Consortium for Computing Sciences in Colleges

Sheraton Downtown Denver, March 6, 2013 7pm

Denver, Colorado

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Minutes of the Spring 2013 CCSC Board Meeting

Sheraton Downtown Denver, March 6, 2013 7pm

Voting Members Present: Laura Baker, President; Scott Sigman, Vice-President; John Meinke, Publications Chair; William Myers, Treasurer; Bob Neufeld, Membership Secretary; Colleen Lewis, Southwestern; Liz Adams, Eastern; Larry D'Antonio, Northeastern; Carol Spradling, Central Plains; Kevin Treu, Southeastern; Brent Wilson, Northwest; Jeff Lehman, Midwest;

Voting Members Absent: Pat Ormond, Rocky Mountain; Linda Sherrell, Midsouth; Leslie Fife, South Central

Non-voting Members Present: Will Mitchell, Conference Coordinator; Mark Goadrich, National Partners Chair; Rob Bryant, Comptroller

Laura Baker called the meeting to order at 7:08 p.m.

Approval of Agenda

Liz Adams moved and Larry D'Antonio seconded approval of the agenda. The motion carried.

Future Board Meetings

Location of the Spring 2014 CCSC Business Meeting

Liz Adams moved that the Annual Business Meeting for 2014 be scheduled to meet during the SIGCSE Conference in Atlanta . The motion was seconded by John Meinke. The motion carried.

Meeting Times and Location of Upcoming CCSC Board Meetings

The Fall 2013 board meeting has been set for September 19, 2013 immediately prior to the Midwest regional conference at the University of Findlay in Findlay, Ohio. The conference will be held September 20-21, 2013.

The Spring 2014 board meeting will be Wednesday, March 5, 2014 immediately prior to the start of the SIGCSE symposium in Atlanta, Georgia.

Elections and Appointments

Election of Membership Secretary

Liz Adams moved that Bob Neufeld be appointed as Membership Secretary. John Meinke seconded the motion. The motion carried.

Nominating Committee Report

President Baker announced that nominations are needed for four regional representatives (Midsouth, Northeastern, Rocky Mountain, and 1 year term to fill the remainder of the Central Plains representative (through 2014) vacated by Vice-President Scott Sigman and currently filled by Carol Spradling. The report of the Nominating Committee will be presented to the annual meeting of the Consortium on Friday, March 8th. Additional nominations can come from the floor at that meeting.

Service Recognition Committee

The status of the Service Recognition Award that the board adopted during the Fall 2011 board meeting was discussed. Award guidelines posted on the CCSC Web Site will be reviewed by the Vice President and changes needed to bring the posting into compliance with the policy will be sent to the Web Master. The policy can be found on page 40 of the Fall 2011 reports package.

Spring Election

President Baker announced that the Spring 2013 election will be held electronically. Vice-President Scott Sigman will conduct the election using VotingPlace.net as was used in the previous Spring 2012 election. The cost of the election will be $180, which is substantially less than the cost of previous elections held using paper ballots.

Reports

The detailed reports may be found in the Spring 2013 Board Report Package. The following is a summary of additional comments and subsidiary information pertaining to each report.

Officers' Reports

President

The new web services provider is working out well. President Baker offered a thank you to Eastern for work well done when their fall conference was canceled due to weather.

Vice President

No additions.

Publications Chair

Programs for spring conference are not available on the regions' web sites in a timely fashion. Conference attendees need access to the program as soon as reasonably possible. Regions need to pay attention to getting programs posted in a timely fashion.

Manuscript formatting in particular the style of references is a problem. Regional editors need to be looking at the formatting of manuscripts. However, they may not be aware that this one of their responsibilities. Resources to help regional editors and authors are available on the CCSC web site.

The discussion of resources on web site not be utilized addresses a larger question, "What can we do at both the national and the regional levels to facilitate the transfer of organizational knowledge. We all need to encourage our regional steering committees to use the links under regional administration.

As a final note, copyright forms will be changed again. ACM is changing their forms and we will have to follow suit to maintain consistency with the requirements of the ACM Digital Library.

Membership Secretary

General Observation: The CCSC needs a better place to archive policy, bylaws, etc.

It would be beneficial to know how many people attending spring conferences are new

attendees.   The count from ConfTool includes everyone who registered for a spring conference by Feb. 20. The major problem is agreeing on wording so that the membership spreadsheets are searchable. The consensus of the board was that agreement upon registration categories is needed.

The membership secretary is currently using the facilities provided by ConfTool to send renewal reminders to members whose membership is expiring. We have not done this in the past, but are seeing a higher number of membership renewals this year.

Questions on and issues with ConfTool should be sent to the membership secretary. The membership secretary acknowledged S. Jackson's valuable help moving ConfTool to our secure servers. Integration of the database between the separate instances of ConfTool is a serious issue. QuickBooks may provide a ray of hope in addressing this issue because all receipts must be logged in appropriate categories, which are established a priori. As an additional note, Regional Registers need to make sure and record the check number in the internal memo.

Regional Reports

Central Plains
10 K-12 people registered have registered for the conference.

Eastern
The eastern report documents the first conference in our history that was canceled.

Midwest
The keynote speaker for the fall conference was from On Target. The address was well received.

Mid-South
No additional comments.

Northeastern
The student programming contest has outgrowing facilities. They are thinking of running contest using laptops.

Northwestern
No additional comments.

Rocky Mountain
The board noted that the regional representative for the Rocky Mountain Region is elected as per the CCSC By-Laws in a national election. The position is not appointed as the regional report can be read to imply. It is requested the report be amended and resubmitted before its inclusion in the official reports package posted to the CCSC Web site.

South Central
No additional comments.

Southeastern
Finding hosts for future conferences has become a problem.

Southwestern
No additional comments.

Other Reports

Conference Coordinator

The web site update schedule is being followed by 2 of 5 regions. Web masters need to keep their sites up-to-date.

National Partners Program

No additional comments.

UPE

The regional representative for regions with a spring conferences need to send a URL of a page that acknowledges UPE support to Liz Adams.

Nomination Committee

No additional comments.

V. Budgets and Financial

Finance Committee and CCSC Budget

The Finance Committee moved approval of the budget for fiscal year 2013-14 as submitted by the committee. The motion carried.

Financial and Accounting Task Force Report

Committee members of the Financial and Accounting Task Force are Carol Spradling, Will Mitchell, Pat Ormond, Judy Mullins (regional treasurer for CP) and Susan Dean. The committee met 5 times. Considerable time was spent exploring Steve Ludwig's report on the review of CCSC's accounting practices he conducted. The report recommends creating two positions: one to deal with board issues and a second to work with regions. The committee noted QuickBooks had been purchased as authorized by the board. The committee is exploring the possibility of extracting information from ConfTool and importing it into QuickBooks. In addition it is looking at using a application that synchronizes QuickBook tables through the Cloud. They will continue to experiment through the spring and will report on the results by the Fall Board Meeting.

Approval of Regional Budgets

Bill Myers moved and Liz Adams seconded the approval of the proposed 2013 Northwest Regional Budget as submitted to the board. The motion carried with one vote in opposition.

Treasurer's Report

The treasurer reviewed Federal Tax returns and the Indiana State Tax Forms for 2011 with the board.

The board reviewed the tax forms for the current year.

Motion: John Meinke moved and Liz Adams seconded that the Federal Tax for 2011 be approved and authorizes the Treasurer to file the form with the IRS. The motion carried.

Motion: Liz Adams moved and John Meinke seconded that the Indiana State Tax Form from Aug. 2011 to July 2012 be approved and authorizes the Treasurer to file the form with the state of Indiana. The

motion carried.

Insurance Forms: The Treasurer needs insurance forms for Fall Conferences held before Nov 1, 2013 by July.   Conferences held between Nov 1, 2013 and Oct 31. 2014 need to submit forms by October.

Comptroller's Report & Audit Committee Report

The Comptroller, Rob Bryant, reported that there was not enough data to conduct an audit.

Other Old Business

ConfTool, Registration, Database
The board discussed conference registration procedures. The President requested that regions make an effort to keep current information on conference dates, contact information, hosts, treasurers and registrars up to date on regional web pages.

The President posed the following question: Should we have two membership expiration dates? Is this a possibility? What are the issues involved with making these changes?

During board discussion it was noted that the by-laws stipulate that the board can set the terms of the privileges that are extended to members. Having two membership expiration dates would be a privilege the board extends to the members.

The President appointed a subcommittee of Bob Neufeld, John Meinke, and Bill Myers to review changing membership renewal dates.

ConfTool for Paper Submission and Review
It was noted that SIGCSE may be changing to a new paper submission and review system. CCSC may need to consider changes to the systems currently used by our regional conferences. It was noted that using the current SIGCSE reviewing system supported through Grinnell College is time limited.

Paper Reviewing (from Spring 2012 board meeting)
Since the Journal is now a part of the ACM Digital Library, it is imperative that CCSC be proactive in maintaining and enhancing the quality of that publication. Should CCSC have a consistent reviewing process across all regions?

The following suggestions have been made.
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 region hosting the conference. Others besides authors should be reviewers.

VII. New Business

Possible web conference video meeting for Fall 2013 board meeting.

The board discussed the possibility of using web conferencing software for the Fall 2013 board meeting. The principle benefit of this approach would be considerable savings for CCSC in travel costs. The chief drawback would be loss of face-to-face interaction. The Spring 2014 board meeting

would be a face-to-face meeting at SIGCSE. One possible web conferencing software product is WebEx, which is priced at $50 per month.

The president appointed a subcommittee of Colleen Lewis, Scott Sigman and Laura Baker to explore possible software and procedures for conducting video conferencing at board meetings. Committee will report back to the Board.

Exhibit table for SIGCSE 2014.

The board discussed the possibility of having an exhibit table at SIGCSE 2014. Kevin Treu volunteered to design a banner and Mark Goadrich volunteered to coordinate scheduling CCSC members to man the exhibit table. Additional ideas offered include: 1) the vital times to man the table is during breaks, 2) contact information needs to be available, 3) regions would be responsible for bringing brochures, and 4) provide a bowl of candy.

John Meinke moved the board meeting adjourn. Larry D'Antonio seconded the motion.   The motion carried.

Annotated Agenda

I. Approval of Agenda

II. Future Board Meetings

1. *Location of the Spring 2014 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 2014 CCSC Annual Business Meeting with the SIGCSE conference. SIGCSE 2014 meets in Atlanta, GA and this meeting date will be Friday, March 6, 2014, following the SIGCSE Business meeting. The usual time is 6-7pm.

2. *Meeting Times and Location of Upcoming CCSC Board Meetings*
    The Fall 2013 board meeting has been set for September 19, 2013 immediately prior to the Midwest regional conference at the University of Findlay in Findlay, Ohio. The conference will be held September 20-21, 2013.

    The Spring 2014 board meeting will be Wednesday, March 4, 2014 immediately prior to the start of the SIGCSE symposium in Atlanta, Georgia.

    Time and location for the Fall 2014 Board meeting.   History suggests that this should be with the Eastern regional conference.

III. Elections and Appointments

1. *Election of Membership Secretary*
    Bob Neufeld's term (he has filled since March of 2012) as Membership Secretary expires in 2013. Bob has consented to serve for another term as Membership Secretary in order to ensure a smooth transition in 2014 when a new Treasurer is appointed in conjunction with some possible financial duties restructuring within the Consortium. Bob is strongly endorsed by the President and Vice-President to continue his advancement of the position and coordinating membership data with ConfTool.

2. *Nominating Committee Report*
    Nominations are needed for four regional representatives (Midsouth, Northeastern, Rocky Mountain, and 1 year term to fill the remainder of the Central Plains representative (through 2014) vacated by Vice-President Scott Sigman and currently filled by Carol Spradling. The report of the Nominating Committee will be presented to the annual meeting of the Consortium on Friday, March 8th. Additional nominations can come from the floor of that meeting.

3. *Service Recognition Committee*
    Action from the fall board meeting confirmed Colleen Lewis(2016)as a new member of the committee, replacing the expiring term of Scott Sigman. Members include Susan Dean(2014), Jeff Lehman(2015),and Colleen Lewis(2016). Reminder to board members to nominate eligible people

from their respective regions for outstanding service to CCSC. Committee members may want to solicit nominations from the entire membership list via email.

4. *Spring Election*
   This election will continue to be held electronically. Vice-President Scott Sigman will conduct the election using VotingPlace.net as was used in the previous Spring 2012 election.

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.

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	UPE
National Partners Program	Nominationg Committee

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 were Leslie Fife and Larry D'Antonio 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 2013 Board Meeting.

2. *Financial and Accounting Task Force Report*
   At the Fall 2012 Board meeting a Financial and Accounting Task force was created and includes Carol Spradling, Will Mitchell, Pat Ormond, Judy Mullins (regional treasurer for CP) and Susan Dean. The task force has been meeting regularly via Skype and will report their progress.

3. *Approval of Regional Budgets*

4. *Treasurer's Report*

Review of tax returns
Adoption of next year's budget.

5. ***Comptroller's Report***

6. ***Audit Committee Report***

VI. Other Old Business

1. ***ConfTool, Registration, Database***
   Review of registration procedures based on nearly two years of conference registrations. Possible formation of a subcommittee to look for a better on-line registration solution that would include a membership database. Please be sure each region has correct web information so that conference dates and contact information for conference hosts, treasurers, and registrars is always up to date and accurate.

2. ***ConfTool for Paper Submission and Review***
   Sigcse may be changing to a new system and CCSC might consider whether such a change would be useful.

3. ***Paper Reviewing*** (from Spring 2012 board meeting)
   Since the Journal is now a part of the ACM Digital Library, it is imperative that CCSC be proactive in maintaining and enhancing the quality of that publication. Should CCSC have a consistent reviewing process across all regions.

   The following suggestions have been made
      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, and others besides authors should be reviewers.

VII. New Business

- ***Possible web conference video meeting for Fall 2013 board meeting***.   Explore the possibility of using web conferencing software for Fall board meetings. Saving travel money and members time. Possible formation of subcommittee to investigate and trial software for use at Fall 2013 board meeting. Travel expenses are extremely high for board meetings. Face-to-face meetings are valuable and would be continued for Spring board meetings. Pros and cons, possibly trial run this in fall for those who volunteer to do this. One possible solution is WebEx, $50/month ($600 per year) to save travel money for fall.

- ***Exhibit table for SIGCSE 2014.*** Needs: Banner, possibly some give-aways, membership renewal capability, CFP's, extra journals from previous year. Committee -? Arrangements, scheduling table hours for hall, cost.

- ***Exploration of quick approval of CCSC expenditures under some particular dollar limit***.

Report of the President

Laura Baker

On behalf of the Consortium sincere thanks to Vincent Cicirello of Richard Stockton College, for his professional handling of the unexpected storm situation in the northeastern seaboard in late October of this past fall. Due to the impact of hurricane Sandy on coastal New Jersey and New York the 2012 Eastern conference was cancelled. Vincent communicated with the President and Membership Secretary as well as the Treasurer, Publications Chair, and Eastern regional representative providing updates to the catastrophic event. Vincent acted decisively and professionally as he made the difficult decision to cancel the conference scheduled for November 2-3, 2012. Plans are underway to try to incorporate some of the accepted papers and workshops that were not presented into the Fall 2013 Eastern regional conference to be hosted by Peter DePasquale at The College of New Jersey.

With the arrival of spring, the Consortium continues to move forward with new initiatives and plans to reinvent and improve itself. A Financial Task Force is underway examining the financial procedures and responsibilities of the Consortium and how best to continue operations in a fiscally responsible fashion which is not too burdensome on any one Board position or person. This work is extremely important to the future and financial well-being of the Consortium and the task force members are making excellent progress.

On-line registration for all conferences is underway for the second consecutive year and many of the initial problems have been solved while a few issues are still difficult to address. The Consortium has successfully moved Fall 2013 conference registration instances to its new hosting service and has purchased an SSL certificate for the website to support secure transmission of registration data. Fall 2013 conferences will be using these instances of ConfTool for their registration and possibly paper submissions. Much gratitude to Brent Wilson for providing this service for the past two years at George Fox University, and further thanks to Stoney Jackson of Western New England University for his expertise and assistance in moving ConfTool over to www.ccsc.org along with the use of SSL. The Consortium continues to rely heavily on the work of the Membership Secretary in maintaining a current National membership list for Journal mailings and other Consortium correspondence. While there does not appear to be any obvious easy software solution to help lighten the workload required to maintain our membership list, we continue to research possible solutions with great expectations while keeping our hopes within the attainable spectrum.

The Consortium's spring elections will be held for a 30-day time period in late April through May. Members will again be able to vote electronically for their regional representatives to the Board. We encourage anyone who is interested in serving on the Board or becoming more involved in the organization to contact their respective regional representative or any of the executive officers of the Board for more information.

With the move of the Consortium's web presence to a new hosting service there has been no unexpected down time for any of the regional or national sites hosted by this new service. National webmaster Deborah Hwang has done an excellent job since her assumption of the webmaster duties from Myles McNally who served in that capacity for ten years. The Consortium continues to be fortunate to have wonderful volunteers who commit extraordinary amounts of time and effort to the organization.

Serving as President I remain amazed at the dedication my fellow Board members have to the Consortium and I feel very fortunate to be among colleagues who serve with incredible generosity of time and effort. I look forward to continuing to move forward with the Board's initiatives and efforts in better serving our membership.

Laura J. Baker
President

Report of the Vice President

Scott Sigman

Since the Fall Board Meeting on October 11 the Vice President has tallied and recorded 3 email votes.

Results of Board Votes Conducted by Email

November 5, 2012: The Board voted on the following motion submitted by Scott Sigman and seconded by John Meinke:

> Approval of the Fall 2012 Board Meeting minutes as distributed to the board via email.
>
> Leslie Fife made a friendly amendment to modify the minutes which was accepted by both John Meinke and Scott Sigman.
>
> The amendment was:
>
>> Leslie Fife would like the minutes to reflect that: he objected to the two budgets being presented for approval on Friday, as they were not received with sufficient time for review. There was no objection to the budgets being discussed, only that the budgets be voted on. This objection was raised on Thursday night, prior to the schedule vote on Friday.

The motion carried with 12 votes in favor, 0 votes against, and 3 members not voting.

November 13, 2012: The Board voted on the following motion submitted by John Meinke and seconded by Bob Neufeld :

> The registration fees for full registrations for the 2012 [cancelled] Eastern Conference be fully refunded and that membership status for the coming year be awarded for those registrants per Article 3 section 4 of the CCSC bylaws.

The motion carried with 12 votes in favor, 0 votes against, and 3 members not voting.

February 19, 2013: The Board voted on the following motion submitted by Carol Spradling and seconded by Leslie Fife:

> Approval of the purchase of an SSL certificate for use at ccsc.org. Cost of $100 per year plus a one-time installation fee of $25.

The motion carried with 14 votes in favor, 0 votes against, and 1 member not voting.

Communication Items

The Vice President received two email enquiries, which were passed along to the appropriate officers of the consortium for action.

January 7, 2013: An inquiry from Aldebaran Robotics Inc. regarding the National Partners program and conference attendance numbers was received. The inquiry was passed on to the National Partners Chair, Mark Goadrich and the Membership Secretary, Bob Neufeld.

February 19, 2013: An inquiry Pearson Higher Education seeking permission to use an article from the Journal was received. The inquire was passed on to the Publications Chair, John Meinke.

Respectively Submitted,

Scott Sigman, Vice President

Central Plains Region Report

Carol Spradling

Central Plains Conference 2013
Our 19th annual conference is scheduled for April 12-13 at the Avila University, Kansas City, Missouri. Ron McCleary is the current conference chair with Ed Mirielli serving as a co-chair and the 2014 conference chair.

- The complete program and other conference information may be found at http://www.ccsc.org/centralplains/. Our keynote speaker is Rachel Hack, Google's Community Manager in Kansas City. Her topic will be "*The Google Fiber Project*". Our banquet speaker is Ken Scribner, Vice-President of Production Management, Cerner Corporation. His topic will be "*Cloud Computing and Remote Hosting.*"
- Frank McCown, Assistant Professor of Computer Science, Harding University is presenting the pre-conference workshop titled "*Audacious Android Application Workshop*".
- Proposals for 23 papers, five workshop/tutorials, and eight nifty-assignments were received. We accepted 15 papers for an acceptance rate of 65.2%, four workshop/tutorials for an acceptance rate of 80%, and five nifty-assignments for an acceptance rate of 62.5%. In addition, the conference will feature presentations by two vendors, a student programming contest, and a student poster contest.
- A focus to encourage the attendance of K-12 computing teachers continues this year. Cerner Corporation is sponsoring 20 scholarships for K-12 teachers who attend the conference. In addition, a meeting of the Missouri Computer Science Teachers Association will be held on Saturday afternoon after the conclusion of the conference. Scott Bell from Kansas State University and Tim DeClue from Southwest Baptist University will spearheaded this effort.
- Conference Steering Committee and Regional Board members are listed at http://www.ccsc.org/centralplains/boardcommittee.html.

Central Plains Conference 2014
Our 2014 conference will be hosted by Westminster College in Fulton, MO on April 4 and 5, 2014. Ed Mirielli from Westminster College will serve as the conference chair and Jim Buchan of College of the Ozarks will serve as the co-chair.

Future Conferences
The 2015 conference will be hosted by College of the Ozarks, Branson, Missouri on April 10 and 11, 2015. Jim Buchan has been elected conference chair by the Regional Board. Initial discussions are underway with universities wishing to host the 2016 and 2017 conferences.

Regional Steering Committee Elections
Positions on the Regional Steering Committee that need to be filled at the Central Plains Business Meeting on April 13 are the Regional Representative, Regional Secretary and the Regional Webmaster.

Respectively submitted by:

Carol Spradling, Central Plains Representative

Eastern Region Report

Elizabeth S. Adams

The following message was sent via e-mail on October 30, 2012 by Vince Cicirello, the Conference chair to all registrants and to the SIGCSE list*.*

> *"The CCSC Eastern Conference, originally scheduled for Friday/Saturday November 2-3, 2012 has been cancelled due to the local impact of Hurricane Sandy as well as its impact on travel within the region. For more info on the cancellation, see the conference website: http://www.ccsc-eastern.org"*

I believe that this is the first time a CCSC conference had to be cancelled due to weather. The conference site, Richard Stockton College of New Jersey was closed and in addition, it was not possible to travel to the conference site.

After a protracted sequence of e-mails and much discussion, the CCSC Board approved the sending of the following message to conference attendees.

> *"Dear <Registrant Name>:*
>
> *You are receiving this message because you were registered for the CCSC Eastern 2012 conference.*
>
> *All of those who registered for CCSC Eastern 2012 as either a regular attendee or a presenter, including those who had not yet paid the registration fee, are receiving a 1 year membership to the CCSC at no charge (not applicable for student, vendor, or programming team registrations). Membership in CCSC for a year is granted to those who attend a CCSC conference, and otherwise costs $35 for those who desire to be CCSC members without attending a conference in a given year. You will be provided with a 1 year membership in CCSC at no charge. As part of this membership, you will receive the print edition of the Journal of Computing Sciences in Colleges containing the proceedings of the CCSC conferences for the year.*
>
> *By this point, all of those who had registered and paid the registration fee should have either: (a) been refunded the registration fee directly via Paypal to original source of payment if registration was paid since September 15, or (b) received a form from me to fill out and send to the CCSC Treasurer directing where to send the refund if registration paid prior to September 15. In the case of the latter, in most cases, the refund has probably been received depending on how recently the form was sent.*
>
> *We hope to see you all at an upcoming CCSC conference. Also, all of those who had papers, tutorials, workshops accepted to CCSC Eastern 2012 are invited to present them at CCSC Eastern 2013 at the College of New Jersey, in Ewing, NJ. More info on this will be forthcoming.*
>
> *Have a Happy Holiday and a Happy New Year."*

Bill Myers handled the refunds with his usual capability.

It is worth noting that since the Journal of Computing Sciences in Colleges containing the Proceedings of the 2012 Eastern Conference had already been printed, that the papers will be in the Digital Library.

The following appears on the Eastern Facebook page https://www.facebook.com/CCSCEastern/posts/491931730841154 posted November 4th, 2012.

> To the entire CCSCE 2012 committee, the chair in particular, and Richard Stockton College, we owe you a great deal of thanks. It must have been an extremely difficult call to cancel the conference given the amount of work that goes into planning such an event. It was the right call. Thank you so much for all of your hard work on this conference, both before and now that it is past.

Vince Cicirello handled a difficult situation showing great leadership and should be commended by the CCSC Board. Vince is considering hosting a future CCSC-Eastern Conference but not in 2014.

The 29th Annual CCSC-Eastern Regional Conference *In Cooperation with ACM SIGCSE will be held on November 1-2, 2013 at The College of New Jersey in Ewing, New Jersey.* The Conference Chairs are Peter DePasquale, Host, The College of New Jersey and Timothy (T.J.) Highley, LaSalle University. They will be inviting scheduled presenters from last year the option of presenting this coming fall to accommodate the lost presentation due to the cancellation. They anticipate that this will help boost some attendance numbers and have every confidence of being able to accommodate the added presentations.

Eastern's website at http://www.ccsc-eastern.org ably maintained by John Wright of Juniata College contains information about past conferences as well as about this year's conference.

We do not currently have a site for Eastern's 30th Annual Conference which will be in the Fall of 2014. I will inform the Board as soon as a site is found.

Midsouth Regional Report

Linda Sherrell

2013 Conference

The 2013 Conference will be held at the University of Arkansas at Fort Smith in Fort Smith, Arkansas on April 5-6.

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

Jeri Dunn is the banquet speaker. Her presentation is entitled "The Talent Gap and INFORMATION TECHNOLOGY Competitiveness". Jeri Dunn has over 33 years experience in the Information Technology field, over 23 years being with Consumer Packaged Goods companies. She retired in 2011 from Bacardi-Martini, a privately held spirits company where she was Global CIO for almost 5 years. Prior to that, she held several key positions with Nestle, including global Head of Technology and Standards, and CIO for Nestle USA. Ms. Dunn was also Senior Vice-President and CIO for Tyson Foods, the worlds' largest supplier of beef, chicken and pork.

The Conference Committee follows:

Conference Chair	Janet Renwick	University of Arkansas – Fort Smith
Site Chair	Rick Massengale	University of Arkansas – Fort Smith
Papers Co-Chairs	Mark Goadrich	Centenary College of Louisiana
	James Jerkins	University of North Alabama
Panels/Workshops/	Gabriel Ferrer	Hendrix College
Tutorials Co-Chairs	Larry Morell	Arkansas Tech University
Nifty Assignments	Carl Burch	Hendrix College
Co-Chairs	John Coffey	University of West Florida
Student Programming	Steve Baber	Harding University
Contest Co-Chairs	John Hightower	University of Arkansas – Fort Smith
	David Hoelzeman	Arkansas Tech University
	Rick Massengale	University of Arkansas - Fort Smith
Student Paper Co-Chairs	David Middleton	Arkansas Tech University
	David Sonnier	Lyon College
Vendors/Sponsors Chair	Brian Henehan	University of Arkansas – Fort Smith
Publicity Chair	Top Malasri	University of Memphis
Regional Webmaster	David Hoelzeman	Arkansas Tech University
Regional Edito	David Naugler	Southeast Missouri State University
Regional Treasurer	Linda Sherrell	University of Memphis
Regional Board Chair	Gabriel Ferrer	Hendrix College

2014 Conference

The 2014 Conference will be held at Lemoyne-Owen College in Memphis, Tennessee. The conference chair is Rick Massengale and the Site Chair is Valerie Chu. The dates have not been set yet.

Respectfully submitted,
Linda Sherrel

Midwest Regional Report

Jeff Lehman

Midwest Conference 2012

The 2012 Midwest conference was held October 5 and 6, 2012, at Eastern Illinois University in Charleston, IL. John Minor Ross, Indiana University Kokomo, was the Conference Chair. Nancy Van Cleave, Eastern Illinois University, was the Site Chair. The conference had 106 attendees: 62 faculty attendees and presenters, 2 speakers, 26 full student conference attendees, and 16 programming contest only student attendees.

The conference schedule included three parallel tracks. We had five paper sessions, four panels, a spotlight on student session (posters and projects), nifty assignments, and a works-in-progress session. The schedule included a pre-conference workshop titled *Introducing Parallelism Using Habanero Java (HJ)* and a post-conference workshop titled *Designing Software Security with UML Extensions*. Our keynote address was a presentation by Jeffrey Forbes titled *The CS 10k Project: Mobilizing the Computing Community around High School Education*. Our dinner speaker was R. J. Talyor with a presentation titled *Upward Mobility.*

We had five student posters and one student showcase. Awards were presented as follows:
- Showcase First Place - *Museum Assistant: Design An Exhibit,* Travis Cawthorn, Ashley Swartz, Ball State University
- Poster First Place - *Lambda-enabled* Refactorings, Lyle Franklin, Ball State University
- Poster Second Place - *High-Performance Toolkit to Facilitate Large-Scale Signal Analysis,* Erin Carrier, Nathaniel Bowman, Grand Valley State University
- Poster Second Place -   *Towards a Deployment Framework for Game Playing Agents,* Du Huo, Yucheng Wei, DePauw University
- Poster Third Place - *Evolution of Cooperation and Communication in Robot Hunting*, Ian Heinzman, Naozumi Hiranuma, Carleton College
- Poster Third Place- *Development of A Software Package to Analyze Protein Intrinsic Disorder*, James Eck, Nathan Meek, Linsey Lauer, Mitchell D Culbert, Charles Koch, Ryan Spath, The University of Findlay

A student programming contest was held Saturday morning with thirteen teams (38 students) representing ten institutions. Twelve of the thirteen teams solved at least one problem.
- First place - Ball State University II, four solutions
- Second place - Olivet Nazarene University, three solutions
- Third place -Spring Arbor University, three solutions

Thanks to Taylor University for providing the programming contest submission system.

Steering Committee

At the annual Midwest Region General Business Meeting held on October 5 at Eastern Illinois University, the following Steering Committee elections were held. Jeff Lehman, Huntington University, was elected to a 3 year term as the regional editor. John Minor Ross, Indiana University Kokomo, was elected to a 3 year term as an at-large member.

Midwest Conference 2013

The 2013 Midwest Conference Committee met on October 28, 2012 at Goshen College, in Goshen, IN. Conference committee duties and the conference timeline were clarified and adjusted. As noted previously, the 2013 conference will be September 20 and 21 at The University of Findlay in Findlay, Ohio. Kent Palmer,

Goshen College, will serve as our Conference Chair. Mary Jo Geise, The University of Findlay, will serve as our Site Chair. The following deadlines were set:

Paper Submissions	March 22
Panels, Tutorials, and Workshops	March 22
Nifty Tools & Assignments	May 3
Works-in-Progress	May 3
Acceptance Notification	May 10
Final Drafts and Registration	May 31
Student Posters and Showcase	September 6
Early registration	September 6

Several of our committee members attended our planning meeting "virtually". While the voice quality varied, it allowed a larger number of people to participate that could not travel that day. We will continue to investigate using this type of "hybrid" approach for our fall planning meeting.

The Conference Committee will meet on April 27, 2013, at Findlay University in Findlay, Ohio to select papers and set the program.

Midwest Conference 2014
The location for our 2014 conference will be Olivet Nazarene University in Bourbonnais, Illinois. The conference date has not been finalized.

Respectfully submitted by:

Jeffrey L. Lehman
Midwest Representative

Northeast Region Report

Lawrence D'Antonio

2013 Conference

The Eighteenth Annual CCSCNE conference will be held April 12-13, 2013 at Siena College in Loudonville NY (near Albany). The Conference Co-Chairs are Darren Lim and MaryAnne Egan from Siena College.

There were 40 papers submitted of which 20 were accepted. This represents an acceptance rate of 50%. In addition the conference will feature six tutorials, two demos and four pre-conference workshops.

There are two very distinguished invited speakers: Fred Martin of Massachusetts Lowell who will speak on "Fight the MOOC-opalypse! and Reflections on the Aporia of Learning" and Thomas Cormen from Dartmouth College who will speak on "We Must Be Doing Something Right . Or Is It the Facebook Movie?."

The cut-off date for early registration is Tuesday, March 19.

2014 Conference

The Nineteenth Annual CCSCNE conference will be held April 25-26, 2014 at Providence College, in Rhode Island. Frank Ford will be the conference chair.

2015 Conference

The Twentieth Annual CCSCNE conference will be held April 17-18 at Holy Cross College in Worcester, Massachusetts. The conference co-chairs will be Laurie King from Holy Cross and Karl Wurst from Worcester State College.

Submitted February 17, 2012

Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
Mahwah, NJ 07430

Phone: 201-684-7714
Email: ldant@ramapo.edu

Northwest Region Report

Brent Wilson

Future Northwestern Conference Sites

Year	Dates	School	Location
2013	Oct 4-5, 2013	Pacific Univ.	Forest Grove, OR
2014	1st/2nd Weekend of October, 2014	Unknown	Eastern 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	Portland, Oregon

Regional Concerns

There continues to be a concern in our region over the low attendance. Travel funds continue to be difficult to obtain by faculty. Travel is becoming harder for many faculty in a large geographical region such as the NW.

Open Regional Board Positions

We have elections for Secretary, Editor, and Treasurer. Dan Ford from Linfield College was appointed to fill the Treasurer position for one year caused by a resignation.

Respectfully submitted,
Brent Wilson
Northwestern Representative

Rocky Mountain Region Report

Pat Ormond

Rocky Mountain Conference 2012 Report (Metropolitan State, Denver, Colorado Oct. 12-13, 2012).
The RMCCSC Steering Committee thanks 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. Their dedication to furthering education is manifest through generous donations.   Rocky Mountain CCSC Conference Committee wants to personally thank Upsilon Pi Epsilon Honor Society for their continued student support. Sponsors are currently updated at: http://www.ccsc.org/home/partners.htm .

We appreciate the CCSC Board for their attendance and contributions to the conference.

Also, much thanks goes out to the following Steering Committee members for the 2012 RMCCSC Conference:
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

At the Rocky Mountain Conference, we continue to promote the exchange of information among University, college, and community college faculty, who teach computer science, computer information systems, and information technology courses at the undergraduate level. We encourage faculty to share their research. The research papers that are submitted are designed to under-go an extensive review process that includes three double-blind reviews by professionals in the field. We had three tutorials(App Inventor, OpenMp, and Processing) and no workshops that were accepted.   There were no poster sessions or programming contests. A total of 14 papers were accepted for publication. Not sure what the acceptance rate was since we had some issues with ConfTool.   We had two instances of ConfTool and papers submitted in the first instance did not get reviewed until after the fact! This cause a problem (lack of timely communication to the submitters)! Some of these papers were reviewed but not accepted for publication.   This problem is now understood, and steps have been taken to make sure this does not happen again. We shut off any registration or submission of papers through ConfTool, until the 2013 ConfTool instance is setup.

Conference highlights include the following: Keynote address by Prof. Alexander Repenning, "Programming is Hard and Boring: Addressing Cognitive and Affective Challenges in Computer Science Education", mingling with the CCSC Board Members and other attendees, good food, and tutorial and paper presentations.   See the Journal for the specific details.

Rocky Mountain Conference 2013
The 22st RMCCSC Conference will be held at **Black Hills State University,** Rapid City, South Dakota Oct.

11-12, 2013. The 2013 Conference details 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 21st Annual RMCCSC Conference October 12, 2012 at **Metropolitan State,** Denver, Colorado follow:

Board Representative:	Pat Ormond ormondpa@uvu.edu
Past Conference Co-Chairs:	Afsaneh Minaie minaieaf@uvu.edu
	Resa Sanati Mehrizy sanatire@uvu.edu
Conference Co-Chairs:	Haiyun Bian hbian@mscd.edu
	Weiying Zhu wzhu1@mscd.edu
Site Chair:	Jean Johnson jeanjohnson@bhsu.edu
Registrar:	On-site with support from Gerald Shultz shultzj@mscd.edu
Treasurer:	Pat Ormond ormondpa@uvu.edu
Publicity Co-Chairs:	Allison Thompson Brown Allison.thompson@colorado.edu

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Webmaster:	Kim Bartholomew barthoki@uvu.edu
Program Chair:	On-site with help from Aaron Gordon gordona@mscd.edu
Submissions Co- Chairs:	Karina Assiter assiterk@wit.edu
	Mohamed Lotfy mlotfy@regis.edu
Proceedings Co-Editors:	Jean Johnson jeanjohnson@bhsu.edu
	Pamela Smallwood psmallwo@regis.edu
Moderators Chair:	Will be selected by the Site Chair

A lot of effort was made to encourage student involvement and getting others involved in the leadership of CCSC. It was exciting to see Mohamed Lotfy and Pamela Smallwood get involved. Some of the issues discussed follow: Some who registered using Pay Pal didn't work, encourage others to attend, getting more participation by sponsors and vendors, and speakers submitting papers and not presenting.

Important Dates for the call for papers/workshops/tutorials
        Deadline for Papers, Panels, tutorials and Workshop submissions .... May 17, 2013
        Notification of Acceptance .... on or before …………………… June 14, 2013
        Deadline for final draft and registration payment .... June 28, 2013

Rocky Mountain Conferences 2013
22nd RMCCSC Conference - Black Hills State University, Rapid City, South Dakota Oct. 11-12, 2013.

Rocky Mountain Conference 2014
23rd RMCCSC Conference- Regis University, Denver, Colorado   Oct. 10-11, 2014.

Respectfully submitted,
Pat Ormond, Rocky Mountain Regional Representative

South Central Region Report

Leslie Fife

The Spring Conference for South Central Region is fast upon us, 19-20 April at the Campus of LSU Shreveport.

The Steering Committee met 30 November at LSU Shreveport, with one member of the Steering COmmittee attending via Skype, to set the program for the conference. Eleven professional papers were selected from a group of 16 (68% accept), with one student paper accepted and three tutorials. In addition, Friday will include student and faculty posters and our annual banquet.

The keynote speaker will be Laura Goadrich, Dean of the Division of Engineering, Technology and Mathematics at Bossier Parish Community College in Bossier City, Louisiana. One of the most innovative academic administrators I have worked with. She will be addressing the topic of creating and maintaining a relevant and innovative curriculum in the 21st Century.

Southeast Region Report

Kevin Treu

Fall 2012 CCSC:Southeastern Conference

The 26th CCSC Southeastern Conference was hosted by Southern Polytechnic State University in Marietta, GA on Nov 2-3, 2012. There were 78 registrants (14 of whom were students, and 19 of whom were first time attendees). The program included 15 papers, 3 tutorials, one panel discussion, 2 workshops, and our student paper competition. 32 papers were submitted, 7 more than last year. 15 were accepted for an acceptance rate of 46.8%. Approximately 30 people attended the pre-conference workshop, "Increasing Student Engagement through Gaming in Introductory Computer Science Courses". Student participation was very high, with 29 teams consisting of 107 representing 18 schools (all records) in the programming contest. 10 students authored papers in the student paper contest. Winners in the programming contest were Wofford College (1st), Mercer University (2nd), and Bob Jones University (3rd).

Fall 2013 CCSC:Southeastern Conference

Furman University in Greenville, SC will host the 2013 conference on Nov 15-16. Kevin Treu is the site chair. The rest of the Conference Committee has not yet been determined. The conference web site is:

  http://www.ccscse.org/conference.php?year=27th

The call for participation is available at the site. April 5 is the deadline for paper submissions. (September 13 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 2014 CCSC:Southeastern Conference

The regional board is seeking hosting applications for the 2014 and 2015 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, paper chair team, and local registrar. Still open is the position of 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
- Assessment and refinement of the ConfTool system for paper submission and reviewing
- Consideration of alternative forms of presentation and participation at the conference, including a new "nifty assignments" session
- Testing and dissemination 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
Southeastern Regional Representative

Southwest Region Report

Colleen Lewis

Regional Officers:
- Regional Chair: Myungsook Klassen
- Treasurer and Registrar: Michael Doherty, University of the Pacific
- Secretary : Colleen Lewis, Harvey Mudd College
- Editor: Peter Gabrovsky, CSU Northridge
- Regional Representative: Colleen Lewis, Harvey Mudd College
- Webmaster: Marina S. Doherty, UC Davis

Southwestern Conference 2013
- **Location:** CSU San Marcos
- **Date:** April 5 – 6, 2013
- **Conference Organizers:**
  - **Conference Chair:** Youwen Ouyang, CSU San Marcos
  - **Site Chair:** Xiaoyu Zhang, CSU San Marcos
  - **Papers Chair:** Megan Thomas, CSU Stanislaus
  - **Authors Chair:** Peter Gabrovsky, CSU Northridge
  - **Posters Chair:** Stephanie August, Loyola Marymount University
  - **Speakers Chair:** Subra Subramanya, National University
  - **Panels/Tutorials Chair:** Tzu-Yi Chen, Pomona College
  - **Publicity Chair:** Ani Nahapetian, CSU Northridge
- 6 workshops submitted, 3 accepted.
- 14 papers submitted, 10 accepted, 1 withdrawn. Paper to be presented: 9
- 19 registered participants, 10 more presenters/board members expected to register

Southwestern Conference 2014
- **Location:** California State University Northridge (CSUN)
- **Conference Chair:** Peter Gabrovsky
- **Tentative dates:** March 14 and 15, 2014
  - Dates need to be officially approved by CSUN

Respectfully submitted by:
Colleen M. Lewis
Southwest Regional Representative

Publications Chair Report

John Meinke

Spring 2013 Conferences

A summary of the statistics for the spring 2013 conferences follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Page Count	Acceptance rate
Mid South	14	7.29	15	1.87	134	14/27 52%
Central Plains	15	7.47	11	16.4	138	65%
South Central	11	7.27	3	1.0	86	11/16 68%
Southwestern	8	8.25	7	1.29	78	8/15 53%
Northeastern	20	7.65	23	2.26	207	50%

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 have been additional workshops and such. In addition, note that these figures are hand computed so are subject to possible off-by-one miscounts.

Once again, my thanks to the editorial team, Susan Dean, Bob Neufeld, and George Benjamin, as well as the folks I worked with from the individual conferences: David Naugler, Baochuan Lu, Laura Baker, Peter Grabovsky, and Mike Gousie. They all proved wonderful to work with. My thanks also to our printer, Courier Printing, as well as to the volunteers that helped in proof-reading.

Regional Competition

We need to maintain an awareness of our acceptance rates. In line with that we also need to maintain an awareness of competition between regions. Southwestern had originally accepted nine papers but one was withdrawn – for presentation at Central Plains. The authors were also from what we would have considered the Southeastern region. We need to maintain an awareness that authors will cross regional boundaries, but also that individual regions are competition for papers. If a paper is submitted and accepted by more than one region the authors will need to choose which region. I suspect that the chosen region will end up being determined by the earlier acceptance and final manuscript due – the old expression that "a bird in the hand is worth two in the bush!" I would caution regions that they should maintain an awareness of the conference submission deadlines of the competing conferences. We like to think of them as complementary conferences, but they can become competing conferences on some issues.

Courier Printing

Courier Printing has proven to be excellent to work with. They are most accommodating to us. A change that occurred in the billing this past year is that I now receive a copy of the bill and then authorize the treasurer to pay the bill. This is so that we are in conformance with good checks and balances for audit purposes. This was a recommendation that came out of the first Financial and Accounting Task Force meeting in Denver last Fall.

Print Runs

The size of the print run continues to be a challenge. We no longer accept returns so the conferences need to order the number of copies that they need and the Membership Secretary continues to refine the determination of the number of copies needed for the respective mailings. What is difficult to determine is how many members to drop based on non-renewal, and how many to anticipate as new members due to attendance as new members at the regional conferences. With five conferences within about a month both in the Spring and the Fall this is a challenge. This Spring there are three weeks between the first and last Spring conference.

Manuscript Deadlines

This Spring manuscript deadlines generally worked. There are always a couple late submissions, but we were able to keep up with what was coming in so it all worked out. The biggest problem that we had was getting the conference program – see item below – and the conference welcome statement. It is critical that the conference welcome be received in due time and typically requires communication among the conference committee so that the reviewing process can be properly addressed. This appears to be a problem since as of this writing there is one Spring conference for which we are still waiting for the conference welcome – not a good situation to have the complete proofing process on hold for an item that should really have been ready at the time that the papers were accepted and authors notified. To me this indicates a communication problem within the region. (This has been a problem with multiple conferences this Spring.)

Conference Program Availability

Again, may I emphasize that for the preparation of the final manuscript we need the conference program as early as possible. We cannot start assembling the final copy without the conference program. It certainly helps when we have that early in the process. However, in addition I would point out that the conference program available on the conference web site is a marketing item. As of this writing we have multiple Spring conferences, all in April, which do not have conference programs posted on the conference web page. We really cannot expect folks to register for the conference without seeing the conference program so they can decide whether they really want to attend the conference! So, there are two motivations for getting an early program out there – preparation of the proceedings for the conference and, more importantly, marketing of the conference.

Manuscript Formatting

This is a repeat of last fall's report. One proof-reader has consistently commented on inconsistencies in manuscripts printed. 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. It becomes very obvious when looking at the references – formatting varies all over the map. It is not reasonable to expect the editors to go back and do that reformatting. The CCSC web site includes the current copyright form, general manuscript preparation guidelines, manuscript formatting guidelines, and conference paper chair guidelines. Following these guidelines will assist greatly in the final document preparation. Regional editors: Each of you needs to bring this to the attention of the folks assembling papers, panels, and tutorial presentations! Regional editors should not forward manuscripts that are not in conformity with the guidelines. Regional representatives, please inform your regional editors. Some are very supportive of our work, others simply act as conduits and I believe don't bother to look at what they forward to us.

Responsibility of Regional Editors

This is an item that all regional representatives need to take back to their respective regions. Regional editors retain the title of "editor" since they are expected to participate somewhat in the editing process. They should not simply function as a conduit between the region forwarding everything as received on to us. They should be checking materials submitted to insure that they are in compliance with the manuscript preparation guidelines. I cite, for example, a paper this Spring for which the references were numbered 1, 2, and so forth up to 10 – however no 6 or 7! When I saw that I attempted to determine what sort of numbering system was being used – never did figure that one out. That paper went as submitted – the amount of time that we would have had to spend cross checking that each reference in the paper referred to the appropriate reference in the bibliography would have been unreasonable – and the author will no doubt be somewhat embarrassed should that paper be reviewed by a promotion and tenure committee. The same is true regarding alphabetizing the references – we simply do not have adequate time to go through and alphabetize the references and then change all the reference numbers within the paper itself. There was also a paper this Spring that utilized his own style – very different from the regular style that we use. Again, we did not attempt to change his style – let it sit out there as it was presented to us. We already have some papers that we spend many hours trying to get into final form, although there are conferences for which it's a matter of a few minutes to open the file, drop it into our template, and go from there! We assume that those are papers that come from regions where the regional editor spends time pre-editing the paper for us – many thanks to those folks.

This also applies to the non-paper items that the regional editors supply us. We include the institution and location for the reviewers – I spend lots of time researching exactly where the institution is located going through the roster of reviewers one by one. It would be most helpful if that information was presented in a format that I didn't have to spend hours looking up all that information. Also, regional representatives, please impress on your regional editors that they should check the conference welcome to insure that the reviewing process is covered and there is some indication of the acceptance rate. Sometimes that sounds better giving raw numbers, but most of the time it looks much better to have a percentage figure of papers submitted vs. papers accepted. However, the statement that the papers were double-blind reviewed and an indication of the acceptance rate is very important. When I receive an inquiry from a promotion and tenure committee, and I do receive such inquiries, I point them to the conference welcome and quote what it says there. We do not participate in the reviewing process so all we can do is point an inquiry to the information.

Copyright Forms

There will be a change in the policies of ACM regarding publication to the Digital Library coming up soon. It all has to do with "Open Access" and the details are not fully available yet. One of the options will be an "author pays option" – and as far as I can see we are not equipped to handle that. We are currently awaiting the finalizing of the ACM copyright forms so that we can assess how well we fit with their form, and what options we will have at that time. When we find out more I will be communicating that to the Board.

Weather (and such) Impact

We all are very aware of the impact that Sandy had on the Eastern conference. I would ask that everybody be aware of possibly smaller storms also having an impact, particularly on the production of the proceedings. Preparation of the Northeastern proceedings were impacted this year by the blizzard Nemo. We had an instance a couple years ago whereby Mid South proceedings were impacted by ice storms – and on that one it appeared that we might not be able to have the proceedings available for the conference. Folks tend to believe that I am asking for too much lead time with the due dates. However, we do need to plan on such an impact, as well as anything else that might impact communication. I cite for example illness – I have not been hospitalized in a number of years, but my day is coming! Susan has been hospitalized for a week or more twice since she's here in Germany. (The German hospitals don't throw you out – rather, they don't let you out! Both times she was chomping at the bit to get out, and they simply would not discharge her, unlike the American hospitals who want you out so they can collect the insurance!) Bottom line, when preparing conference deadlines all regions need to keep in mind that these disasters, including personal illness, can impact the delivery of the conference proceedings. There are a number of points of failure – at the region level, at our

level, and again at the printer level. Let's keep that in mind. I was particularly concerned this year when five Spring conferences wanted dates as late as possible and I could understand the concerns, but in the meantime we had five conferences occurring over a span of 3 weeks and 2 days. They can't all have the same due dates and expect that we will be able to accomplish everything overnight for five conferences! Regional representatives: please bring that information back to your regions. Don't cut the deadlines so tight that they are not realizable based on competition for time from four other regions!

Also, please realize that weather is not the only item that can impact the printing schedule. For one of the Spring conferences I uploaded the final manuscript to my web site on a Sunday and sent the link to the printer. On Monday when they attempted to download the manuscript they could not get into the web site – sure enough, all faculty web pages were "down." As I'm writing this the web site is still down, but we did find an alternate way to get the manuscript to the printer. However, ACM is currently waiting for the web site to come back up so that two issues that are ready for posting in the Digital Library can be posted. As of this writing I don't have an estimate of when the site will be back up, and our Helpdesk is unable to help me on that! This was certainly an unforeseen delay. We have to keep all of those potential delays in mind as we set conference deadlines!

Reprint Requests

We continue receiving requests for restricted reprinting permissions. My standard response has, and remains, permission granted provided the CCSC copyright notice appears and that there is no charge for the reprint. A number of these have come from "XanEdu is seeking permission on behalf of Capella . at Capella University." The reprint then goes into a "CoursePack" and they indicate the number of students – in the most recent case 5 students.

We had a request for inclusion of a reprint of a 2001 paper in a textbook. While this will be an income producing reprint permission was granted gratis as long as the copyright notice is included. The exposure in a textbook is worth more to us as an organization. (I also have no idea what sort of charges we would impose for a reprint, particularly in a textbook.)

Web Sites

The relocated CCSC web site seems to be much more reliable than the previous one. I have not seen as much down time. Deb Hwang seems to be doing an excellent job keeping the site current. I would note that there is a great variation in the organization of the individual regional home pages. I have to relearn the navigation every time I'm searching for something on a regional web site. In addition, the regional web sites seem to have problems with being kept current. I particularly note that conference programs are very late to be posted. A preliminary program should be available as soon as authors are notified of presentation acceptance, and then updated incrementally as the final schedule ends up being flushed out. The registration information for the conference should also be made available as early as possible. Anything that can be done to market a conference should be accomplished as early as possible and undergo updates. Keeping web pages updated is not a cost item. It's great publicity and costs nothing!

Respectfully submitted,
John Meinke, Publications Chair

Membership Secretary Report

Robert W. Neufeld

Membership Count

As of February 20, 2013, CCSC membership stands at 571. The majority of those, of course, result from conference attendance. ConfTool includes a *bulk email* feature which I have used for each of the fall conferences, inviting lapsed members to renew their membership online. Since "users" in a conference ConfTool are carried over to the next year, these messages went to users who failed to register for the following year's conference. Renewals trickle in via the Membership Renewal site and a few individuals prefer to support the US Postal Service. With online registration for spring conferences in progress through ConfTool, the snapshot below includes those *new* regular members who registered for a spring conference by this date.

Membership counts and percentages of total by region are shown in the following table. The four listed as "Unspecified" are affiliate members. (Some historical data are presented on the last page of this report.)

Region	Membership Count	Percentage of Total
Central Plains	49	8.6%
Eastern	61	10.7%
Midsouth	40	7.0%
Midwest	74	13.0%
Northeastern	137	24.0%
Northwestern	38	6.7%
Rocky Mountain	24	4.2%
South Central	42	7.4%
Southeastern	70	12.3%
Southwestern	32	5.6%
Unspecified	4	0.7%
Total	571	100.0%

2012 Fall Conference Attendance

2012 Fall Regional Conference Attendance							
Region	**Regular Attendees**	**Students**	**Vendors**	**K-12**	**Speakers**	**Other**	**Total**
Eastern	*Cancelled due to Hurricane Sandy*						
Midwest	67	43	1				111
Northwestern	37	12	2			3	54
Rocky Mountain	39	1					40
Southeastern	58	15	1				74
Total	201	71	4	0	0	3	279

This table shows regular members and others who attended regional conferences during the fall 2012 season. This time it was the RM region that received a boost from board members attending the fall board meeting in Denver. The regular attendees for RM include twelve board members. Also the Consortium experienced an undesirable "first" in cancelling the Eastern conference due to weather. (Parenthetically I would note that I have looked at registration options for all ten regions, finding that 26 or more different "participant groups" or categories are used. Some of these could easily be merged by agreeing on a common name but that diversity

makes accurate reporting a bit more of a challenge.)

ConfTool, Registrations, and Post-Conference Reporting

The months since our fall board meeting have felt very busy – largely with *support* and *communication*. While around the Consortium we are now more familiar and comfortable with ConfTool, there are still some struggles with using it most effectively particularly in post-conference reporting and "reconciliation" for financial reporting. Seeing payment reports from PayPal and having access to each ConfTool instance provides a good vantage point for assisting regions in various ways, ranging from suggesting report formats to depositing cash and checks locally.

Earlier I mentioned the bulk email function in ConfTool. I suggested to chairs and registrars of spring 2013 conferences that they use this feature to do targeted recruiting for their conference, directed toward those who have participated in previous years – haven't heard whether anyone followed that suggestion.

When I agreed to take this position a year ago, I wanted *measurable outcomes* by the time of the 2013 spring board meeting. Pres. Laura Baker has not disappointed me in this effort and has been very instrumental in working with Brent Wilson and Ryan Ledbetter, Brent's assistant, in transitioning from our very heavy reliance on Brent and George Fox University to a new server setting that can promise 24/7 service and support. Stoney Jackson of the Northeastern region has done a lot of the "heavy lifting" in the background, particularly after the start of this year. As a result, we suddenly found ourselves able to set up ConfTool for the five fall conferences in a secure setting on the "CCSC server" that hosts our website.

Those sites went live early on February 20, with explanatory messages from both Laura and me going to key individuals. It was a real team effort which I found very gratifying. We stand ready to support regions as they complete the configuration and begin use for those five 2013 conferences.

In my opinion, the board needs to have a serious discussion and evaluation as to how well ConfTool serves our purpose for registration <u>and</u> a membership system. The lack of integration between the ten regional and one Membership Renewal ConfTool sites is a ***very*** serious deficiency. The Consortium needs an integrated interactive online membership and registration system which provides service to individual members, to regions, officers, and the board at large.

Other – Not all closely tied to membership work

 - In addition to using ConfTool for registration, three regions are using it for paper submission and review. I am personally not ready to recommend that other regions use ConfTool for papers but that is something that needs to be monitored along with related developments in SIGCSE and ITiCSE.
 - Some involvement with the Accounting/Financial Task Force via email and Skype conferences.
 - Provide mailing lists for the Journal and attempt to assist in "guesstimating" print runs.
 - Have made some general-purpose documents available on a Dropbox site, such as the pictorial directory, conference site information, and the travel summary. This site also hosts the mailing list, ConfTool development files, and other CCSC materials in separate folders – "by invitation only." Previously we have used Google Docs (now Drive) but our website host may provide more appropriate alternatives to personal Dropbox or Google Drive storage. Perhaps it's also time for a group like ours to again try something better than email for board communication.

Feel free to pass along suggestions, questions, concerns, and comments. One continuing goal is to complete more written documentation of duties and procedures of the Membership Secretary before the end of this term in July.

Respectfully submitted,
Robert W. Neufeld

CCSC Membership Secretary

Membership – From Board Reports										
	F08	**S09**	**F09**	**S10**	**F10**	**S11**	**F11**	**S12**	**F12**	**S13**
CP	54	60	56				47	47	41	49
EA	80	84	84				75	74	91	61
MS	37	47	55				38	38	34	40
MW	71	89	47				54	54	79	74
NE	124	109	101				128	129	131	137
NW	58	45	48				65	38	48	38
RM	46	30	10				32	30	37	24
SC	82	77	48				38	37	36	42
SE	92	55	54				72	66	86	70
SW	36	34	43				32	32	23	32
			1					1	2	4
Total	680	630	547	~ 450	510-720	?	581	546	608	571

Treasurer Report

Bill Myers

1.   Financial Report for first six months of 2012-13
      Attached find the report for 2012-13 as of January 31.

2.   Review of Tax Return for 2011.
      You were previous sent copies of these for review. One address correction has been made. I will have
      paper copies available for review.

3.   Conference Budgets

      The following conferences need to have budgets approved at the meeting (or soon thereafter); submit
      your proposed budgets to Rob ASAP:
             Midwestern 2013
             Northwestern 2013
             Southwestern 2014
             Northeastern 2014
             MidSouth 2014
             South Central 2014

      The following budgets should be submitted to Rob before September, so that they can be acted upon at
      or before the Fall meeting:
             Midwestern 2014
             Northwestern 2014
             Eastern 2014
             Rocky Mountain 2014
             Southeastern 2014

      The following budgets will be ready for approval:
             Southeastern 2013

4.   Finance Committee
      The Finance Committee will meet just before the Board Meeting to finalize its report.

5.   Insurance applications

      I need to have applications completed for conferences and meetings to be held between August 2013
      and October 2014. I need the ones for August through October 2013 before July. The other ones I need
      before October.

Comptroller Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 2/17/13. Baseline budgets are sent to each region at least twice a year (May/June and January).

CCSC Comptroller Conference Budget approval status, 2/17/2013

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-SP	2015:1/21/2013				2015
EA -FA	2014:1/21/2013				2014
MS -SP	2014:1/21/2013				2014
MW- FA	2013:1/21/2013				2013
NE - SP	2014:1/21/2013				2014
NW - FA	2013:1/21/2013				2013
RM - FA	2014:1/21/2013				2014
SC - SP	2014:1/21/2013				2014
SE - FA	2013:1/21/2013	2/1/2013	2/3/2013		2013

Conference Coordinator Report

William Mitchell

I have submitted In-Coop requests to SIGCSE for all the Fall Conferences.   I tried to do this at the end of January but found that the conference websites did not have the information required.   Now is mid -February every Fall conference has a call with submission dates and contact information for the conference chair and the papers chair. I suggested last meeting that conferences aim to have this information on their websites within two months of the close of their current conference.

ACM requires that I identify a conference chair and a program chair and one of these must be an ACM (or SIGCSE) member.   Some of our conferences do not use these titles and a make my guess as to who might be the appropriate substitute.   Sometimes it is the site chair and the papers chair.   Sometimes it is two co-chairs. I don't think that it makes much difference to SIGCSE, but we should be able to identify someone who could answer questions about the conference should ACM inquire.

I am also working with the Accounting Task Force on improving our procedures and have acquired and installed QuickBooks which we will see if we can use to shadow the financial records of the Central Plains and a Fall conference.

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 for 2012-2013. I continue to explore partnerships with former partners such as Microsoft, and will be touching base with our current partners and exploring more contacts at SIGCSE.

National Partner Participation at Regional Conferences: I am continuing to facilitate relations between our partners and the local CCSC conference vendor chairs. I have shared contact information for our National Partners so they can be vendors or deliver materials to each conference.

Respectfully Submitted,
Mark Goadrich

UPE Report

Nomination Committee Report

Scott Sigman, Elizabeth Adams, Brent Wilson

The following positions need to be filled in the 2013 election:

Central Plains Representative (2014)
Carol Spradling (2013)   Nominee: Ed Mirielli
                                Nominee: Judy Mullins

This election will fill the third year of Scott Sigman's term as Central Plains Representative. The person elected will server through August of 2014.

Midsouth Representative (2016)
Linda B. Sherrell (2013)   Nominee: David Naugler
                                  Nominee: Carl Burch

Northeast Representative (2016)
Larry D'Antonio (2013)   Nominee: Larry D'Antonio

Rocky Mountain Representative (2016)
Pat Ormond (2013)   Nominee: Karina Assiter

Board Appointed Positions:

Membership Secretary (2016)
Bob Neufeld (2013)   Nominee: Bob Neufeld

Service Recognition Committee

Scott Sigman

There is not a lot to report from the Service Recognition Committee. Deborah Hwang worked with the shop in Evansville have this year's award engraved and is transporting the award to SIGCSE. On behalf of the Board I wish to express our thanks for her help.

By way of a reminder, according to the award policy we approved last year, Colleen Lewis' term will begin at the close of the CCSC Business Meeting on Friday, March 8, 2013. Nominations for the CCSC Service Recognition Award are due to the Service Recognition Committee by May 1 and the committee is to bring a slate of up to 6 nominees to the board during it fall meeting. The board may select up to 3 recipients. Details of the Board's actions are in the minutes of the Fall 2011 Board meeting.

Report of the Financial and Accounting Practices Task Force

February 23, 2013

During the fall CCSC national board meeting, the Financial and Accounting Practices Task Force was formed to review the current financial and accounting practices and make recommendations regarding future practices. This committee was formed after Steve Ludwig's report (see Exhibit A) was presented and discussed at the October 2012 CCSC Board meeting. Committee members appointed were Will Mitchell, Susan Dean, Pat Ormond, Carol Spradling, and a regional treasurer. Judy Mullins, the regional CCSC – Central Plains treasurer, was appointed to this task force after the October meeting. Brian Hare, the CCSC – Central Plains registrar, joined the task force during February.

The Financial and Accounting Practices Task Force has held five Skype meetings. Four of the meetings have involved the group members and one meeting was attended by Laura Baker and Bob Neufeld.

Below is the report of the current findings of this task force. The report is divided into four parts:

- A review of Steve Ludwig's CCSC Accounting Review Report
- The selection of QuickBooks for an Accounting System
- CCSC – Central Plains Pilot Project with QuickBooks
- Future CCSC QuickBooks Pilot

Review of Steve Ludwig's CCSC Accounting Review Report
Income/Cash Receipts
The group concurred with Steve's recommendation regarding the handling of cash. The CCSC national registrar should monitor the cash and registrations that come from the 10 regional conferences. Additionally, we concur that each region should have a regional registrar that sets up ConfTool and works with registrations during each conference. However, the regional treasurer should be handling the money received at the conference. This process will better allow for the appropriate separation of duties.

After the conference, the regional registrar should prepare a report of all the registrations recorded in ConfTool, the regional treasurer should prepare a report of all the cash, purchase orders and checks that were received during the registration process. The regional treasurer will then handle the deposit of money received during the conference. The regional registrar and the regional treasurer together should prepare a report that reconciles the ConfTool and the money collected during the conference. This report should then be forwarded to the national registrar so that they may account for all the registrations and payments for the conferences.

Four possible payment venues for the registration process:
(1) Payment through PayPal: This money will be handled by the national registrar who will be able to determine which registrations were paid through PayPal
(2) Payment by check: The regional treasurer must deposit this money in a national CCSC bank account
(3) Payment by purchase order: The regional treasurer must request an invoice from a national CCSC officer (currently the national CCSC treasurer) who then in turn sends an invoice to the university or

school that submitted the purchase order. This invoice then is used to submit a payment for the registration. Currently, the money is forwarded to the national CCSC treasurer who then deposits the money in the national CCSC bank account. We should review this process and consider whether this task would be more appropriately performed by the national registrar.

(4) Payment by cash. Payments should be deposited into the national CCSC bank account by the regional treasurer.

Expenses/Cash Disbursements

Steve Ludwig's report addressed the importance of segregating the following areas:

(1) Authorization of payments: The regional treasurer authorizes all expenditures for the region which should be submitted to the national CCSC treasurer who then will pay for the expenses. In some cases, the regional treasurer may be using a local account at a university to pay for bills and then will request reimbursement from the national treasurer.

(2) Custody of the cash (check signing authority): The national CCSC treasurer currently handles all payments to vendors and to the local regional treasurers. In most cases, the national treasurer does not write checks directly to individuals but rather uses a check writing service that is provided by the national CCSC bank.

(3) Record keeping of the cash disbursements. The national CCSC treasurer needs to keep track of the expenditures by region. (This is currently done in an Excel spreadsheet.)

One concern expressed by Steve Ludwig is that the treasurer currently performs two incompatible duties, check signing and record keeping. Steve recommended that a compensating control would be to have the comptroller perform a monthly reconciliation of all the money deposited and withdrawn from the national CCSC account. This would allow an independent person to review the underlying accounting records and ensure that bank and book activity is in agreement. It does not appear that this control is currently in place and the group agrees that this process needs to be incorporated in the future.

Steve also mentions that it is important for the national CCSC treasurer to provide regular reports of the actual versus budgeted expenses and incomes for each region and the organization as a whole. Steve suggests that the comptroller and the board be responsible for reviewing these reports.

One issue that the group discussed is the practice of taking money from the regional registrations and using that money to pay for various expenses or awards. This practice needs to be discontinued. If a regional treasurer needs money to pay for expenses, then they should submit a request to the national CCSC treasurer for petty cash and then account for all expenditures from the petty cash fund.

The taskforce also discussed whether we need to consider separating the role of the treasurer into two separate sets of tasks. The recommendation was made by Will that we consider having someone designated to pay all the bills for the CCSC and another person who will handle the preparations of budgets and actual reports. The group tabled this recommendation and will discuss it at a future meeting.

The group discussed the need to have written procedures that outline these processes and provide some training to the regions.

Record Keeping
Steve Ludwig recommended that the CCSC Board consider purchasing QuickBooks Premier Nonprofit for recording of revenue and expenses. The group agreed with this recommendation. Will is currently working in a professional capacity and uses QuickBooks. He has offered to set up a version of QuickBooks for the committee so that they may evaluate QuickBooks. (The software allows for up to five individuals to work with the software online.) Will plans to contact the group once he has set up a trial version of QuickBooks. The group will review the software and begin to discuss the feasibility of using QuickBooks in the future.

The taskforce discussed whether we could set up a chart of accounts for the spring and have one region report their information that we would then record in QuickBooks. (Judy and Carol offered that the CCSC – Central Plains region would be willing to adapt our reporting to fit the new QuickBooks format. We would of course also continue to report expenses to Bill in the format that he requests.)

The group recommended that we consider breaking up the Treasurer's position into two positions, one person handling the Board activities or transactions and a second person handling all activities or transactions within the 10 regions. We justified this by observing that the activities of the current Treasurer may be too great for one person to take on and would be better handled by two people.

QuickBooks Selection
While the task force members reviewed other accounting packages we decided that QuickBooks was the most reputable accounting system to consider. The cost of QuickBooks would have been close to $1000, but Will Mitchell found that CCSC as a non-profit group could purchase QuickBooks from companies named Techsoup and Levion for a nominal cost of $40. Will submitted an application to Techsoup and the CCSC has been accepted as a non-profit organization and therefore has qualified for the $40 price of purchasing QuickBooks.

CCSC – Central Plains Pilot Project with QuickBooks
The CCSC – Central Plains has been chosen as the first region to pilot the new QuickBooks system. The CCSC – Central Plains pilot group will work with two different systems and procedures during this pilot. They will continue to work with Bill Myers to record receipts and pay expenses. Additionally, they will work with QuickBooks and accomplish the same processes. While the group may ask Bill Myers questions about the various income and expense accounts, we have agreed to not involve Bill Myers in the QuickBooks pilot project.

The following people will be involved with CCSC – Central Plains pilot: Judy Mullins, CCSC – Central Plains Treasurer, Brian Hare, CCSC – Central Plains Regional Registrar, Carol Spradling, CCSC – Central Plains Regional Representative, and Will Mitchell, the Financial and Accounting Practices Task Force member. Susan Dean, a member of the Financial and Accounting Practice Task Force, will serve in a consulting and review role. Bob Neufeld, CCSC National Membership Secretary, will be consulted regarding the use of ConfTool to gather financial membership and conference fees.

The CCSC – Central Plains conference will be held on April 12 and 13. The task force is currently working on a set of accounts for QuickBooks and procedures for this pilot. The task force will focus on some of the following questions during our pilot process.

1) How will data be pulled from ConfTool?
2) How we will we enter the data (income and expenses) into QuickBooks?
3) How to reconcile the QB accounts to the bank accounts?
4) How to configure new reports for the Board and the conference?

Future CCSC QuickBooks Pilot
The Financial and Accounting Practices Task Force have recommended that a fall CCSC regional conference should conduct a second pilot testing the QuickBooks system. The procedures for this second pilot will be developed after the first pilot is completed and the task force has reviewed the outcome of this pilot.

Exhibit A

CCSC Accounting Review
<div align="center">

Steve Ludwig

</div>

Income/Cash Receipts
A majority of the cash receipts result from conference registrations which include membership dues. These conference registrations are processed by the regional registrar(s). The cash receipts may be handled electronically through Paypal, or by the regional registrar. If the registration is paid by check, the regional registrar my make the deposit or the check(s) may be forwarded to the membership secretary for deposit.

In order to ensure there are adequate internal controls surrounding the cash receipts function it is important to segregate the following three responsibilities: authorization of the transactions, custody of the cash receipt, and record keeping for the cash receipt. The registration process is member initiated and therefore authorization of the transaction is not a primary concern. When checks or cash and the registration are received by the regional registrar it raises the concern that the cash receipt and the record keeping are being handled by the same individual and that the cash receipt could be diverted to personal use and the record keeping for the receipt could be altered to cover up the diversion. In situations where checks are forwarded to the membership secretary the same concerns exist. The membership secretary could convert the funds for personal use and alter the records.

My primary recommendation in this area would be to include a compensatory control to have the regional registrars provide membership records to the membership secretary and have the membership secretary develop a mechanism for assessing the reasonableness and completeness of the records by matching member counts with a total of collections for membership dues. I would further suggest that the membership secretary and treasurer should not be responsible for depositing cash receipts. Another method of providing control over the cash receipts would be to have an additional individual assigned to assist the regional registrar process all cash receipts to ensure some accountability over the processing of the receipts. The assistant could deposit the funds and the registrar could do the record keeping.

Expenses/Cash Disbursements
A majority of the cash disbursements result from conference disbursements. The regional treasurer provides approval for the requested expenditures and forwards to the treasurer for payment. The treasurer is responsible for payment of invoices, maintaining record keeping for the organization, and reconciling the bank accounts.

In order to ensure there are adequate internal controls surrounding the cash disbursements function it is important to segregate the following three responsibilities: authorization of the payments, custody of the cash (check signing authority), and record keeping for the cash disbursement. The regional treasurers provide a separate authorization function. The treasurer performs two incompatible duties, check signing and record keeping.
My primary recommendation in this area would be to provide the following compensating controls. The comptroller should perform regular monthly reconciliations of all deposit accounts. This allows an independent party to view the underlying accounting records and ensure that bank and book activity is in agreement on a regular basis. The treasurer should provide regular reports that provide actual versus

budget comparisons for each of the regions and the organization as a whole. The comptroller and /or board should be responsible for reviewing these reports on a regular basis and obtaining explanations for significant variances.

Record Keeping
The current accounting system maintained in Excel spreadsheets is functional but relies on the institutional knowledge of the current treasurer. The system doesn't provide for regular budget versus actual reporting.

There are numerous accounting software solutions that could be implemented to automate the process and provide accounting by regions that allow for budget versus actual comparisons. QuickBooks is a relatively inexpensive, widely used, and user friendly software package that would meet the needs of CCSC.

One option for the QuickBooks software would be the purchase of QuickBooks Premier Nonprofit. This software would be installed on a computer accessed by the CCSC Treasurer. This package allows the organization to prepare reports by class (region) and would also allow the organization to track data needed for the nonprofit (Form 990) annual report. This software can be purchased for $399.95 through the Intuit website (quickbooks.intuit.com/premier).

Another option for adopting the QuickBooks software would be to implement the Online Plus version. This software would be maintained on Intuit's site and allow multiple user (5 users) access and the same features as QuickBooks Premium. There is a monthly cost of $39.95. Information regarding the online version is available through the Intuit website (quickbooksonline.intuit.com).

It might be wise to select a QuickBooks consultant to assist with implementation of a solution. The consultant should probably be located in the same region as the organization's treasurer.

Please feel free to contact me if you have additional questions or would like clarification of any of the comments above.

Steve Ludwig
6/12/12

Appendices
1.

Mid-Year Budget Update

	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	SW	TOTAL
					Treasurer's Report Six Months							
BEGINNING BALANCE												$131,182.59
INCOME												
Membership Dues	945.00											945.00
Advance Dues	35.00											35.00
Conference Head Tax	7,749.00											7,749.00
Portion of Dues Paid Prior Year	8,269.00											8,269.00
Proceedings	1,158.00											1,158.00
Back Issues												0.00
Interest	69.03											69.03
National Partners	2,000.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	5,000.00
National Partners Collected Pre	4,000.00											4,000.00
Grants												0.00
Registration		3,665.00	(2,350.00)	1,260.00	8,300.00	3,700.00	4,515.00	4,815.00	2,385.00	5,295.00	2,180.00	33,765.00
Advanced Registrations			2,770.00		2,900.00		1,260.00	135.00		2,235.00		9,300.00
Advanced National Partners												0.00
Extra Meals		52.00	15.00				160.00	20.00		10.00		257.00
Extra Proceedings		20.00		20.00	10.00	10.00	40.00	20.00	18.00			138.00
Donations		500.00										500.00
Credit Card Rebates	166.46											166.46
Sales Tax Refunds												0.00
Other			(55.00)		435.00		300.00			1,700.00		2,380.00
Other Advance Income			160.00		110.00							270.00
TOTAL INCOME	$24,391.49	$4,537.00	$840.00	$1,580.00	$12,055.00	$4,010.00	$6,575.00	$5,290.00	$2,703.00	$9,540.00	$2,480.00	$74,001.49
Reserves for Advanced Payments												$0.00
NET INCOME	$24,391.49	$4,537.00	$840.00	$1,580.00	$12,055.00	$4,010.00	$6,575.00	$5,290.00	$2,703.00	$9,540.00	$2,480.00	$74,001.49
EXPENSES												
Conference Meals							1,581.17	5,064.63				6,645.80
Conference Rentals								519.00				519.00
Conference Head Tax					2,747.00		1,517.00	1,107.00		2,378.00		7,749.00
Journal Printing	6,656.70											6,656.70
Journal Mailing	2,473.57											2,473.57
Professional Fees	7.14											7.14
Web Expenses	190.20											190.20
Office Supplies			478.83		64.99		119.78	188.65				852.25
Postage								11.61				11.61
Printing & Dup.	6.09											6.09
Publicity												0.00
Proceedings			720.00				168.00	138.00		132.00		1,158.00
Speakers Expenses					500.00		486.90	7.43				994.33
Entertainment												0.00
Student Programs								150.00		49.90		199.90
Student Awards			450.00		300.00		300.00			150.00		1,200.00
Professional Awards												0.00
Board Travel	12,250.68					1,167.70						13,418.38
Board Meeting Expenses	1,335.75											1,335.75
Audit Committee Expenses												0.00
Conference Development												0.00
Database Development												0.00
Publications Expenses												0.00
Voting Expenses												0.00
Phone/Fax												0.00
Liability Insurance	500.00											500.00
Checks/Bank Fees												0.00
Credit Card Fees	833.09											833.09
Cardit Card Annual Fee												0.00
Interest												0.00
National Vendor Reg. to Conf.	3,000.00											3,000.00
Grants to Conferences												0.00
Advances												0.00
Other	155.67											155.67
TOTAL EXPENSES	$27,408.89	$0.00	$1,648.83	$0.00	$3,611.99	$1,167.70	$4,691.85	$6,667.32	$0.00	$2,709.90	$0.00	$47,906.48
RESERVES												
Advance Memberships	$1,429.00											1,429.00
Future Grants/Conf. Payments												0.00
TOTAL RESERVES	$1,429.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,429.00
Net 2012-13												$24,666.01
Year End Balance												$155,848.60

Accounts						$0.00
	Checking	$11,648.63			Reserves for Advance Income	
	Savings	$50,049.07				
	Certificates of Deposit	$96,471.25			Reserves for committed	$1,429.00
	PayPal	$2,899.68			services	
	Cash	($50.00)				
	Accounts Receivables	$328.25			Total Fund Balances	$157,277.60
	Total	$161,346.88			Accounts Payable	$4,069.28

CCSC Annual Business Meeting
Ballroom E, Sheraton Downtown Denver
March 8, 2013, 6:00pm

2. Minutes of Spring 2012 Annual Business Meeting, posted at http://www.ccsc.org/board/archive.htm.

3. Introduction of Regional Representatives

4. Membership Secretary Report

5. Treasurer's Report

6. Publications Chair Report

7. National Partners Chair Report

8. Nominating Committee Report and Election procedures for Spring 2013 Election.

9. CCSC Annual Business meeting for Spring 2014 will be in conjunction with SIGCSE 2014 on March 7, 2014 in Atlanta, Georgia.

10. Presentation of the Annual CCSC Service-Recognition Award.
11. New Business from Members.

Northwest 2013 Proposed Budget

| Region: | Northwest | | Budget year: host: | | 2013 | | | |

Income		#	each	total		#	each	total
	Registrations - Full - Early	45	$140	$6,300		50	$140	$7,000
	Registrations - Full - Late	5	$170	$850		5	$170	$850
	Registrations - Full - On-Site			$0				$0
	Registrations - Student - early	15	$25	$375		15	$25	$375
	Registrations - Student - late			$0				$0
	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							
	Banquet	10	$25	$250		10	$25	$250
	Lunch (Saturday)			$0				$0
	Extra Proceedings	6	$10	$60		6	$10	$60
	Vendors Registration	2	$150	$300		2	$150	$300
	Vendors Presentations			$0				$0
	National Partners	4	$100	$400		4	$100	$400
	Industry Sponsorship							
	UPE Sponsorship			$200				$200
	Grants							
	Other Income (List)							
	Total			$8,735				$9,435

Expenses								
	Steering Com. Travel Ex.			$560				$800
	Steering Com. Meeting Ex.			$50				$50
	Phone/Fax			$0				$0
	Publicity							
	In support of Conference							
	Other							
	Postage							
	Publicity			$50				$50
	In support of Conference							
	Other							
	Office Supplies			$200				$325
	Publicity							
	In support of Conference							
	Other			$0				$0
	Brochure Printing/Duplicating			$20				$20

Publicity (printing, other formats)						
Other duplicating						
Signage						
Speaker Expenses	1	$600	$600	1	$600	$600
Consortium Head Tax	50	$41	$2,050	50	$41	$2,050
Extra Proceedings	20	$6	$120	5	$6	$30
Meals - Total			$2,600			$2,600
Breaks-Friday			$0			$0
Breaks-Saturday	50	$9	$450	50	$9	$450
Reception	1	$100	$100	1	$100	$100
Banquet	50	$25	$1,250	50	$25	$1,250
Saturday Breakfast	50	$8	$400	50	$8	$400
Saturday Breakfast (prog. Teams)			$0			$0
Luncheon (prog. Teams)			$0			$0
Luncheon (Sat.)	50	$8	$400	50	$8	$400
Entertainment						
Transportation			$150			$150
Rentals			$1,000			$1,000
Student Awards			$300			$300
Faculty Awards						
Consortium Membership			$1,000			$1,000
Other Expenses (List)						
Publicity						
In support of Conference						
Other						
Total			$8,700			$8,975
Balance			$35			$460