Consortium for Computing Sciences in Colleges

Spring 2012 Board Meeting – February 29, 2012 7:00pm

Raleigh Convention Center Room 202

Raleigh, North Carolina

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Minutes of the Spring 2012 CCSC Board Meeting

Raleigh Convention Center, Room 202
Raleigh, North Carolina February 29, 2012

Voting Members Present: Bob Neufeld, President; Laura Baker, Vice-President; John Meinke, Publications Chair; William Myers, Treasurer; Paul Wiedemeier, Membership Secretary; Colleen Lewis, Southwestern; Jeff Lehman, Midwest; Liz Adams, Eastern; Larry D'Antonio, Northeastern; Tim McGuire, South Central; Scott Sigman, Central Plains; Kevin Treu, Southeastern; Linda Sherrell, Midsouth; Pat Ormond, Rocky Mountain;

Voting Members Absent: Brent Wilson, Northwest;

Non-Voting Members Present: Will Mitchell, Conference Coordinator

President Bob Neufeld called the meeting to order at 7:00pm.

I. Approval of the Agenda

No changes or additions were made to the agenda.

II. Future Board Meetings

Motion: John Meinke moved and Paul Wiedemeier seconded that the Spring 2013 Annual Business meeting be held in conjunction with SIGCSE on Friday, March 8, 2013. *The motion passed.*

Motion: Liz Adams moved and John Meinke seconded that the Spring 2013 Board meeting be held on Wednesday, March 6, 2013 from 7pm-11pm in conjunction with the SIGCSE 2013 conference in Denver, Colorado. *The motion passed.*

Motion: Tim McGuire moved and Liz Adams seconded that the location of the Fall 2013 Board meeting be in conjunction with the Midwest region conference. The conference will be held about 1 hour drive from Toledo, Ohio.
Discussion: Some concerns were raised about travel to the meeting which would be an hour from the local airport. *The motion passed.*

Reminder, the Fall 2012 Board meeting will be held in conjunction with the Rocky Mountain regional conference which will be hosted by Metropolitan State College of Denver in Denver, Colorado on October 11-12, 2012.

III. Elections and Appointments

1. Election of Publications Chair
John Meinke's term as Publications Chair expires in 2012, this is a board appointed position for a three year term. John Meinke was nominated to serve another term as Publications Chair.
Motion: Laura Baker moved and Pat Ormond seconded that John Meinke be reappointed as Publications Chair. *The motion passed.*

2. Appointment of the Membership Secretary

Due to the resignation of Paul Wiedemeier 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. Bob Neufeld was nominated to fill this position until July 31, 2013.

Motion: Laura Baker moved and Pat Ormond seconded that Bob Neufeld be appointed to serve as Membership Secretary until July 31, 2013.

Discussion: The Board thanked Paul Wiedemeier for his service. Paul and Bob will work out the transition process for the Membership Secretary.

The motion passed.

3. Appointment of a CSTA liaison

Computer Science Teachers Association(CSTA) requested a letter of support for a grant that would provide workshops for high school teachers in cooperation with regional conferences that might occur before, after, or during the conferences. President Bob Neufeld wrote a letter of support with the stipulation that conference committees agreed with the times and means of support provided.

Jim Aman had been serving as a liaison to CSTA (Computer Science Teachers Association). Linda Sherrell agreed to serve as the liaison to CSTA.

Motion: Liz Adams moved and Larry D'Antonio seconded to appoint Linda Sherrell as CSTA liaison for CCSC.

Discussion: This is a good opportunity to support CSTA and conference cooperation and might increase membership and goodwill in the computer science community.

The motion passed.

4. Nominating Committee Report

Nominations are needed for three regional representatives (Northwestern, South Central, and Southeastern) and for Vice President/President Elect. The report of the Nominating Committee will be presented to the annual meeting of the Consortium on Friday. Additional nominations can come from the floor of that meeting.

Nominations presented to the Board are as follows:
 Northwestern: Brent Wilson
 South Central: Tim McGuire, Leslie Fife
 Southeastern: Kevin Treu
 Vice-President/President Elect: Scott Sigman

5. Confirmation of Appointments to Service Recognition Committee

Action from the fall board meeting asks the board to confirm appointments nominated by the president for positions on this Committee. Scott Sigman agreed to continue for one more year, Jeff Lehman consented to a three-year term, and Susan Dean is willing to serve a two-year term as the member not currently on the board. This establishes a rotation for three-year terms on the committee. It was noted that this committee may want to have more visibility on the Consortium's web site so that members are aware of the award and can submit nominations to the committee members.

Motion: John Meinke moved and Liz Adams seconded to appoint Jeff Lehman for a 3 year term, Susan Dean for a 2 year term (as the member not on the Board) and Scott Sigman for a 1 year term on the Service Recognition Committee. *The motion passed.*

6. **Spring Election**
   Revised bylaws allow the spring 2012 election to be conducted electronically. Laura Baker recommended that the firm *VotingPlace.net* be used to conduct the spring election. A testing system was used to email each board member credentials to vote in a mock election and that was successfully received by each member of the Board and votes were successfully cast and tallied. The system is easy to use, has full technical support and allows each region to have a different ballot according to the election cycle. The cost of the election is $180.00 which is considerably less than paper ballots and US postal mailing of ballots.
   Motion: John Meinke moved and Pat Ormond seconded the approval of using VotingPlace.net for the Spring 2012 election. *The motion passed.*

IV. Reports

In addition to reports for each region that can be found in the Table of Contents, the following points of discussion were added.

President's Report: The Consortium still needs a working database system for the entire membership. ConfTool is working well for each individual conference but data is not easily collected for the entire organization. A database for the entire membership is not available through ConfTool and there does not appear to be any commercial or free software that can handle the Consortium's needs with various regions and different conferences held at each region.

The Accounting Review conducted by students at Northwest Missouri State did not produce a report that was very helpful to the Consortium. Steve Ludwig, Accounting Professor at Northwest Missouri State, graciously agreed to perform the accounting review by himself and will provide a report to the Board by the end of June.

Publications Chair Report: The ACM Digital Library has a policy that papers accepted for publication in the digital library may be removed from the library upon request from the organization providing the papers. The policy states that if the call for papers clearly requires at least one accepted paper author must present the paper at the conference in order for publication to occur, then any such paper whose author(s) do not follow this policy may be removed from the digital library upon request. The Publications Chair may enforce this policy after review of particular situations and circumstances involving such papers after collaboration with regional paper chairs and representatives.

Regions that are published in pairs with other regions should attempt to have their respective conference dates as close together as possible to allow ample time for publication and mailing of the Journal.

All of the content in the Journal of Computing Sciences in Colleges is available in the ACM Digital Library that is free and does not require any fee for access.

Currently all members of the Consortium will continue to receive paper copies of the journal whether or not they desire to, there is no feasible way to remove individual names from the master mailing list for each journal as ConfTool does not create a single database of the entire Consortium. Those receiving the journal who do not wish to are free to donate it to a colleague, student or library.

Membership Secretary Report: The Consortium has about 550 members currently. EBSCO Publishing requested to list the Journal in the EBSCO database. This might give the Consortium more visibility. John Meinke will discuss this with his contact at the ACM Digital Library.

Central Plains Report: A conference chair guidance system or handout for chairs to assist the process of hosting a conference would be very useful to the regions. Conference Coordinator Will Mitchell has a multiple page document to assist conference chairs. This document should be placed on the Consortium website for others to use. Conftool is difficult to manage and understand and there are no

help pages or instructions for the set up. Documentation of how to set up ConfTool in various situations should be available to the regions. Help pages are really needed.

Eastern Report: no additions.

Midsouth Report: It is the 10 year anniversary of the conference this year.

Midwest Report: Deborah Hwang is now the webmaster for the region's website and it has a new makeover.

Northeastern Report: The region is considering sponsoring a panel for the Computer Science 2013 Curricula for inclusion into the conference.

Northwestern Report: no additions.

Rocky Mountain Report: no additions.

South Central Report: no additions.

Southeastern Report: The region has a Wiki for conference hosting information, deadlines, and a checklist for hosting a conference. President Bob Neufeld asked the region to share this Wiki with other regions. Kevin Treu will make the Wiki available to others once it is posted to the region's website.

Southwestern Report: ConfTool is not being used for the spring 2013, it will be used in the future. The region will have to enter registration data into ConfTool for this spring. (Registrants could do this when they pick up their registration packet). The ConfTool database needs to have conference information for the Membership Secretary to create a valid membership list for the election and other related items. Colleen Lewis will be certain that the data for membership in the region is entered into their ConfTool instance for the Southwest region.

Conference Coordinator Report: The web could be used more effectively by providing a checklist and information list for hosting conferences. A FAQ would also be useful for regions, hosts, and the entire membership. If regions have various checklists and other helpful documents for hosting conferences this should be in a central location and periodically updated on the Consortium's website. Regional chairs should have contact hosts that could provide assistance for others who are hosting. The regional and national websites should be kept updated regularly with conference dates, locations, and information in order to keep members and those interested in joining informed.

National Partners Report: Pat Ormond mentioned that Microsoft would like to be more engaged in a partnership according to his contact at Microsoft. Conferences set their own programs and may or may not be able to accommodate this request. The Rocky Mountain region's conference this past fall successfully used a Microsoft speaker for a pre-conference workshop that was very well-attended.

Service Recognition Committee Report: Service Recognition Awards will be presented at the Annual Business meeting on Friday, March 2nd. Deborah Hwang was very helpful in acquiring this year's awards for the recipients which is gratefully acknowledged. Awardees this year are William Mitchell, William Myers, and John Meinke.

UPE Report: Each region should have a notification of support from UPE on their respective conference websites. UPE generously provides money for student awards at conferences and this should be acknowledged by each conference.

V. Budgets and Financial

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 Tim McGuire and John Meinke together with Comptroller Rob Bryant. They met prior to the Board meeting and provided a recommended CCSC budget for the next fiscal year, 2012-2013.

Consultation on Financial Procedures Update: The review of CCSC accounting procedures by a team of students from Northwest Missouri State University was not completed. No report was available to the Board. Steve Ludwig, an Accounting faculty member at Northwest Missouri volunteered to complete the review by early June of 2012. A report will be distributed upon completion of this review.

Approval of Regional Budgets: Central Plains proposed budget for 2013 was distributed to the Board during the meeting. A discussion and vote on this budget will take place on or after Monday, March 5th.

Treasurer's Report: The CCSC budget for fiscal year 2012-2013 from the Finance Committee was distributed to the board during the meeting. Some minor changes were made to the budget to provide true costs of proceedings for each conference and postage for the Consortium. The use of an electronic election will lower the postage and the new printer for the journal may increase postage so there may be a small net change.

Motion: Pat Ormond moved and Laura Baker seconded the approval of the CCSC 2012-2013 budget as distributed to the Board via email attachment. *The motion passed.*

Comptroller's Report: no additions.

Audit Committee Report: The Board received an electronic copy of the Audit committee report by email near the end of the meeting. Rob Bryant reported that the audit was very good. Bill Myers did an excellent job with record-keeping and fund management with such a complex system that includes all 10 regions and their respective budgets, income, and expenses. Rob also stated that the Consortium needs to use a software package for accounting in order for the audit to work correctly according to general auditing guidelines. The Audit committee report may be found in the appendices of this report.

VI. Old Business

ConfTool for Paper Submission and Review: The Northwest and Rocky Mountain regions used ConfTool for paper submissions with success although there were some issues with reviewer and author submissions. These issues were resolved and other regions may be interested in using ConfTool for paper submissions in the future. Brent Wilson and Pat Ormond will provide assistance to other regions if needed to get started using ConfTool for paper reviewing.

VII. New Business

Paper Reviewing: Tim McGuire commented that each region should have a consistent and similar review process for papers. All regions currently use a double-blind review system for paper reviewing. John Meinke, Publications Chair stated that the double-blind review system shall continue to be used throughout all regions.

CCSC Website Hosting: The current web hosting service most likely needs to be changed to a more reliable service. The current host had a few periods of more than 24 hours of down time which is not acceptable for regions and members who use the site for various conferences and information. Myles McNally, CCSC webmaster, will be consulted to determine if such a move is feasible and can be accomplished without interruption in service.

The meeting was adjourned at 10:20pm at the request of the Raleigh Convention Center employees.

Annotated Agenda

I. Approval of Agenda

II. Future Board Meetings

1. Location of the Spring 2013 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 2013 CCSC Annual Business Meeting with the SIGCSE conference. SIGCSE 2013 meets in Denver, CO, and this meeting date will be Friday, March 8, 2013.

2. Meeting Times and Location of Upcoming CCSC Board Meetings
The Fall 2012 board meeting has been set for October 11-12, 2012, in conjunction with the Rocky Mountain regional conference at Metropolitan State College of Denver.

The "usual" time for the Spring 2013 Board meeting would be Wednesday evening, March 6, in conjunction with SIGCSE. Board action is needed to set this meeting date.

What about the Fall 2013 board meeting? History suggests that this should be with the MidWest region.

III. Elections and Appointments

1. Election of Publications Chair
John Meinke's term as Publications Chair expires in 2012. John has consented to serve another term and comes recommended by the Nominations Committee.

2. Appointment of the Membership Secretary
Due to the resignation of Paul Wiedemeier 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. The Nominating Committee has been asked to bring a nomination for the remaining year of the unexpired term.

3. Appointment of a CSTA liaison?
Jim Aman had 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 three regional representatives (Northwestern, South Central, and Southeastern) and for Vice President/President Elect. The report of the Nominating Committee will be presented to the annual meeting of the Consortium on Friday. Additional nominations can come from the floor of that meeting.

5. Confirmation of Appointments to Service Recognition Committee
Action from the fall board meeting asks the board to confirm appointments nominated by the president for positions on this Committee. Scott Sigman has agreed to continue for one more year, Jeff Lehman has consented to a three-year term, and Susan Dean is willing to serve a two-year term as

the member not currently on the board. That would then establish a rotation for three-year terms on this committee.

6. *Spring Election*
Revised bylaws allow this election to be conducted electronically. Laura Baker has identified a firm to use and has conducted a test with the board.

IV. 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	Publications Chair
Vice President	Membership Secretary

Regional Reports

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

Other Reports

Conference Coordinator	Service Recognition Committee
National Partners Program	UPE

V. 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 Tim McGuire 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 shortly after the conclusion of the Spring 2012 Board Meeting.

2. *Consultation on financial procedures – an update*
Last spring the board approved a review of CCSC accounting procedures by a team from the accounting program at NW Missouri State University.

3. *Approval of Regional Budgets*

4. *Treasurer's Report*

5. Comptroller's Report

6. Audit Committee Report

VI. Other Old Business

1. ConfTool, Registration, Database
Review of registration procedures based on nearly a year of conference registrations.

2. ConfTool for Paper Submission and Review
Perhaps a brief review is in order as to what regions are using for this, whether more are moving to ConfTool, etc.

VII. New Business

1. From McGuire re. Paper Reviewing
Since the Journal is now a part of the ACM Digital Library, it is imperative that we be proactive in maintaining and enhancing the quality of that publication. Therefore, I feel that it would be wise for us to move in the direction of a reviewing process that is consistent across all of our regions.

I offer the following suggestions as a way to make that happen:
1. Adopt ConfTool (or similar product) to have a uniform submission process.
2. Paper reviews should be double-blind in all regions.
3. Reviewers should come from across all regions, rather than simply from within the conference region.

2. From Baker re. Hosting Websites at www.ccsc.org
Is there board support for using the CCSC site as a host for regional websites? Does the board want to take a position on this? Hosting regional websites (or other CCSC services) on private or university servers exposes a region or some Consortium services to obvious risks (e.g., a key individual leaves or retires).

3. Other?

Report of the President

Bob Neufeld

I still remember my shock at being asked to run for Vice President/President Elect – actually first being confused exactly how things worked under the (then) new bylaws with the VP automatically succeeding to the presidency after two years. Being mostly retired and having gotten a great deal of satisfaction from my two terms representing the Central Plains region on the CCSC board made it easier to consider the position. I learned much from Myles McNally, shamelessly borrowing his files and templates for minutes and the report packet. While there has been a lot of hard work, especially as VP/Secretary and as President, it has been an honor and a privilege to work with the board for the past (almost) ten years.

Some of the time it feels as though we're simply "tending the store" and putting out brush fires without making time to consider the "state of the Consortium" or the services that the national organization provides to regions or what directions we should consider. Early in this four-year stint, I corresponded with a member from another region, suggesting a program where officers would structure visits to spring conferences. Central Plains, my home region, has never hosted a board meeting since ours is a spring conference. The response from this individual included this rather striking thought: "I suspect that some participants are not even aware that there is a national organization." The Open Forum sessions with the board the last couple of years are a partial response to this perceived need. I think the board can do better in structuring conversations with regions about significant goals for CCSC. I count it a real privilege to have met with the RM conference in fall, becoming more aware of their challenges and particularly being able to visit with members there. Working with membership records last spring, the proofing that I do for the Journal, and being with various regions in the fall all provide additional opportunity to communicate with members whom I may never meet in person but whom I feel that I have come to know.

The archive of online minutes records some of our collective accomplishments such as the (once-again) revised bylaws, an online registration system which allows credit card payments, continued publication of the Journal (with a new printing arrangement), and for the first time voting online. We have not attained the goal of a common system for submission and review of papers nor do we have available the collection of services to members, regions, or the board that could be provided through the data collected by ConfTool. It *is* now possible for National Partners to pay online and for individuals to renew their membership online if/when they miss their regional conference. Both of these services can be enhanced and encouraged. Another change in Membership Secretary suggests that both challenges and opportunities remain in this area. These topics will be considered in more depth at this spring board meeting. In my opinion, ConfTool is a *tool* which can be used as the basis for building this database system. Thanks to Brent Wilson for finding ConfTool and setting it up for our use. Paul Wiedemeier and Bill Myers, in their respective roles as Membership Secretary and Treasurer, likely have more time invested in this than most of us can imagine.

A continuing theme in presidential reports is *Communication* and *Responsiveness*, both of which are needed now as much as ever. In my role as president, I tend to hear when things aren't going right and it seems to me that much of that can be traced to inadequate communication between regions and the national organization. It is the responsibility of regional representatives to communicate board actions and directives to the appropriate regional members while also relaying regional concerns to the board. Board officers and others rely on the information posted at http://www.ccsc.org/regions/regions.htm for communication. Please verify that this information is current for your region.

It has been a privilege to work with Laura Baker in her role as Vice President just as I appreciated her work as Papers Chair when I have reviewed papers for South Central. Please give her your support, remembering that,

unlike her predecessor, she is <u>not</u> retired. Laura has already brought good leadership to CCSC and will surely continue to do so over the next two years. The Consortium will be in good hands.

I hope your travel to Raleigh is safe and largely uneventful, that you make time to read the reports packet before our board meeting on Leap Day, and that you come prepared for a productive meeting. Thanks again to each one of you for being willing volunteers. The success of the Consortium depends on all volunteers. In my own experience, "It *is* the people" that make CCSC participation worthwhile.

- Bob Neufeld
CCSC President

Report of the Vice President

Laura Baker

During the time since the last Board meeting in November 2011, the Vice President tallied and recorded 2 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

December 6, 2011: The Board voted on the following motion, submitted by Bill Myers and seconded by John Meinke :

> Approval of the proposed budget for the 2012 CCSC:Southwest conference distributed to the board via email attachment.

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

December 14, 2011: The Board voted on the following motion, submitted by John Meinke and seconded by Larry D'Antonio:

> Approval of the Fall 2011 Board Meeting Minutes and Report Packet as distributed to the board via email attachment.

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

Spring 2012 Election

VotingPlace.net appears to be a good choice for the upcoming Spring 2012 election. The mock election was successful and each voting board member received an email notifying them of the trial election and each member was able to vote in the trial election. The election will cost $180.00 to administer, including tallies and results. Candidates will be solicited for bios which will appear as an information link next to each candidate's name. The election has full technical support and allows for other members besides the administrator to login and view results.

VotingPlace.net is easy to use, allows for multiple districts (multiple ballots for 1 election), and will record and save election results. In order to use this site for the upcoming election, an electronic list of member names and emails for each region will be required. A random password will be generated for each member to use to vote with and that will be sent out prior to the election and will be available upon request from the Vice President during the election.

To use the VotingPlace.net system the $180.00 fee must be paid in advance. It is strongly recommended that the Board approve the fee for use for the spring 2012 election to be administered May 1, 2012-May 31, 2012.

Contact Log for ccscContact@ccsc.org

To whom it may concern
 I am writing to you on behalf of a customer, Universitätsbibliothek Dortmund based in Germany.
 I am currently working on a quote for this customer, and in order to complete it I require the prices of a

subscription to one of your publications.
 I would be extremely grateful if you could please provide me with the price for a 2012 subscription to:

    11125 671 Journal of Computing Sciences in Colleges

Information about the customer:
Number of Sites: 1 (1 Campus)
Number of FTEs: 22,620
IP Details:
  129.217.0.0/16
  192.35.63.0/24
  192.35.64.0/24
  192.35.66.0/23
  192.35.68.0/22
  192.35.72.0/24
  195.37.185.0/25

Could you please include the prices for print only, print + internet and internet only if available, and also any commission that applies.

Should prices for 2012 not yet be available, then I can work with the most recent price you have. Could you also please let me know of any additional charges for postage to Germany concerned?

I need to send this quote to my colleagues in Germany by the end of the week, so I would really appreciate it if you could please get back to me as soon as possible.
 Should you require any more information, please do not hesitate to contact me.
 I thank you for taking the time to read this email and I look forward to receiving your reply.
Best wishes
 Julian Madej

Reply:
Our subscription rate is the cost of an affiliate membership which is

$35.00 per year, you can become an affiliate member
and receive all of the journal publications for the year.
You read about membership and there is a link to
sign up here:

http://www.ccsc.org/membership/general.htm

Thank-you

I'd like to extend my thanks and gratitude to President Bob Neufeld for his hard work and the seemingly unending time and dedication that he has extended to the Consortium and to all of the members of the Board. It has been my pleasure to work with him and learn each day more about the Consortium and its membership. Under Bob's guidance I have learned and observed how a true leader works. I hope to continue with Bob's agenda and goals for the Consortium as well as attempt to fill his impossibly big shoes. Thanks for everyone's patience and support over the past two years. I look forward to the next two years to continue to further the mission of the Consortium.

Laura J. Baker, Vice-President

Central Plains Region Report

Scott Sigman

Central Plains Conference 2012

Our 18th annual conference is scheduled for March 30-31at the Ozarks Technical Community College in Springfield, Missouri. George Gibeau is the conference chair, Ron McCleary and Carol Browning are serving as co-chairs.

- The complete program and other conference information may be found at http://www.ccsc.org/centralplains/. Keynote speaker is Daniel D. Garcia, University of California, Berkeley. His topic will be "*The Beauty And Joy of Computing (BJC), AP CS Principles, And The CS 10K Effort*". Our banquet speaker is Scott Lathrop, Shodor Education Foundation and the National Center for Supercomputing Applications (NCSA). His topic will be "*The National Imperative to Advance Science and Engineering Research and Education.*"

- Daniel Garcia is presenting the pre-conference workshop, "*CS Principles and The Beauty and Joy of Computing Curriculum*".

- Proposals for twenty-one papers, six workshop/tutorials, five nifty-assignments, and 1 panel discussion were received. We accepted 14 papers for an acceptance rate of 66.6%. One paper was withdrawn with explanation prior to publication giving an effective acceptance rate of 62%. All six workshop/tutorials, the panel proposal and all five nifty-assignments were accepted. In addition, the conference will feature presentations by four vendors, a student programming contest, and a student poster contest.

- New to the conference this year is a focus on supporting K-12 computing teachers. Cerner Corporation is sponsoring 20 scholarships for K-12 teachers to attend the conference. In addition, the initial meeting of the Missouri Computer Science Teachers Association will be held on Saturday afternoon after the conclusion of the conference. Tim DeClue from Southwest Baptist University has spearheaded this effort with help from Ed Mirielli (Westminster College) and Michael Rodgers (Northwest Missouri State University).

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

Central Plains Conference 2013

Our conference for 2013 will be hosted by Avila University, Kansas City, Missouri on April 13 & 14, 2013. Ron McCleary of Avila University will be the conference chair and Ed Mirielli of Westminster College, Fulton Missouri will serve as the co-chair.

Future Conferences

Our 2014 conference will be hosted by Westminster College, Fulton, Missouri on April 4 & 5, 2014. Ed Mirielli of Westminster College has been elected conference chair. Initial discussions are underway with universities wishing to host the 2015 and 2016 conferences.

Regional Steering Committee Elections

Positions on the Regional Steering Committee that need to be filled at the Central Plains Business Meeting on March 31 are the Regional Editor and the Regional Treasurer.

Respectively submitted by:

Scott Sigman
Central Plains Representative

Eastern Region Report

Elizabeth S. Adams

There's not too much to report since the Fall 2011 report contained all the information about our last conference.

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

And, the Fall 2013 conference (the 29th) will be hosted at The College of New Jersey and will be co-chaired by Peter DePasquale whose e-mail address is depasqua@tcnj.edu and TJ Highley whose e-mail address is highley@lasalle.edu . The date has not been finalized but is tentatively scheduled for October 11th and 12th 2013.

We are always interested in hosts for future sites.

Respectfully submitted
Elizabeth Adams,

Midsouth Region Report

Linda Sherrell

2012 Conference

The 2012 Conference will be held at Union University in Jackson, Tennessee on March 30-31. The conference has reached an important milestone as this will be its tenth anniversary.

This year's conference program includes twelve papers, four tutorials, three workshops, two panels, and two sessions of oral presentations of undergraduate student research. The program also contains a Nifty Assignments session of six presentations. In addition, the annual undergraduate student programming competition for the region will be held at the conference.

The keynote address "Information Security at FedEx" will be presented by Michael Rodriguez following the banquet Friday night.

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The Conference Committee follows:
 Conference Chair     Mark Goadrich         Centenary College of Louisiana
 Site Chair           Max Li                Union University
 Publicity Chair      Victor Sheng          University of Central Arkansas
 Speakers Chair       Tim Baird             Harding University
 Panels/Workshops/Tutorials Chair
                      Gabriel Ferrer        Hendrix College
 Papers Co-Chairs     David Naugler         Southeast Missouri State
                                            University
                      Janet Renwick         Univ. of Arkansas - Fort Smith
 Student Paper Co-Chairs
                      David Middleton       Arkansas Tech University
                      David Sonnier         Lyon College
 Student Programming
   Contest Co-Chairs  Steve Baber           Harding University
                      David Hoelzeman       Arkansas Tech University
                      Max Li                Union University
                      Rick Massengale       Univ. of Arkansas - Fort Smith
 Regional Webmaster   David  Hoelzeman      Arkansas Tech University
 Nifty Assignments    Carl Burch            Hendrix College
 Vendors/Sponsors Chair
                      Larry Morell          Arkansas Tech University
 Regional Editor      Dan Brandon           Christian Brothers University

 Regional Treasurer   Linda Sherrell        University of Memphis
 Regional Board Chair Gabriel Ferrer        Hendrix College
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2013 Conference

The 2013 Conference will be held at the University of Arkansas at Fort Smith. The conference chair is Janet Renwick and the site chair is Rick Massengale.

Respectfully submitted,
Linda Sherrell

Midwest Region Report

Jeff Lehman

Midwest Conference 2012
The 2012 Midwest Conference Committee met on November 12, 2011, at Indiana University Kokomo, in Kokomo, IN. Conference committee duties and the conference timeline were clarified and adjusted. As noted previously, the conference will be October 5 and 6, 2012, at Eastern Illinois University in Charleston, IL. John Ross, Indiana University Kokomo, will serve as the Conference Chair. Nancy Van Cleave, Eastern Illinois University, will serve as the site chair.

We plan to continue the two new features added to the 2011 conference program. The first is a "works-in-progress" session to provide a forum for authors to present developing papers for feedback. The second is a student showcase session to highlight student projects as well as the student poster session.

The following deadlines were set:

Paper Submissions	March 30
Panels, Tutorials, and Workshops	March 30
Nifty Tools & Assignments	May 4
Works-in-Progress	May 4
Acceptance Notification	May 18
Final Drafts and Registration	June 1
Student Posters and Showcase	September 21
Early registration	September 21

The Conference Committee will meet on April 28, 2012, at Eastern Illinois University in Charleston, IL to set the program.

Web Site
Our new webmaster Deborah Hwang, University of Evansville, has redesigned and updated our conference website.

Steering Committee
The Midwest Region Steering Committee has not met since the last Board meeting.

2013 Conference
Discussions have begun for the location for the Midwest Conference 2013 conference.

Respectfully submitted,
Jeffrey L. Lehman, Midwest Representative

Northeastern Region Report

Lawrence D'Antonio

2012 Conference

The Seventeenth Annual CCSCNE conference will be held April 27-28, 2012 at the Quinnipiac University. Mark Hoffman and Jonathan Blake from Quinnipiac are the Conference Co-Chairs.

There were 37 papers submitted of which 16 were accepted. This represents an acceptance rate of 43%. In addition the conference will feature four panels, two tutorials, and four pre-conference workshops. One of the panels is a round table discussion on "Computer Science in the K-12 classroom," led by members of the Connecticut chapter of the CSTA. Also, there are ten faculty posters.

There are two very distinguished invited speakers: Sally Fincher of the University of Kent and Ed Lazowska of the University of Washington.

2013 Conference

The Eighteenth Annual CCSCNE conference will be held April 12-13, 2013 at Siena College. Darren Lim will be the Conference Chair. We are considering having a panel discussion of the CS 2013 curricula recommendations.

Submitted February 21, 2011

Lawrence D'Antonio
Chair of CCSCNE Board

Northwestern Region Report

Brent Wilson

Future Northwestern Conference Sites

Year	Dates	School	Location
2012	10/5-6	The Evergreen State College	Olympia, WA
2013	1st/2nd Weekend of October, 2013	Univ. of Portland or Pacific Univ.	Portland, OR or Forest Grove, OR
2014	1st/2nd Weekend of October, 2014	Gonzaga Univ.	Spokane, WA
2015	1st/2nd Weekend of October, 2015	Seattle Pacific Univ. or Univ. of Puget Sound	Western Washington
2016	1st/2nd Weekend of October, 2016	Univ. of Portland (depending on 2013)	Oregon

Regional Board Meeting

Regional Board Meeting held on Sat 2/12/12.

Regional board members present:
> Brent Wilson   Regional Representative   (George Fox University)
> Judy Cushing   Current Conf. Co-Chair (The Evergreen State College)
> Richard Weiss Current Conf. Co-Chair (The Evergreen State College)
> David Hansen Webmaster   (George Fox University)
> Ed Gellenbeck Secretary   (Central Washington University)
> Michele Folsom Treasurer   (Pacific Lutheran University)
> Sharon Tuttle Editor   (Humboldt State University)
> Clint Jeffery   Registrar   (University of Idaho)
> Brent Wilson   Membership Chair   (George Fox University)

The main agenda item of our recent board meeting was a status update from the current conference co-chairs on the 2012 conference planning. .

Open Positions

We have elections for Regional Rep. Membership Chair this year. We will also need to elect or appoint an interim Secretary for 1 year due to the retirement of Ed Gellenbeck.

Respectfully submitted,
Brent Wilson
Northwestern Representative

Rocky Mountain Region Report

Pat Ormond

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

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

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

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

The Conference Committee will typically be made up of members of the Regional Board, but others may be appointed by the Regional Board as needed. The positions below may overlap, with the exception of Registrar and Treasurer, which may not overlap (for auditing purposes). New officers as appointed at the Twentieth Annual RMCCSC Conference October 14, 2011 at Utah Valley University, Orem Utah

Board Representative: Pat Ormond ormondpa@uvu.edu
Conference Co-Chair: Afsaneh Minaie minaieaf@uvu.edu
Conference Co-Chair: Resa Sanati Mehrizy sanatire@uvu.edu
Past Conference Chair: Victoria Eisele victoria.eisele@frontrange.edu
Site Co-Chair: Haiyun Bian hbian@mscd.edu
Site Co-Chair: Weiying Zhu wzhu1@mscd.edu
Registrar: Gerald Shultz shultzj@mscd.edu
Treasurer: Pat Ormond ormondpa@uvu.edu
Publicity Chair: Allison Thompson Brown Allison.thompson@colorado.edu
Webmaster: Kim Bartholomew barthoki@uvu.edu
Program Chair: Aaron Gordon gordona@mscd.edu
Papers/Panels/Tutorials Chair: Karina Assiter assiterk@wit.edu
Proceedings/Editor: Jean Johnson jeanjohnson@bhsu.edu
Moderators Chair: Will be appointed by the Site Co-Chairs

Call for papers/workshops/tutorials
Important Dates
Deadline for Abstracts for all submissions .... April 20, 2012
Deadline for Papers, Panels, tutorials and Workshop submissions .... May 18, 2012
Notification of Acceptance .... on or before …………………… June 15, 2012
Deadline for final draft and registration payment .... June 29, 2012

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

Respectfully submitted,
Pat Ormond, Rocky Mountain Regional Representative

South Central Region Report

Tim McGuire

2012 South Central Conference Report

West Texas A&M University in Canyon, TX will be the site of the 2012 conference. It is scheduled for April 27-28. Dr. Rajan Alex is the conference chair. Dr. Dennis Frailey, Principal Fellow at Raytheon (retired) and ACM Distinguished Speaker, will give the keynote "An Industry View of Computer Science/Computer Engineering/Software Engineering Education and Accreditation."

The SCC Steering Committee planning meeting was held on December 2, 2011 on a very cold and windy day in Amarillo, TX. After the meeting, the steering committee ate at the "World-Famous Big Texan Steakhouse," but no one attempted to eat the 72 oz. steak dinner.

Fifteen papers were submitted and 10 were accepted (66% acceptance rate) for publication. This is a higher acceptance rate than we would ideally like, but necessitated by the small number of submissions. It is imperative that the region do a better job of advertising. A preconference workshop on the use of Finch Robots in Education will be presented by Anne Marie Eubanks of Stephen F. Austin State University. Additionally, four tutorial sessions have been accepted.   Student papers and abstracts of posters will be included in the CCSC-SC *Student Paper E-Journal*, Volume 5, http://www.sci.tamucc.edu/ccsc/E-Journal/2012/.

2013 South Central Conference

LSU-Shreveport will be the site of the 2013 Conference; no firm date has been set, but it will be in April. Dr. Leslie Fife will be the conference chair. The first planning meeting for the conference will be held at the 2012 conference, followed by a Steering Committee planning meeting tentatively scheduled for December 7, 2012 in Shreveport.

Future Conferences

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

2013 Louisiana State University at Shreveport, LA
2014 University of Houston, Houston, TX
2015 University of Texas – Dallas, Dallas, TX
2016 The Woodlands, TX (either Lone Star College, or SHSU-The Woodlands)

Respectfully submitted,

Tim McGuire

Southeastern Region Report

Kevin Treu

Fall 2011 CCSC:Southeastern Conference

The 25th CCSC Southeastern Conference was hosted by Furman University in Greenville, SC on Nov 11-12, 2011. There were 90 registrants (14 of whom were students, and 21 of whom were first time attendees). The program included 15 papers, 3 tutorials, one panel discussion, 2 workshops, an open forum with the CCSC board, and our student paper competition. 25 papers were submitted. 15 were accepted for an acceptance rate of 60%. 24 people attended the pre-conference workshop, "Digital Forensics". Student participation was very high, with 24 teams (96 students) representing 16 schools in the programming contest. 7 students authored papers in the student paper contest. Winners in the programming contest were Southern Mississippi University (1st), Wofford College (2nd), and Roanoke College (3rd). Winners in the student paper contest were Cody Chesneau from Wofford College, Benjamin Holt from Wofford College, and Victor Moy from Georgia Gwinnett College.

Fall 2012 CCSC:Southeastern Conference
Southern Polytechnic State University in Marietta, GA will host the 2012 conference on Nov 2-3 for the first time. Becky Rutherfoord is the site chair. The rest of the Conference Committee has not yet been determined. The conference web site is:

http://ccscse.org/conference.php?year=26th

The call for participation is available at the site. April 9 is the deadline for paper submissions. (September 7 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 2013 CCSC:Southeastern Conference
The regional board is seeking hosting applications for the 2013 and 2014 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 local registrar and membership chair.

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 ConfTool system for paper submission and reviewing
- Consideration of alternative forms of presentation and participation at the conference, including a possible faculty poster session
- Development of a comprehensive conference hosting manual

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

Southwestern Region Report

Colleen Lewis

Regional Officers Updated:
- Regional Chair: Myungsook Klassen
- Treasurer and Registrar: June Porto, Mira Costa College
- Secretary : Colleen Lewis, UC Berkeley
- Editor: Michael Doherty, University of the Pacific
- Regional Representative: Colleen Lewis, UC Berkeley
- Webmaster: Marina S. Doherty, UC Davis

Southwestern Conference 2012
Our fourth conference is scheduled for March 23-24 at University of the Pacific in Stockton, CA.
- Michael Doherty is the conference chair. We are planning to ask participants on the registration form what days/meals they plan to attend so that we can do more accurate budgeting for food.
- We plan to have a single track to build community amongst the conference attendees.
    o At the welcome we will emphasize that it was an explicit decision to have a single track.
- Jinzhu Goa, of University of the Pacific, is our site chair.
- Megan Thomas of California State University Stanislaus is our paper chair.
    o There were only 12 submissions this year and we accepted 9 papers.
    o Last year we had 13 papers presented
- Peter Gabrovsky, of California State University is the author chair.
- Jim Blythe of USC is the Speaker chair.
- Tzu-Yi Chen of Pomona College is responsible for Panels and Tutorials.
    o 5 tutorial submissions. We accepted 3.
- Youwen Ouyang of California State University San Marcos is responsible for Partners and exhibitors.
- We have decided to not use the online registration form (conf tool) this year because we have already had attendees register via the paper registration system.
- We have made major improvements to the website.
- The Southwest region is interested in an option for CCSC attendees to opt out of receiving a paper copy of the proceedings.
- The Southwest region is interested in providing a CD of the proceedings to attendees.
- The Southwest region is interested in taking steps to track no-shows.
- The Southwest region would like to hear if other regions have techniques for collecting consent to put conference attendee photos online.

Southwestern Conference 2013
The location of the 2013 conference is anticipated as California State University San Marcos and Youwen Ouyang will serve as the 2013 conference chair. Dates for this conference have not been identified.

Respectfully submitted by:
Colleen M. Lewis
Southwest Regional Representative

Publications Chair Report

John Meinke

Spring 2012 Conferences

A summary of the statistics for the spring conferences follows:

	Number Papers	Average Size	Panels/tutorials/.	: Average Size	Page Count	Acceptance rate
South Central	10	7.5	6	1.33	84	66%
Southwestern	13	9	6	1	92	75%
Midsouth	12	10	16	1.6	120	52%
Central Plains	13	11	15	2	142	67%
Northeastern	16	7.2	21	2.4	160	43%

Please note that the figures above reflect what appears in the *Journal*. They do not reflect the final program for each conference in which there might be additional workshops and such.

Once again, my thanks to the editorial team, Susan Dean and George Benjamin, as well as the folks I worked with from the individual conferences: Laura Baker, Mike Doherty, Peter Grabovsky, Dan Brandon, Mike Gousie, and Dean Sanders. My thanks also to our printer, Montrose Publishing, as well as to the volunteers that helped in proof-reading. George reported that when the blue line came back for last Fall's there was nothing further found for corrections. He indicated that I must be getting better – no, it's the quality of the proof-reading team that must be credited! We have been fortunate that Bob Neufeld has unofficially joined the proofing team and does an excellent job of finding those small items that escape our reading since we have been through the manuscript so many times.

Printer Issues

We had an unexpected surprise from our printer this Spring. The first manuscript was released on a Wednesday and we received word back that the announcement had been made the previous Friday that Montrose Publishing, established in 1816, would be closing its doors and were accepting no new orders. When I talked with them the Friday announcement essentially gave the employees their two week notice and they would be "unemployed" at the end of the two weeks. So, the search was on for a new printer. A committee consisting of Bob Neufeld, Laura Baker, Susan Dean, George Benjamin, and I was hastily formed and calls were made to five firms to obtain quotes for the manuscript that at that point was sitting waiting to find a printer. Two of the firms were recommended by our representative from Montrose, Tammy Bonnice, and a third was also in the Northeast, the other two firms were in the Central Plains area.. Tammy indicated that Courier

Printing in Deposit, NY, probably would be an excellent match for our jobs, and as it ended up they also were the low quote. In addition, they are also served by the USPS through the same regional post office (Bethlehem, PA) as George Benjamin at Muhlenberg College in Allentown, PA, so any communication that would have to be accomplished via USPS would automatically be overnight mail. George does the final checking of the proofs so the proofs can go in both directions overnight. I have had several communications via telephone and email with the folks at Courier Printing and they seem excellent to work with. After the bulk mail goes out for the June issue we will be doing an evaluation of Courier Printing to determine whether we are satisfied with their service and wish to stay with them for the long term. We had a quarter century relationship with Montrose. It would be nice if we had a similar relationship with Courier Printing. I really would prefer not to go through the printer search process again for another quarter century when someone else will have to do it!

A change in the shipping will involve using regular bulk mail rather than non-profit bulk mail. We know it will be slightly more expensive, how much we don't know. However, that will bring Muhlenberg College out as the middle person in the shipping process. They will continue to be listed as the return address on the shipping, but billing would go directly through the Consortium rather than having the bulk mail first going through Muhlenberg and then to the Consortium. This will also be evaluated when the results of our Spring publications are evaluated.

Manuscript Deadlines

This continues to be a problem, particularly for the Spring conferences. As conference dates move backwards unfortunately the Spring semester doesn't move back as quickly. While in 2011 the first Spring conference was in April this year three conferences were moved into March. This advances the complete manuscript preparation process. Also, please stress to your local committees that it's not their conference alone that determines printing deadlines. Since the Journal issues are for combined conferences the earlier of the conferences paired determines the printing and shipping deadlines. This Spring (2012) the proceedings of four of the Spring conferences were determined by March printing and proceedings delivery deadlines.

The other item is that also includes the supplementary materials – the welcome by the conference chair or whoever accomplishes that (which must include the acceptance rate), the invited speakers with abstract or biography, the rosters of various committees, to include the roster of reviewers. Please check out the previous year's conference for format and what is needed, and please do not forget the tutorial descriptions and the panel discussions! The other item is the conference program. We cannot start the final assembly process until such time as we have the conference program. Please get that to us as soon as possible. We also check the conference web site for the program. That is a good marketing item for the conference. It's fine to have the registration form and housing information posted early, but folks will frequently make attendance decisions based on the program.

One more item regarding the manuscript deadlines, please emphasize to your local committees that early receipt of manuscripts allows us to get going on the final formatting. Don't hold manuscripts up and then get them to us in a "bunch" – that can be overwhelming on our end. When we receive a couple every day it's ideal – we can stay caught up. One of the conferences this Spring was ideal – we started receiving manuscripts well in advance of the deadline and checked the manuscript submission web site daily, staying caught up. Each day we could report that we were caught up, and when the deadline for manuscript submissions came there were only three items still outstanding. That's excellent for us! On the other hand, one of the early conferences wanted to hold onto the manuscripts and then ship them as a "bunch". I kept begging until finally some manuscripts started coming through, and we were then able to start our processing work on that particular conference.

Manuscript formatting

One proof-reader has consistently commented on inconsistencies in manuscripts printed, particularly references. We do have guidelines that are available on the web for manuscript submission. Authors should be

strongly encouraged (I'd like to say mandated) to follow those guidelines. The regional editors should be watching for these inconsistencies.

Copyright Forms

A year and a half ago ACM changed the copyright forms so that each conference has a unique copyright form. Your regional editors should be using the tailored form for their conference which I forward to them ahead of time. Do not use the generic version that is located on the web without appropriately editing it since it needs to be tailored to reflect the volume and issue number of the particular conference. Also, do not use the copyright form from the previous year – the volume number and date of publication will be wrong. If your regional editors have any questions they can contact me.

Web Site issues

Please periodically check your web sites to be certain that they are up-to-date. We frequently pull regional board rosters/steering committee rosters and conference committee rosters from the regional web sites, only to then receive a copy of the roster later that does not match what is on the web. That means completely redoing the rosters plus it is not good that the web page is not current. I'm also finding that the listing of national partners is not always accurate. In addition, I found one case that clicking on a link on a regional web page resulted in a message that the domain name had expired and was waiting for either removal or renewal! This is not a good situation.

Respectfully submitted,
John Meinke, Publications Chair

Membership Secretary Report

Paul D. Wiedemeier

Membership Count: As of February 2nd, 2012, CCSC membership stands at 546 individuals. This number includes those individuals who attended a regional CCSC conference before this date as well as individuals who renewed their CCSC membership. Membership counts and percentages of total by region are shown in the following table. The single membership associated with the "Unspecified" region represents Wentworth Institute of Technology's Alumni Library, which is an affiliate member.

Region	Membership Count	Percentage of Total
Central Plains	47	8.61%
Eastern	74	13.55%
Midsouth	38	6.96%
Midwest	54	9.89%
Northeastern	129	23.63%
Northwestern	38	6.96%
Rocky Mountain	30	5.49%
South Central	37	6.78%
Southeastern	66	12.09%
Southwestern	32	5.86%
Unspecified	1	0.18%
Total	**546**	

EBSCOhost Database:

EBSCO Publishing would like to include the Journal of Computing Sciences in its EBSCOhost database. I received the electronic mail shown below from Ms. Krista Blaisdell and sent a reply stating I would bring it to the attention of the CCSC National Board at their next meeting. Given our "Journal" is already published in the ACM Digital Library, can it also be published by EBSCOhost? I request the CCSC Board discuss this issue.

From: Krista Blaisdell
Sent: Friday, January 06, 2012 1:05 PM
To: 'ccscpaul@gmail.com'; 'ccscpaul@gmail.com'
Subject: Journal of Computing Sciences in Colleges

Dear Dr. Mitchell and Mr. Wiedemeier:

I am contacting you from the Content Licensing department at EBSCO Publishing because the Journal of Computing Sciences in Colleges has been identified as a great fit for inclusion in EBSCO*host*™ databases.

We understand that the title requires a ACM account, and this would not interfere with this arrangement. We seek a non-exclusive partnership to include the articles on EBSCOhost global databases. This arrangement is very beneficial to organizations that want to boost their membership.

Additionally our partners benefit from:

- An increase in discoverability.

- o Users conducting topic searches would find your articles as results to their keyword searches.
- Increased web traffic.
  - o We add a live link to your website, so that interested users can go to you directly for membership information or subscriptions.

There is no cost to partner with us. We pay our publisher partners royalties, while helping them reach out to areas they may otherwise not reach. Please let me know if you would like me to send more details regarding this mutually beneficial proposal.

Thank you and Best Regards,

~ Krista

Krista Blaisdell | **Content Licensing** | EBSCO Publishing | Phone: (978)356-6500 ext. 2806 or (800)653-2726 ext. 2806 | f: (978)356-5191 | 10 Estes Street, Ipswich,MA 01938 USA

Electronic version of the "Journal":

I received the following request from Daniel Scharstein. I can certainly provide some designation in the MS Excel spreadsheet that I provide George Benjamin indicating that CCSC members, like Daniel, should not receive a printed copy of the "Journal". However, access to an electronic version of the "Journal" would require providing members with a web-based userid/password. Again, I ask that the CCSC Board discuss this issue.

Hi Paul,

I am a member of the CCSC, but I don't want to receive a printed copy of the journal. Is there an option to be a member but not receive the journal? It seems like a big waste of money and paper. Others might feel similarly -- or at least would prefer to receive the journal in electronic form... (As for me personally, I don't want the journal at all.)

Thanks!

Daniel Scharstein
schar@middlebury.edu
January 23rd, 2012

Fairwell:

As I mentioned in the electronic mail I sent to the CCSC Board announcing my resignation, I have enjoyed serving the CCSC Board and will always remember my time of service to the consortium fondly. I consider you all friends and will certainly miss our camaraderie.

I want to personally thank Bob Neufeld, a good friend, for asking me to serve CCSC Board and believing in my abilities. I also wish Laura Baker, the new CCSC President, all the best.

Respectfully submitted,
Paul D. Wiedemeier
CCSC Membership Secretary

Treasurer Report

Bill Myers

1.   Report on Consortium Finances through the end of 2011 (if done.)

2.   Discussions on the Tax Returns for 2011.

3.   Conference Budgets

The following budget is in progress (waiting until I complete #1 and #2):
        Central Plains 2013

The following conferences need to have budgets approved at the meeting (or soon thereafter); submit your proposed budgets to Rob ASAP:
        Southeastern 2012
        Southwestern 2013
        MidSouth 2013
        South Central 2013
        Northwesten 2013

The following budgets should be submitted to Rob before September, so that they can be acted upon before the Fall meeting:
        MidWestern 2013
        Eastern 2013
        NorthWestern 2013
        Rocky Mountain 2013
        Southeastern 2013

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

 5.   Other Comments

Wells Fargo now has the ability to directly transfer funds from the Consortium to any account with its accounts and to accounts with Bank of America. They are working with other banks to include them. Do we want to offer this option? To use it, the recipient would need to provide his/her account number.

Do we want to change the way that we charge conferences for proceedings?

Comptroller Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 2/20/12. Baseline budgets are sent to each region at least twice a year (May/June and January).

CCSC Comptroller Conference Budget approval status, 2/20/12

Region -conf. term	Baseline yr & date sent to region	Budget yr & date rcvd from region	Comptroller Approval sent to treasurer	approved by board	Next budget needed
CP-SPR	2013: 1/24/2012	2013: 1/24/2012	2013: 1/29/2012		2013
EA - FA	2013: 1/24/2012				2013
MS - SPR	2013: 1/24/2012				2013
MW - FA	2013: 1/24/2012				2013
NE - SPR	2013: 1/24/2012	2013: 2/20/2012	2013: 2/20/2012		2013
NW - FA	2013: 1/24/2012				2013
RM - FA	2013: 1/24/2012				2013
SC - SPR	2013: 1/24/2012				2013
SE - FA	2012: 1/24/2012				2012
SW - SPR	2013: 1/24/2012				2013

Conference Coordinator Report

William Mitchell

I have submitted IN-COOP forms for the five Fall Conferences. I expect that some fall conferences will want to distribute their call for papers at SIGCSE, and it will advertise IN-COOP status, so application was timely.   In doing so I found that NW does not have a current site and Eastern's was minimal.   The National site is not any more current: it shows only the 2011 Fall conferences.   We do have a list of future conferences on the Events tab, but even there the NW date is not fixed (nor was it announced at the Fall Board meeting).

I would like to suggest to each region that conference websites be updated within two months of the previous conference with at least the next conference date, location, and committee contact information.   I would think that this information is available so it becomes a duty of the steering committee chair or conference chair to forward it to the region and national webmasters.

I have initiated a survey of the 2012 conference chairs to see if they each have a timeline check sheet to help them maintain the conference schedule.   The website should be one of the entries.

SIGCSE has a Symposium page (http://sigcse.org/events/symposia) with links to past websites and notification of future ones (though no links). We have a similar archive with a map of past (and current) conference sites (http://ccsc.org/events/past/pastConferences.htm) but not very many links. Some regions could provide links to their conference archive (or move the archive onto the national site).

In brainstorming ways to make the national website more useful I reviewed what it offers to different potential users:

1. **Curious about the organization, want reasons to join**: Home page and president's letter is excellent, there is a Statement of Purpose sub-tab, and the Membership tab provides subscription details. A FAQ page on the Home tab would be worth considering as a way to educate members.

2. **Want to obtain the Journal**: Membership tab says members receive journal, but link to membership renewal and the link to membership in the President' letter goes to a ConfTool portal that says at the top it is for membership renewal and not conference registration and provides for both registered and new users, but in the body of the page it says it is for conference registration.   This is confusing to say the least.   The Journal page should say how to subscribe to the journal (must become a member) and provide the same link to ConfTool.

3. **Want to submit to the Journal**: Formatting and copyright forms on the Journal page of the Publication tab. However, the statement that the Journal " contains the conference proceedings of each of the regional conferences…" does not make clear that no papers may be submitted directly to the Journal (how to submit to the Journal is our most frequent emailed inquiry).

4. **Want to find out about current conferences**: If it were up to date, the Events tab identifies all the regions and the upcoming conferences.

5. **Want to find someone I know is a CCSC member**: We do not support this, but there is a national board list with emails on the Board tab and a list of region contacts on the Region tab.   The information in the Region tab is mostly out of date (it includes obsolete conference links).

6. **Want to become a partner**: National Partners are thanked on the Home tab and there is a <u>more</u> link that goes to a page that describes the program and give contact information for the national partners chair. Hidden in the Regions tab is the Region Administration page that has a link to the current National Partners brochure and a link to download an application form in MS Word (the form is in a .pdf file on the <u>more</u> page).

7. **Want to know how to plan a conference** (or participate on a conference committee): Some information about conference procedures is hidden on the Region tab, regional administration page.   The Region tab might better have a Conference Procedures sub-tab to make it more visible, on which we should have a conference planning manual as well as registration instructions and the forms that are there now, and possibly links to individual region guides.

8. **Want to know the responsibilities of a Steering Committee member**: this is missing. We should have a document that gives a general description of the duties of the Regional Steering Committee on the regional administration page. Links to the Steering Committee bylaws for each region are already on the Regions tab (but most links are dead).

9. **Want to volunteer at the regional or national level**: this vaguely addressed at the end of the president's letter on the home page with reference to the contact us email link.   Could be addressed in a FAQ.

10. **Want to know how the organization is run**: Board tab gives bylaws, board minutes, standing rules, forms for travel, and IRS tax returns. Somewhere it should be mentioned that we are insured.   It would also be nice to have an organizational overview with some narrative about the roles being played by the people on the membership page (duties can be found in the bylaws and standing rules, but if you want to find someone to contact to address a problem, it should not be that hard to identify the right person). This might be encapsulated in a document, Board Organization manual, in the General Documents section.

11. **Want to find a paper published in the Journal**:   We link to the ACM Digital Library on the Journal page and provide a conference proceedings page for those who want to find the paper by presentation location (though it has not been updated since 26.3 and 27.2 is now out).

12 **Want to register for a conference**: This surprised me!   There is no link to the ConfTool portal for conference registration anywhere on the national site.   This portal is accessed through the conference websites.   This fact should be mentioned in the President's letter, replacing "You would not use that to register for a regional conference" with "Access the conference registration portal from the conference website." This statement should also appear on the Events page under the Conference Calendar title.

Our current need to recruit a Membership Chair recalls my observation that we need good job descriptions for our operating officers and an Executive (or Operations, or Personnel) Committee that is up to date on how they are functioning (I suggest the President and three board members who serve 3 year terms by region).

National Partners Chair Report

Mark Goadrich

Current Partners: As of the date of this report, J. Wiley and Sons, Turingscraft, the National Science Foundation are our National Partners. I will continue to explore partnerships with former partners such as Microsoft, and develop new relationships while at SIGCSE.

Publicity & Outreach: I have updated the brochures that describes the National Partners program so that it lists each of the fall 2011 and spring 2012 regional conference locations and dates. These brochures are linked from the National Partners website (http://www.ccsc.org/home/partners.htm). I will be bringing these brochures to SIGCSE for discussing our CCSC National Partner program with the industry representatives in the exhibit hall, as well as thanking our current partners for their continued sponsorship.

National Partner Participation at Regional Conferences: I am continuing to facilitate relations between our partners and the local CCSC conference vendor chairs. As I speak to vendors at SIGCSE, I plan to ask about their current use of the program and explore alternative methods for their participation.

Alternative payment options: Bill Myers has found a new way to invoice our National Partners through Paypal, so they can renew via credit card rather than check. Also, Brent Wilson has created a National Partner renewal option on the ConfTool website for the national organization. The National Science Foundation made use of the Paypal option to renew their 2011-2012 membership, and following discussions at SIGCSE, we will decide on the preferred method of renewal for all partners this coming August.

Respectfully Submitted,
Mark Goadrich

UPE Report

Liz Adams

CCSC.org	Upsilon Pi Epsilon Awards Upsilon Pi Epsilon, The International Honor Society for Computer Science, is currently sponsoring awards for student achievement at CCSC conferences. UPE's mission is to recognize academic excellence at both the undergraduate and graduate levels in the computing sciences. The above can be found on the ccc.org webpage under Consortium News.
Northeastern Spring 2012 Conference April 27-28	On the Conference website at http://www.ccscne.org/2012/ there is a link to the UPE webpage and on the homepage, the following statement appears "The conference is held in cooperation with the ACM SIGCSE and Upsilon Pi Epsilon Honors Society and is being hosted by Quinnipiac University in Hamden, CT."
Central Plains Spring 2012 March 30-31	UPE key is shown on home page of Central Plains region http://www.ccsc.org/centralplains/ and on the page about the programming contest at http://www.ccsc.org/centralplains/programmingcontest.html the following appears. "*Brought to you in part with generous support from Upsilon Pi Epsilon*"
Eastern Fall 2012	Listed on Conference website http://www.ccsc-eastern.org/sponsors-partners as a sponsoring organization with a link to UPE homepage
MidSouth Spring 2012 March 30-31	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 2012	On the Midwesst home page at http://www.ccsc.org/midwest/Conference/students.html the following appears CCSC:MW gratefully acknowledges Upsilon Pi Epsilon (UPE) for their continued support of our student activities.
Northwest Fall 2012	On conference homepage at http://www.ccsc.org/northwest/ the following statement appears: " We also thank the Upsilon Pi Epsilon Honor Society for their sponsorship of the Student Poster Contest."
Rocky Mountain Fall 2012	On the Conference website at http://www.ccsc.org/rockymt/ it says: Student support available from: Upsilon Pi Epsilon(UPE) and shows the key with a link to the UPE site.

South Central Spring 2012 April 20-21	Conference webpage at http://www.sci.tamucc.edu/ccsc/conf2012/index.html it says that the conference is in cooperations with : and at http://www.sci.tamucc.edu/~ccscscc/ it says ccsc is generously supported by upsilon pi epsilon
Southeastern Fall 2012	At http://www.ccscse.org/papercontest.php?year=26th the following appears: The Thirteenth Annual Southeastern Small College Student Research Contest will be held in 2012. It promises to be larger and more interesting than ever. Sponsorship provided by

Southwestern
Spring 2012
March 23-24
	There will be prizes for the best undergraduate and graduate posters.
	
	We would like to express our gratitude to the following sponsor for generously donating the prizes:
	        ΥΠΕ, the Upsilon Pi Epsilon international honor society for the computing
	        sciences

Nomination Committee Report

Laura Baker, Larry D'Antonio, Colleen Lewis

The following positions need to be filled in the 2012 election:

Southeastern Representative
Kevin Treu (2012)   Nominee: Kevin Treu

South Central Representative
Tim McGuire (2012)   Nominee: Tim McGuire
                                     Nominee: Leslie Fife

Northwest Representative
Brent Wilson (2012)   Nominee: Brent Wilson

Vice-President/President Elect
                                     Nominee: Scott Sigman

Board Appointed Positions:

Publications Chair
John Meinke (2012)   Nominee: John Meinke

Membership Secretary
Paul Wiedemeier(2013) resigning   Nominee: Bob Neufeld

Appendices

<u>Southwestern Budget 2012</u>

CCSC Southwestern Conference Budget for 2012

Approved by the Board on December 6, 2011

Income	#	each	total	
Registrations - Full - Early	34	$160	$5,440	
Registrations - Full - Late	5	$180	$900	
Registrations - Full - On-Site			$0	
Registrations - Student - early	10	$30	$300	
Registrations - Student - late	5	$40	$200	
Registrations - K-12 early			$0	
Registrations - K-12 late			$0	
Registrations - Progr Teams			$0	
Registrations - student web			$0	
Workshop - early			$0	
Workshop - late			$0	
Extra Meals				
Banquet			$0	
Lunch (Saturday)			$0	
Extra Proceedings			$0	
Vendors Registration	2	$125	$250	
Vendors Presentations			$0	
National Partners	4	$100	$400	
Industry Sponsorship			$0	
UPE Sponsorship			$200	
Grants				
Other Income (List)				
Donations				
Total			$7,690	

Expenses	#	each	total	
Steering Com. Travel Ex.				
Steering Com. Meeting Ex.				
Phone/Fax				
Publicity				
In support of Conference				
Other				
Postage				
Publicity			250	
In support of Conference				
Other				
Office Supplies			100	
Publicity				
In support of Conference				
Other			0	
Brochure Printing/Duplicating			200	
Publicity (printing, other formats)				
Other duplicating				
Signage				
Speaker Expenses	2	$750	1,500	
Consortium Head Tax	39	$41	1,599	
Extra Proceedings		$6	0	
Meals - Total				$2,750
Breaks-Friday	50	$4	200	
Breaks-Saturday			0	
Reception	1	$100	100	
Banquet	50	$30	1,500	
Saturday Breakfast	50	$7	350	
Saturday Breakfast (prog. Teams)			0	
Luncheon (prog. Teams)			0	
Luncheon (Sat.)	50	$12	600	
Entertainment				
Transportation				
Rentals				
Student Awards			200	
Faculty Awards				
Consortium Membership			1,000	
Other Expenses (List)			0	
Publicity				
In support of Conference				
Other				
Total			$7,599	
Balance			$91	

CCSC Budget 2012-2013

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES
BUDGET FOR 2012 -13
Approved by the Board on February 29, 2012

Income

Membership Dues	$700
Head Tax	27,000
Reserves from Prior Year	11,000
National Partners	8,000
Grants	2,000
Interest	1,000
Proceedings Sold to conferences	1,800
Back Issues	
Donations	
Royalities	
Other Income	
Conference Surpluses	10,000
Total Income	**$61,500**

Expenses

Board Travel	$27,000
Board Meet. Exp.	1,500
Audit Comm. Exp.	600
Journal Printing	18,000
Journal Mailing	2,200
Professional Fees	25
Phone/Fax	25
Office Supplies	200
Publicity	250
Other Printing/ Duplicating	50
Postage	250
Election Expenses	250
National Partners Fees to Conferences	4,000
Web Expenses	150
Liability Insurance	750
Checks/Bank Fees	100
Credit Card Expenses	2,000
Interest	
Grants to Confs.	2,000
Conference Dev.	500
Database Development	1,000
Publication Expenses	500
Miscellaneous	200
Total Expenses	**$61,550**

Reserves for Grants	
Reserves for Memberships Expiring in the Year	$11,000
Surplus	($11,050)

Notes:

Audit Committee Report

Report of the Audit of CCSC Fiscal Year 2010-2011   **2/29/2012**

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, CDs and checking; Wachovia checking, Savings and CD; and Paypal, all verified.

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 June 2011 Wachovia 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 May 2011 Wachovia 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: Sept. 2010, Oct. 2010, Nov, 2010,Dec. 2010, Jan, 2011, Mar, 2011,April 2011, May, 2011, June, 2011, July 2011
No disbursements in Aug. 2010 or Feb. 2011.

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 form amounts verified from treasurer reports

7. Verify that all appropriate forms have been filed when due.
Copy of tax forms did not indicate file date.

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 and procedures for regions to report this are 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 and procedures for regions to report this are 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 and procedures for regions to report this are 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:
No expenses in Aug., Sept., and Jan.

       Additional comments:
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 2010-2011

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