authored papers in the student paper contest. Only 3 teams participated in the web authoring contest, however. Winners in the programming contest were Mercer University (1st), Bob Jones University (2nd), and Furman University (3rd). A student from Wofford was the winner in the student paper contest. Winners in the web authoring contest were Wofford College (1st) and Lipscomb University (2nd).

Fall 2005 CCSC:Southeastern Conference

Lenoir-Rhyne College, Hickory, NC, will host the 2005 conference on Nov 11-12. Dick Hull and Gail Miles are site co-chairs. The rest of the Conference Committee has not yet been determined. The conference web site is:

 http://cs.furman.edu/ccscse/conference.php?19th

The call for participation is available at the site. March 25 is the deadline for paper submissions. (September 16 is the deadline for abstracts for the Student Research Contest.) Student activities will again include a programming contest and student paper competition. Continuation of the web contest is under discussion. Details of each are available on the web site. The keynote and banquet speakers have yet to be determined.

Fall 2006 CCSC:Southeastern Conference

Lipscomb University, Nashville, TN, has applied to host the 2006 conference in November. Site co-chairs will be Becky Tallon and Jon Fauss.

Other Regional Issues/Activities

Task Force Initiatives – The regional board is working on some initiatives that are expected to improve the conference and the operations of the region. Specifically:

1. Review and potential restructuring of the student web contest
2. Alternative forms of presentation/participation at the conference

Reports on these initiatives are expected at the regional board meeting on February 26, 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/*   The site is in its second year of use.

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 2005. 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

Membership Report

Numbers:
Current numbers for membership and conference registrations in database as of 2/10/05 appear at the end of this document. The number of total members appears to have dropped slightly, but this may be due to data issues. The numbers for the conferences seem reasonably stable.

Membership Data:
Membership services continue to be degraded by the insufficiency of our database services. This will in part be rectified by direct database access provided to the membership secretary on 2/5/2004. This new accessibility currently supports querying and editing of pre-existing member data, but not the creation of new membership records.

Local registration:
This fiscal year is the first in which conference registration is completely handled by local registrars. The development and documentation of the required procedures for registration remains a challenge, as does ensuring that these procedures are consistently applied. Problematic issues include:

1. Failure of regions to submit responsibility forms to the membership secretary (see http://www.ccsc.org/regions/regionAdmin/responsibilities.xls for a sample form)
2. Ensuring that documentation of all income (photocopies of deposit slips, etcetera) together with a final registration report are submitted to the membership secretary (see http://www.ccsc.org/regions/regionAdmin/ExcelRegRegistration.xls for a sample report).
3. Some regions are not marking their conference attendees as *paid* in the database. Should the membership year be changed, the database logic for identifying members will require this information.

The local registration procedures guide along with an accompanying FAQ is being revised, and will hopefully be completed and available for distribution shortly.

The use of the database for conference registration has also raised some further issues:

1) Regions have expressed interest in going to online registration and using PayPal (or other options for online payment). The procedures and/or mechanisms necessary for supporting that option need to be clearly identified, and made available to the regions.
2) When the database server goes down (especially during school breaks), contacting the database administrator to get the situation rectified has sometimes proved difficult. We are in need of back-up

support of the database administrator for handling urgent database issues.

Issues:
The membership secretary recommends that a professionally administered database should be seriously considered to maintain the accuracy, reliability and accessibility of membership and conference registration data.

Respectfully submitted,
Kris D. Powers, CCSC National Membership Secretary

Membership and Registration Totals
February 10, 2005

Membership Report Totals by Type

CCSC Membership	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004 - 2005
Associate	8	6	10	8	0	4	5	0	2		
Institutional	91	75	61	58	36	37	39	26	24		
Regular	345	379	477	496	492	541	559	570	612		
Regular half-year	0	0	0	1	0	0	1	4	2		
Special	4	4	5	0	0	0	0	0	0		
Retired	0	0	0	0	0	0	0	0	0		
Totals	**448**	**464**	**553**	**563**	**528**	**582**	**605**	**600**	**643**	**681**	**646**

Membership/Attendance Type Report for Southeast

Member type	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004 - 2005
Attendee	34	61	37	25	40	52	45	44	50	44	54	58
Other	0	0	0	0	0	0	2	0	8	0	10	0
Participant	31	25	29	34	23	18	28	24	25	33	38	19
Programming Team	0	0	0	0	1	0	0	0	0	0	?	?
Speaker	0	0	0	0	2	0	1	0	0	0	0	0
Speaker/ Guest	7	2	0	2	0	2	0	0	0	0	0	0
Student	1	20	4	33	11	8	4	3	4	4	16	21
Vendor	0	0	0	0	0	0	1	5	5	0	5	?
Total registrations	73	108	70	94	77	80	81	76	92	81	123	98
Total memberships											119	105

Membership/Attendance Type Report for South Central

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005
Attendee	50	45	38	31	33	52	33	38			44
Other	0	0	0	0	0	0	1	0			0
Participant	33	29	33	35	32	43	34	23			23
Speaker/ Guest	2	0	2	0	0	0	0	0			0
Student	13	16	19	19	7	33	10	24			15
Vendor	1	0	0	0	0	0	0	0			?
Total registrations	99	90	92	85	72	128	78	85			82
Total membership									~61?	52	75

Membership/Attendance Type Report for Rocky Mountain

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005
Attendee	29	13	37	28	22	33	22	22	27	27	26
Other	0	0	0	3	0	6	0	0	0	0	0
Participant	23	22	21	16	21	15	13	15	23	9	21
Speaker	0	0	0	0	0	2	0	1	1	0	0
Speaker/ Guest	1	2	1	0	0	0	0	0	1	0	0
Student	7	4	1	10	3	6	3	2	3	11	2
Vendor	0	0	0	0	0	0	0	1	2	0	1
Total registrations	60	41	60	57	46	62	38	41	57	47	50
Total membership										49	39

Membership/Attendance Type Report for Midwest

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004 -2005
Attendee	37	26	26	39	27	33	36	27	40	47	47
Other	0	0	0	1	0	0	1	0	0	0	13
Participant	23	38	32	23	24	21	24	22	18	15	24
Programming Team	0	0	0	0	0	0	0	0	14	0	0
Speaker	0	0	0	0	0	2	2	3	2	0	0
Speaker/Guest	1	2	2	0	2	0	0	0	0	0	0
Student	4	1	8	2	6	9	4	14	36	13	4
Vendor	1	0	0	5	0	2	5	7	4	2	0
Total registrations	66	67	68	70	68	67	72	73	114	80	88
Total memberships										**80**	**87**

Membership/Attendance Type Report for Central Plains

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004 -2005
Attendee	26	35	29	27	65	32	35	40			41
Other	0	0	0	0	0	0	0	3			
Participant	23	29	31	19	19	23	36	23			
Speaker	0	0	0	0	0	0	2	0			
Speaker/Guest	2	1	2	3	0	0	0	0			
Student	1	27	16	2	13	1	5	13			16
Vendor	0	0	0	0	0	0	6	9			
Total registrations	52	92	78	51	97	56	84	88			57
Total memberships									**~63?**	**53**	**63**

Membership/Attendance Type Report for North East

Member type	1995 - 1996	1996 - 1997	1997 - 1998	1998 - 1999	1999 - 2000	2000 - 2001	2001 - 2002	2002 - 2003	2003 - 2004	2004 - 2005
Attendee	50	65	74	80	82	95	98			76
Other	0	1	0	2	0	0	0			
Participant	68	79	85	46	56	51	42			48
Prog. Team Advisor	0	0	0	0	0	6	6			
Programming Team	0	0	0	0	0	43	70			
Speaker	0	0	2	0	0	2	1			
Speaker/Guest	2	2	1	3	0	0	0			
Student	22	34	49	37	41	47	68			124
Vendor	0	19	0	8	8	18	15			
Vendor/Other	0	0	20	3	0	0	0			
Total registrations	142	200	231	179	187	262	300			248
Total memberships								**?**	**159**	**131**

Membership/Attendance Type Report for Northwest

Member type	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004 - 2005
Attendee	26	37	32	33	37	51
Other	0	6	0	0	0	0
Participant	22	25	19	21	28	29
Speaker	2	1	2	0	0	0
Student	4	1	0	16	10	28
Vendor	1	4	0	4	3	4
Total registration	55	74	53	74	78	112
Total memberships					**79**	**80**

Membership/Attendance Type Report for Eastern

Member type	2001-2002	2002-2003	2003-2004	2004-2005
Attendee	28	66	46	72
Other	1	14	0	0
Participant	38	36	49	11
Programming Team	0	17	0	0
Speaker	3	0	0	0
Student	14	31	5	44
Vendor	5	2	0	2
Total registrations	89	166	100	129
Total memberships			**90**	**66**

PUBLICATIONS REPORT

1. As of this writing (see date of submission below) the proceedings for both **South Central** and **Central Plains** have been accomplished. The Journal issue is 326 pages of text with 10 leader pages. Paper acceptance rates were **53%** for Central Plains and **61%** for South Central. My kudos to the folks from each of these conference committees for their assistance in getting the manuscript to us in a timely fashion, as well as the form. It went very well! My thanks also to Susan Dean who did a majour share of the editing.

   We're currently in the final throes with the Mid-South proceedings. Again, the folks at the conference level were most supportive and helpful. There were a few glitches, but from all indications we should have the final copy to the printer in time for delivery to the conference. There are two small items relevant to all conferences that could make our lives much easier when assembling the final copy.

2. Submission due dates: There is a difference of one month, not one day, between 1st February and 31st January. It's psychological, yes – we know that – but there is a whole month and publishing due dates before the end of the month will result in better on-time submissions from the authors.

   We are ready to go ahead of time – get the materials to us asap – it's definitely not necessary to wait until the last minute when everything is ready. In this case, we ended up pushing with Central Plains and South Central worrying about tight time printing deadlines for Mid-South due to roughly an eight week turnaround schedule. As it was the manuscripts were finally forwarded en masse on 5th February, just before midnight our time. We could have had lots of papers ready to go earlier if they were "fed" to us earlier.

   One item that we really need initially from the individual conferences, and we've requested time and again, is the conference program. Even if it is preliminary, it allows us to make the plan for the final assembly, and if it's there early enough we can "play" with it. We found with this particular set of proceedings that in both cases either the paper naming conventions had no relation to the final program format – we can deal with that if we have some advance warning that we can place in our boiler plate – or the paper naming conventions were hard to follow – e.g., ccscpaper. We need some descriptive naming conventions that we can follow through with – naming the files p1, p2, and so forth works fine, but if that's what's used for refereeing purposes it helps us tremendously when we have a somewhat final program so that we have an idea of the

placement. We need some tie between the paper file names and the program up front.

3. **Spam filter:** One item that we're encountering problems with is the email spam filter that has been placed on our email here at UMUC. I don't have an immediate good solution, although will be working on that. We did have some last items on this last set of proceedings that got hung up in the spam filter. It's something that all conferences need to be aware of. Sending items with questionable subject lines is probably going to result in majour delays or non-delivery of email correspondence.

    A solution regarding getting manuscripts to us would be providing the manuscripts and such on a web page or comparable download facility – Mid -South used a "blackboard" classroom – that we can simply download. The web page is the mechanism that is used to transmit the final manuscript to our publisher as well as the individual papers to ACM for the Digital Archives – I set up a page on the web and it simply has a directory structure – send the url, and the recipient can go to that page and download or view whatever is there – and as long as the page is not linked to a home page it's simply a directory structure. This works well, and is also very similar to the download page for the South Central manuscripts.

4. **ACM Digital Archives:** There was a question raised through the SIGCSE listserve regarding the delay of the appearance of our *Journal* on the Digital Archives. I initially had the policy of waiting until the hard copy went to the membership before releasing the copy to ACM for publication to the Digital Archives. Based on the delay in posting I now essentially don't worry about that and release to ACM well ahead of when the membership should have the hard copy in hand. The January issue of the *Journal* was released on 2nd December, and the April issue has already been released and acknowledged. I can apparently release earlier based on the fact that it appears to take months for this stuff to get posted by the Digital Archives.

5. **ACM SIGCSE Listserve:** There was a question raised on the SIGCSE listserve regarding the credibility of our publication. I responded as the Publications chair of CCSC and indicated a range for our acceptance rates. I trust that my response was deemed appropriate by the Board.

6. **Copyright issues:** We have had several copyright issues within the last few months. One issue was regarding two papers that were submitted to SIGUCCS and the authors indicated that they were free to republish. I checked the Digital Archives, where the original papers had been published. The SIGUCCS copyright notice is essentially the same as ours – the author retains the right to republish, but the copyright notice from ACM must appear on the front page of the republication. I was willing to

include the title and author information for a representation of the paper, and include the url back to the original publication within the ACM Digital Archives. When the conference checked with ACM, they essentially received confirmation that the authors were not "totally free" to republish, and that we had made the correct decision not to republish under our copyright notice, which was not really considered.

One item that is important to realize is that our copyright releases protect us. If the issue had not come up, we would have had the signed statement of the author that the copyright had not already been surrendered to ACM SIGUCCS. Thus, we, CCSC , would have been protected legally.

In another case, the authors did not want to sign the release based on the fact that they could not reuse the material for commercial advantage. I would point out that over the number of years that I've been in this position that situation has come up rarely, but each time I have given permission to go ahead and use the material with the reference to the Consortium. No doubt the authors gained some monetary compensation, but in the process the Consortium also gained visibility.

7. **Journal on a CD:** We're looking at this point at a prototype being available for the Board Meeting. The preparation of the master CD does not appear to be a problem, and we anticipate that we would be able to provide such a master for the Fall conferences (*Journal* issues 1-3) to be ready for duplication and distribution late October or early November, and the second master for the Spring conferences (*Journal* issues 4-6) available in March for duplication and distribution. Issues that need to be addressed are:

    a) Who accomplishes the duplication? We don't have the mechanism here to accomplish duplication of CD's to the number that would be required to the general membership. Do we contract with an outside firm, or do we attempt to accomplish it in-house, and at that point we will need the equipment necessary to support such.
    b) What format would they be delivered in to the distribution person, in this case George Benjamin. Would they be delivered in envelopes preprinted with the bulk mail stamp as well as the return address? How will this work load relate to what he's been used to doing?
    c) While we would distribute the proceedings twice a year, this does not eliminate the need for the "periodic" newsletters – and they would still have to go out bulk mail – is this ultimately increasing George's workload? Is it also taxing the bulk mail limitations of Muhlenberg College?
    d) Is our membership 100% behind such a move? Suppose we end up with 300 members of the Consortium wanting that hard copy?

We must send them out first class! IF we decide to try this route, my suggestion would be to make it available for folks with the hard copy still coming during some transition period, and then finding out whether they want as a unit to go to the CD format. Speaking personally, I will be the last person to choose the CD format – but that's a personal issue – and the electronic format is already there via the Digital Archives. Yes, you need a subscription to obtain from the Digital Archives, but even with or without that subscription is the CD format really only a value added item? ACM publications still come in hard copy.

8. **Manuscript templates:** We have the templates for both Word and WordPerfect for ACM publications at this point. We've not had the time to modify them appropriately – that is on the list of items to do. That will follow both the Mid-South proceedings and the Northeastern proceedings. It's not a forgotten item, but the template does not appear to be of any help to us on this end. However, if folks feel better having such a template we'll do the work!

9. **Software Updates:** We have been updating software for preparation of proceedings at personal expense. I would ask the Board to consider updating some of our software on a regular basis. The upgrade from WordPerfect 2002 to WordPerfect 11 was wonderful in preparation of this last three sets of proceedings. WordPerfect 12 is available, but am not ready to put out the funds for it since prior upgrades were more than adequate for personal needs – in fact were really not necessary. We end up with Word upgrades on a regular basis through our work environments, and still have seen no good reason to even consider final assembly of a document such as the proceedings of a conference via Word. If anything, it would delay it by majour time. We're also still functioning with Adobe Acrobat 5.0, thanks to our upgrading personally several years subsequent to the Consortium purchasing version 4.0. I would ask the Consortium to consider funding upgrades/purchases of software used in the assembly of the *Journal*/conference proceedings and consider the number of copies to be licensed/purchased to cover the majour users for Consortium publishing. (Susan Dean is performing a majour part of the final editing, so there should be a second copy.)

Respectfully submitted, *John Meinke*, Publications Chair
10th February 2005

Conference Coordinator's Report

Will Mitchell

I have assisted the Mid-South in preparing for their third conference, this one at Oxford, MS. Thirty-eight papers were submitted for consideration. After a double-blind review process using at least three reviewers for each paper, the committee selected twenty-one papers for publication and presentation.Referees came from 19 different institutions (18 colleges/universities and one foundation).

The Mid-South does not have a site for 2006 (or a date), and has not set up a conference committee. I have not been able to attend any of the planning meetings.

Treasurer's Report

Bill Myers

1.   Treasurer's Report for 2003-04 – Version for the Board

Major changes from the preliminary version presented at the Fall Meeting are that most Fall Conferences have additional income and all the Spring Conferences have less expenses. All of the income and expenses have now been identified.

[NOTE from JRA: Bill sent the report as an Excel spreadsheet, but it cannot be included in this report. Download the file at http://csmaster.sxu.edu/aman/CCSC/.]

2.   Treasurer's Report for 2003-04 -- Public Version

This will be available at the Board Meeting, will be e-mailed to each Board member once it is completed, and will be distributed at the General Membership Meeting.

3.   2003-04 Tax Returns

Presented for your inspection and comment at the meeting. They will also be available at the General Membership Meeting.

4.   Comments about changes if the membership year definition changes.

Since $35 is not divisible by 12, I will be proposing that the Board set the Policy that we will earn $3.00 for each of the months September through June for each membership year and $2.50 a month for July and August. (This is just a discussion at this point, so that you will understand my motion when it is made after the amendment is passed. I also expect that Kris will need to change some procedures as well.)

Report of the CCSC Bylaws Committee

Robert Bryant, Paul Myers, John Meinke, Susan Dean

Since the fall 2004 board meeting, the primary focus of the bylaws committee has been on the proposed restructure of the officer positions and organization. Currently we are considering all the implications of having the Treasurer, Membership Secretary, and Editor become appointed positions by the board. These positions would have voting rights on the board. We are looking at a couple of options for the president and president-elect (current names) positions. These options include having a longer term of two years for the president with a total time commitment of 4 years in the officer structure. It is the exact structure we are attempting to formalize so that the system will work best.

The committee will be meeting prior to the board meeting in St. Louis in hopes of having some further information to pass on to the board during the board meeting.

Regarding the other efforts on the specific bylaw articles. The feedback from the board received in the fall has been incorporated into our working draft. However, details of these articles will be impacted by the officer structure revision if one does occur so we need to address that first.

National Vendors Committee Report

Will Mitchell, Kris Powers, Phil Prins

The committee surveyed the fall conference vendor chairs and reviewed conference websites to ascertain the nature of vendor participation at conferences.   In general, it has been declining.   Vendor chairs focus on past vendors and book representatives change frequently, so often contacts have to be re-established.   Only IBM was present as a national vendor at fall conferences .   Kris spoke with Mark Miller who is the Director of Business Development at the O'Reilly Education Division and SafariU, and he is very interested in publicizing his new publishing venture (and will speak for himself later).   Mark repeated what I had heard before that vendors want more visibility at the conferences and would like visibility in the proceedings.

At issue, then, is how to deliver more visibility to the national vendors and at what cost.   The CCSC Board can provide visibility on the national website and in the Journal, but should we do more in the way of increasing the visibility of the CCSC in the academic community?   It seems that our role in providing regional faculty meeting places in complement to the national SIGCSE meetings is understood.   TuringsCraft, NCSI, IBM, and now SafariU, among others, who want to market new initiatives to computing faculty have sought us out.   The standard book publishers who come to SIGCSE have left participation in regional conferences to the whim of the regional sales associate, who make hit-or-miss contact and often don't plan ahead for the cost of participation.   But as a consequence, there must be nine efforts to attract a Prentice Hall or Course Technology representative to a conference. Obviously, the ones who do participate are not interested in a National Vendor program. Conversation with Mark Miller indicates that there is little difference between a $2000 and $1000 fee for a national vendor designation, but TuringsCraft found that they couldn't make it to enough conferences to warrant $2000.

The committee agrees that the problem we have had to date is that we sign up someone nationally, then we take the money and leave it to them to make it worth their while.   When the report comes back that it didn't seem to be worthwhile (because the local rep never got the word and followed through) then the national guy drops out the next year.   We need a system that insures participation as much as payment. However, the individual conferences are the ones which must deliver the goods, and there has been poor coordination between CCSC and the conference vendor chairs. Thus the Board must be pro-active in arranging for national vendors to be represented at each conference (which we believe to be of benefit to our attendees) and make it much more attractive for the individual conferences to provide special perks, special recognition to the National Vendors.   One way this could be done is to increase the reward for a vendor chair's

arranging for a national vendor to exhibit. Another is to ask that a session at each conference be set aside for presentations by national vendors. What will impact the attractiveness of the national vendor program is evidence of real commitment to an ongoing and mutually beneficial partnership but this has to be both at the national and regional levels.

There needs to be a National Vendor Chair with the following responsibilities:

- recruit additional national vendors
- extend invitations to the national vendors to participate in each conference
- educate regional conference vendor chairs vis a vis national vendor program, and
- coordinate efforts; make sure that regional vendor chairs "take care" of national vendors who attend, especially acknowledgement with highly visible placard or banner and acknowledgment in printed program
- facilitate coordination between regional vendor contacts and national vendor contacts

The committee recommends that a National Vendor Chair be added to the Board as an appointee, and given the above charge.   To address the issue of the costs vs. benefits of being a national vendor, the National Vendor Chair might offer a sliding scale of benefits starting at a booth at every conference (manned or not, at the vendor's choice) for $2000 a year, and increasing to a page in every proceedings ($3000) and then to an opportunity to present at every conference ($5000, and a proposal to the program committee when papers are being accepted).   CCSC would pass on to every region $300 for providing each national vendor a booth, and an additional $300 for each national vendor that proposes a presentation.   Such a scheme would, with nine conferences, guarantee a national vendor presence at all nine at a deficit of $700 per national vendor at the first level, made up by recruiting some to the second level ($300 surplus each).   We would experience a deficit for a vendor at the third level only if they actually proposed to present at more than seven conferences.   We can afford the deficits and it might be that a lower cost structure could be adopted initially to help jump-start the program. Given SIGCSE's experience we might hope for a steady state of two at level one, five at level two, and three at level three, which would break even. Raising the fee for more print visibility could make the program profitable, but we don't need income, and we are considering CD distribution, so printed visibility at the conference might mean a page in the conference program.

The committee is in favor of taking out some ads in computer professional publications that would strive to make the academic community better acquainted with CCSC's mission, and our national vendor partnerships.

Should the income from the national vendors program exceed its cost, the excess revenue could be used to finance such ads, but the ads should initially be considered as contributing to the start-up of the national vendor program and would largely contribute to membership recruitment.

CCSC: Eastern Regional Report

CCSC Eastern 2004 was held at Loyola College in Maryland on October 15th and 16th 2004. It was ably chaired by Ben Benokraitis. The final budget for the 2004 Conference can be found at the end of this report. The keynote address was deliverd by Avi Rubin of the Johns Hopkins University in Baltimore, Maryland and was entitled *Electronic Voting and Security*. It was a fascinating and timely talk and Dr. Rubin has made it available for downloading from the Conference website http://justice.loyola.edu/ccsce04/

CCSC Eastern 2005 will be our Twenty-First Annual Conference. It will be held October 14th and 15th at Iona College in New Rochelle, New York.   The budget for the 2005 Conference has not yet been approved by the CCSC Board. It is attached for the Board's consideration.

The Web site for the 2005 Conference is http://www.iona.edu/cs/ccsce05.html

The Conference Committee consists of:

Co-Chairs:	*Lubomir Ivanov*	Iona College in New Rochelle, NY
	Catherine Ricardo	Iona College in New Rochelle, NY
Registration:	*Robert Schiaffino*	Iona College in New Rochelle, NY
Local Arrangements:	*Frances Bailie*	Iona College in New Rochelle, NY
	Keitha Murray	Iona College in New Rochelle, NY
Publicity:	*Warren Adis*	Iona College in New Rochelle, NY
Speakers:		
Papers:	*J.D. Dougherty*	Haverford College
	Lubomir Ivanov	Iona College in New Rochelle, NY
Panels, Workshops, & Tutorials:	*Jennifer Polack-Wahl*	Mary Washington College
	Karen Anewalt	Mary Washington College
Posters:	*Sofya Poger*	Iona College in New Rochelle, NY
Programming Contest:	*Yoram Sussman*	Iona College in New Rochelle, NY
Vendors:	*Warren Adis*	Iona College in New Rochelle, NY
Webmaster:	*Xiaoming Wei*	Iona College in New Rochelle, NY

The Conference will host a Student Programming Contest as did the 2004 Conference at Loyola College in Baltimore. The contest will be held on Saturday, October 15th and the top three teams will receive prizes.

Student Posters are another feature to be included. The top posters will receive awards, which will be presented at the conference banquet, and the

abstracts from all accepted posters will be published in the proceedings of the conference.

The Steering Committee for the region includes faculty from thirteen institutions all of whom have served as Conference Chairs for one of the past Eastern Conferences. The Steering Committee members can be seen on the Conference website. The Steering Committee will hold a meeting at the SIGCSE 2005 Symposium.

The 2006 Conference will be chaired by Jennifer Polack-Wahl and Karen Anewalt and will be held at Mary Washington College in Fredricksburg, Virginia. (Note that on July 1, 2004, Mary Washington College because University of Mary Washington. The dates of the Conference will be October 27 & 28th.   The chairs are at work on the budget but have not completed it yet.

Regional by-laws have not been completed.   The region plans to delay this until the National by-laws have been approved and the by-laws committee has had a chance to study it and the other regional by-laws that have been approved.

The region is in the process of looking for Conference chairs and host institutions for 2007 and 2008. We are looking at sites in the greater New York area for at least one of the years.

Respectfully submitted,

Liz Adams, Eastern Regional Representative

		CCSCE05	Proposed Budget		
			Number	Per Item	
Income					
	Registrations-Full-Early		100	$125	$ 12,500
	Registrations-Full-Late		25	$150	3,750
	Registrations-Student		15	$35	525
	Extra Meals				-
	Vendor's Registration		7	$150	1,050
	Nation Vendors				500
	Other Income Items				
	Industry Sponsorship				1,000
	Host Sponsorship				1,000
					-
		Total			$ 20,325
Expenses					
	Steering Com. Ex.				500
	Phone/Fax				-
	Postage				1,000
	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&Banquet		125	$56	7,015
	Continential Breakfast		125	$5	650
	Luncheon		90	$10	900
	Student Awards				600
	Consortium Membership				1,000
	Other Expenses				-
		Total			$ 20,240

		CCSCE04	Number	Per Item		
		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
	Continental Breakfast		150	$7		1,050
	Luncheon		90	$10		900
	Other meals					-
						-
	Student Programs					-
	Student Awards					600
	Consortium Membership					1,000
	Other Expenses					-
						-
		Total				$17,415.00