

Consortium for Computing Sciences in Colleges

Spring 2014 Board Meeting – March 5, 2014 7:00pm

Edgewood Room - Hyatt Regency

Atlanta, Georgia

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Minutes of the Spring 2014 Board Meeting

7:00 p.m., March 5, 2014

Edgewood Room, Hyatt Regency

Atlanta, Georgia

Voting Members Present: Laura Baker, President; Scott Sigman, Vice-President; John Meinke, Publications Chair; William Myers, Treasurer; Bob Neufeld, Membership Secretary; Colleen Lewis, Southwestern Representative; Liz Adams, Eastern Representative; Larry D'Antonio, Northeastern Representative; Judy Mullins, Central Plains Representative; Kevin Treu, Southeastern Representative; Brent Wilson, Northwest Representative; Jeff Lehman, Midwest Representative; Karina Assiter, Rocky Mountain Representative; David Naugler, Midsouth Representative;

Voting Members Absent: Leslie Fife, South Central Representative

Non-Voting Members Present: Tim DeClue, National Partners Chair; Rob Bryant, Comptroller

Visitors Present: Susan Dean & Brian Hare – Financial and Accounting Task Force

Session Opening

President Laura Baker called the meeting to order at 7:07 p.m., March 5, 2014. Board members and visitors introduced themselves.

Approval of Agenda

Motion: Liz Adams moved the approval of the agenda. The motion was seconded by Colleen Lewis. Motion carried.

Future Board Meetings

Location of the Spring 2015 CCSC Annual Business Meeting

Motion: Bill Myers moved the 2015 CCSC Annual Business Meeting be held on Friday March 6, 2015 following the SIGCSE Business Meeting at the SIGCSE 2015 Symposium, which will be held in Kansas City, Missouri. (Usual time is 6-7pm.) Colleen Lewis seconded the motion. Motion carried.

Meeting Times and Location of Upcoming CCSC Board Meetings

President Baker reminded the Board that:

The Board will meet for its Fall 2014 meeting on Thursday November 13, 2014 immediately before the Eastern Regional Conference, which will be held at York College of Pennsylvania.

Motion: Liz Adams moved that the Board meet for their spring 2015 meeting on Wednesday, March 4, 2015 immediately prior to the start of the SIGCSE 2015 Symposium in Kansas City, MO. Larry D'Antonio seconded the motion. Motion carried.

Elections and Appointments

Treasurer

President Baker announced the retirement of Treasurer, Bill Myers. On behalf of the Board and the Consortium she extended our gratitude and thanks to Bill for his many years of dedicated service to the CCSC in a variety of positions.

Motion: Liz Adams moved that 1) Susan Dean be appointed Treasurer as of August 1, 2014, 2) that Susan will serve as Associate Treasurer until August 1, 2014, and 3) that Judy Mullins will become Associate Treasurer on August 1, 2014. John Meinke seconded the motion. Motion carried.

Membership Secretary

President Baker announced the retirement of Membership Secretary, Bob Neufeld as of July 31, 2014. On behalf of the Board and the Consortium, President Baker extended our gratitude to Bob for his expertise as Membership Secretary, for his continued determination regarding memberships, renewals, and on-line registration.

Motion: Liz Adams moved that the appointment of Tim McGuire as Membership Secretary to fill remainder of the term from August 1, 2014 to July 31, 2016 be approved. John Meinke seconded the motion. Motion carried.

Database Administrator Changed to Membership System Administrator

In accordance with the procedure established in the CCSC Bylaws, Vice-President, Scott Sigman, circulated to the board a set of standing rules changes that effect the board-appointed special position of database administrator. The proposed changes to the standing rules for Article VI of the Bylaws eliminate the position of Database Administrator and create the new position of Membership System Administrator. The complete rationale and proposal is included in the Appendix of the report packet.

Motion: Larry D'Antonio moved that Standing Rule 6 for Article VI be amended by eliminating the special position of Database Administrator and creating a new position, Membership System Administrator with the following duties:

The Membership System Administrator shall assist the Membership Secretary with duties as assigned, to include such items as:

- a. Initial setup for conference registrations.
- b. Archiving conference records.
- c. User support with registration and membership systems.
- d. Maintaining and updating the membership and registration systems.

Jeff Lehman seconded the motion. Motion carried.

Action: Upon the recommendation of the board, Stoney Jackson was appointed to the position of Membership System Administrator by President Baker.

Nominating Committee Report

The board received the Nominating Committee Report. The report of the committee will be presented at the CCSC Annual Business Meeting and

additional nominations will be taken from the floor. Committee members were Scott Sigman (Chair), Kevin Treu, and Larry D'Antonio. Full report can be found in the Board Report Packet.

Service Recognition Committee

Members of the committee are Jeff Lehman(2015), Colleen Lewis(2016), and Susan Dean(2017) with Susan Dean serving as the non-board member. On August 1, 2014 Susan and Colleen will change roles with Colleen Lewis, who is not seeking reelection, becoming the non-board member serving on the committee.

As directed by the board, the committee is to seek nominations from the membership by email. Board members are encouraged to consider nominating persons from their regions for outstanding service to the Consortium.

Reports

Board reports as published in the board packet were received by the board. Additions to these reports are as follows.

Officers' Reports

President – President Baker expressed her thanks to the members of the board with which she has served.

Vice-President – Reminded members that when voting by email to make clear whether they are voting in favor or against a motion.

Publications Chair – The issue of the Journal for South Central and Southwest went live on the ACM Digital Library at 9:19 a.m., March 5, 2014.

Membership Secretary – The following were noted: 1) Counting for print runs twice a year would be easier than what we are now doing. 2) Stoney Jackson has been a wonderful help with ConfTool. 3) Stoney has fixed many issues, but issues, for example PayPal refunds not captured, remain. 4) Regional Registrars have been accommodating and easy to work with.

Regional Reports

Central Plains – Elizabeth Hawthorne will present a workshop on secure coding at the spring conference. K-12 teachers are participating in the conference.

Eastern – No additions.

Midwest – Planning to have a virtual fall committee meeting instead of an actual physical meeting..

Mid-South – No additions.

Northeastern – The conference is April 25 & 26 this year and the number of early registrations is a concern.

Northwestern – The number of institutions willing to host a conference is a concern.

Rocky Mountain – The region has several new regional board members.

South Central – No additions.

Southeastern – Three schools have committed to host conferences. Two of these are new schools who have not hosted in the past.

Southwestern – Harvey Mudd College will host the Southwestern conference in 2015.

Other Reports

Conference Coordinator – No additions.

National Partners Program – Board members are encouraged to think about what we can offer our national partners and the nature of our partnership.

UPE – Remember that UPE is one of our sponsors for student activities. We need to remember to maintain a link to UPE on our regional web pages.

Budgets and Financial

Finance Committee and CCSC Budget

The Finance Committee is a standing committee of the Board chaired by the Treasurer. Members appointed to serve on this committee at the Fall Board Meeting were Leslie Fife and Brent Wilson together with Comptroller Rob Bryant. Members of this committee report a recommended CCSC budget for the next fiscal year to the Board shortly after the conclusion of the Spring 2014 Board Meeting.

Financial and Accounting Practices Task Force Report

At the Fall 2012 Board meeting a Financial and Accounting Task force was created and now includes Carol Spradling, Will Mitchell, Judy Mullins, Brian Hare, and Susan Dean. The task force has been meeting regularly via Skype and will report their final recommendations to the board on financial procedures associated with Board business.

Susan Dean and Judy Mullins reviewed the Committee's report, which is included in the report package. It was noted that the committee has an accounting consultant and has continued to use Steve Ludwig as a source of information. The committee will define procedures as they move forward with their work.

Motion: Liz Adams moved that the Board authorize the Financial and Accounting Practices Task Force to continue its work through July 31, 2015. Colleen Lewis seconded the motion. Motion carried.

Approval of Regional Budgets

Bill Myers moved that the 2015 Central Plains Budget as presented in the report package be adopted. Bob Neufeld seconded the motion. Motion

carried with one dissenting vote.

Bill Myers moved that the 2014 Southeastern Budget as presented to the board be adopted. Liz Adams seconded the motion. Motion carried.

Bill Myers moved that the 2014 Midwest Budget as presented to the board be adopted. Liz Adams seconded the motion. Motion carried

Treasurer's Report

The tax returns for 2012 were discussed. Due to issues on the 990 EZ form, approval of the tax forms was deferred to an email vote after the treasurer had made corrections. In addition, the Board discussed the 2012-2013 balance sheet. The Consortium finished the year \$6.78 over budget. The small shortfall was considered an accomplishment given that we had to cancel a regional conference due to superstorm Sandy.

Additionally, the Board discussed the status of the 2014 balance sheet through the first six months of the year. At this point revenues are slightly ahead of expenses, leaving us modestly under budget.

Additional comments and reminders from the Treasurer were:

- Budgets needed for the coming year are listed in the Treasurer's Report.
- There is an issue in that we are listing four (4) National Partners while only one has paid.
- The liability insurance form, included in the appendices of the report package, needs to be returned to the Treasurer by September 1, 2014 for conferences scheduled between November 1, 2014 and October 31, 2015.

In consultation with the present Treasurer, Bill Myers, and the Treasurer elect, Susan Dean, the decision was reached that Bill will work on the tax returns for 2013-2014. Bill and Susan will work out when the tax returns need to be presented to the board.

Audit Committee

The Audit Committee members are Comptroller Rob Bryant (chair) from Gonzaga University, Joanne Selinski from Johns Hopkins University, and Shereen Khoja from Pacific University. The committee reported that Post conference reporting remains a problem. Who is paying regionally and who is paying nationally is a question that cannot be presently answered? It is also not possible to compare what is happening locally with what is happening nationally.

Old Business

Exhibit Booth

The Consortium will operate an exhibit booth at SIGCSE for the first time this year. Colleen Lewis printed CCSC business cards for distribution at the booth. Kevin Treu designed and provided a table runner using the CCSC logo. Judy Mullins supplied a basket in which visitors to the booth may drop their business cards. If the person writes the name of a region on the back of the card, they will put on the regional mailing list. Prospective members should be sent to the CCSC Web Site to join.

ConfTool, Registration, Database

The root of the issues with using ConfTool to support registration at our regional conferences is that it is not designed to support multiple regions, each sponsoring a conference. If anyone comes across a system that supports regions, please let a member of the board know.

ConfTool for Paper Submission and Review

The board discussed the new SIGCSE submission and review system. Regions using Henry Walker's paper submission system will need to move to another system in the near future. One option is to use the submission and review features of ConfTool. The Northwest and Rocky Mountain Regions have used this feature. Their comments on paper submission and review using ConfTool are:

Northwest- ConfTool works because there was no history of electronic system use prior to its adoption. There were initial problems with review questions. The region has found the system works for them. The major problem they have not been able to work-around is that of blind review for members of the Conference Committee. Conference Committee members have access to all the reviews.

Rocky Mountain- The region has been happy with the system.

Paper Publications in the ACM Digital Library

The Board approved a motion to remove papers from the ACM Digital Library publication if said papers' authors do not present their paper at the conference for which it was accepted. (See Report of the Vice-President.) Regional editors have the discretion to waive the policy for extenuating circumstances of authors who fail to present their paper at the regional conference.

The call for papers needs to indicate that papers that are not presented will not

be published in the ACM Digital Library.

CSTA Liaison

Tim DeClue agreed to work as the liaison with the CSTA for the year. He will engage in a dialog with the CSTA.

CCSC Exhibit Booth for SIGCSE 2015 in Kansas City

It was agreed that the Board needs to evaluate the running the CCSC Exhibit booth at SIGCSE 2014 in planning for a booth next year. The consensus of the Board was that this issue needs to stay on the radar.

New Business

Conference Attendance

The Board discussed low attendance issues at conferences. Issues raised in regards to low attendance included: the continuing viability of 10 conferences, budgetary concerns, and publication rates.

Motion: Colleen Lewis moved the Board Meeting adjourn. Karina Assiter seconded the motion. The motion carried and the Board adjourned at 10:30 p.m., March 5, 2014.

Annotated Agenda

I. Approval of Agenda

II. Future Board Meetings

1. *Location of the Spring 2015 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 2015 CCSC Annual Business Meeting with the SIGCSE conference. SIGCSE 2015 meets in Los Angeles and this meeting date will be Friday, March 6, 2015, following the SIGCSE Business meeting. The usual time is 6-7pm.

2. *Meeting Times and Location of Upcoming CCSC Board Meetings*

The Fall 2014 board meeting has been set for November 13, 2014 immediately prior to the Eastern regional conference at York College of Pennsylvania in York, Pennsylvania. The conference will be held on November 14-15, 2014.

Action Item: Approve the location of the Spring 2015 board meeting on Wednesday, March 4, 2015 immediately prior to the start of the SIGCSE 2015 symposium in Los Angeles, California. The usual time for the board meeting is 7pm-11pm.

III. Elections and Appointments

1. *Election of Treasurer*

Bill Myer's term as Treasurer expires on July 31, 2014. Bill has graciously and expertly filled this position for several terms. On behalf of the Board and Consortium extended thanks and gratitude to Bill for his dedication and service to CCSC in many capacities.

Susan Dean has consented to serve a three-year term as Treasurer beginning August 1, 2014 and ending July 31, 2017. Susan is strongly endorsed by the President and Vice-President and has served on the financial task force for the past year and a half. Susan has the knowledge and expertise to follow through on the modifications to the Consortium's financial systems that have been proposed by the financial task force.

Action Item: Approve the appointment of Susan Dean as Treasurer of the Consortium for a three-year term, August 1, 2014 through July 31, 2017.

2. ***Election of Membership Secretary***

Bob Neufeld has decided to step down as Membership Secretary for the remainder of the term for the position which expires on July 31, 2016. (Bob has filled this position since March of 2012 as he finished his term as President). And on behalf of the Board and Consortium we are grateful for Bob's expertise and continued determination regarding memberships, renewals, and on-line registration.

Tim McGuire (Sam Houston State University) has consented to fill the remainder of the term as Membership Secretary beginning on August 1, 2014 through July 31, 2016. Tim is strongly endorsed by the President and Vice-President and has also served on the Board as Regional Representative from South Central.

Action Item: Approve the appointment of Tim McGuire as Membership Secretary of the Consortium filling the remainder of the term from August 1, 2014 through July 31, 2016.

3. ***ByLaws Change to Database Administrator***

Vice-President Scott Sigman circulated to the board a set of standing rules changes that effect the board-appointed special position of database administrator. The rationale and changes are included in the Appendix of the board packet.

Action Item: Approve the change to the standing rules for Article VI of the Bylaws to eliminate the special position of database administrator and to create the position of Membership System Administrator with the specified duties:

The Membership System Administrator shall assist the Membership Secretary with duties as assigned, to include such items as:

- a. Initial setup for conference registrations.*
- b. Archiving conference records.*
- c. User support with registration and membership systems.*
- d. Maintaining and updating the membership and registration systems.*

4. ***Nominating Committee Report***

Members of the Nominating Committee include Vice-President Scott Sigman, Larry D'Antonio, and Kevin Treu. The committee solicited nominations for four regional representatives to serve terms from August 1, 2014 through July 31, 2017 (Eastern, Midwest, Southwestern, and Central Plains) and for Vice-President/President-Elect (August 1, 2014 through July 31, 2018). The report of the Nominating Committee will be presented to the annual meeting of the Consortium on Friday, March 7th. Additional nominations can come from the floor of that meeting.

5. ***Service Recognition Committee***

Action from the fall board meeting confirmed Susan Dean(2017)to continue to serve another three year term as a member of the committee. Members of the committee now include Jeff Lehman(2015), Colleen Lewis(2016), and Susan

Dean(2017).

At the fall board meeting it was recommended that the membership be emailed to solicit nominations of deserving members and that email would include prior award recipients. In addition it was recommended that the current and prior recipients of the award be placed on the Consortium's website. Board members should also nominate eligible members from their respective regions for outstanding service to CCSC.

6. *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 2013 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
Vice President

Publications Chair
Membership Secretary

Regional Reports

Central Plains
Eastern
Midwest
Mid-South
Northeastern

Rocky Mountain
South Central
Southeastern
Southwestern

Other Reports

Conference Coordinator
National Partners Program

UPE
Nominating 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 Brent Wilson 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 2014 Board Meeting.

2. *Financial and Accounting Task Force Report*

At the Fall 2012 Board meeting a Financial and Accounting Task force was created and

now includes Carol Spradling, Will Mitchell, Judy Mullins, and Susan Dean. The task force has been meeting regularly via Skype and will report their final recommendations to the board on financial procedures associated with Board business.

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*

Comptroller Rob Bryant from Gonzaga University, Joanne Selinski from Johns Hopkins University, and Shereen Khoja from Pacific University will perform an audit of CCSC financials during the board meeting. A report will follow this audit.

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. *Paper Submission and Review*

Sigcse has changed to a new paper submission and review system and CCSC might consider whether such a change would be usable by CCSC regions.

3. *Regional Paper Publications in the ACM Digital Library*

The Board approved a motion to remove papers from the ACM Digital Library publication if said papers' authors do not present their paper at the conference for which it was accepted. Regional editors have the discretion to waive the policy for extenuating circumstances of authors who fail to present their paper at the regional conference.

4. *CSTA Liaison*

The previous CSTA liaison was Linda Sherrell from Midsouth region. Upon the expiration of Linda's term as regional representative, the CSTA liaison was not replaced. The Central Plains region has a group of K-12 teachers who want to work with the region and its conference. The board may want to consider appointing a new CSTA liaison to coordinate efforts.

5. *Exhibit Booth for SIGCSE 2015*

While it may be too early to determine whether or not it was successful, the board may want to consider requesting an exhibitor's booth for the 2015 SIGCSE conference in Los Angeles after the conclusion of SIGCSE 2014.

VII. New Business

1. Discuss low attendance issues at conferences. Continuing viability of all 10 conferences, budgetary concerns and publication rates are all affected.

Report of the President

Laura J. Baker

With the arrival of spring the Consortium is thriving thanks to the membership and Board for its devotion to continued improvement and effective leadership of all of the various components of the Consortium. The vast amount of work that is accomplished every year by the ten regional conferences and by the Board of Directors is quite impressive. A considerable number of details from membership to publications to financial procedures are considered, problems are solved and business continues as usual due to the dedication and efforts of all involved with the Consortium. It is impossible to quantify the amount of good will and effort that the Board and membership contribute to the Consortium with the only rewards of thanks and knowledge of work done well. I'd personally like to thank everyone for their considerable efforts this past year spent on improving and streamlining many of the procedures and tasks needed to continue the mission of the Consortium.

The Financial Task Force members, Carol Spradling, Judy Mullins, Susan Dean, and Will Mitchell, have brought in recommendations to streamline our financial records using accounting software and have made some excellent choices in dividing up the vast number of procedures currently responsible to the Treasurer into more manageable and auditable processes. Work is underway to transition to these newly recommended procedures and division of labor that will provide a financial system for the Consortium into the foreseeable future. Much gratitude is extended to the task force for their considerable diligence and hard work over the past year and a half.

Our Publications Chair, John Meinke, has again provided excellent leadership in compiling and producing the Journal of Computing Sciences in Colleges six annual volumes for print. His team of editors, Susan Dean and George Benjamin, continue to provide support and expertise for various aspects of publishing the journal. Membership Secretary Bob Neufeld has created a membership renewal site on-line for members to renew their annual membership if they were unable to attend a regional conference. Bob has managed to streamline our membership lists and has spent numerous hours working with our 10 different databases of regional membership combining them into proper regional and national lists for mailings and our annual spring election. Treasurer Bill Myers has continued to provide accurate and impressive records of our rather complex system of finances. Our website has been maintained graciously and efficiently by Deborah Hwang. Stoney Jackson has provided excellent leadership behind the on-line registration system that has allowed the Consortium to move its resources and software systems to a stable and reliable hosting service while creating a manageable system for continued use. Our Comptroller, Rob Bryant, continues to provide expertise in the auditing and budgeting processes of the Consortium. Regional representatives have provided voices from regions and have led the Consortium to consider ways to improve many of our current practices from finances to membership to regional reporting. To each and every member of the Board and to the Consortium membership thank you for the time, effort, and expertise that you have provided and for your continued service. Each one of you has contributed in significant ways to the progress and success of the Consortium.

The Consortium's spring elections will be held for a 30-day time period as usual in late April through May. Members will be asked to vote electronically for their regional representatives to the Board as well as for Vice-President/President elect. 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.

Serving as President for the past two years I am continually reminded about how special the Consortium is as a professional organization. I feel extremely privileged to have had the opportunity to work with generous and competent colleagues on the board who always provide leadership and service with grace and generosity. It has been an honor to be part of such a diverse and collegial group with a collective mission to improve computer science education at smaller colleges and universities across the country and beyond.

Laura J. Baker
President

Report of the Vice President Scott Sigman

The Vice President has tallied and recorded 8 email votes of the Board since the last Board meeting on September 19, 2013. The results are listed below. Approved regional conference budgets may be found in the appendix.

Results of Board Actions Conducted by Email

November 4, 2013: The board voted on the following motion:

Scott Sigman has moved and Larry D'Antonio has seconded approval of the minutes of the fall 2013 board meeting as distributed via email to the board members by Vice-President Scott Sigman.

The motion was amended with the following friendly amendment, proposed by Bob Neufeld and accepted by both Scott Sigman and Larry D'Antonio. As amended the first sentence of the third paragraph of the task force report reads:

"The Accounting Software Administrator position would be a new non-voting position appointed by the Board (under Article VI, No. 3, of the Bylaws)."

The motion passed with 11 votes for, 0 votes against, and 4 individuals not voting.

November 19, 2013: The board voted on the following motion:

Bill Myers moved and Bob Neufeld seconded the approval of the Eastern 2014 budget as distributed to the board via email.

The motion failed with 7 votes for, 4 votes against, and 4 individuals not voting.

November 26, 2013: The board voted on the following motion:

The Financial and Accounting Task Force moves that the CCSC Financial and Accounting Task Force be authorized to make the following expenditures:

1. Contract with Intuit for Quickbooks Plus Online for 5 users.
2. Spend up to \$500 for consultation with an accountant specializing in nonprofit organizations.

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

December 6, 2013: The board voted on the following motion:

John Meinke has moved and Colleen Lewis has seconded the following motion:

"Once a work has appeared in the ACM Digital Library, it may be withdrawn in certain cases of plagiarism. Full Text will be suppressed. The citation will remain as a permanent part of the Table of Contents and a notice of plagiarism will be displayed on that citation.

In cases where an article has been accepted for a conference or workshop and the author has failed to present it, provided that the Call for Papers has stipulated that publication in the proceedings in the Digital Library requires presentation at the event. The Program Chair or Conference Chair must inform the CCSC Publications Chair within two weeks of the final day of the conference. All trace of the work will be erased from the Digital Library. Full text will be withdrawn. The citation will be purged from the Table of Contents. Program Chairs may make exceptions based on mitigating circumstances.”

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

January 21, 2014: The board voted on the following motion:

William Myers has moved and John Meinke has seconded the motion to approve the Eastern Conference 2014 budget.

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

February 7, 2014: The board voted on the following motion:

CCSC Financial and Accounting Task Force moves the following:

The CCSC Financial and Accounting Task Force is tasked with redefinition of the financial and accounting duties and systems supporting the CCSC. As part of accomplishing this charge, the task force will support and monitor the transition to a new financial software system by a new Treasurer through July 31, 2015, and will then submit an inclusive list of duties and responsibilities of the financial officers of the CCSC for Board approval for inclusion in the Standing Rules. We ask for Board approval for two non-voting positions of Associate Treasurer (which are not supported for travel to Board meetings unless approved for such travel outside of this motion):

1. An Associate Treasurer to serve as Accounting and Financial Software administrator. This person will serve as our liaison with Intuit for the Quickbooks Online package, and for other software as deemed appropriate. This person will also interface between our Accounting Consultant and the software system, and will support the Task Force and the CCSC financial officers during this transition. This position is to be filled by Will Mitchell at least through July 31, 2015.
2. An Associate Treasurer to serve as signatory and have appropriate online access on all CCSC financial accounts, and to work closely with Bill Myers in the transition from his long service as CCSC Treasurer. This person will be added to this Task Force, if not already a member, and initially will be the person elected by the CCSC Board at the Spring 2014 meeting to become CCSC Treasurer effective August 1, 2014. At that time this person and the Task Force will together appoint a replacement Associate Treasurer, having these same duties of supporting the new Treasurer, to serve in that role through July 31, 2015.

Appointment of the Associate Treasurer in item 2 will eliminate signatory and credit card duties that have been responsibilities of the Membership Secretary.

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

February 14, 2014: The board voted on the following motion:

Scott Sigman has moved and John Meinke has seconded to approve the appointment of Tim DeClue as National Partners Chair on the Board and to cover his travel expenses to the Board meeting in Atlanta on March 5th.

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

February 25, 2014: The Board voted on the following motion:

William Myers has moved and John Meinke has seconded the motion to approve the Southwestern Conference 2014 budget.

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

A Note on Voting

Board members need to take care when casting an email vote that the vote is sent to the Vice-President and not the President. The rules for conducting business by email stipulate that the Vice President is to collect and reporting the count of votes. The actual call for a vote, on the other hand, comes from the President. Replying to the email calling for the vote necessarily sends the vote to the President. This has not been a huge inconvenience and Laura has diligently forwarded all votes she has received to me. However, the process is error prone and has led to some confusion on a couple of votes since the last board meeting.

When casting an email vote please:

1. Send the email directly to the Vice President.
2. Indicate that the email is a vote in the subject line of the email.
3. Unambiguously state indicate the way you are voting in a short sentence.

Spring Elections

Spring elections will again be conducted using VotingPlace.net. This spring I am going to try and run the elections from Sunday, April 13th through Saturday, May 17th. I am going to shift the vote a couple of weeks earlier than last year in the hope that the response rate will be higher. I am interested in seeing if starting voting before most members start finals and transition into vacation mode makes a difference in the number voting.

Nominating Committee

Nominations for the spring elections are contained in a separate Nominating Committee report. Respectively Submitted,

Scott Sigman
Vice President

Publication Chair Report

John Meinke

Spring 2014 Conferences

A summary of the statistics for the spring 2014 conferences follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Page Count	Acceptance rate
Mid South	10	8.0	9	2.0	102	10/19 52%
Central Plains	15	7.5	10	1.9	136	60%
South Central	13	7.5	4	1.2	106	13/20 65%
Southwestern	12	9.1	6	1.2	120	12/18 67%
Northeastern	13	8.0	18	2.8	158	44%

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, 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. We missed our final proof-reader this Spring, Bob Neufeld, as he moves a bit at a time into retirement mode. Bob had indicated that he would retire from the Board on 31st July, but had also indicated privately to me that he was cutting back. Knowing that he had a tremendous task getting the membership secretary SOP's formalized (based on what he has learned over the last couple years so that his replacement would be better prepared to seamlessly move into the position, a monumental task) we proceeded with more proofing sessions on our end. We definitely missed Bob this Spring and wish him well in his cutting back on helping with CCSC and spending more time with Rosalie and the family. Bob, thanks for all that you have helped with over how many years.

Timely Submission of Manuscript Copy

How can I overemphasize the need for timely receipt of copy on our end? While regional editors are dealing with a single conference we are typically juggling five conferences trying desperately to get final copy to the printer in time for delivery for the individual conferences as well as posting to the ACM Digital Library. It is very disconcerting to receive ten manuscripts apiece for three conferences on a single day, and that has happened. That's when we feel inundated. Getting copy to us as regional editors receive it is ideal – with a few manuscripts per day we can typically stay caught up and help insure that regions have copies of the proceedings on hand for the beginning of the conference as well as have the postings completed on the ACM Digital Library.

The reviewing process is complete prior to our receiving the first manuscript. Please get the roster of reviewers to us when it is available. That really should be the first item to arrive! We spend time massaging it for final copy, and having the roster of reviewers arrive late contributes to the chaos associated with getting the final manuscript out to the printer!

We also do our best with materials for the invited speakers. These tend to be more difficult to obtain. We cannot include an invited speaker in the final copy without his/her name and the title of the talk. We prefer to also receive a short abstract of the talk as well as a short biography. These are special speakers and we need to do them the courtesy of having them listed in the proceedings if possible. We realize that the invited speakers are doing us a favor with their invited talks and that the materials may come “late”. However, we really need to do a better job of getting those together as early as possible.

Regional Conflict

I reiterate here a concern regarding regional conflict expressed in my Spring 2013 report. Again, we had a submission for a conference withdrawn after the program was “set”. This was due to competing conferences being scheduled for the same weekend. I realize that conferences are somewhat at the mercy of the host institution and when they are able to accommodate hosting due to competing items on campus. However, every attempt should be made to minimize that regional conflict. Rather, the regions should complement each other. We see a number of presenters who make different presentations at multiple conferences. Let's try to encourage that.

Internet Presence

It is important that each of our regions have an up-to-date presence on their respective web sites. This includes having the conference program posted as early as possible. We cannot expect folks to register for the conference without at least being able to see a program. I personally would not register for a conference when I haven't seen the program prior to registering, and a number of our regions are posting the registration process long prior to posting the final program, or even a preliminary program. (I also use the regional committee and the conference committee for the proceedings and accomplish that when starting to work on the proceedings.. Frequently we find that there are last minute changes and to insure that we catch all of those last minute changes need to go back to ground zero and start the whole process over again.) Regional representatives need to take this message back to their regions. Regional web sites must be kept up to date!

Print Runs

We rely on two items in determining the print runs – the current and projected state of the

membership list, and the number of attendees budgeted for the conferences. We try as much as possible not to overprint, so regions need to submit realistic budgets so we have reasonable figures to work with! Please bear that in mind as budgets are developed. We do not maintain archives or back copies. I contact the conference organizers for how many they wish shipped and include that budget figure in my message along with the proviso that “what you order is what you get” – the conferences cannot simply come back and say we have a bumper number of last-minute registrations and need x more proceedings! Neither can they return extra copies that were not used. We realize that it involves gazing into a crystal ball which none of us has, but that’s the way we need to function.

Manuscript Deadlines

This Spring manuscript deadlines generally worked. My thanks to the regions for working with the dates that we recommended and attempting as much as possible to meet those deadlines.

Copyright Forms

There was a change in the policies of ACM regarding publication to the Digital Library. It all has to do with “Open Access” and an “author pays option”. I elected at the time that we continue as before with only the two copyright form options – one for papers with CCSC retaining the copyright and the other for panels, tutorials, and such that are limited to two pages whereby the author retains the copyright and can therefore present the panel or tutorial or . . . in a different venue. I will be looking closely at the proceedings of the March 2014 SIGCSE conference to determine the viability of that third “Open Access” and an “author pays option”. Currently it appears to me that third option will have a major added impact on both the publication and the financial structure of the Consortium.

ACM Digital Library

Simply to have this item reiterated, we have had presenters not show up for their presentations at some of the conferences. If that is the case we can have the paper pulled from the ACM Digital Library provided the call for participation states such clearly. This is in line with ACM’s policy.

Respectfully submitted,

John Meinke
Publications Chair

Membership Secretary Report

Robert W. Neufeld

Membership

As of February 18, 2014, CCSC membership stands at 606. The majority of those, of course, result from conference attendance. Renewals trickle in via the Membership Renewal site and by US mail. 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 February 18.

Membership counts and percentages of total by region are shown in the following table. Those listed as “Unspecified” are affiliate members.

Region	Membership Count	Percentage of Total
Central Plains	55	9.1%
Eastern	63	10.4%
Midsouth	45	7.4%
Midwest	76	12.5%
Northeastern	136	22.4%
Northwestern	47	7.8%
Rocky Mountain	20	3.3%
South Central	42	6.9%
Southeastern	78	12.9%
Southwestern	36	5.9%
Unspecified	8	1.3%
Total	606	100.0%

The historical data as reported to past board meetings can be interesting. You may draw your own conclusions.

Membership – From Board Reports												
	F08	S09	F09	S10	F10	S11	F11	S12	F12	S13	F13	S14
CP	54	60	56				47	47	41	49	49	55
EA	80	84	84				75	74	91	61	70	63
MS	37	47	55				38	38	34	40	40	45
MW	71	89	47				54	54	79	74	91	76
NE	124	109	101				128	129	131	137	130	136
NW	58	45	48				65	38	48	38	41	47
RM	46	30	10				32	30	37	24	28	20
SC	82	77	48				38	37	36	42	30	42
SE	92	55	54				72	66	86	70	76	78
SW	36	34	43				32	32	23	32	23	36
Other			1					1	2	4	8	8
Total	680	630	547	~ 450	510- 720	?	581	546	608	571	586	606

Fall Conference Attendance

The following table shows regular members and others who attended regional conferences during the fall 2013 season. As noted, the Midwest conference attendance includes national board members who do not pay registration.

2013 Fall Regional Conference Attendance							
Region	Regular Attendees	Students	Vendors	K-12	Speakers	Other	Total
Eastern	55	21	0	1	0	0	77
Midwest	79 ^a	68	1	4	2	18 ^b	172
Northwestern	41	10	0	0	0	1	52
Rocky Mountain	22	3	0	0	1	0	26
Southeastern	75	18	1	0	2	0	96
Total	272	120	2	5	5	19	423

Notes:

- a) Regular Attendees for Midwest include twelve national board members – free.
- b) Midwest - Student programming Contest Only

ConfTool, Membership Records and Help Desk

From a Consortium standpoint, I believe we have achieved a good working understanding of ConfTool and how it serves regional conferences, generally accepting its limitations and developing workarounds. At the same time, regions experience turnover in the individuals who are responsible for configuring, using, and supporting ConfTool at the regional and conference level. It is sometimes surprising how long it takes for a question or request for assistance to make its way to me. Currently the Membership Secretary serves as *Help Desk* or ConfTool support. A continuing significant role of regional representatives is communication between the national organization and your regions – which includes directing those questions to me. Email sent to conftool@ccsc.org is forwarded to both Stoney Jackson and me.

You will recall that Herman L. “Stoney” Jackson of Western New England University (also CCSC:NE webmaster) continues to provide a great deal of technical support for ConfTool. Through his efforts, we are running the latest release of ConfTool in a well-documented environment. At some levels, ConfTool is very inflexible in its structure and design. Other areas having to do with appearance and language are easy to adapt to our needs, to a limited extent even in exported reports. The interface with PayPal provides some occasional challenges.

Overall, it feels like an appropriate time for me to turn this over to a successor. I continue my attempt to document my learnings and the procedures that I have developed. Both the Publications Chair and I wish that the office of Membership Secretary came with a more effective crystal ball for predicting the size of print runs for the Journal. The Comptroller would likely request that each regional representative insist that the “Participant Statistic” table from ConfTool be sent to him after the close of a conference (at a minimum). That is extremely easy to obtain and gives an unaudited overview of conference participation and income.

The following paragraph stands unchanged and unresolved from my report in fall:

In my opinion, the board needs to have a serious discussion and evaluation as to how well ConfTool serves our purpose for registration and 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.

For the sake of future Membership Secretaries, the CCSC board, and the Consortium, I hope that this need can be addressed sooner rather than later.

Finally I thank the CCSC members who kept my job interesting and challenging with their questions and concerns and then Laura Baker and Stoney Jackson for helping me find answers to those issues, directing my “continuing education” and more. It has been very rewarding working with representatives from all your regions. A special thanks to Laura; without her backing and support I would not have taken on the job of Membership Secretary.

Respectfully submitted,

Robert W. Neufeld
Membership Secretary

Central Plains Regional Report

Judy Mullins

Central Plains Conference 2014

Our 20th annual conference is scheduled for April 4-5 at Westminster College, in Fulton, Missouri. Ed Mirielli is the current conference chair with Jim Buchan serving as a co-chair and the 2015 conference chair.

The complete program and other conference information may be found at <http://www.ccsc.org/centralplains/>.

- Our keynote speaker is Michael Robison, Manager - Distributed Database Management, IBM Global Technology Services in Columbia. His topic will be “Emerging Technologies at IBM”. The banquet speaker is Rick Schmidt, Director of Organization Development at VML, Kansas City. His topic will be “Creative Uses of Technology to Market Ideas, Solve Business Problems, and Win a Few Awards in the Process.”
- Elizabeth Hawthorne, Senior Professor of Computer Science, Union County College is presenting, with a colleague, a pre-conference workshop titled “Introducing Secure Coding in CS0, CS1, and CS2”. This workshop is funded by SIGCSE Speaker’s Fund.
- Proposals for 25 papers, 4 workshop/tutorials, and 5 nifty-assignments were received. We accepted 15 papers for an acceptance rate of 60%, 4 workshop/tutorials for an acceptance rate of 100%, and 3 nifty-assignments for an acceptance rate of 60%. In addition, the conference will feature a panel, lightning talks (including a special K-12 slot), an employer job fair, a student programming contest (including one for high school students), and a student poster contest.
- A focus to encourage the attendance of K-12 computing teachers continues this year. Cerner Corporation is sponsoring 30 scholarships for K-12 teachers who attend the conference (an increase of 10 scholarships from last year). 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 spearhead this effort. One of the high school teachers will be encouraged to take over leadership of this activity this year.
- Conference Steering Committee and Regional Board members are listed at <http://www.ccsc.org/centralplains/committee-stuff.html>

Central Plains Conference 2015

Our 2015 conference will be hosted by College of the Ozarks in Pt. Lookout, Missouri on April 10-11, 2015. Jim Buchan from College of the Ozarks will serve as the conference chair and Baoqiang Yan of Missouri Western State University will serve as the co-chair.

Future Conferences

The 2016 conference will be hosted by Missouri Western State University, St. Joseph, Missouri on April 1-2, 2016. Baoqiang Yan has been elected conference chair by the Regional Board.

Initial discussions are underway with universities wishing to host the 2017 and 2018 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 and the Regional Registrar.

Respectively submitted,

Judy Mullins
Central Plains Representative

Eastern Regional Report

Liz Adams

Eastern had a very successful 29th annual conference at The College of New Jersey (TCNJ) on November 1-2, 2013 at The College of New Jersey in Ewing, New Jersey ably co-chaired by Peter DePasquale (depasqua@tcj.edu) and T.J. Highley (highley@lasalle.edu). The weather was typical Fall weather with bright colored leaves and temperate temperatures. We were not able to host a programming contest and this affected our student enrollment. . The conference theme was *"Innovating CS Curriculum and Pedagogy"*. The conference had presented 6 workshops, 3 lightening talks, 5 tutorials, 1 special session and 15 papers in 5 sessions of 3 papers each. We had 77 registered attendees and 5 TCNJ faculty were "free" under agreement with TCNJ. The three conference awards were: Best Faculty Poster: Jennifer Polack, U of Mary Washington; Best Student Poster: Brandon Gottlob, TCNJ; and Best Paper: Karen Anewalt, U of Mary Washington. The opening keynote speaker was Dr. Peter Freeman, Emeritus Dean and Professor, Georgia Tech College of Computing, ACM Distinguished Speaker whose talk was titled: "The Revolution in Higher Education is Happening - Will You Lose Your Job in the Next Five Years". The dinner keynote speaker was Ben Balter, Government Evangelist, Github whose talk was titled "Open Sourcing Education".

The 2014 conference which will be our 30th, will be held a little later than usual on November 14th and 15th, 2014 at York College of Pennsylvania in York, Pennsylvania and will include a *Student Programming Contest*. The date was chosen by the College. There will be four co-chairs but the main contact is Dave Hovemeyer (dhovemey@ycp.edu). The other three co-chairs, also at York College of Pennsylvania are [David Babcock](#), [Greg Link](#), and [James Moscola](#). The other conference committee members are: Papers co-chairs: [Steve Kreutzer](#) Bloomfield College, and [Helen Wei](#) Richard Stockton College; Panels, Workshops, and Tutorials chair: [Heather Amthauer](#), Frostburg State University; Nifty Ideas and Lightning Talks: [James Moscola](#), York College of Pennsylvania; Student & Faculty Posters chair: [Vince Cicirello](#), Stockton College; Programming Contest co-chairs: [T.J. Highley](#), La Salle University and [Greg Link](#), York College of Pennsylvania. Registration will be handled by [Dave Hovemeyer](#), York College of Pennsylvania; and Hotels and Transportation will be handled by [David Babcock](#), York College of Pennsylvania. The theme of the conference is *"Computing Education: Building a Community"*.

The Call for Participation has already been e-mailed to CCSC-Eastern members and SIGCSE members and been posted on our permanent website www.ccsc-eastern.org. Directions to the conference and a campus map are already available on the above website along with other conference information.

The 2014 conference submission and review system is now available and the submission deadline for everything except Lightning Talks and Posters is April 18, 2014. Lightning Talks and Posters may be submitted until September 15, 2014.

The Eastern Conference Facebook page, which is maintained by John Wright can be found at <https://www.facebook.com/CCSCEastern>. John also maintains the conference website which can be found at our permanent website www.ccsc-eastern.org

We are very pleased that [Vince Cicirello](#) of Richard Stockton College of New Jersey has agreed to serve as conference chair for our 31st conference which will be held at Richard Stockton College of New Jersey in the Fall of 2015. The dates of the conference have not yet been determined.

We are always interested in hosts for future sites.

Respectfully submitted,

Liz Adams
Eastern Regional Representative (2001-2014)
Member of Eastern Steering Committee (1991-present)

Mid-South Regional Report

David Naugler

2014 Conference

The Twelfth Annual Mid-South Conference will be held as held at LeMoyne Owen College in Memphis, Tennessee April 4-5. The Site chair is Valerie Chu of LeMoyne Owen College. The Conference Chair is Rick Massengale of the University of Arkansas - Fort Smith.

Ten papers have been accepted for presentation (out of nineteen submitted); there will be four tutorials, one panel, two undergraduate student papers sessions, a student programming contest, and a Nifty Assignments session.

The banquet address **Maximizing Employability and Employment as an IT Professional in the 21st Century** will be given by S. J. Schaeffer, Former Director of the Advanced Learning Center at the University of Memphis.

2015 Conference

The site for our 2015 conference has not yet been finalized.

Respectfully submitted,

David Naugler

Midwest Regional Report

Jeffrey Lehman

Midwest Conference 2013

The 2013 Midwest conference was held September 20th and 21st at The University of Findlay in Findlay, Ohio. Kent Palmer, Goshen College, served as our Conference Chair. Mary Jo Geise, The University of Findlay, served as our Site Chair. The conference had 172 participants: 81 faculty members and presenters, 68 student conference attendees, 18 programming contest only students, 4 K-12 attendees, and 1 vendor. The national CCSC board held their annual fall meeting at the conference with 13 board members in attendance.

We had eight student posters and two student showcases. Awards were presented as follows:

Poster First Place – *Cracking Passwords with a Raspberry Pi Supercomputer*, Jack Lannon, Northern Kentucky University

Poster Second Place – *Java's Executor Framework*, Michael Graf, Knox College.

Poster Third Place – *Distributed Cloud-Based Server Strategy with NoSQL Database*, Mike Kemner, Northern Kentucky University

Showcase awards - Alex Hoffman, Ball State University and Samuel Micka, University of Wisconsin Oshkosh.

A student programming contest was held Saturday morning with 23 teams representing fifteen institutions. Sixteen teams solved at least one problem. Thanks to Taylor University for providing the programming contest submission system.

First place - Spring Arbor University I and II (both with three solutions)

Second place – Eastern Illinois University I (two solutions)

Third place – Taylor University II (two solutions)

The annual Midwest Region General Business Meeting was held at the fall conference after the banquet address. Mary Jo Geise, University of Findlay was elected to a 3 year term as Registrar. James McGuffee, Northern Kentucky University, was elected to a 3 year term as an At-Large member.

Midwest Conference 2014

The 2014 Midwest Conference will be held September 19th and 20th, 2014 at Olivet Nazarene University in Bourbonnais, Illinois. The conference chair will be Scott Anderson, University of Southern Indiana. The site chairs will be Cathy Bareiss and Larry Vail, Olivet Nazarene University.

Fall planning for the 2014 Midwest Conference was handled by e-mail rather than our normal fall meeting. We will evaluate this approach at our spring planning meeting.

The Conference Committee will meet on April 26, 2014 at Olivet Nazarene University in Bourbonnais, Illinois to select papers and set the program.

Midwest Conference 2015

We plan to hold the 2015 conference at the University of Evansville. The conference date has not been finalized.

Respectfully submitted,

Jeffrey L. Lehman
Midwest Regional Representative

Northeast Regional Report

Lawrence D'Antonio

2014 Conference

The Nineteenth Annual CCSCNE conference will be held April 25-26, 2014 at Providence College. The Conference Chair is Frank Ford from Providence College.

There were 30 papers submitted of which 13 were accepted. This represents an acceptance rate of 43%. In addition the conference will feature three tutorials, one demo, one panel, four faculty posters, and three pre-conference workshops.

There are two very distinguished invited speakers: Jim Hendler, of RPI, who will speak on "Big Data Meets Computer Science" and Mehran Sahami, of Stanford, who will speak on "Computer Science Curriculum for the Coming Decade."

The cut-off date for early registration is April 4.

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.

Future Conferences

We are still on the lookout for the 2016 conference (and beyond). Hamilton College is a possibility (but not confirmed).

Submitted February 19, 2014

Respectfully submitted, September 14, 2013

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

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

Northwestern Regional Report

Brent Wilson

Future Northwestern Conference Sites

<i>Year</i>	<i>Dates</i>	<i>School</i>	<i>Location</i>
2014	October 10-11, 2014	Gonzaga University	Eastern Washington
2015	1st/2nd Weekend of October, 2015	Seattle Pacific Univ. or Univ. of Puget Sound	Western Washington
2016	1st/2nd Weekend of October, 2016	unknown	Portland, Oregon

Regional Notes

The region is starting to see an upturn in attendance/participation by newer/younger faculty. This infusion of 'new blood' is exciting and refreshing. We are excited as these new members begin to take more leadership roles within the region.

Open Regional Board Positions

We have regional board positions open for Editor and Treasurer.

Respectfully Submitted,
Brent Wilson
Northwest Regional Representative

Rocky Mountain Regional Report

Karina Assiter

GENERAL

- LINKS

<http://www.ccsc.org/rockymt/>
Facebook <https://www.facebook.com/CCSCRM>

- REGIONAL BOARD

Position	2014 Conference	2013 Conference (if differs)
CCSC Rep (Regional chair)	Karina Assiter	
Treasurer	Ed Lindoo	
Editor(s)	Pam Smallwood	Jean Johnson
Submission chair(s)	Karina Assiter & Mohamed Lotfy	
Webmaster	Kim Bartholomew	
Publicity Chair	Reva Freedman	Alison Brown
Registrar	Durga Suresh	
Conference chair(s)	Jean Johnson	None
Site Chair(s)	Mohamed Lotfy & Pam Smallwood	Jean Johnson
Moderator Chair	Avi Jain	
Program Chair	Mohamed Lotfy	

- NEWS / ISSUES

- **Keynote** address was given by Bob Neufeld
- Position changes (see Regional Board)
- Conference chairs disappeared.
- Low attendance (budget submitted by Ed Lindoo)
- Need volunteers to host future conferences.

2013 (22ND ANNUAL ROCKY MOUNTAIN CONFERENCE)

- LOGISTICS

October 11-12

Location Black Hills State University, Rapid City, South Dakota

- LINKS

<https://www.ccsc.org/rm2013/index.php>

Program <http://www.ccsc.org/rockymt/FullProgram.pdf>

- FEES

\$135

\$155

\$35

Student On-Site \$45

- DATES

May 31, 2013

June 28, 2013

July 12, 2013

- SUBMISSION STATISTICS

	Submitted	Accepted	Rejected
	13	11	2
	5	5	0
	1	1	0
	19	17	2

2014 (23RD ANNUAL ROCKY MOUNTAIN CONFERENCE)

- LOGISTICS

		October 10 – 11, 2014
•	Location	Regis University, Denver CO
	L	
INKS		
•	Submissions	https://www.ccsc.org/rm2014/index.php
•	FEES	
		\$135
		\$155
		\$35
	Student On-Site	\$45
•	DATES	
		May 31, 2013
		June 28, 2013
		July 12, 2013

FUTURE CONFERENCES (TO BE DETERMINED)

#	Year	Date	Location
24 th	2015		
25 th	2016		
	2017		

Respectfully submitted,

Karina Assiter
RM Regional representative

South Central Regional Report

Leslie Fife

We are looking forward to our Spring Conference returning to St. Edward's University in Austin, Tx. This location has always had good attendance, is reasonable central and has good access by car or plane. The steering committee met in December – in person and remotely. Ice in the Northern parts of the region discouraged long distance travel.

However, using technology - which apparently computing professionals can do – all members available were able to discuss the paper submissions and build the program in real-time with few snags. Thanks to Dr. Laura Baker, our perennial and magnificent paper's chair for the work in making the paper review portion of the meeting an unqualified success.

The program has been set and we are excited about hosting the conference at this site again in 2015 and 2016.

Conference is 11-12 April 2014.

Submitted February 2014:

Leslie D. Fife, PhD

Southeast Regional Report

Kevin Treu

Fall 2013 CCSC:Southeastern Conference

The 27th CCSC Southeastern Conference was hosted by Furman University in Greenville, SC on Nov 15-16, 2013. There were 93 registrants (18 of whom were students, and 27 of whom were first time attendees). The program included 12 papers, 2 tutorials, 3 workshops, 1 research poster session, a new “nifty assignments” session, and a session of student presentations from our student research competition. A total of 24 regular papers were submitted (8 fewer than last year) of which 12 were accepted, for an acceptance rate of 46.8%, compared to 46.8% in 2012 and 60% in 2011. (The acceptance rate for panels/tutorials/workshops was 86% -- 6 of 7 submissions.) Approximately 30 people attended the pre-conference workshop, “Computing Foundations for the Scientist”. Student participation was very high, with 30 teams consisting of 111 students representing 20 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 Roanoke College (3rd).

Fall 2014 CCSC:Southeastern Conference

College of Charleston in Charleston, SC will host the 2014 conference on Nov 6-7. Christopher Starr is the site chair. The rest of the Conference Committee has not yet been determined. The conference web site is:

<http://www.ccsce.org/conference.php?year=28th>

The call for participation is available at the site. April 4 is the deadline for paper submissions. (September 12 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.

Future CCSC:Southeastern Conferences

Roanoke College will host the conference in November of 2015, and UNC-Asheville will host for the first time in November of 2016. Dates have not yet been finalized.

Other Regional Issues/Activities

Regional Board Turnover – A significant effort has been expended in the last year towards recruitment of new regional board members, both as replacements and in order to bring new ideas to the region. Consequently the board has a new treasurer, secretary, and 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 bi-annual meeting procedures to address problems of attendance
- Continued assessment and refinement of the ConfTool system for paper submission and reviewing
- Consideration of alternative forms of presentation and participation at the conference, including the new “nifty assignments” session
- Continued testing and dissemination of a comprehensive conference hosting manual

Reports on these initiatives are expected at the regional board meeting on March 7, with specific recommendations to be discussed and adopted.

Respectfully submitted:

Kevin Treu
Southeastern Regional Representative

Southwest Regional Report

Colleen Lewis

Regional Officers:

- Regional Chair: Shan Barkataki, CSU Northridge
- 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 2014

- **Location:** CSU Northridge
- **Date:** March 14-15, 2014
- **Conference Organizers:**
 - **Conference Co-Chairs:** Peter Gabrovsky & Ani Nahapetian, CSU Northridge
 - **Papers Chair:** Megan Thomas, CSU Stanislaus
 - **Authors Chair:** Peter Gabrovsky, CSU Northridge
 - **Posters Chair:** Youwen Ouyang, CSU San Marcos
 - **Speakers Chair:** Stephanie August, Loyola Marymount University
 - **Panels/Tutorials Chair:** Tzu-Yi Chen, Pomona College
 - **Publicity Chair:** G. Michael Barnes, CSU Northridge
- **Program:**
 - 3 tutorials
 - 12 papers

Southwestern Conference 2015

- **Location:** Harvey Mudd College
- **Dates:** March 20-21, 2015

Conference Chair: Colleen Lewis

Respectfully submitted,

Colleen M. Lewis

Southwest Regional Representative

Treasurer Report

Bill Myers

1. Report on Consortium Finances for 2012-13 (See attached.)
2. Report on Consortium Finances for first half of 2013-14 (See attached.)
3. Review of Tax Returns for 2012.
4. Conference Budgets

The following budgets are in progress:

Southeastern 2014
SouthCentral 2015

The following conferences need to have budgets approved at the meeting (or soon thereafter); submit your proposed budgets to Rob ASAP:

MidWestern 2014
NorthWestern 2014
Rocky Mountain 2014
Southwestern 2015
MidSouth 2015
Northeasten 2015

The following budgets should be submitted to Rob before September, so that they can be acted upon before the Fall meeting:

MidWestern 2015
Eastern 2015
NorthWestern 2015
Rocky Mountain 2015
Southeastern 2015

Conferences should be sure to charge the fees that they have submitted in their budgets. (Several conferences are charging less for certain items.)

5. Finance Committee
They will submit a report at the meeting or soon thereafter.
Two issues will be that of the number of National Partners and the state of the funds from UPE
6. Liability Insurance (See attached.)

Forms will need to be completed by September 1 for all conferences and other meetings from November 1, 2014, through October 31, 2015.

7. Transition Issues

Respectively submitted,

Bill Myers
Treasurer

Comptroller Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 2/18/14. Baseline budgets are sent to each region at least twice a year (May/June and January).

CCSC Comptroller Conference Budget approval status, 2/18/14

Region	Baseline yr & date	Budget yr & date	Comptroller Approval	approved by board	Next budget
-conf. term	sent to region	rcvd from region	sent to treasurer		needed
CP-SPR	2016: 1/21/2014				2016
EA - FA	2015: 1/21/2014				2015
MS - SPR	2015: 1/21/2014				2015
MW - FA	2014: 1/21/2014				2014
NE - SPR	2015: 1/21/2014				2015
NW - FA	2015: 1/21/2014				2015
RM - FA	2014: 1/21/2014				2014
SC -SPR	2015: 1/21/2014	2015:2/12/2014	2015: 2/13/2014		2015
SE - FA	2014: 1/21/2014	2014:2/18/2014	2014:2/18/2014		2014
SW - SPR	2014: 1/21/2014	2014:2/18/2014	2014:2/18/2014		2014

Respectively submitted,

Rob Bryant
Comptroller

Conference Coordinator Report

William Mitchell

The five Fall Conferences for 2014 have been submitted for In-Coop status with SIGCSE. I was able to identify a conference chair or co-chair (total of two is all ACM allows, even though Eastern had 4 co-chairs), and a Program (papers) chair or co-chair for all conferences except SE, where I used the site chair for the conference chair. ACM has the rule that both the conference chair and the program chair must be ACM members, but I have no way of determining if this is true. If they check and this requirement is not met, they will contact us and the conference committee would have to add a co-chair with ACM membership (just for ACM documentation). I don't think that they check rigorously since they have only complained once. This task must next be performed in September.

The Regions page on the CCSC website still is missing quite a few By-laws links (if your region has bylaws, maybe you could forward them to Deborah). Those that are posted are not in conflict with national by-laws. We recently found bylaws for RM, though all they do is specify how the Regional Board is perpetuated. It should be combined with the document describing the member duties that is accessed through the conference committee link at <http://www.ccsc.org/rockymt/RMCCSCConferenceCommittee.pdf>, which seems to be recently composed. There seem to be some positions on the Conference Committee that are NOT on the Region board and Submission Chair is used in one document and Papers Chair in the other.

The accounting task force is planning to recommend that the regional registrars and treasurers fulfill some specific reporting tasks so that we can collect accurate data on CCSC finances. I plan to take on an assistant Treasurer position for a year to focus on defining the data streams from regions to national, so the conference coordinator position can fade away if the board can assign the In-Coop task to someone else. I have a training manual.

Respectively submitted,

Will Mitchell
Conference Coordinator

National Partners Chair Report

No report submitted.

UPE Report

Fall Conferences

Eastern

<http://www.ccsc-eastern.org/> and <http://www.ccsc-eastern.org/sponsors-partners>

Midwest

<http://www.ccsc.org/midwest/conference/students.html>

Northwestern

<http://www.ccsc.org/northwest/2014/index.html> and <http://www.ccsc.org/northwest/2013/>

Rocky Mountain

<http://www.ccsc.org/rockymt/>

Southeastern

<http://www.ccscse.org/papercontest.php?year=28th>

Spring Conferences

Central Plains

<http://www.ccsc.org/centralplains/>

Midsouth

<http://www.ccsc-ms.org/>

Northeastern

<http://ccscne.org/> and <http://ccscne.org/conferences/ccscne2014/>

South Central

<http://www.ccsc.org/southcentral/> and <http://www.ccsc.org/southcentral/submissions/>

Southwestern

<http://www.ccsc.org/southwestern/index.php>

Respectively Submitted,

Elizabeth Adams

Service Recognition Committee Report

Susan Dean, Colleen Lewis, Jeff Lehman

As suggested at the Fall 2013 board meeting a list of past Service Recognition Award recipients will be available at the CCSC web site. Thanks to Deborah Hwang for her help with the web site.

We again asked Deborah Hwang to work with the shop in Evansville to have this year's award engraved. She will bring the award to SIGCSE. We thank her for her help.

Nominations for the CCSC Service Recognition Award are due to the Service Recognition Committee by May 1. An e-mail reminder to CCSC members and past award winners will be sent in early March.

Nominating Committee Report

Scott Sigman, Kevin Treu, Lawrence D'Antonio

The Nominating Committee used a variety of ways to solicit nominations from the CCSC membership. In addition to the usual channels of seeking nominations through regional representatives and region steering committees, this year nominations were sought directly from each member of the Consortium by email.

The positions to be filled in the 2014 Spring Election are the Vice President/President Elect and Regional Representatives from the Central Plains, Eastern, Midwest, and Southwest Regions. The Nominating Committee respectively submits the following slate of candidates. Additional nominations will be solicited from the floor at the Annual CCSC Business Meeting, which will be held at 6:00 p.m. on March 7, 2014 in the Hyatt Regency, Atlanta.

CCSC Vice President/President Elect (V.P. 8/1/2014 - 7/31/2016, President 8/1/2016 - 7/31/2018)

Nominee: Hala ElAarag, Stetson University

Central Plains Representative (8/1/2014 – 7/31/2017)

Nominee: Judy Mullins, University of Missouri-Kansas City

Eastern Representative (8/1/2014 – 7/31/2017)

John Wright, Juniata College

Midwest Representative (8/1/2014 – 7/31/2017)

Jeff Lehman, Huntington University

Southwest Representative (8/1/2014 – 7/31/2017)

Megan Thomas, California State University-Stanislaus

Respectively Submitted,

Scott Sigman

Nominating Committee Chair

Appendices

Proposed Standing Rules Changes – Database Administrator

Background:

CCSC Bylaws provide under Article VI, Governing Body, the following:

3. Upon approval by the Board of Directors, individuals charged with special duties may have representation to the Board. Such individuals will serve at the pleasure of the Board and will not have voting rights.

Standing Rules for Article VI include this general directive about these positions and the current listing of “special duties” individuals:

12. Upon appointment, the Board will decide whether and how frequently an individual charged with special duties is to attend Board meetings. This schedule can be changed only by Board action.

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

5. Individuals charged with special duties are the Conference Coordinator, Webmaster, National Partners chair, Associate Editors of the Journal, Comptroller, and Database Administrator.

Proposal:

Operating under these guidelines, this proposal recommends a change in both title and description for the position of Database Administrator. After the current description was written, conference registrations have moved to ConfTool, now running at ccsc.org, and the division of duties between Membership Secretary and “Database Administrator” (really Stoney Jackson) has shifted. To reflect this change and to allow for future developments, we are recommending that the position be named “Membership System Administrator.”

For completeness, the duties of the Membership Secretary are included here as listed in the bylaws:

12. The Membership Secretary shall:

- a. Maintain the membership roster of the Consortium.*
- b. Be responsible for the delivery of dues notices and ballots.*
- c. Keep such records and prepare such reports as may be requested by the Board of Directors, the Finance Committee, or individual regions.*
- d. Certify voter eligibility.*

Currently the duties listed for the Database Administrator have largely shifted to the Membership Secretary, relying on spreadsheets populated with data extracted from the eleven different ConfTool instances.

6. *The Database Administrator shall:*
 - a. *Maintain the membership database as specified by the Board.*
 - b. *Provide timely reports to support membership, financial, publications, and other Board functions, reflecting accurate and up-to-date membership information.*
 - c. *Coordinate with individual regional/conference registrars to ensure that conference-related membership information is kept up to date.*

We propose replacing this as follows:

The Membership System Administrator shall assist the Membership Secretary with duties as assigned, to include such items as:

- a. *Initial setup for conference registrations.*
- b. *Archiving conference records.*
- c. *User support with registration and membership systems.*
- d. *Maintaining and updating the membership and registration systems.*

(Note that this language is modeled after the description for the Associate Editors in Standing Rule 9.)

Implementation:

As specified in Article X for modification of Standing Rules, the specific changes to Standing Rules are shown here, being presented to the board in advance of the Spring 2014 board meeting on March 5, in order that a vote can be taken at that meeting. All references are to Standing Rules for Article VI of the Bylaws.

Current item 2:

2. The Membership Secretary shall:
 - a. Provide in a timely manner appropriate mailing lists as needed for any Consortium business.
 - b. Be the interface between the Board and the Database Administrator to resolve database problems.

Revised item 2:

2. The Membership Secretary shall:
 - a. Provide in a timely manner appropriate mailing lists as needed for any Consortium business.
 - b. Be the interface between the Board and the **Database Membership System** Administrator to resolve **database** problems with membership and registration systems.

Current item 5:

5. Individuals charged with special duties are the Conference Coordinator, Webmaster, National Partners chair, Associate Editors of the Journal, Comptroller, and Database Administrator.

Revised item 5:

5. Individuals charged with special duties are the Conference Coordinator, Webmaster, National Partners chair, Associate Editors of the Journal, Comptroller, and **Database Membership System** Administrator.

Current item 6:

6. The Database Administrator shall:

- a. Maintain the membership database as specified by the Board.
- b. Provide timely reports to support membership, financial, publications, and other Board functions, reflecting accurate and up-to-date membership information.
- c. Coordinate with individual regional/conference registrars to ensure that conference-related membership information is kept up to date.

New item 6:

The Membership System Administrator shall assist the Membership Secretary with duties as assigned, to include such items as:

- a. Initial setup for conference registrations.
- b. Archiving conference records.
- c. User support with registration and membership systems.
- d. Maintaining and updating the membership and registration systems.

*Submitted by Robert W. Neufeld
CCSC Membership Secretary
February 3, 2014*

Business Meeting Agenda

CCSC Annual Business Meeting
Hyatt Regency Atlanta
March 7, 2014, 6:00pm

1. Minutes of Spring 2013 Annual Business Meeting, posted at <http://www.ccsc.org/board/archive.htm>.
2. Introduction of Regional Representatives
3. Membership Secretary Report
4. Treasurer's Report
5. Publications Chair Report
6. National Partners Chair Report
7. Nominating Committee Report and Election procedures for Spring 2014 Election.
8. CCSC Annual Business meeting for Spring 2015 will be in conjunction with SIGCSE 2015 on March 6, 2015 in Los Angeles, California.
9. Thanks to Stoney Jackson of Western New England University and Bob Neufeld of McPherson University.
10. Introductions of Board Appointed positions.
11. Presentation of the Annual CCSC Service-Recognition Award.
12. New Business from membership.

	Treasurer's Report 2012-13											
	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	SW	TOTAL
BEGINNING BALANCE	\$5,000.00	\$16,096.55	\$4,309.63	\$14,740.56	\$14,093.39	\$15,435.70	\$9,345.47	\$15,440.66	\$12,670.25	\$19,081.67	\$4,968.71	131,182.59
INCOME												
Membership Dues	1,435.00											1,435.00
Advance Dues	35.00											35.00
Conference Head Tax	19,557.00											19,557.00
Portion of Dues Paid Prior Year	8,269.00											8,269.00
Proceedings	1,680.00											1,680.00
Back Issues												0.00
Interest	710.79											710.79
National Partners	6,000.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	9,000.00
National Partners Collected 11-12												0.00
Grants	200.00		200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,000.00
Registration	11,520.00		420.00	7,065.00	11,050.00	21,065.00	5,775.00	4,950.00	4,940.00	7,570.00	4,605.00	78,960.00
Advanced Registrations			3,515.00		3,045.00		420.00	1,185.00		1,870.00		10,035.00
Advanced National Partners												0.00
Extra Meals		96.00	15.00	186.00		90.00	160.00	20.00		10.00		577.00
Extra Proceedings		20.00	10.00	20.00	80.00	70.00	40.00	20.00	18.00	10.00	10.00	298.00
Donations	1.00	500.00										501.00
Credit Card Rebates	369.70											369.70
Sales Tax Refunds	(10.00)											(10.00)
Other	2,036.96		95.00	2,700.00	475.00	6,700.00	300.00		63.00	1,700.00		14,069.96
Other Advance Income			6.00		80.00			10.00		120.00		216.00
TOTAL INCOME	\$40,084.45	\$12,636.00	\$4,561.00	\$10,471.00	\$15,230.00	\$28,425.00	\$7,195.00	\$6,685.00	\$5,521.00	\$11,780.00	\$5,115.00	\$147,703.45
Reserves for Advanced Payments	\$35.00	\$0.00	\$3,521.00	\$0.00	\$3,125.00	\$0.00	\$420.00	\$1,195.00	\$0.00	\$1,990.00	\$0.00	\$10,286.00
NET INCOME	\$40,049.45	\$12,636.00	\$1,040.00	\$10,471.00	\$12,105.00	\$28,425.00	\$6,775.00	\$5,490.00	\$5,521.00	\$9,790.00	\$5,115.00	\$137,417.45
EXPENSES												
Conference Meals		3,859.53		3,405.78	3,521.52	12,800.00	1,581.17	5,064.63	1,355.62	4,631.14	1,491.34	37,710.73
Conference Rentals		262.50		258.62			519.00		792.50	660.27	586.00	3,078.89
Conference Head Tax		2,091.00		1,804.00	2,747.00	5,535.00	1,517.00	1,107.00	1,353.00	2,378.00	1,025.00	19,557.00
Journal Printing	13,901.70											13,901.70
Journal Mailing	4,139.83											4,139.83
Professional Fees	7.14											7.14
Web Expenses	315.15					119.40						434.55
Office Supplies	33.81	303.68	478.83	270.73	64.99		119.78	188.65	166.16	685.31	17.18	2,329.12
Postage		78.91		371.28		5.60		11.61				467.40
Printing & Dup.	6.09	102.00		894.27						919.18		1,921.54
Publicity		413.88										413.88
Proceedings		54.00	720.00	216.00		60.00	168.00	138.00	102.00	132.00	90.00	1,680.00
Speakers Expenses			(0.20)	235.10	500.0							

Income & Expenses: August – January 2014

CCSC Income and Expenses
August 1, 2013 -January 31, 2014

Income

Membership Dues	\$770
Head Tax	\$10,660
Reserves from Prior Year	\$8,319
National Partners	\$2,000
Grants	
Interest	47
Proceedings Sold	540
to conferences	
Back Issues	
Donations	
Royalties	
Credit Card Rebates	95
Sales Tax Refund	
Other Income	
Conference Surpluses	
Total Income	\$22,431

Expenses

Board Travel	\$8,241
Board Meet. Exp.	
Audit Comm. Exp.	
Journal Printing	6,930
Journal Mailing	1,697
Professional Fees	7
Phone/Fax	
Office Supplies	
Publicity	
Other Printing/ Duplicating	10
Postage	
National Partners Fees	1,000

to Conferences	
Awards	81
Web Expenses	149
Liability	
Insurance	500
Checks/Bank Fees	
Credit Card Annual Fees	
Credit Card Expenses	1,047
Interest	
Grants to Confs.	
Treasurer Expenses	90
Voting	
Expenses	
Conference	
Dev.	
Database Development	
Publication Expenses	
Miscellaneous	
Total Expenses	\$19,752
Reserves for Grants	
Reserves for Memberships	
Expiring in the Year	\$1,671
Surplus	\$1,008

Approved 2014 Eastern Budget

Budget for the 2014 CCSC:Eastern
Conference

Approved by the Board on January 23, 2014

Income	#	each	total
Registrations - Full - Early	75	145	10,875
Registrations - Full - Late	8	160	1,280
Registrations - Full - On-Site	2	180	360
Registrations - Board Members	10	110	1,100
Registrations - Student - early	8	35	280
Registrations - Student - late	2	45	90
Registrations - K-12 early	0	50	0
Registrations - K-12 late	0	60	0
Registrations - Progr Teams	20	60	1,200
Registrations - student web			0
Workshop - early	0	6	0
Workshop - late	0	8	0
Extra Meals			
Banquet	5	25	125
Lunch (Saturday)	5	20	100
Extra Proceedings	2	6	12
Vendors Registration	4	150	600
Vendors Presentations			0
National Partners	4	100	400
Industry Sponsorship			200
UPE Sponsorship			200
Grants			
Other Income (List)			
Total			16,822

Expenses

Steering Com. Travel Ex.		
Steering Com. Meeting Ex.		500
Phone/Fax		0
Publicity		
In support of Conference		
Other		
Postage		
Publicity		300
In support of Conference		
Other		
Office Supplies		200
Publicity		
In support of Conference		
Other		0
Brochure Printing/Duplicating		600

Publicity (printing, other formats)			500
Other duplicating			
Signage			100
Speaker Expenses	1	900	900
Consortium Head Tax	85	41	3,485
Extra Proceedings	40	6	240
Meals - Total			
Breaks-Friday	210	3.5	735
Breaks-Friday			
Breaks-Saturday	210	3.5	735
Breaks-Saturday (11:30 am)			
Reception (food)	105	9.45	992
Banquet	105	15.9	1,670
Ticketed drinks	105	6	630
Saturday Breakfast	105	4.75	499
Saturday Breakfast / Snacks (prog. Teams)	105	4.75	499
Luncheon (prog. Teams)	60	9	540
Luncheon (Sat.)	105	9	945
Entertainment			
Transportation			
Rentals			930
Student Programs			
Student Awards			725
Faculty Awards			50
Consortium Membership			1,000
Other Expenses (List)			
Publicity			

In support of Conference

Other (Campus Safety/Custodial)

Total	16,774
Balance	48

Details of rental above

Friday - reception / dining area			600
Friday - classrooms for presentations			0
Saturday - Programming Contest			0
Saturday - classrooms for presentations			0
Saturday - luncheon area			200
Reception set up	2	19	38
Reception bar tenders (4 hr. minimum)	4	22.95	92
Tech equipment (podium, mic, amplification)			

Approved 2014 Southwestern Budget

Budget for 2014
Southwestern Conference
Approved by the Board on February 28, 2014

Income	#	each	total
Registrations - Full - Early	25	\$160	\$4,000
Registrations - Full - Late	0	\$180	\$0
Registrations - Full - On-Site			\$0
Unpaid attendees (speakers)	3	\$0.00	\$0.00
Registrations - Student 2 day - early	8	\$60.00	\$480.00
Registrations - Student 2 day - late	0	\$60.00	\$0.00
Registrations - Student - early	5	\$30	\$150
Registrations - Student - late	0	\$30	\$0
Registrations - K-12 early			\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams			\$0
Registrations - student web			\$0
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet			\$0
Lunch (Saturday)			\$0
Extra Proceedings		\$10	\$0
Vendors Registration	0	\$125	\$0
Vendors Presentations			\$0
National Partners	4	\$100	\$400
Industry Sponsorship			\$0
UPE Sponsorship			\$200
Grants			
Other Income (List)			
Donations			
Total			\$5,230
Expenses			
Steering Com. Travel Ex.			
Steering Com. Meeting Ex.			\$0
Phone/Fax			\$0
Publicity			
In support of Conference			
Other			
Postage			
Publicity			\$0
In support of Conference			
Other			

Office Supplies			\$0	
Publicity				
In support of Conference				
Other			\$0	
Brochure Printing/Duplicating			\$0	
Publicity (printing, other formats)				
Other duplicating				
Signage				
Speaker Expenses	2	\$500	\$1,000	
Consortium Head Tax	25	\$41	\$1,025	
Extra Proceedings	5	\$6	\$30	
Meals - Total				\$1,623
Breaks	36	\$4	\$144	
Reception	0	\$100	\$0	
Banquet	36	\$24	\$864	
Saturday Breakfast	41	\$5	\$205	
Saturday Breakfast (prog. Teams)			\$0	
Luncheon (prog. Teams)			\$0	
Luncheon (Sat.)	41	\$10	\$410	
Entertainment				
Transportation				
Rentals (CSUN banquet room)	1	\$350	\$350	
Student Awards			\$200	
Faculty Awards				
Consortium Membership			\$1,000	
Other Expenses (List)			\$0	
Publicity				
In support of Conference				
Other				
Total			\$5,228	
Balance			\$2	

Approved 2015 Central Plains Budget

Budget for
2015 Central Plains Conference

Approved by the Board on March 5, 2014

<u>Income</u>	<u>#</u>	<u>each</u>	<u>total</u>
Registrations - Full - Early	50	\$150	\$7,500
Registrations - Full - Late	2	\$175	\$350
Registrations - Full - On-Site			\$0
Registrations - Student - early	50	\$45	\$2,250
Registrations - Student - late			\$0
Registrations - K-12 early	0	\$50	\$0
Registrations - K-12 late			\$0
Registrations - Progr Teams	66	\$20	\$1,320
Registrations - student web			
Student Poster Contest	10	\$20	\$200
Workshop - early			\$0
Workshop - late			\$0
Extra Meals			
Banquet	4	\$20	\$80
Lunch (Saturday)	2	\$12	\$24
Extra Proceedings	2	10	20
Vendors Registration	1	\$135	\$135
Vendors Presentations			\$0
National Partners	4	\$100	\$400
Industry Sponsorship			
UPE Sponsorship			\$200
Grant CERNER Programming			
Contest			\$500
Grants (K-12) CERNER	10	\$50	\$500
Other Income (List)			
Total			\$13,479

Expenses

Steering Com. Travel Ex.	
Steering Com. Meeting Ex.	\$350
Phone/Fax	\$25
Postage	
Publicity	325
In support of Conference	
Other	
Office Supplies	\$250
Administration	
In support of Conference	
Other	\$0
Brochure Printing/Duplicating	\$500
Publicity (printing, other formats)	\$250

Other duplicating				
Signage				
Speaker Expenses	1	\$1,000	\$1,000	
Consortium Head Tax	52	\$41	\$2,132	
Extra Proceedings	2	\$6	\$12	
Meals - Total				\$6,098
Breaks-Friday	110	\$5	\$550	
Breaks-Saturday	110	\$5	\$550	
Reception			\$0	
Banquet	117	\$18	\$2,106	
Saturday Breakfast	70	\$5	\$350	
Saturday Breakfast (prog.				
Teams)	50	\$5	\$250	
Luncheon (prog. Teams)	66	\$12	\$792	
Luncheon (Sat.)	125	\$12	\$1,500	
Dinner Programming Teams			\$300	
Entertainment			\$0	
Transportation				
Rentals				
Student Programs			\$150	
Student Awards			\$1,075	
Faculty Awards			\$0	
Consortium Membership			\$1,000	
Other Expenses (List)				
Publicity				

In support of Conference

Other

Total	\$13,467
Balance	\$12

Approved 2014 Midwest Budget

Budget for 2014
Midwest Conference

Approved by the Board on March 5, 2014

Income	#	each	total
Registrations - Full - Early	55	\$145	\$7,975
Registrations - Full - Late	5	\$170	\$850
Registrations - Full - On-Site			\$0
Registrations - Student - early	40	\$40	\$1,600
Registrations - Student - late			\$0
Registrations - K-12 early	5	\$25	\$125
Registrations - K-12 late			\$0
Registrations - Progr Teams	20	\$15	\$300
Registrations - student web			\$0
Workshop - early	15	\$20	\$300
Workshop - late	10	\$20	\$200
Extra Meals			
Banquet	5	\$25	\$125
Lunch (Saturday)	4	\$15	\$60
Extra Proceedings	5	\$10	\$50
Vendors Registration	2	\$150	\$300
Vendors Presentations			\$0
National Partners	2	\$100	\$200
Industry Sponsorship			
UPE Sponsorship			\$200
Grants			
Other Income (List)			
Board Registrations		\$0	
Total			\$12,285
Expenses			
Steering Com. Travel Ex.			
Steering Com. Meeting Ex.	2	\$175	\$350
Phone/Fax			\$0
Publicity			
In support of Conference			
Other			
Postage			
Publicity	2	\$200	\$400
In support of Conference			
Other			
Office Supplies			
Publicity			\$150
In support of Conference			
Other			\$0
Brochure Printing/Duplicating			\$1,200
Publicity (printing, other formats)			
Other duplicating			

Signage				
Speaker Expenses			\$750	
Consortium Head Tax	60	\$41	\$2,460	
Extra Proceedings	10	\$6	\$60	
Meals - Total				\$4,270
Breaks-Friday	80	\$7	\$560	
Breaks-Saturday		\$0	\$0	
Reception		\$0	\$0	
Banquet	80	\$23	\$1,840	
Saturday Breakfast	85	\$8	\$680	
Saturday Breakfast (prog. Teams)		\$0	\$0	
Luncheon (prog. Teams)		\$0	\$0	
Luncheon (Sat.)	85	\$14	\$1,190	
Entertainment				
Transportation				
Rentals			\$350	
Student Awards			\$300	
Faculty Awards				
Consortium Membership			\$1,000	
Other Expenses (List)				
Publicity				
Student Programs				
In support of Conference				
Other				
Total			\$11,290	
Balance			\$995	

Approved 2014 Southeast Budget

[illegible]

Insurance Application

Conference Name:

Date(s):

Co-sponsor: Association for Computing Machinery's Special Interest Group for Computer
Science Education

Venue:

Address:

Expected Attendance:

Meeting Name:

Date(s):

Venue:

Address:

Expected Attendance:

Report of the Financial & Accounting Taskforce

Report from the CCSC Financial and Accounting Task Force for the SIGCSE CCSC Board Meeting.

Sunday, March 2, 2014

The CCSC Financial and Accounting Task Force have been meeting since December of 2012. The report below details the work accomplished in our seven meetings since the 2013 Fall CCSC Board meeting and our continuing plans for the next transition year.

- Work accomplished through March, 2014:
 1. Selection of QuickBooks Online as financial and accounting system. *Approved by Board.*
 2. Definition of transition roles for Associate Treasurers. *Approved by Board.*
 3. Extensive study of regional level procedures for CCSC – Central Plains and CCSC – Rocky Mountain financial activities.
 4. Identification of individuals to fill key roles in transition – Susan Dean, Treasurer; Will Mitchell, Associate Treasurer for software administration; Judy Mullins, Associate Treasurer. *On the Board agenda for discussion and approval.*
 5. Established relationship with accounting consultant. *Board approved to pay up to \$500 for consulting work.*
- To be accomplished during first year of transition:
 1. Definition of accounting and financial procedures and duties of Treasurer and Associate Treasurer(s), and of how those interface with duties of Comptroller.
 2. Definition of accounting and financial procedures and duties to be followed/performed by regions/conferences.
 3. Proposal to the Board of Standing Rules modifications to support/enact those procedures and duties.
 4. The CCSC Board will begin to see a change in the reports that they will receive in the future. The redefinition of reports will be based upon the additional features available through QuickBooks.
 5. Identification of what we don't know yet, and proposal of procedures to take care of it!

The CCSC Financial and Accounting Task Force requests CCSC Board approval for continuing its work through the first year of the new Treasurer's term (July 31, 2015).