Consortium for Computing Sciences in Colleges

Spring 2011 Board Meeting - March 9, 2011 7:00pm

**Live Oak Room of the Sheraton Dallas Hotel and
Conference Center -- Dallas, Texas**

Minutes of the Spring 2011 CCSC Board Meeting
Wednesday, March 9, 2011
Dallas Sheraton Hotel, Dallas, Texas

President Bob Neufeld called the meeting to order at 7:02pm.

Voting Members Present: Bob Neufeld, President; Laura Baker, Vice President; John Meinke, Publications Chair; Bill Myers, Treasurer; Paul Wiedemeier, Membership Secretary; Kevin Treu, Southeastern; Kim Kihlstrom, Southwestern, Brent Wilson, Northwestern; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; Tim McGuire, South Central; Pat Ormond, Rocky Mountain; Scott Sigman, Central Plains; Linda Sherrell, Midsouth; Elizabeth(Liz) Adams, Eastern;

Voting Members Absent: none.
Non-Voting Members Present: Will Mitchell, Conference Coordinator

I. Future Board Meetings
  Motion: Tim McGuire moved and Scott Sigman seconded approval of the Spring 2012 CCSC Annual Business meeting to be held on Friday, March 2, 2012. The motion passed unanimously.

  Motion: Liz Adams moved and John Meinke seconded approval of the Spring 2012 CCSC Board meeting to be held on Wednesday, February 29th, 2012 at 7pm. The motion passed unanimously.

  The Fall 2011 CCSC Board meeting has been set for November10-11, 2011, in conjunction with the Southeastern regional conference at Furman University in Greenville, South Carolina.

  At the Fall 2010 Board meeting, it was decided to hold the Fall 2012 Board meeting in conjunction with the Rocky Mountain conference. That conference is now scheduled to be held in Denver on Oct. 12-13, 2012. Note: The original location was Boulder it has been changed to Denver.

II. Regional Information on ccsc.org web site.
Regional representatives need to be certain that the ccsc.org site has accurate regional information on the CCSC website for each region's committee members and conference dates, present and future. Myles McNally is the CCSC webmaster and should be contacted with any changes to the regional information including conferences and other committee members.

III. Elections and Appointments
1. Appointment of a National Partners Chair
CCSC is actively seeking a replacement for Paul Wiedemeier as National Partners Chair for the board in anticipation of his appointment as Membership Secretary to fill Jim Aman's remaining term. Several names were brought forth and Paul will pursue a replacement and report back to the President who appoints the position. National Partners chair contacts vendors and promotes interaction with regional conferences for attendance and establish working relationships with the National Partners. Any nominations should be forwarded to President Bob Neufeld.

2. Appointment of a CSTA liaison
Jim Aman had also been serving as a liaison to CSTA and now is actively seeking someone to replace him. The Board should forward names to President Bob Neufeld. Each member should see if any regional members are interested in filling the position.

3. Nominations for Treasurer – Bill Myers was nominated to serve another term as Board Treasurer.
Motion: Liz Adams moved and John Meinke seconded that nominations for Treasurer be closed.
Bill Myers was elected as Treasurer for a three year term through 2014.

4. Nominations of Membership Secretary – Paul Wiedemeier was nominated to fill Jim Aman's remaining term as Membership Secretary through 2013. Paul Wiedemeier was elected as Membership Secretary.

5. Nominating Committee Report
Four regions have representatives with terms expiring at the end of the fiscal year. These regions include Southwestern, Eastern, Central Plains, and Midwest. The following persons have been nominated thus far: Colleen Lewis for Southwestern, Liz Adams for Eastern, Scott Sigman for Central Plains, and Jeff Lehman for Midwest. Nominations may also be submitted at the CCSC Annual Business meeting on Friday, March 11, 2011.

IV. Conferences and Publications
1. Conference Coordinator Report
Conferences must be certain that the CCSC website is up to date with the next few years
conferences in order for the conference coordinator to file in-cooperation agreements with
SIGCSE. In addition, conference hosts and/or regional representatives could advertise their
conference at the SIGCSE event table. Tom Cortina and Ellen Walker can provide more space at
the events table for SIGCSE if needed. Conference attendance might be aided by this publicity.

2. Electronic Paper Submission Systems
Report of the paper submission system sub-committee was presented. Each region has a separate system. Regions should continue with their respective systems until further notice.   President Bob Neufeld thanked and discharged the committee.

3. Publications Chair Report
Five conferences are due within a very short time frame in the spring. Deadlines are very tight and mailings are difficult. Weather related delays cause even more problems. Ten weeks before a scheduled conference is the minimum time needed to deliver journals for conference availability.

Paper length for all regions' papers should be stated as **approximately** six pages. Papers that are slightly over the limit will be acceptable.   The page limit has some reasonable flexibility. Authors should be reminded to use the default font and margins for their specific word processor.

4. UPE Report
UPE awards are for student activities at conferences and to be used at the discretion of the conference. Regional reps should check and be sure their respective regional web sites acknowledge the support from UPE.

V. Bylaws Revision
1. Bylaws Revision Committee Report
Bylaws revision if approved in the next election must be filed with the IRS, Bill Myers will need a copy of the revised bylaws if so passed. The current bylaws revisions to be voted on in the spring election may be found in the appendix.

2. Standing Rules Proposal
The remaining area of bylaws and standing rules revisions has to do with "individuals charged with special duties" and the evaluation of a need for those positions. Will Mitchell provided a document to the board to create an Operations Committee in the Standing rules which would examine board positions on a rotating basis to gather information on the needs and duties of the position.   The Operations Committee would

report to the board and would provide for nominations of positions as well. No action was taken on this proposed committee, more information and discussion is needed.

VI. Reports
1. Officers and Regional Representatives Reports
In addition to reports found in this document, there were the following additional points of discussion:

President's Report: The CCSC website is being updated and some documents may move to the website. The contacts on the site were changed. Bill Myers asked about changing the payPal email to one of ccsc.org's emails available through the ISP for CCSC. Myles McNally will need to be contacted to coordinate this change.

Board Representative reports would be most helpful if representatives describe their regional news, activities, and events at conferences. This allows regions to share information and inform others of new and upcoming events and activities. John Meinke noted that for paper due dates, often times the first day of a month is a better date for authors than the last day of a month.

On-line registration and low paper submissions were concerns for Rocky Mountain.

UPE support was discussed and regional representatives were reminded to check that their respective conference web sites acknowledge UPE's contributions to the conference in support of student activities.

Papers that are published must have the regional conference registration fee paid by presenting author(s) and it is not refundable.

On-line registration and payment might help attendance at regional meetings.

Service Recognition Committee Report: Report will be sent to the board after SIGCSE.

National Partners Chair Report: It has been difficult to get any of the National Partners to commit to a topic list for conferences therefore making it somewhat problematic for the National Partners to make presentations or lead workshops at conferences.

DBA Report: ConfTool on-line registration is live for fall regions beginning with Fall 2011 conferences, all of which will have registration starting sometime in the next two months. Spring 2012 conferences will also use ConfTool for registration and electronic payments for conferences. All regions should use ConfTool for registration (ConfTool allows for payPal, credit card via payPal, cash, purchase order, and check payments). Brent Wilson will look into setting up a membership page for National Partners to register as partner's each year in addition to the 10 regions which already have been set up with a site under ConfTool.

Conference membership for this fiscal year (Fall 2010 and Spring 2011 conferences) will be tracked using spreadsheets. These will be combined with the current membership list to provide a consortium-wide membership for the spring election.

Treasurer's Report: Budgets for Northwestern 2011 and Rocky Mountain 2011 were presented to the Board.

Motion: Bill Myers moved and Liz Adams seconded to approve the 2011 budget for the Northwestern conference. The motion passed unanimously.

Motion: Bill Myers moved and John Meinke seconded to approve the 2011 budget for the Rocky Mountain conference. The motion passed unanimously.

VII. Budgets and Financial
1. Finance Committee and CCSC Budget
The Finance Committee is a standing committee of the Board chaired by the Treasurer. Members appointed to serve on this committee at the Fall Board Meeting are Liz Adams and John Meinke together with Comptroller Rob Bryant. They are charged to report to the Board a recommended CCSC budget for the next fiscal year after the CCSC tax return is filed. The committee will work with Bill Myers to produce this report.

2. Consultation on Financial Procedures
Outside consultation on financial procedures of the Consortium was sought. Audit concerns still persist. Accounting procedures continue to be a concern regarding the lack of accounting software. Documentation of the Treasurer's duties in detail are still needed. To address these issues two students supervised by an accounting professor were found to review the current CCSC accounting system, determine a possible accounting solution for the Consortium, and make recommendations as to what procedures and documentation should be in place.

Motion: Liz Adams moved and Pat Ormond seconded that the Board approve the aforementioned student project to evaluate accounting procedures for the Consortium, paying up to $600 to each student and faculty involved in the project. A report shall be submitted to the board upon completion of the evaluation. The motion passed unanimously.

3. Approval of Regional Budgets
All regions have at least three years of budget data. Baseline budgets sent out have typically been based on the previous conference data for the region. It is difficult to determine the number of conference attendees. The data does not always reflect the number of attendees for current conferences. The Comptroller will try to provide baseline budgets that are adjusted reasonably for each respective conference.

4. Audit Committee Report
Regions need to accurately report the number of attendees that attended the conference within a week of the end of the conference. These numbers should be split up by groups (faculty, student). The final report of the Audit Committee for the audit of the CCSC fiscal year August 1, 2009 through July 31, 2010 can be found in the appendix.

VIII. Other Old Business

IX. New Business
1. Recommendation from Publications Chair on continuing positions that support publications.
Motion: Pat Ormond moved and Brent Wilson seconded that John Meinke's recommendation of continuing the persons in positions of associate editors(2), Susan Dean and George Benjamin, and webmaster, Myles McNally. The motion passed unanimously.

2. Second signatory on accounts should be changed to new Membership Secretary.
Motion: Liz Adams moved and Pat Ormond seconded that Paul Wiedemeier be the second signatory on all financial accounts.   The motion passed unanimously.

Motion: John Meinke moved and Brent Wilson seconded that the meeting be adjourned at 11:52pm. The motion passed unanimously.

Respectfully recorded,
Laura J. Baker, Vice President CCSC

Annotated Agenda

I. Approval of Agenda

II. Future Board Meetings

1. Location of the Spring 2012 CCSC Business Meeting
Each year we formally move that the next year's business meeting be held in conjunction with the annual SIGCSE meeting. This action also comes to the annual meeting for approval by the membership.

Action Item: Approve the co-location of the Spring 2012 CCSC Annual Business Meeting with the SIGCSE conference.

SIGCSE 2012 meets in Raleigh, NC, and this meeting date will be Friday, March 2, 2012.

2. Meeting Times and Location of Upcoming CCSC Board Meetings
The Fall 2011 board meeting has been set for November10-11, 2011, in conjunction with the Southeastern regional conference at Furman University in Greenville, South Carolina.

The "usual" time for the Spring 2012 Board meeting would be Wednesday evening, February 29, in conjunction with SIGCSE. Board action is needed to set this meeting date.

At the Fall 2010 board meeting, it was decided to hold the Fall 2012 board meeting in conjunction with the Rocky Mountain conference. That conference is now scheduled to be held in Denver on Oct. 12-13, 2012.

III. Elections and Appointments

1. Appointment of the Membership Secretary
Due to the resignation of Jim Aman from this position, a member needs to be appointed to serve until the next election at which time someone will be elected to complete the term through July 31, 2013. Paul Wiedemeier is recommended for this position and the Nominating Committee has been asked to bring a nomination for the remaining two years of the unexpired term.

2. Appointment of a National Partners Chair
Assuming that Paul Wiedemeier becomes Membership Secretary, he is asking to be replaced as National Partners Chair.

3. Appointment of a CSTA liaison?
Jim Aman had also been serving as a liaison to CSTA (Computer Science Teachers Association). Do we choose to name someone to fill that role?

4. Nominating Committee Report
Nominations are needed for four regional representatives and for Membership Secretary.

IV. Conferences and Publications

1. Conference Coordinator Report

2. Electronic Paper Submission System
   Report of the paper submission system sub-committee

3. Publications Chair Report

4. UPE Report

V. Bylaws Revision

1. Bylaws Revision Committee Report

2. Standing Rules Proposal
   The remaining area of bylaws and standing rules revisions has to do with "individuals charged with special duties" and the evaluation of a need for those positions. An *Operations Committee* has been suggested as a way to address this issue and to aid in other planning. The bylaws committee will be requesting feedback from the board on this concept.

VI. Reports

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

Officers' Reports

President	Vice President

Regional Reports

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

Other Reports

Service Recognition Committee	National Partners Program
Membership and DBA	CSTA

VII. Budgets and Financial

1. Finance Committee and CCSC Budget
   The Finance Committee is a standing committee of the Board chaired by the Treasurer. Members appointed to serve on this committee at the Fall Board Meeting are Liz Adams and John Meinke together with Comptroller Rob Bryant. They are charged to report to the Board a recommended CCSC budget for the next fiscal year within two weeks of the conclusion of the Spring, 2011 Board Meeting.

2. *Consultation on financial procedures – an update*

3. *Approval of Regional Budgets*

4. *Treasurer's Report*

5. *Comptroller's Report*

6. *Audit Committee Report*

VIII. Other Old Business

?

IX. New Business

1. *Recommendation from Publications Chair*

Other?

Report of the President

Bob Neufeld

Paraphrasing somewhat a favorite radio personality of mine, it has *not* been a quiet six months in Lake Wobegon – or was it even *Swamp CCSC-Be-Gone*?? The time since our fall board meeting in Oregon seems to have been filled with pursuit of endless detail, some of that being fruitful, some not at all. On the positive side, we now have updated Bylaws which have been approved by the Board and which await approval by the general membership. On the other hand, you are well aware that the our Journals were not mailed out in fall due to mailing labels not being available from the database. (They should be in the mail by the time you read this report.) Continuing problems in that area culminated in the resignation of Jim Aman from his position as Membership Secretary. We are working to replace him and to make a fresh start on registration procedures and in building back our membership records. As board members it is important for us to realize that success in managing our membership and financial records makes demands on all of us to facilitate communication between regions and the structure at the national level. We are working to accommodate concerns about online registration and payment as a result of which regional registrars may see some shift in their duties and procedures.

An organization the size of CCSC which may be viewed as a loose federation of ten separate regions faces challenges for smooth operation. It is incumbent on regional representatives both to communicate regional concerns to the national board as well as to take board initiatives and requests back to the appropriate individuals at the regional level. As one example, budget submissions *in a timely manner*, i.e., at least one year prior to the conference, continue to be a problem. In part this is because regions have not advised the webmaster of needed changes at http://www.ccsc.org/regions/regions.htm. The Comptroller and others rely on those listings to be timely and correct.

Together with the rest of the registered CCSC members, you received an email message from me about the proposed Bylaws amendments. I had not anticipated some of the very welcome responses that I received which were totally unrelated to the subject of my message but which resulted from having gotten a "semi-official" CCSC group (e-)mailing. One writer offered concrete proposals that we should consider in our membership contacts and renewal process. Another prompted me to go to www.ccsc.org to again read our *CCSC Statement of Purpose* and to consider whether that statement reflects my own personal understanding and the cause that drew me into heavier involvement with the Consortium years ago. The Open Forum with membership that the Board hosted at the Northwestern regional conference in fall was an attempt to structure exchanges of this nature. How can we do more to learn what members expect of our Consortium?

Among modifications made to our website is a *Contact Us* link which provides structure for members and others to enter into conversation with a CCSC representative. Those messages now go to Laura Baker, Vice President, who directs them to an appropriate person for response while also tracking activity and responses. Myles McNally, as webmaster, would like to rebuild the website based on Drupal, a move that he believes would give us all better control over content. That implementation would also make it easier to provide an archival region out of public view, a place to document procedures and templates for board use. Our board emailing list is now hosted at our website. Thanks are overdue to Bill Myers for hosting that service for many years simply out of necessity when he was Membership Secretary. Some of you noticed two "outages" relating to expiration of our domain name registration. We are working to centralize responsibility for some of those technicalities to avoid similar problems in the future.

In my opinion, small changes at www.ccsc.org, the promise of online registration for individual members, completion of bylaws work and some continued work on standing rules, all move us toward more stability and a friendlier organization for members. We anticipate a possible consultation yet this spring with an

accounting team that would address some concerns of past audits and may also result in suggestions for procedural changes. Work toward a common system for handling paper submissions and review is on hold pending developments in other arenas. It is easy to take for granted all the work that goes on behind the scenes to produce each issue of the Journal thanks to John Meinke and his team as well as regional editors and papers chairs. Laura Baker, as new Vice President has been very helpful and supportive in numerous ways. Thanks to all of you for your continued commitment to CCSC. I count it both a privilege and a responsibility to give back to the Consortium that has served me well over the years. I look forward to our board meeting preceding SIGCSE and to the various informal conversations that will no doubt follow. Travel safely and we'll see y'all in Dallas!

- Bob Neufeld
CCSC President

Report of the Vice President

Laura Baker

During the time since the last Board meeting in November, the Vice President tallied and recorded 6 Board votes conducted by email. The results are listed below. Approved regional conference budgets may be found in the appendix.

Results of Board Actions Conducted by Email

November 1, 2010: The Board voted on the following motion, submitted by John Meinke and seconded by Tim McGuire, which read
> Approval of the minutes of the 2010 CCSC Fall Board Meeting.

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

November 9, 2010: The Board voted on the following motion, submitted by John Meinke and seconded by Larry D'Antonio, which read
> Amendment to Article VI, number 8 of the Bylaws:
> "Regional Representatives and Consortium officers elected by the General
> Membership shall be elected by official ballot pursuant to
> Article IV of these Bylaws from the nominees presented by the Nominating
> Committee (Article IX) at the Annual Meeting plus additional
> qualified nominations, if any, made at or prior to the Annual Meeting of
> the Consortium."

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

November 19, 2010: The Board voted on the following motion, submitted by Bill Myers and seconded by John Meinke, which read
> Adoption of the budget for the CCSC Northeastern conference (as circulated).

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

January 18, 2011: The Board voted on the following motion, submitted by Bill Myers and seconded by John Meinke which read:
> Approval of the Midsouth 2011 conference budget as distributed.

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

January 31, 2011: The Board voted on the following motion, submitted by Bill Myers and seconded by John Meinke which read:
> Approval of the Southwestern 2011 conference budget as distributed.

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

February 7, 2011: The Board voted on the following motion, submitted by John Meinke and seconded by Brent Wilson which read:
> Approval of the distributed Bylaws amendment "to allow us to conduct our voting by other than mail ballot." (See appendix for distributed copy of amendment to Bylaws).
> The motion passed with 13 votes for, 0 votes against, and 2 members not voting.

CCSC Contact Email Messages
As reported to the Board, our webmaster Myles McNally has implemented changes to the CCSC web page regarding an informational contact. With that in mind, ccscContact@ccsc.org is now forwarded to the Vice President and I have tracked those requests. See appendix for messages' text. Since this change occurred I have received only 1 email requesting the removal of a name from a regional mailing list. That

name was forwarded to the appropriate regional contact and the requester was replied to. I will continue to monitor and log the messages to the contact email and include them in this report.

Laura Baker, CCSC Vice President

Central Plains Report

Scott Sigman

Central Plains Conference 2011
Our 17th annual conference is scheduled for April 8-9 at the University of Central Missouri in Warrensburg, Missouri. Mahmoud Yousef is the conference chair. The complete program and other conference information may be found at http://www.ccsc.org/centralplains/.

Keynote speaker is Stuart A. Thomas, Principal Analyst at Hallmark Cards, Inc. His topic will be "*Developing a Warehouse Control System in C#*". Our banquet speaker is John W. McCormick of University of Northern Iowa speaking on "How to Train Your Computer: The Need for Quality Embedded Systems Education." Michael Rodgers of Northwest Missouri State University is running a pre-conference workshop on iPhone/iPad Development.

Sixteen papers, two workshops, three nifty-assignments, and 1 panel discussion were accepted. We are still accepting proposals for lightning talks. There is also a student poster session and a student programming contest. Our acceptance rate for papers was 64% (16/25).

Conference Steering Committee and Regional Board members are listed at http://www.ccsc.org/centralplains/.

Central Plains Conference 2012
Our conference for 2012 will be hosted by the Ozarks Technical Community College, Springfield, Missouri on March 30 & 31, 2012. George Gibeau will be the conference chair.

Future Conferences
Our 2013 conference will be hosted by Avila University, Kansas City, Missouri on April 13 & 14, 2013. Ron McCleary of Avila University has been elected conference chair. We are currently looking for sites to host the 2014 and 2015 conferences.

Regional Steering Committee Elections
The Registrar and Membership Chair is the only Steering Committee positions to be filled at the business meeting of CCSC: Central Plains Region this spring. Curtis Cooper of the University of Central Missouri was selected by the Central Plains Regional Steering Committee to fill the remaining year of Gary Schmidt's term.

Respectively submitted,
Scott Sigman, Central Plains Representative

Eastern Region Report

Elizabeth S. Adams

The Eastern region had a very successful 26th conference on October 15th and 16th, 2010 at Juniata College in Huntingdon, Pennsylvania very ably hosted by John Wright, Bill Thomas and Gerald Kruse. The theme of the conference was **"Getting There is Half the Fun"** The Keynote address was given by David J. Molchany, Deputy County Executive, Fairfax County Government, Fairfax, Virginia and was entitled "Technology-enabled Public Engagement". The Friday evening banquet speaker was musician Ken Navarro whose talk was entitled "Music and Computer Technology" and included musical demonstrations.

The sponsors of CCSC-Eastern 2010 listed on the Conference Webpage and in the Conference Program include: CCSC – Consortium for Computing Sciences in Colleges; SIGCSE – ACM Special Interest Group on Computer Science Education; UPE - Upsilon Pi Epsilon Honor Society ; Minitab, Digital Solutions/Inmate Telephone, Inc., and Juniata College.

The national partners listed on the Conference Webpage and in the Conference Program included: Course Technology, Microsoft, Shodor, Turingscraft and Panasonic.

Eastern would like to thank Upsilon Pi Epsilon for providing the prizes for the undergraduate poster awards.

There were three pre-conference workshops presented on Friday morning from 9am to 12 noon.
- **Let's Get Ready for a Unit in Alice 2.2 - Introduction** Eileen M. Peluso, Lycoming College
- **Teach Scheme, Reach Java: Introducing Object-Oriented Programming Without Drowning in Syntax** Stephen Bloch, Adelphi University
- **Cloud Computing with Windows Azure**[TM] Lindsay Lindstrom, Academic Developer Evangelist, Microsoft Corporation

      Here is a list of the various awards presented at the conference and the recipients:
- *Best Faculty Paper***: - A CS0 Course Using Scratch -** Mona Rizvi, Thorna Humphries, Norfolk State University, Debra Major, Meghan Jones, Heather Lauzun, Old Dominion University
- *Best Faculty Poster:* **Teaching Introductory Computing Through Creative Story Telling -** Mary Elizabeth Jones, Melanie Kisthardt, Immaculata University
- *First Place Student Poster***: Congestion Control in Wireless Sensor Networks** Brian Lim, Michael Bruckel, Ursinus College
- *Second Place Student Poster***: An Implementation of the Ω Failure Detector for a Restricted Crash-Recovery Model** Jason Ginther, Moravian College
- *Third Place Student Poster***: Developing Semantic Web Technologies for Biological Data Representation** Alison Nolan, Ryan Lehman, Ursinus College
- *First Place: Programming Competition* - American University "nonames" `Cameron Cook , Will Peterson , Almas Kebekbayev **Faculty Sponsor**: Michael Black
- *Second Place: Programming Competition* - St. Mary's College of Maryland "Seahawks" Gary Beverungen , Alex Roca, Greg Herpel **Faculty Sponsor**: Lindsay Jamieson
- *Third Place: Programming Competition -* Moravian College "30 Helens" Jason Ginther, Evan Altemose, Peter Baio **Faculty Sponsor:** Matthew Lang

There were three faculty and seven student posters displayed at the conference.

The 27th Annual Eastern Conference 2011 will be held on October 14 and 15, 2011 Marymount

University, Arlington, Virginia. The theme of the conference is *Great Conference, Capital Location.* The Call for Participation can be found at http://www.ccsc-e2011.org/ and the members of the Conference Committee are:

- Co-Chairs: Diane Murphy, Donna Schaeffer, Michelle Lui, Marymount University
- Registration: Marymount University
- Local Arrangements: Diane Murphy and Donna Schaeffer, Marymount University
- Papers Chair: Pete DePasquale, The College of New Jersey
- Panels, Workshops, and Tutorials Chairs: Karen Watt, Mount Aloysius College
- Nifty Ideas & Lightning Talks:Heather Amthauer, Frostburg State University
- Student & Faculty Posters: Dave Hovemeyer, York College of Pennsylvania
- Undergraduate Programming Contest: Michael Black, American University - Coordinator and Marymount University - Registrations
- Speakers Chairs: Donna Schaeffer and Michelle Liu, Marymount University
- Web Site: Diane Murphy, Marymount University
- K-12: Paul Bui, Arlington Public Schools
- Social Media: Donna Schaeffer, Marymount University
- Vendors: Diane Murphy, Marymount University

CCSC-Eastern 2011 is particularly interested in including K-12 teachers interested in computer science and thus submissions targeting areas of interest for this group are especially welcomed.

The 28th Annual Eastern Conference will be held at Richard Stockton College in Pomona, New Jersey on November 2nd and 3rd 2012. Vince Cicirello will be the Conference Chair.

The 29th Annual Eastern Conference will be held at American University in Washington, DC. Michael Black will be the Conference Chair.

Respectfully submitted,
Elizabeth Adams, Eastern Regional Representative

Midsouth Region Report
Linda Sherrell

2011 Conference

The Ninth Annual Mid-South Conference will be held at the University of Central Arkansas in Conway, Arkansas on April 1-2. There will be 14 paper presentations, two panels, four tutorials, three workshops, and a Nifty Assignments section. For students, there will be a Student Programming Contest and two sessions of presentations of undergraduate research. The acceptance rate for the conference was 48%.

The Conference Steering Committee for the 2011 Conference follows:

Conference Chair	Larry Morell	Arkansas Tech University
Site Chair	Vamsi Paruchuri	University of Central Arkansas
Publicity Chair	Linda Sherrell	University of Memphis
Speakers Chair	Vamsi Paruchuri	University of Central Arkansas
Panels/Workshops/	Otha Britton	University of Tennessee – Martin
Tutorials Co-Chairs	Conrad Cunningham	University of Mississippi
Papers Co-Chairs	David Naugler	Southeast Missouri State University
	Janet Renwick	University of Arkansas – Fort Smith
Student Papers Co-Chairs	David Middleton	Arkansas Tech University
	Mark Goadrich	Centenary College
Student Programming	Steve Baber	Harding University
Contest Chairs	Max Li	Union University
Nifty Assignments	Carl Burch	Hendrix College
Editor	Dan Brandon	Christian Brothers University
Regional Registrar	Paul Wiedemeier	University of Louisiana – Monroe
Regional Board Chair	Gabriel Ferrer	Hendrix College

2012 Conference

The Mid-South 2012 Conference will be held at Union University in Jackson, Tennessee. The dates of the conference have not been set yet.

Respectively submitted,
Linda Sherrell, Mid-South Representative

Midwest Region Report

Deborah J. Hwang

Midwest Conference 2011

The 2011 Midwest Conference Committee met on October 30, 2010, at Huntington University, Huntington, IN. Conference committee duties and the conference timeline were clarified and adjusted. As noted previously, the conference will be September 23-24, 2011 at Huntington University with Deborah Hwang, University of Evansville, serving as Conference Chair and Jeff Lehman, Huntington University serving as Site Chair.

The committee received the comments from the Board regarding the high percentage of accepted papers and the perceived lack of advertising causing lower turnout than usual for CCSC:MW 2010. In response, the committee has agreed to limited the accepted papers to the sought after acceptance rate and has increased the number of email calls for participation in the conference timeline.

As part of the region's efforts to attract more participants, it was decided to add two new features to the conference program. One is a "Works-in-Progress" category with a reviewing process similar to Panels and Tutorials. The idea is to give people who have work that is not quite ready for publication a place to make a short, formal presentation followed by a reaction discussion. The second is a "Student Showcase" competition for presenting or just demonstrating non-research student projects. We feel that this will complement our current student research poster competition.

After noting that the paper submission deadline had been extended for the last three years, it was agreed to permanently move the date with more aggressive email calls both before and after SIGCSE. The following deadlines were set:

Paper submissions due	March 28
Panel, workshop, & tutorial submissions due	March 28
Notification of acceptance	May 9
Final papers and abstracts for all categories due	June 1
Student poster and showcase submissions due	September 12
Early registration due	September 9

The Conference Committee will meet on April 30, 2011, at Huntington University in Huntington, Indiana to set the program.

Midwest Conference 2012
John Ross, Indiana University-Kokomo, has agreed to serve as Conference Chair. A site is still being investigated.

Steering Committee
The Midwest Region Steering Committee has not met since the last Board meeting. It is noted that Deborah Hwang has declined to run for another term as Regional Representative.

Respectfully submitted,
Deborah J. Hwang, Midwest Representative

Northeast Region Report

Lawrence D'Antonio

2011 Conference

The Sixteenth Annual CCSCNE conference will be held April 15-16 at Western New England College. Stoney Jackson from WNEC and Karl Wurst from Worcester State University are the Conference Chairs.

There were 33 papers submitted of which 17 were accepted. This represents an acceptance rate of 52%. In addition the conference will feature four panels, seven tutorials, five demos, and four pre-conference workshops. Also, there are thirteen faculty posters.

There are two very distinguished invited speakers: Jane Chu Prey of Microsoft and Stormy Peters of Mozilla.

2012 Conference

The Seventeenth Annual CCSCNE conference will be held April 27-28, 2011 at the Quinnipiac University. Mark Hoffman and Jonathan Blake from Quinnipiac will be the Conference Co-Chairs.

Other Items

The 2013 meeting will be held at Siena College (date to be determined).

Respectfully submitted,
Lawrence D'Antonio, Northeast Regional Representative

Northwestern Region Report

Brent Wilson

Future Northwestern Conference Sites

Year	*Dates*	*School*	*Location*
2011	10/7-8	Washington State University (Tri-Cities)	Richland, WA
2012	10/5-6 or 12-13	The Evergreen State College	Olympia, WA
2013			

Regional Board Meeting

We are in need of a 2013 location and want it to be in the State of Oregon.

We continue to be concerned about attendance as so many schools have cut travel budgets. Being on the east side of the State of Washington might have hindered some attendees.

Open Positions

Elections for Treasurer and Editor will be held this year.

Respectfully submitted,
Brent Wilson, Northwestern Regional Representative

Rocky Mountain Region Report

Pat Ormond

Rocky Mountain Conference 2010

Our 19th Annual RMCCSC Conference was held October 15-16, 2010 at Front Range Community College in Fort Collins, Colorado.

The RMCCSC Steering Committee thanks the following national sponsors for their support: Association for Computing Machinery Special Interest Group on Computer Science Education, Upsilon Pi Epsilon Honor Society, Cengage Learning, Microsoft Corporation, Shodor, and Turing's Craft.

Steering Committee for the 2010 RMCCSC Conference
Board Representative: Pat Ormond Utah Valley University ormondpa@uvu.edu Just recently elected
Conference Chair: Tim Reeves San Juan College reevest@sanjuancollege.edu
Site Chair: Victoria Eisele Front Range Community College victoria.eisele@frontrange.edu
Registration Chair: Karina Assiter Wentworth Institute of Technology assiterk@wit.edu
Treasurer: Pat Ormond Utah Valley University ormondpa@uvu.edu Just recently elected
Publicity Co-Chair: Terry Scott University of Northern Colorado tscott@_sher.unco.edu
Publicity Co-Chair: Fangyang Shen Northern New Mexico College fangyangshen@gmail.com
Webmaster: Aaron Gordon Fort Lewis College Gordon_a@fortlewis.edu
Program Chair: Jerry Shultz Metropolitan State College of Denver shultzj@mscd.edu
Papers Co-Chair: Noel Lejeune Metropolitan State College of Denver lejeunen@mscd.edu
Papers Co-Chair: Terry Scott University of Northern Colorado tscott@fisher.unco.edu
Proceedings: Jean Johnson Black Hills State University jeanjohnson@bhsu.edu
Moderators Chair: Victoria Eisele Front Range Community College victoria.eisele@frontrange.edu

The Rocky Mountain Conference continues to promote the exchange of information among University, college, and community college faculty, who teach computer science and computer information systems at the undergraduate level. We encourage the faculty to write and present their papers (accepted papers underwent an extensive review process that included three double-blind reviews by professionals in the field), tutorials, or workshops at the conference. We also encouraged student attendance at the conference and encouraged them to participate in the student programming/project contests.

Conference highlights included the following: Keynote address by Dr. Jan Cuny, National Science Foundation, good food and a banquet speaker(local comedian who was really funny), Two professional tracks filled with engaging presentations, another track filled with workshops and tutorials, and we failed to have a poster session/programming contest.

The banquet meal was prepared by students in the Culinary Arts program at Front Range Community College. Victoria Eisele, the site chair, did a great job involving students from various disciplines in the planning, advertising, and food preparation of the conference.

There were a variety of professional activities: 19 quality papers, 3 fantastic workshops, and 1 engaging Nifty Assignments/Idea session. However, we had no vendors at this conference, even though they were invited!

Here are the 19 papers presented ("A Security Class Project in Graphical Passwords", "Cyber Competitions as a Computer Science Recruiting Tool", "Game Design and Development Course Taught

with Alice", "Teaching Introductory Computer Graphics", "Developing a Web-Based collaborative Research Environment for Undergraduates", "Design and Implementation of Mission Assurance Management Environment", "Teaching Software Testing from Two Viewpoints", "Supporting Fair Programming with JavaGrinder", "Teaching Introductory Computer Graphics with the Processing Language", "The Use of Formal Social Engineering Techniques to Identify Weaknesses During a Computer vulnerability Competition", "Network Firewall Visualization in the Classroom", "Functional Programming Using JavaScript and the HTML5 Canvas Element", "Writing Software to be Understood: an Exercise in Ginger Using Literate Programming", "D: a Programming Language for Our Time", "Toward Distributed Computing", "Offering Process-Centric Education by Way of an SAP Simulator", "Computer Algebra Systems in Discrete Mathematics", "Contract Grading with Mastery Learning in CS!", and "Using Student Surveys in Determining the Difficulty of Programming Assignments"). Two of the papers were co-authored by faculty and students.

These are the 3 workshops presented ("Making Your Undergraduate Compiler Course Interesting, Relevant, and Passable", "A Comparison of Several Functional Computer Languages", and "Understanding NSF Funding Opportunities") plus the Nifty ideas session.

Before the Friday night banquet, on October 15, 2010, the CCSC-RM 2010 Steering Committee and other attendees met to discuss who would be serving on the new steering committee. We then discussed any issues or concerns of the attendees and encourage more involvement in the leadership of the conference. There was a discussion on different things that we could do to improve the RMCCSC Conference.

- We discussed various ways to build the CCSC-RM region membership.

- The committee felt that we needed more student involvement (attending/competing/co-authoring) at the CCSC conferences because they will be the future leadership of the conference.   We are going to make a special effort to bring students to the conferences.

- Attempt to get former attendees to return and encourage them to be steering committee members.

- Work to get more involvement by regular attendees of the conference. We did get three new members on the 2011 CCSC-RM Steering Committee.

- We plan to contact the Computing Department at all schools in the Rocky Mountain states to advertise and explain our organization and conferences. This has already been done for Utah.

- Work on getting more participation from our sponsors and vendors.

- We discussed at length the situation of speakers submitting papers that get published, yet the speakers do not attend the conference. We decided not to refund any registration and other fees to these individuals.

- A new slate of members of the Executive Steering Committee was established for the 2011 conference.

- We discussed the issue of payment of registration fees by credit card.

- Discussed registration fees

Conference Registration Fees were raised this year in anticipation of higher campus expenses because of the location and the facilities (food, rooms, etc).
                    Early registration $150

(includes one year membership in CCSC)
On-Site Registration (Late) $175
Student Registration $45
On-Site Registration (Late)………………………...$55

Conference details are at http://www.ccsc.org/rockymt/

Rocky Mountain Conferences 2011

Our 20th RMCCSC Conference 2011 conference will be hosted by Utah Valley University in Orem, Utah October 14-15, 2011.

New officers as appointed at the Nineteenth Annual RMCCSC Conference October 15, 2010 at Front Range Community College in Fort Collins, Colorado.

Board Representative	Pat Ormond ormondpa@uvu.edu
Conference Chair	Victoria Eisele victoria.eisele@frontrange.edu
Past Conference Chair	Tim Reeves reevest@sanjuancollege.edu
Site Co-Chairs	Resa Sanati Mehrizy sanatire@uvu.edu
	Afsaneh Minaie minaieaf@uvu.edu
Registrar	Henry Zwick henry.zwick@ceu.edu
Treasurer	Pat Ormond ormondpa@uvu.edu
Publicity Chair	Victoria Eisele victoria.eisele@frontrange.edu
Webmaster	Aaron Gordon gordon_a@fortlewis.edu
Program Committee:	
Program Chair	Jerry Shultz shultzj@mscd.edu
Papers/Panels/Tutorials Co-Chairs	Karina Assiter assiterk@wit.edu
Proceedings/Editor	Jean Johnson jeanjohnson@bhsu.edu
Moderators Co-Chairs	Resa Sanati Mehrizy sanatire@uvu.edu
	Afsaneh Minaie minaieaf@uvu.edu

Important Dates

Deadline for Abstracts for all submissions .... Middle of April
Deadline for Papers, Panels, tutorials and Workshop submissions .... Middle of May
Notification of Acceptance .... on or before ………………………End of June
Deadline for final draft and registration payment .... First of July

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

Rocky Mountain Conference 2012
The 21st RMCCSC Conference will be held at Metropolitan State in Denver, Colorado Oct. 12-13, 2012.
Rocky Mountain Conferences 2013
Our 22nd RMCCSC Conference will be held at Black Hills State University in Rapid City, South Dakota Oct. 11-12, 2013.
Rocky Mountain Conferences 2014
Our 23rd RMCCSC Conference will be held at Regis University, Denver, Colorado Oct. 10-11, 2014.

Respectfully submitted,
Pat Ormond, Rocky Mountain Regional Representative

South Central Region Report

Tim McGuire

2011 South Central Conference Report

Sam Houston State University in Huntsville, TX will be the site of the 2011 conference. It is scheduled for April 15-16. Dr. Ken Hartness is the conference chair. Dr. Henry Neeman, director of the Oklahoma Supercomputing Center for Education and Research, will give the keynote "Supercomputing in Plain English." The SCC Steering Committee planning meeting was held on December 3, 2010 in Huntsville.

Twenty-two papers were submitted and 15 were accepted (68% acceptance rate) for publication. This is a higher acceptance rate than we would ideally like, but necessitated by the small number of submissions. One tutorial session and one workshop is also scheduled. Student papers and abstracts of posters will be included in the CCSC-SC *Student Paper E-Journal*, Volume 4, http://www.sci.tamucc.edu/ccsc/E-Journal/2011/.

Pre-registration figures are lower than hoped for, probably due to many of our institutions having to curtail travel budgets.

2012 South Central Conference

West Texas A&M University, in Canyon, Texas, will be the site of the 2012 Conference, on April 27-28. Dr. Rajan Alex will be the conference chair. The first planning meeting for the conference will be held at the 2011 conference, followed by a Steering Committee planning meeting tentatively scheduled for December 2, 2011 in Amarillo.

Future Conferences

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

2013 Louisiana State University at Shreveport, LA
2014 University of Texas -- Dallas, Dallas, TX

Respectfully submitted,
Tim McGuire, South Central Regional Representative

Southeast Region Report

Kevin Treu

Fall 2010 CCSC:Southeastern Conference

The 24th CCSC Southeastern Conference was hosted by Spelman College in Atlanta, GA on Nov 12-13, 2010. There were 70 registrants (11 of whom were students, and XX of whom were first time attendees). The program included 12 papers, 7 tutorials, one panel discussion, and our student paper competition. 21 papers were submitted. 8 were fully accepted and 4 conditionally accepted for an acceptance rate of 57%. 12 people attended the pre-conference workshop, "Adventures in Desktop Supercomputing". Student participation was very high, with 21 teams (84 students) representing 13 schools in the programming contest. 10 students authored papers in the student paper contest. Winners in the programming contest were Mercer University (1st), Wofford College (2nd), and Maryville College (3rd). Winners in the student paper contest were Whitney Sanders from Wofford College, Curtis St. John from Georgia Gwinnett College, and Amelia Henderson from Spelman College.

Fall 2011 CCSC:Southeastern Conference

Furman University in Greenville, SC will host the 2011 conference on Nov 11-12 for the third time. Kevin Treu and Chris Healy are the site co-chairs. The rest of the Conference Committee has not yet been determined. The conference web site is:

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http://ccscse.org/conference.php?year=25th
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The call for participation is available at the site. April 11 is the deadline for paper submissions. (September 10 is the deadline for abstracts for the Student Research Contest.) Student activities will again include a programming contest and student paper competition. Details of each are available on the web site. The keynote and banquet speakers have yet to be determined.

Fall 2012 CCSC:Southeastern Conference

The regional board is seeking hosting applications for the 2012 and 2013 conferences.

Other Regional Issues/Activities

Regional Board Turnover – A significant effort has been expended in the last year towards recruitment of new regional board members, both as replacements and in order to bring new ideas to the region. Consequently the board has a new treasurer, secretary, and paper chair team. Still open are the positions of membership chair and research contest director.

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:
- Review and assessment of electronic communication/publicity methods
- Implementation of the EasyChair system for paper submission and reviewing
- Consideration of alternative forms of presentation and participation at the conference, including a possible faculty poster session

Reports on these initiatives are expected at the regional board meeting on March 11, with specific recommendations to be discussed and adopted.

Respectfully submitted,
Kevin Treu, Southeastern Regional Representative

Southwestern Report

Kim P. Kihlstrom

Preliminary
Our regional officers are the following:
- Region Chair: Ani Nahapetian, UCLA
- Treasurer and Registrar: June Porto, Mira Costa College
- Secretary: Irena Kageorgis, California Lutheran University
- Webmaster: Paul McQuesten
- Editor: Michael Doherty, University of the Pacific
- Regional Representative: Kim Kihlstrom, Westmont College

Southwestern Conference 2011
Our fourth conference is scheduled for April 1-2, 2011 at Loyola Marymount University in Los Angeles.
- Stephanie E. August of Loyola Marymount University is the conference chair. The site chair is Chiquitta Johnson of Raytheon.
- Dr. L. Jean Camp of Indiana University, Bloomington will give the keynote address entitled *Computer Security and, versus, or Security Informatics.*
- Scott Easley of the University of Southern California Gamepipe Program will give an invited presentation.
- Thirteen papers were accepted out of 25 submitted for a 52% acceptance rate.
- Four tutorials were accepted out of five submitted for an 80% acceptance rate. Those that will be presented are:
  - *How to Organize a Professional Development Workshop for High School CS Teachers*
  - *Recruiting Women into Your Computing Major*
  - *Short Mobile Game Development Projects for CS1/2*
  - *Peer Instruction in the CS Classroom: A Hands-On Introduction*
- The complete program and other information may be found at http://www.ccsc.org/southwestern/2011/.

Future Southwestern Conference
The location of the 2012 conference has been finalized to the University of the Pacific in Stockton, CA on March 30-31, 2012.

Other Business
Our region would like to request that a Word document template be provided for authors preparing their final manuscripts. Currently, there is only a pdf, with no specific numbers addressing font size, margins, etc.

Respectfully submitted,
Kim Kihlstrom, Southwestern Regional Representative

National Partner Chair Report

Paul Wiedemeier

Current Partners: As of the date of this report, Microsoft, Turingscraft, the National Science Foundation, and Panasonic are our National Partners.

Publicity & Outreach: I will update the brochure that describes the National Partners program so that it lists each of the fall 2011 and spring 2011 regional conference locations and dates. I will print copies of the brochure and distribute it to potential National Partners at the 2011 ACM SIGCSE conference.

I again solicit the assistance of each regional representative to ensure that the names of our National Partners are printed in the regional conference programs. I also ask that each regional representative review their regional websites to confirm that the names of our current National Partners are listed. As an alternative to listing each National Partner on the regional websites, I suggest that each website link to the National Partners website (http://www.ccsc.org/home/partners.htm).

Potential Partners: As of the date of this report, I have not been contacted by any potential National Partners. However, I will speak with the vendor representatives that attend the 2011 ACM SIGCSE conference to determine possible interest in the National Partners program.

National Partner Participation at Regional Conferences: To facilitate participation by the National Partners at each of the spring 2011 regional conferences, in February 2011, I sent electronic mail to representatives from each of the spring 2011 regional conferences. In the electronic mail I provided contact information for each of our National Partners representatives. Likewise, I sent electronic mail to each of our National Partner representatives, providing them with contact information for each of the spring 2011 regional conference representatives.

National Partner Presentations at Regional Conferences: In January 2011, I received an email from our National Science Foundation National Partner representative expressing concern regarding the process required of National Partners organizations to present at CCSC regional conferences. Specifically, our National Science Foundation National Partner representative would like for the National Board to streamline the process so that a National Partner organization does not submit individual proposals to present to each regional conference committee.

Respectfully submitted,
Paul D. Wiedemeier, CCSC National Partners Program Chair

Publications Chair Report

John Meinke

Spring 2011 Conferences

A summary of the statistics for the spring 2011 conferences follows:

	Number Papers	Average Size	Panels/tutorials/ ...	Average Size	Page Count	Acceptance rate
South Central	14	7.3	3	1.3	108	63%
Southwestern	14	7.0	6	1.67	113	52%
Mid-South	14	8.0	14	2.0	143	48%
Central Plains	16	7.7	9	1.67	143	65%
Northeastern	17	7.0	30	2.4	196	52%

Once again, my thanks to the editorial team, Susan Dean and George Benjamin, as well as the folks we worked with from the individual conferences: Laura Baker, Dean Sanders, Dan Brandon, Mike Doherty, Peter Grabovsky ,and Mike Gousie. It's been an excellent team to work with. My thanks also to our printer, Montrose Publishing.

Mid-South included in the final copy an additional six Nifty Assignments that were not included in the 2010 conference proceedings. The statistics above do not reflect those six extra manuscripts.

Conference Deadlines

We were under real pressure this Spring with the five Spring conferences.

1. All five conferences occur in the span of 15 days, which means that printing deadlines are pretty close to the same.
2. We had weather related problems getting manuscript to me. When universities close down due to inclement weather and folks cannot function outside of their university office that adds to the problem of getting the final manuscript together.
3. I had an unexpected trip back to the States in the midst of final manuscript preparation, which added a bit more tension to the whole process.

It appears as of this writing that all issues of the *Journal* will be printed and in place in time for each of the conferences. However, I must emphasize that we need those ten weeks to get the *Journal* in place at the conference, and that ten weeks is from the first conference in a paired conference. Please remember that February is only four weeks long, while most other months are almost four and a half weeks – this makes a significant difference in setting those deadlines!

Conference Programs

One of the major difficulties this Spring was obtaining conference programs. We were able to go to the web and find conference information, including registration forms, but programs were not available for multiple conferences. The conference program is an excellent marketing tool for the conference itself and at least a preliminary program should be available. For us the conference program is essential for

assembling the final manuscript. We were trying to chase down more than one conference program when we were at the final manuscript assembly phase. Please try to have the program out there early, both to help us out and to provide good marketing for the conference.

Mailing Problems

This past Fall (2010) we had major mailing problems. The problem has been getting the mailing list out of the database. This is a serious issue. We promise our membership that they will receive the *Journal* which implies in a timely fashion. I have yet (as of this writing) to receive any of the Fall issues of the *Journal*. This also places an extra burden on our printer. They are at that point left with storing the copies for the mailing. So, more than simply our membership is impacted by this. I fear that we risk our printer charging us for storage unless this problem is corrected shortly.

Manuscript preparation

A few manuscripts are still arriving only in pdf format – the guidelines for manuscript preparation are located at http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Guidelines.pdf. There is a link there to specifics for formatting – http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Formatting.pdf. It appears that some individual conferences are creating their own guidelines for manuscript preparation which are not consistent with the guidelines that we have prepared.

Please note that we have included instructions for conversion of LaTeX to Word format. Thus, it is possible for an author to prepare the manuscript using LaTeX but still submit a Word document for us to work with.

We are also not consistently receiving figures as separate files, although only for certain conferences. We find that we are scanning a lot of figures. This has resulted in loss of clarity in the figures in the final manuscript. Furthermore, reference formatting is all over the map – some are numbered, some are numbered in brackets (preferred), many use abbreviations, and we even find discrepancies within a single paper. We have had papers that referenced *Jour. Comp. Sci. Coll., The Journal of Computing Sciences in Colleges*, and *Northeastern Conference*, the three different reference styles all occurring within one paper. In addition, the preferred ordering is in alphabetical order by first author. Please, regional representatives, take this information back to your regions – use the manuscript formatting guidelines.

One other comment on sending manuscripts to us – the preferred method is through a web page or ftp site. Email attachments are not the best mechanism. We had an awful time keeping track of papers for one conference that were all submitted as email attachments.

Consortium Web Site

Myles McNally has been most responsive attempting to keep the web site current. However, he does need communication from the regions when there are changes. In the past few months we have discovered multiple occasions of outdated material. Each region is responsible for notifying Myles about changes – he, as I said, is very responsive. Updating the regional web site does not necessarily update the information on the national web site. My suggestion is that whenever the regional webmaster does updates Myles is notified. Again, Myles is most responsive, and my thanks to him.

Publications Chair Evaluation of Special Duties Positions

Per Bylaws Article VI Standing Rule 13: "Evaluation by the Board of the need for each special duties position shall take place no later than three (3) years after the (re)establishment of need for the position; election by the Board of the individual to fill the position will occur concurrently. Approximately one third of existing special duties positions should be revisited in each of the next three years."

I recommend that the following positions be continued for the next three years:

Per Section 9 of those Standing Rules:"The Associate Editor(s) shall assist the Publications Chair with duties as assigned, to include such items as:

a. Copy formatting.

b. Proofreading.

c. Manuscript assembly.

d. Coordination with printer.

e. Mailing."

Susan Dean has done a superb job over the last years in assisting with copy formatting, proofreading, and manuscript assembly. George Benjamin has been a tremendous aid in proofreading, coordination with printer, and mailing. I strongly recommend that both Associate Editor positions be continued for another three years and that Susan Dean and George Benjamin be continued in their positions as Associate Editors.
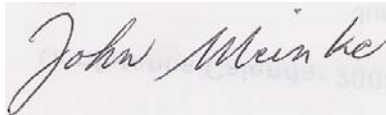
Per Section 11 of those Standing Rules: "The Webmaster shall:

a. Be the point of contact with the Internet Service Provider hosting the official CCSC web site and centralized repository of financial and publications records.

b. Maintain the CCSC web site, providing timely updates as information is made available by regional and national officers.

c. Maintain the centralized repository, including providing access to the appropriate CCSC officers."

Myles McNally has done an excellent job of maintaining the CCSC.org web site for a number of years now, and continues to provide excellent service. I recommend that the position of Webmaster be continued and that Myles McNally be continued in that position.

I further recommend that Myles work directly with the Consortium Treasurer on implementing section 11.c of the Standing Rule.

Respectfully submitted,

John Meinke, Publications Chair

Treasurer's Report

Bill Myers

1.   Financial Report for 2009-10
       Attached find the report for 2009-10 as of September 15 this week.(see Appendix for this report).

2.   Updates on Tax Return for 2010.

3.   Conference Budgets

The following budgets are available for adoption:
       NorthWestern 2011
       Rocky Mountain 2011

The following conferences need to have budgets approved at the meeting (or soon thereafter); submit your proposed budgets to Rob ASAP:
       Southeastern 2011
       Southwestern 2012
       Central Plains 2012
       MidSouth 2012
       South Central 2012

The following budgets should be submitted to Rob before September, so that they can be acted upon before the Fall meeting:
       MidWestern 2012
       Eastern 2012
       NorthWestern 2012
       Rocky Mountain 2012
       Southeastern 2012

4.   Finance Committee
       They will submit a report as soon as data from the Fall is complete.

5.   Comments on Financial Condition.

Comptroller's Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 2/22/11. The table represents a view of budget processing status and NOT communication between region treasurers and me. Some region treasurers have communicated they are working on them while others have had no communication.

I have not sent the 2012 baseline budget to the SW region yet. I will send it after the board meeting in hopes the board will decide upon the direction baseline budgets are to be created. In the past the baseline budget was sent with the last approved amounts which were used as the new baseline amounts. Regions are to then modify the baseline amounts to reflect best guess amounts for the proposed conference.

Because we have not had accurate registration numbers in the past - we were not in a position to provide some type of proposed registration estimate based upon some percentage of recent years. We still do not have the data via the actual registration numbers but, with the method Bill has now employed the past two years for recording region budgets we can start to provide some granularity to registration amounts (actual registration numbers would still be the most desirable!)

I propose that I send out baseline budgets with registration numbers that are closer to the recent year's numbers. This will require some regions to adjust their expenses accordingly in the budget to submit a balanced budget. I did create the NW baseline budget last week using this method. Brent can comment on how he felt this worked from his perspective. The past registration amounts can be viewed by looking at the "Summary" tab for each region in the final year end treasurer's report Bill supplies the board. *Since we will soon have the 3 years of data for the SW region, as for all regions, we can adjust all budgets accordingly using this method.

CCSC Comptroller Conference Budget approval status, 2/22/11

Region-conf. term	Baseline yr & date sent to region	Budget yr & date rcvd from region	Comptroller Approval sent to treasurer	approved by board	Next budget needed
CP-SPR	2012:6/21/2010				2012
EA - FA	2012:6/21/2010	2011: 2/1/2010	2011: 2/4/2010		2012
MS - SPR	2012: 1/24/211				2012
MW - FA	2012: 1/9/2011				2012
NE - SPR	2013: 1/9/2011				2013
NW - FA	2011:6/21/2010	2011: 2/9/2011	2011:2/15/2011		2011
RM - FA	2011:6/21/2010				2011
SC - SPR	2012:6/21/2010				2012
SE - FA	2011:6/21/2010				2011
SW - SPR	*				2012

Also note, when baseline budgets were sent last spring, the new UPE amounts of $200 were not reflected. Any budget may now use the $200 amount for UPE.

UPE Report

Liz Adams

CCSC.org	on homepage under ConsortiumNews	Upsilon Pi Epsilon Awards Upsilon Pi Epsilon, The International Honor Society for Computer Science, is currently sponsoring awards for the best student presentations at CCSC conferences. UPE's mission is to recognize academic excellence at both the undergraduate and graduate levels in the computing sciences.
Northeastern Spring 2011	Larry D'Antonio	Has a link to UPE newsletter page showing Don Knuth click on UPE at http://www.ccscne.org/2011/ to see and list UPE as a cooperating society and shows the UPE key on the home page.
Central Plains Spring 2011	Scott Sigman -	UPE key is shown on call for Participation for Spring 2011 conference as a sponsor. http://www.ccsc.org/centralplains/
Eastern Fall 2010	Liz Adams JamesMadison University	Listed on Conference website as a sponsoring organization with a link to UPE homepage http://projects.juniata.edu/ccsce10/index.shtml
MidSouth Spring 2011	Linda Sherrell University of Memphis	The following appears on the conference website at http://www.ccsc-ms.org/ **Upsilon Pi Epsilon** CCSC-MS would like to thank UPE for their support of student activities.
Midwest Fall 2010	Deborah Hwang	There's a thank-you to UPE for student prizes at the bottom of the 2010 Conference Program which can be found as a pdf file at http://www.ccsc.org/midwest/ConferencesPast.html under Previous Conferences 2010 Program
Northwest Fall 2010	Brent Wilson	Thanks to Upsilon Pi Epsilon, The International Honor Society for Computer Science, for sponsoring the student poster awards can be seen at http://www.ccsc.org/northwest/2010/studentposter.html
Rocky Mountain Fall 2010	Pat Ormond	Upsilon Pi Epsilon Honor Society was listed in the Conference program along with Association for Computing Machinery Special Interest Group on Computer Science Education, Cengage Learning, Microsoft Corporation, Shodor and Turing's Craft
South Central Spring 2011	Tim McGuire	http://www.sci.tamucc.edu/ccsc/conf2011/index.html states that the conference is being held in cooperation with UPE
Southeastern Fall 2010	Kevin Treu	http://ccscse.org/papercontest.php?year=25th This website indicates that sponsorship provided by UPE

| Southwestern Spring 2011 | [Kim Kihlstrom](#) | We would like to express our gratitude to ΥΠΕ, the [Upsilon Pi Epsilon](#) international honor society for the computing sciences, for generously donating the prizes for the [student poster](#) judging.

found at http://www.ccsc.org/southwestern/2010/partner.html |

Conference Coordinator's Report

Will Mitchell

The In-Coop forms for the Fall conferences have all been filed and should be approved by the time of the Board meeting.

Conference websites except for Southeastern and Rocky Mountain at the middle of February are in good enough shape. There are no links on the Southeastern conference page to the conference committee and while RM has the current committee information the rest of the site describes 2010.   Clearly it is too early to be able to post a program or even accommodations, but it should be easy to find out who to contact no matter how you are interested in participating. Everyone except RM has a call for papers posted but NW has no dates and MW shows the conference in September 2010, which is a little confusing.

It would be helpful if the conference committee members' emails would be included in the listing. At this early time it is all about helping people plan. Conference date and cost, and the participation deadlines should be established and on your site by March 1 since this information is to be handed out at SIGCSE. Hopefully the webmasters will be busy between now and March 9th.

The Conference page on the CCSC website will be updated from the Region reports identifying the dates and places of the 2012 conferences (the webmaster has been informed only of three so far). No new conferences have been solicited since the Fall Board meeting.

Nominating Committee Report

Laura Baker, Larry D'Antonio, Deborah Hwang

Following positions will be voted on in the 2011 election:

Southwestern Representative
Kim Kihlstrom 2011   Nominee: Colleen Lewis

Eastern
Liz Adams 2011   Nominee: Liz Adams

Central Plains
Scott Sigman 2011   Nominee: Scott Sigman

Midwest
Deborah Hwang 2011   Nominee: Jeff Lehman

Board Elected Positions

Treasurer
Bill Myers 2011   Nominee: Bill Myers

Membership Secretary   Nominee: Paul Wiedemeier
Jim Aman 2013(resigned)

Bylaws Revision Sub-committee Report

John Meinke, Will Mitchell, Bob Neufeld

At the Fall 2009 board meeting, this committee was charged with three tasks pertaining to bylaws and standing rules, briefly the "Newsletter issue," finding a place for the Service Recognition Committee, and evaluation of the need for positions referred to as "Individuals with Special Duties" appointed by the board. The proposed amendments to Bylaws have been approved by board action and are awaiting approval by general membership as part of the spring election. Those amendments remove references to the Newsletter from the Bylaws and also allow general votes by other than USPS mail. Action at the Fall 2010 board meeting places the Service Recognition Committee into the Standing Rules (without requiring any change to the Bylaws).

An update on the evaluation of the need for positions assisting officers will come to the board meeting. Any resulting proposed amendments would be limited to the Standing Rules and can be approved by email vote of the board in time for publication together with Bylaws amendments by the end of this fiscal year.

- Bob Neufeld
For the Bylaws Revision Subcommittee

Paper Submission Subcommittee Report

Liz Adams, Bob Neufeld, Scott Sigman, John Meinke

ConfTool is a big question mark that might at some point achieve fruition, but in the meantime the beta site doesn't seem to offer enough information that we can even evaluate it.

The separate conferences are using their own tools at this point -- from the Eastern tool to the South Central tool to the Grinnell system. We don't know what the future of the Grinnell system is.

Therefore based on our inability to obtain enough concrete information we are unable to recommend a paper submission system to the individual regions at this time and we recommend that the subcommittee be disbanded.

Appendices

Northeastern Approved Budget

Region:	Northeast							Actuals		
	host: Qunnipiac Univ.							2008	2009	2010
					Last budget amounts approved by Board					(est.)
Income		#	each	total	#	each	total			
	Registrations - Full - Early	120.00	125.00	15,000.00	120.00	125.00	15,000.00	18,635.00	17,770.00	28,245.00
	Registrations - Full - Late			0.00			0.00			
	Registrations - Full - On-Site	10.00	155.00	1,550.00	10.00	155.00	1,550.00			
	Registrations - Student - early	120.00	50.00	6,000.00	120.00	50.00	6,000.00			
	Registrations - Student - late			0.00			0.00			
	Registrations - K-12 early			0.00			0.00			
	Registrations - K-12 late			0.00			0.00			
	Registrations - Progr Teams	30.00	50.00	1,500.00	30.00	50.00	1,500.00			1,650.00
	Registrations - student web			0.00			0.00			
	Workshop - early			0.00			0.00			
	Workshop - late			0.00			0.00			
	Extra Meals							225.00	120.00	1,734.00
	Banquet	10.00	30.00	300.00	10.00	30.00	300.00			
	Lunch (Saturday)	134.00	10.25	1,373.50	134.00	10.25	1,373.50			
	Extra Proceedings	15.00	10.00	150.00	15.00	10.00	150.00	90.00	10.00	70.00
	Vendors Registration	5.00	250.00	1,250.00	5.00	250.00	1,250.00			
	Vendors Presentations			0.00			0.00			
	National Partners	4.00	100.00	400.00	3.00	100.00	300.00	300.00	300.00	500.00
	Industry Sponsorship									
	UPE Sponsorship			120.00			120.00		122.00	120.00
	Grants									
	Other Income (List)									
								1,700.00	1,400.00	
	Total			27,643.50			27,543.50	20,950.00	19,722.00	32,319.00
Expenses										
	Steering Com. Travel Ex.			3,000.00			2,000.00	3,195.64	4,175.62	2,952.93
	Steering Com. Meeting Ex.			0.00			0.00			
	Phone/Fax			200.00			200.00			
	Publicity									
	In support of Conference									
	Other									
	Postage							0.74	0.38	1.29
	Publicity									
	In support of Conference									
	Other									
	Office Supplies			350.00			350.00			
	Publicity									
	In support of Conference									
	Other			0.00			0.00			
	Brochure Printing/Duplicating			480.00			480.00			
	Publicity (printing, other formats)									
	Other duplicating									
	Signage									
	Speaker Expenses	2.00	650.00	1,300.00	2.00	650.00	1,300.00	650.00	613.70	926.00
	Consortium Head Tax	130.00	41.00	5,330.00	130.00	41.00	5,330.00	4,469.00	4,100.00	4,920.00
	Extra Proceedings	15.00	6.00	90.00	15.00	6.00	90.00	24.00	120.00	480.00
	Meals - Total			$13,262			14,219.50		13,078.50	12,940.75
	Breaks-Friday	219.00	3.50	766.50	219.00	4.00	876.00			
	Breaks-Saturday	219.00	3.50	766.50	219.00	5.00	1,095.00			
	Reception	232.00	8.50	1,972.00	232.00	10.25	2,378.00			
	Banquet	241.00	24.00	5,784.00	241.00	25.00	6,025.00			
	Saturday Breakfast	219.00	5.50	1,204.50	219.00	8.00	1,752.00			
	Friday Breakfast (prog. Teams)	90.00	5.50	495.00	90.00	8.00	720.00			
	Luncheon (prog. Teams)	90.00	10.00	900.00			0.00			
	Luncheon (Sat.)	134.00	10.25	1,373.50	134.00	10.25	1,373.50			
	Entertainment									
	Transportation									
	Rentals									
	Student Awards			765.00			765.00	730.00	765.00	765.00
	Faculty Awards									
	Consortium Membership			1,000.00			1,000.00			
	Other Expenses (List)									
	Publicity									
	Web Expenses			119.00			119.00	119.40		119.40
	In support of Conference									
	Other							12,092.50		1,049.75
	Total			25,896.00			25,853.50	21,281.28	22,853.20	24,155.12
	Balance			1,747.50			1,690.00			

Midsouth Approved Budget

Region:	MidSouth							
	Baseline Budget year:			2011				
	host: University of Central Arkansas, Conway, Arkansas							
	Approved by the Board on January 18, 2011							
Income		#	each	total	Expenses			
	Registrations - Full - Early	50	$140	$7,000	Steering Com. Travel Ex.			
	Registrations - Full - Late	10	$180	$1,800	Steering Com. Meeting Ex.		$250	
	Registrations - Full - On-Site			$0	Phone/Fax		$100	
	Registrations - Student - early	10	$45	$450	Publicity			
	Registrations - Student - late	2	$60	$120	In support of Conference			
	Registrations - K-12 early			$0	Other			
	Registrations - K-12 late			$0	Postage			
	Registrations - Progr Teams	20	$135	$2,700	Publicity		$550	
	Registrations - student web			$0	In support of Conference			
	Workshop - early			$0	Other			
	Workshop - late			$0	Office Supplies		$900	
	Extra Meals				Publicity			
	Banquet	5	$19	$95	In support of Conference			
	Lunch (Saturday)	3	$11	$33	Other		$0	
	Extra Proceedings	5	$10	$50	Brochure Printing/Duplicating		$650	
	Vendors Registration	2	$250	$500	Publicity (printing, other formats)			
	Vendors Presentations			$0	Other duplicating			
	National Partners	3	$100	$300	Signage			
	Industry Sponsorship	2	$100	$200	Speaker Expenses	1	$250	$250
	UPE Sponsorship			$200	Consortium Head Tax	60	$41	$2,460
	Grants				Extra Proceedings	20	$6	$120
	Other Income (List)	2	$180	$360	Meals - Total				$4,600
					Breaks-Friday	130	$6	$780
					Breaks-Saturday	70	$4	$280
					Reception			$0
	Total			$13,808	Banquet	130	$19	$2,470

				Saturday Breakfast			$0
				Saturday Breakfast (prog. Teams)			$0
				Luncheon (prog. Tea	60	$5	$300
				Luncheon (Sat.)	70	$11	$770
				Entertainment			
				Transportation			
				Rentals			$600
				Student Awards			$650
				Faculty Awards			
				Consortium Membership			$1,000
				Other Expenses (List)			
				Publicity			
				In support of Conference			
				Other			
				Student Programs			$600
				Total			$12,730

Southwestern Approved Budget

Region:	SouthWest	2011 Budget				Last budget amounts approved by Board			Actuals 2008	2009	2010 (preliminary)
	host:										
Income		#	each	total		#	each	total			
	Registrations - Full - Early	70	$160	$11,200		70	$160	$11,200	$5,365	$ 6,350	$ (360)
	Registrations - Full - Late	10	$180	$1,800		10	$180	$1,800			
	Registrations - Full - On-Site			$0				$0			
	Registrations - Student - early	25	$30	$750		25	$30	$750			
	Registrations - Student - late	5	$40	$200		5	$40	$200			
	Registrations - K-12 early			$0				$0			
	Registrations - K-12 late			$0				$0			
	Registrations - Progr Teams			$0				$0			
	Registrations - student web			$0				$0			
	Workshop - early			$0				$0			
	Workshop - late			$0				$0			
	Extra Meals									92	
	Banquet			$0				$0			
	Lunch (Saturday)			$0				$0			
	Extra Proceedings			$0				$0		60	
	Vendors Registration	3	$125	$375		3	$125	$375			
	Vendors Presentations			$0				$0			
	National Partners	4	$100	$400		3	$100	$300	300	300	500
	Industry Sponsorship	1		$500		1		$500			
	UPE Sponsorship			$120						121	120
	Grants										
	Other Income (List)										2,100
	Donations								640		
	Total			$15,345				$15,125	$6,305	$6,923	$2,360

Expenses		#	each	total		#	each	total	2008	2009	2010
	Steering Com. Travel Ex.										
	Steering Com. Meeting Ex.			$0				$0			314
	Phone/Fax			$0				$0			
	Publicity										
	In support of Conference										
	Other										
	Postage									138	
	Publicity			$550				$550			
	In support of Conference										
	Other										
	Office Supplies			$320				$320			16
	Publicity										
	In support of Conference										
	Other			$0				$0			
	Brochure Printing/Duplicating			$450				$450		749	
	Publicity (printing, other formats)										
	Other duplicating										
	Signage										
	Speaker Expenses	2	$1,000	$2,000		2	$1,000	$2,000		500	590
	Consortium Head Tax	80	$41	$3,280		80	$41	$3,280	1,394	1,681	2,870
	Extra Proceedings		$6	$0			$6	$0	18	378	180
	Meals - Total				$5,925			$5,925	1,736	2,209	984
	Breaks-Friday	110	$4	$440		110	$4	$440			
	Breaks-Saturday			$0				$0			
	Reception	1	$200	$200		1	$200	$200			
	Banquet	110	$30	$3,300		110	$30	$3,300			
	Saturday Breakfast	95	$7	$665		95	$7	$665			
	Saturday Breakfast (prog. Teams)			$0				$0			
	Luncheon (prog. Teams)			$0				$0			
	Luncheon (Sat.)	110	$12	$1,320		110	$12	$1,320			
	Entertainment										
	Transportation										
	Rentals			$1,200				$1,200			
	Student Awards			$200				$200		100	100
	Faculty Awards										
	Consortium Membership			$1,000				$1,000			
	Other Expenses (List)			$200				$200		856	128
	Publicity										
	In support of Conference										
	Other										
	Total			$15,125				$15,125	$4,635	$5,830	$4,476
	Balance			$220				$0			* Estimates

Northwestern Approved Budget

Northwest	2011 Budget							
host: WSU Tri-Cities								
Approved by Board on March 9, 2011								
				Expenses				
	#	each	total					
Registrations - Full - Early	50	$140	$7,000	Steering Com. Travel Ex.			$1,000	
Registrations - Full - Late	10	$170	$1,700	Steering Com. Meeting Ex.			$50	
Registrations - Full - On-Site			$0	Phone/Fax			$0	
Registrations - Student - early	15	$25	$375	Publicity				
Registrations - Student - late			$0	In support of Conference				
Registrations - K-12 early			$0	Other				
Registrations - K-12 late			$0	Postage				
Registrations - Progr Teams			$0	Publicity			$50	
Registrations - student web			$0	In support of Conference				
Workshop - early			$0	Other				
Workshop - late			$0	Office Supplies			$325	
Extra Meals				Publicity				
Banquet	10	$25	$250	In support of Conference				
Lunch (Saturday)			$0	Other			$0	
Extra Proceedings	6	$10	$60	Brochure Printing/Duplicating			$20	
Vendors Registration	2	$150	$300	Publicity (printing, other formats)				
Vendors Presentations			$0	Other duplicating				
National Partners	4	$100	$400	Signage				
Industry Sponsorship				Speaker Expenses	1	$600	$600	
UPE Sponsorship			$200	Consortium Head Tax	60	$41	$2,460	
Grants				Extra Proceedings	5	$6	$30	
Other Income (List)				Meals - Total				$3,100
				Breaks-Friday			$0	
Total			$10,285	Breaks-Saturday	60	$9	$540	
				Reception	1	$100	$100	
				Banquet	60	$25	$1,500	
				Saturday Breakfast	60	$8	$480	
				Saturday Breakfast (prog. Teams)			$0	
				Luncheon (prog. Teams)			$0	
				Luncheon (Sat.)	60	$8	$480	
				Entertainment				
				Transportation			$150	
				Rentals			$1,200	
				Student Awards			$300	
				Faculty Awards				
				Consortium Membership			$1,000	
				Other Expenses (List)				
				Publicity				
				In support of Conference				
				Other				

Rocky Mountain Approved Budget

Region:	Rocky Mountain	2011 Budget									
	Approved by the Board on March 9, 2011										
		Proposed Budget									
Income		#	each	total		Expenses					
	Registrations - Full - Early	50	$135	$6,750			Steering Com. Travel Ex.				
	Registrations - Full - Late	5	$160	$800			Steering Com. Meeting Ex.			$300	
	Registrations - Full - On-Site			$0			Phone/Fax			$15	
	Registrations - Student - early	5	$35	$175			Postage for publicity			$500	
	Registrations - Student - late			$0			Postage other				
	Registrations - K-12 early			$0			Office Supplies			$190	
	Registrations - K-12 late			$0			Brochure Printing/Duplicating			$320	
	Registrations - Progr Teams			$0			Publicity (printing, other formats)				
	Registrations - student web			$0			Signage				
	Workshop - early			$0			Speaker Expe	1		$400	
	Workshop - late			$0			Consortium H	55	$41	$2,255	
	Extra Meals						Extra Proceed	5	$6	$30	
	Banquet			$0			Meals - Total				$3,115
	Lunch (Saturday)			$0			Breaks-Friday			$0	
	Extra Proceedings	2	$10	$20			Breaks-Satu	60	$14	$840	
	Vendors Registration	2	$50	$100			Reception			$0	
	Vendors Presentations			$0			Banquet	55	$25	$1,375	
	National Partners	4	$100	$400			Saturday Breakfast			$0	
	Industry Sponsorship						Saturday Breakfast (prog. Teams)			$0	
	UPE Sponsorship			$200			Luncheon (prog. Teams)			$0	
	Grants						Luncheon (S	60	$15	$900	
	Other Income						Entertainment				
	Total			$8,445			Transportation				
							Rentals				
							Student Awards			$200	
							Faculty Awards				
							Consortium Membership			$1,000	
							Other Expenses				
							Total			$8,325	
							Balance			$120	

CCSC Treasurer's Report 2009-2010

Treasurer's Report 2009-10

	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	SW	TOTAL
BEGINNING BALANCE												$116,661.35
INCOME												
Membership Dues	590.00											590.00
Advance Dues												0.00
Conference Head Tax	27,224.00											27,224.00
Portion of Dues Paid Prior Year	7,287.00											7,287.00
Proceedings	2,238.00											2,238.00
Back Issues												0.00
Interest	1,075.12											1,075.12
National Partners	8,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	13,000.00
National Partners Collected 08-09	2,000.00											2,000.00
Grants	1,200.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	2,400.00
Registration		11,192.00	19,685.00	8,615.00	10,995.00	28,245.00	7,440.00	3,070.00		4,825.00	5,150.00	99,217.00
Advanced Registrations							1,400.00					1,400.00
Advanced National Partners												0.00
Extra Meals		117.00	14.00	190.00	80.00	1,734.00	100.00			85.00	20.00	2,340.00
Extra Proceedings		90.00			10.00	70.00	50.00			10.00		230.00
Donations		500.00										500.00
Royalties	62.11											62.11
Other	52.39		1,264.00	2,415.50	130.00	1,650.00		1,130.00	8,665.00	3,500.00		18,806.89
Other Advance Income			500.00				60.00					560.00
TOTAL INCOME	$49,728.62	$12,519.00	$22,083.00	$11,840.50	$11,835.00	$32,319.00	$9,670.00	$4,820.00	$9,285.00	$9,040.00	$5,790.00	$178,930.12
Reserves for Advanced Payments	$0.00	$0.00	$500.00	$0.00	$0.00	$0.00	$1,460.00	$0.00	$0.00	$0.00	$0.00	$1,960.00
NET INCOME	$49,728.62	$12,519.00	$21,583.00	$11,840.50	$11,835.00	$32,319.00	$8,210.00	$4,820.00	$9,285.00	$9,040.00	$5,790.00	$176,970.12
EXPENSES												
Conference Meals		4,022.21	10,319.57	2,795.75	6,199.58	12,940.75	2,366.35	1,776.34	4,000.11	2,412.17	984.15	47,816.98
Conference Rentals		200.00	808.00		1,275.50							2,283.50
Transportation Expenses							313.69					313.69
Conference Head Tax		2,583.00	4,797.00	2,296.00	2,665.00	5,781.00	2,050.00	1,025.00	2,624.00	2,214.00	1,189.00	27,224.00
Journal Printing	17,216.13											17,216.13
Journal Mailing	1,887.50											1,887.50
Professional Fees	7.14											7.14
Web Expenses							119.40			20.50		139.90
Database Development												0.00
Office Supplies	140.55	170.67	102.63	147.67	203.23		75.61		320.04			1,160.40
Postage	299.14	435.61	0.40	409.60	262.16	1.29	0.40			1.20		1,409.80
Printing & Dup.	24.13	147.35	178.23	229.02	897.97							1,476.70
Publicity	26.83	167.73		73.70								268.26
Proceedings	372.00	198.00	24.00		210.00	354.00	24.00	210.00	366.00	54.00	426.00	2,238.00
Speakers Expenses		750.00	206.18			926.00						1,882.18
Entertainment		80.00										80.00
Student Programs		207.44	212.40	490.02						39.15		952.01
Student Awards		870.00	725.00	183.60	150.00	765.00	300.00		200.00	238.62		3,432.22
Professional Awards		50.00										50.00
Board Travel	22,281.52					2,952.93						25,234.45
Board Meeting Expenses	1,059.00	222.67	331.23	103.00	305.82					230.03	314.09	2,465.84
Audit Committee Expenses	321.26											321.26
Conference Development												0.00
Phone/Fax	6.61											6.61
Liability Insurance	700.00											700.00
Checks/Bank Fees	95.29					6.00						101.29
Credit Card Fees												0.00
Interest												0.00
National Partners to Conf.	5,000.00											5,000.00
Grants to Conferences	1,200.00											1,200.00
Advances		148.85				1,049.75						1,198.60
Other	175.54		67.44	42.43	100.00					101.31	128.33	615.05
TOTAL EXPENSES	$50,440.64	$10,377.53	$17,996.08	$6,797.79	$12,175.26	$24,890.12	$5,130.05	$3,011.34	$7,611.46	$5,209.67	$3,041.57	$146,681.51
RESERVES												
Advance Memberships	$10,025.50											10,025.50
Future Grants/Conf. Payments												0.00
TOTAL RESERVES	$10,025.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,025.50
Net 2009-10												$20,263.11
Year End Balance												$136,924.46

Accounts				
Checking	$38,031.01		Reserves for Advance Income	$1,960.00
Savings	$18,271.52			
Certificates of Deposit	$94,743.30		Reserves for committed services	$10,025.50
PayPal	$59.45			
Cash				
Accounts Receivables	$5,849.46		Total Fund Balances	$148,909.96
Total	$156,954.74		Accounts Payable	$8,044.78

BYLAWS OF THE CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES, INC.

ARTICLE I - NAME

The name of this organization shall be The Consortium for Computing Sciences in Colleges, Incorporated, hereafter referred to as the Consortium or CCSC, which is an Indiana not-for-profit corporation.

ARTICLE II - PURPOSE

The purpose of the Consortium is to promote the betterment of computer-oriented curricula in two- and four-year colleges and universities; to improve the use of computing as an educational resource for all disciplines; to encompass regional constituencies devoted to this purpose; and to promote a national liaison among local, regional, and national organizations also devoted to this purpose. Predominantly these colleges and universities are oriented toward teaching, rather than research.

ARTICLE III - MEMBERSHIP

1. There are two classes of membership:
   a. regular
   b. affiliate
2. Regular membership is intended for employees of institutions of higher education whose job responsibilities involve the teaching or administration of computer-oriented or computer-supported courses or the selection or administration of computer resources for instructional purposes. Each regular member communicates directly with the Consortium and exercises a single vote. Regular members in good standing are those whose dues have been paid as assigned to this membership class by the Board of Directors. Retirement or professional realignment from a position qualifying for regular membership retains regular membership eligibility.
3. Affiliate membership is available to any individual or organization wishing to keep informed of the activities of the Consortium and willing to pay the dues assigned to this membership class by the Board of Directors. Affiliate members will receive all communications sent to regular members (except for election ballots) and will qualify for all other member benefits.
4. Membership shall begin on the first of the month after the membership application is received, and shall continue for 12 months. Persons renewing during the membership year will have 12-months extensions applied to their memberships. The Board shall have the right to award complimentary memberships to persons performing services for the Consortium and to persons participating in Consortium sponsored activities. The Board shall set the terms for such memberships. Complimentary members shall be extended the rights and privileges of the appropriate membership class.

ARTICLE IV - VOTING

1. For voting purposes, a member may, at the time of joining the Consortium or in writing to the Membership Secretary at any time, choose the region with which he/she wishes to be affiliated.
2. Each regular member in good standing shall be entitled to one vote on each matter submitted to a vote of the entire Consortium Membership and one vote on each matter submitted to a regional vote in that member's designated region.

ARTICLE V - MEETINGS

1. The Board of Directors shall conduct business as a group at least twice each fiscal year. One meeting shall be held in conjunction with the Annual Meeting of the Consortium. Such meetings will occur with a minimum sixty (60) day notice to Board members.
2. The Consortium will hold an Annual Meeting once during each fiscal year. The date and place of this meeting shall be selected at the previous Annual Meeting by a vote of those attending the meeting and shall be communicated to all members ~~either through the September issue of the Newsletter or~~ at least sixty days before the meeting~~, whichever is earlier~~.
3. The Board of Directors may, with three months notice, call other general meetings of the Consortium to conduct necessary business. Actions taken at any properly announced general meeting in accordance with the provisions of these bylaws by a quorum (Article XIII) of the membership are binding on the Consortium.

ARTICLE VI - GOVERNING BODY

1. The governance of the Consortium shall be vested in its Board of Directors.
2. The Board of Directors shall be constituted as follows:
    a. The elected officers of the Consortium (President and Vice President). These officers shall have voting rights on the Board.
    b. The officers of Publications Chair, Treasurer, and Membership Secretary which shall be elected by the Board. These officers shall have voting rights on the Board.
    c. One (1) elected representative from each of the Consortium regions. Regional Representatives shall have voting rights on the Board.
3. Upon approval by the Board of Directors, individuals charged with special duties may have representation to the Board. Such individuals will serve at the pleasure of the Board and will not have voting rights.
4. All Board members must be Consortium members in good standing during the terms of their offices. Regional Representatives must be affiliated with their respective regions.
5. Each person who is a voting member of the Board has only one vote.
6. All terms of office commence at the start of the next fiscal year (Article VIII) following an election.
7. The Treasurer, Membership Secretary, and Publications Chair shall each be elected for a three (3) year term. The Vice President will be elected for a two year term to be followed by a two year term as President. Regional Representatives will serve for three (3) year terms. Approximately one-third (⅓) of the Regional Representatives will be elected each year.
8. ~~The President, Vice President, and the~~ Regional Representatives and Consortium officers elected by the General Membership shall be elected by ~~mail~~ official ballot pursuant to Article IV of these Bylaws from the nominees presented by the Nominating Committee

(Article IX) at the Annual Meeting plus additional qualified nominations, if any, made at or prior to the Annual Meeting of the Consortium. A plurality of eligible votes cast is necessary for election. The election shall be conducted by the Nominating Committee. The Membership Secretary of the Consortium shall certify voter eligibility. In the event of a tie, the Board of Directors determines the outcome of the election.

9. The President shall:
   a. Be the chief executive officer of the Consortium.
   b. Preside at all meetings of the Consortium and its Board of Directors.
   c. Be ex-officio member of all committees except the Nominating Committee.
   d. Be responsible for the organization of the Annual Meeting.
   e. Be responsible for coordination with any other conventions or joint meetings in which the Consortium, at the discretion of the Board of Directors, shall participate.

10. The Vice President shall:
   a. In the absence of the President, or during the incapacity of the President, perform all duties and assume all responsibilities of the President until the Board of Directors shall remove such authority.
   b. Serve as Secretary of the Consortium.
   c. Take the minutes and record attendance of all Board of Directors meetings and submit such for official Consortium publication subsequent to approval by the Board of Directors.
   d. Keep a record of all electronic mail discussions held by the Board of Directors, record all decisions made in this manner, and report these decisions as part of the minutes of the subsequent Board Meeting.
   e. Collect proposed changes in the Bylaws or Standing Rules and report them to the members of the Board of Directors.
   f. Keep such records and prepare such reports as may be requested by the Board of Directors.
   g. Maintain the official copy of the Bylaws, Standing Rules, and other policies of the Consortium; submit the official Bylaws and Standing Rules for official Consortium publication; distribute a copy of any Bylaw, Standing Rule, or policy to any member requesting the same, and bring the official copy of the Bylaws, Standing Rules, and other policies to each meeting of the Board of Directors.
   h. Chair the Nominating Committee, solicit and receive nominations, and prepare ballots.
   i. As election officer, receive completed ballots, tabulate the results in consultation with the other members of the Nominating Committee, and certify to the Board of Directors the results of any election.
   j. Insure that all provisions of Article IV - VOTING - are adhered to.

11. The Treasurer shall:
   a. Receive and disburse the funds of the Consortium, and shall keep and preserve proper vouchers and books of accounts, which shall be open to inspection by the Board of Directors and subject to audit.
   b. Coordinate deposit of Consortium funds in such financial institutions or investments as may be approved by the Board of Directors.
   c. Submit a financial report at each meeting of the Board of Directors, and an

annual financial report to the membership.

    d.   Serve as Chair of the Finance Committee in preparation of annual budgets, and assist the regions with the preparation of their conference budgets.

12.   The Membership Secretary shall:

    a.   Maintain the membership roster of the Consortium.

    b.   Be responsible for the delivery of dues notices and ballots.

    c.   Keep such records and prepare such reports as may be requested by the Board of Directors, the Finance Committee, or individual regions.

    d.   Certify voter eligibility.

13.   The Publications Chair shall:

    a.   Oversee publications of the Consortium.

    b.   Provide a refereed publication forum.

14.   The duties of the Regional Representatives include:

    a.   Communicating of Board actions/directives to the regional governing bodies and other regional officers as appropriate.

    b.   Communicating regional actions and concerns to the Board.

    c.   Attending Board Meetings.

    d.   Serving on CCSC committees.

15.   Any vacancy on the Board of Directors because of death, resignation, disqualification, disability, or any other reason may be filled by appointment of the President (or by the Vice President should the Presidency be vacant) until the next election. The appointed replacement must meet all the qualifications of the office and will take office immediately and will hold office until the next election. If by then the term of office has not expired, an election shall be held for the unexpired portion. The elected official shall take office immediately upon certification of the election.

16.   Except as otherwise specifically provided in these Bylaws, all decisions at any meeting of the Board of Directors or of any committee thereof shall be by a majority of those representing a quorum.

ARTICLE VII - REGIONS

1.   Consortium membership is affiliated with official Consortium regions (per Article IV, section 1).

2.   Regions must function subject to regional bylaws consistent with these Bylaws and approved by the CCSC Board.

3.   Prior to any CCSC-sponsored conference, the region will submit the conference budget for CCSC Board approval.

4.   The establishment of a region must be approved by a two-thirds majority of the voting members of the CCSC Board.

5.   Each official Consortium region will elect a Regional Representative to the Board of Directors pursuant to Article VI.8.

ARTICLE VIII - FISCAL AFFAIRS

1.   The fiscal year of the Consortium will run from August 1-July 31.

2.   The Consortium shall assess membership fees as follows:

    a.   The amount of membership fees for each membership class in the Consortium shall be determined and approved by two-thirds of the votes cast at a meeting of the Board of Directors. Current membership fees shall be sustained

until changed. Proposed changes in the membership fees require thirty (30) days prior written notice to the members of the Board of Directors. Any change in membership fees becomes effective at the beginning of the next fiscal year.

b.	Members whose memberships have not been renewed will be billed for membership fees.

c.	A change in membership fees must be published to the membership at least sixty days prior to taking effect.

ARTICLE IX - COMMITTEES

1.	The President of the Board of the Consortium may create committees as needed.
2.	The following standing committees shall be established: Nominating, Finance.

ARTICLE X - STANDING RULES

1.	The Board of Directors may formulate standing rules to supplement these Bylaws, so long as they are not inconsistent with these Bylaws.
2.	Standing Rules may be adopted or modified by a two-thirds majority of the voting members of the Board.
3.	Notice of a proposal for changes in Standing Rules shall be submitted to each member of the Board of Directors at least ten business days prior to the vote.
4.	Each Standing Rule adopted shall become a directive for implementation of these Bylaws.

ARTICLE XI - RESTRICTIONS

This organization shall be non-racial, non-partisan, non-sectarian and shall wholly abstain from any political or labor affiliation or endorsements for public office.

ARTICLE XII - RECORDS

The Consortium shall keep correct and complete books and records of accounts and shall also keep minutes of the meetings of its members, Board of Directors and committees having any of the authority of the Board of Directors. Minutes of all Board meetings will be published in a timely manner.

ARTICLE XIII - QUORUM

1.	Ten percent (10%) of the roll of voting members of the Consortium shall constitute a quorum at any meeting of the Consortium as a whole.
2.	A simple majority of the members of the Board of Directors who have voting rights shall constitute a quorum of the Board of Directors.
3.	A simple majority of the members of any committee of the Consortium shall constitute a quorum of the committee.

ARTICLE XIV - RULES OF ORDER

Rules contained in "Robert's Rules of Order, Revised" most recent edition, shall govern this organization in all cases to which they are applicable, provided they are not inconsistent with the Bylaws and Standing Rules of this organization.

ARTICLE XV - BYLAWS AMENDMENTS

1. Proposed amendments of these Bylaws may be submitted in writing to the Vice President by any member of the Consortium. Proposed amendments will be presented to all members of the Board of Directors for consideration. All proposed amendments must be approved by the Board of Directors before being submitted to the membership; those approved by the Board shall be distributed to the membership at least thirty (30) days in advance of the Annual Meeting of the Consortium.

2. The amendments approved by the Board will be submitted once a year to the membership for approval ~~by mail ballot that will accompany~~ together with the annual election ballot~~.~~ ~~Ballots will be sent out~~ following the Annual Meeting. The procedure for conducting the vote on the Bylaws will be the same as for conducting the election of officers. An amendment is approved if the amendment receives a simple majority of the ballots cast in the election and that majority is at least 10% of the voting membership.

3. Amendments to these Bylaws become effective at the start of the next fiscal year after the amendments are approved, with the exception of changes concerning elections or officers. Changes in the Bylaws concerning elections shall take effect with the next election after the amendments are approved. Changes concerning officers are implemented at the beginning of the following fiscal year.

ARTICLE XVI - RIGHT TO APPEAL TO THE MEMBERSHIP

Any Consortium member in good standing may appeal any action of the Board of Directors to the general membership within sixty days of the publication of ~~the Newsletter reporting~~ that action. The request to have the membership affirm or rescind the Board action must be accompanied by a petition containing the signatures of five per cent of the current roll of voting members. Once the petition is received and the Membership Secretary has verified the signatures, the Board of Directors, within 30 days, will conduct a ~~mail ballot~~vote of the membership as defined in Article IV. The results of that ballot must be announced ~~in the first newsletter to be published~~on the CCSC web site after the results are known and an e-mail notice sent to members.

Received Feb. 23, 2011 from ccscContact@ccsc.org
From: Kay Clark
Hello,
We received a mailing from the University of Memphis, Dept of Computer Science today. It is about the 9th annual CCSC Mid South 2011 Conference. It is addressed to Ray Hasemi. Ray is no longer with the University (he's actually been gone for a while) and we do not have a forwarding address on file for him. I know how much printing and mailing costs and I would like to help you keep that in your budget to be used for other budget items. Please remove the University's address from Ray's contact information. The address label information follows, for proper identification.

Ray Hasemi
Computer and Information Science
University of Arkansas, Little Rock
2801 South University Avenue
Little Rock, AR 72204

Thank you for assistance with this matter,

Kay Clark |Administrative Support Supervisor
University of Arkansas at Little Rock | Computer Science Department
501.569.8130 <callto:+1501.569.8130> | dkclark@ualr.edu

ACTION: Sent email to Paul Wiedemeier and Linda Sherrell to get the regional mailing list changed. Replied to Ms. Clark to let her know it would be taken care of.
Feb. 23, 2011

<u>Report of the Audit of CCSC Fiscal Year 2009-2010</u>

3/9/2011

1. Take each bank statement provided by the treasurer and match the July 31st amount with the amount stated on the treasurer's report.
Bank of America savings off by $1, BofA CDs and checking verified. Wachovia checking balance based on7/1 not 7/31. Amounts verified from that baseline. Wach. Savings verified. Paypal amounts not found. Wach. Cds do not match (WachCD08-02-10.xps).

2. 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 February 2010 BofA checking account.

3 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 Ocotber 2009 BofA checking account.

4. Pick a random conference disbursement for each month of a region and verify the documentation supporting this reimbursement (match check written to check request and/or bill statement; check requests and bill statements are organized by region). Do this by picking one disbursement (CCSC written check) from each month and matching to bank statement and corresponding bill/receipt.

All matched in the months listed: Oct. 2009, Nov, 2009,dec. 2009, Jan, 2010, Feb, 2010, Mar, 2010,April 2010, May, 2010, June, 2010, July 2010
No disbursements in Aug. 2009 or Sept. 2009.

5. 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.
AGAIN - This task cannot be accomplished without registration and membership reports from every region. The committee recommends that a procedure for conference reporting be established so that there is an adequate audit trail of income and expenses. We do have what the treasurer thinks is correct, we need a membership report to verify.

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

7. Verify that all appropriate forms have been filed when due.

No tax forms were available.

8. Verify deposits of money paid by the national vendors.
All national vendor deposits verified.

9. 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.
Documentation is not available to perform this task.

10. 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.
Documentation is not available to perform this task.

11. For each region, verify that disbursements of funds for conference expenses agree with attendee counts and are within the approved conference budget.
Documentation is not available to perform this task.

12. Verify that disbursement of funds for non-conference board expenses are in accordance 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.

Verified a disbursement in all months with the exception of:
11/12//2009 cannot match $5253.27transfer to the supporting Montrose invoice. 12/4/09 $3851.32 expense on BofA credit card – no corresponding documentation found. .

Additional comments:
We recommend the treasurer stop the practice of doing bank to bank transfers to avoid a nominal charge of checking fees. It obscures the audit trail.
There has been a marked improvement of record recording via scanned documents and corresponding file names the treasurer is using. This was very helpful in the audit process.

Final Report on 2009-2010

2010-2011 Audit Committee
Rob Bryant, Chair
Carol Spradling
Suzanne Smith

Board Approved Budget for 2010-2011

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES
BUDGET FOR 2010 -11

Approved by the Board on May 25, 2010

Income

Membership Dues	$700
Head Tax	26,650
Reserves from Prior Year	11,000
National Partners	8,000
Grants	1,500
Interest	3,500
Proceedings Sold to conferences	1,800
Back Issues	
Donations	
Royalities	50
Other Income	
Conference Surpluses	10,000
Total Income	**$63,200**

Expenses

Board Travel	$24,000
Board Meet. Exp.	1,500
Audit Comm. Exp.	600
Journal Printing	20,000
Journal Mailing	3,000
Professional Fees	25
Phone/Fax	25
Office Supplies	300
Publicity	250
Other Printing/ Duplicating	50
Postage	350
National Partners Fees to Conferences	4,000
Web Expenses	150
Bonding	
Liability Insurance	900
Checks/Bank Fees	150
Credit Card Expenses	1,200
Interest	
Grants to Confs.	1,500
Conference Dev.	500
Database Development	1,000
Publication Expenses	500
Miscellaneous	-
Total Expenses	**$60,000**

Reserves for Grants	
Reserves for Memberships Expiring in the Year	$11,000
Surplus	($7,800)