Consortium for Computing Sciences in Colleges

2016 Spring Meeting of the CCSC Board of Directors
Executive Board Room, Mezzanine Level, Cook Convention Center

Memphis Tennessee

7 p.m., March 2, 2016

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<div align="center">**Annotated Agenda**</div>

I. Approval of Agenda

II. Future Board Meetings

1. Location of the Spring 2017 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: Approval of a recommendation to the membership of the co-location of the Spring 2017 CCSC Annual Business Meeting with the 2017 SIGCSE conference. SIGCSE 2017 meets in Seattle, Washington and this meeting date will be Friday, March 10, 2017, following the SIGCSE Business meeting. The usual meeting time is 6 pm.

2. Meeting Times and Location of Upcoming CCSC Board Meetings
The Fall 2016 board meeting has been set for 7:00 p.m. November 3, 2016 immediately prior to the Southeastern regional conference at University of North Carolina-Asheville in Asheville, North Carolina. The conference will be held on November 4 & 5.

Action Item: Approve the location of the Spring 2017 board meeting on Wednesday, March 8, 2017 immediately prior to the start of the SIGCSE 2017 symposium in Seattle, Washington. The meeting will run 7-11 pm.

III. Elections and Appointments

1. Election of Membership Secretary
Tim McGuire's term as Membership Secretary expires on July 31, 2016. Tim has consented to serve another 3-year term.

Action Item: Approve the appointment of Tim McGuire as Membership Secretary for a three-year term, August 1, 2016 through July 31, 2019.

Recommendation: The Membership Secretary has a wide spectrum of duties that encompass managing membership records, producing membership lists, managing the logistics of the deployment of ConfTool for each regional conference, and for managing the Membership System Administrator's activities maintaining and deploying Conftool. These duties impose a heavy workload and at times imposes short deadlines. Therefore, it is the recommendation of the President that the Board create an Associate Membership Secretary in order to lessen the pressures on the Membership Secretary and to facilitate the operation of the Consortium. In order to adopt this recommendation the board will need to create a committee to draft an amendment to the Standing Rules and identify a person to fill the position.

2. *Nominating Committee Report*
   Members of the Nominating Committee include Vice-President Hala ElAarag, Brent Wilson, and John Wright. The committee solicited nominations for three regional representatives to serve terms from August 1, 2016 through July 31, 2019 (Mid-South, Northeast, and Rocky Mountain). In addition, the committee solicited nominations for the Vice-President/President Elect whose term as Vice-President will run from August 1, 2016 to July 31, 2018 and as President from August 1, 2018 to July 31, 2020.

   Action Item: Approve recommending the Nominating Committee Report to the membership for consideration at the 2016 Annual Business Meeting.

3. *Service Recognition Committee Report*
   The recommendations for the 2016 Distinguished Service Award were approved by the Board during the Fall 2016 meeting. The awards will be presented at the 2016 Annual Business Meeting on Friday, March 4, 2016.

   Service Recognition Committee members are Kevin Treu (2018, chair) and Susan Dean (2017). Colleen Lewis, the non-board member of the committee, term expires with the presentation of the awards. The Minutes of the Fall 2016 Board Meeting do not record the appointment of a non-board member as replacement for Colleen Lewis.

   Action Item: Appoint a non-board member to the Service Recognition Committee. The term of service will run through 2019.

4. *Spring Election*
   The Spring 2016 election will continue to be held electronically. Vice-President Hala ElAarag will conduct the election using VotingPlace.net as was used in the previous Spring 2015 election. Dates for the election are April 15 through May 15.

IV. Reports

As usual, Board members are requested to report verbally only on any additions to, or action items contained in (but not present in this agenda), the written reports submitted and distributed prior to the meeting. New action items arising from reports will be deferred to New Business.

Officers' Reports

President	Publications Chair
Vice President	Membership Secretary

Regional Reports

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

Other Reports

Conference Coordinator

>National Partners Program

>UPE

>Nominating Committe

V. Budgets and Financial

1. *Treasurers Report*
Report on the Consortium's financial standing at the midpoint of the year and other items as the Treasurer sees fit.

2. *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 Judy Mullins, Rob Bryant, and John Meinke. They are charged to report to the Board a recommended CCSC budget for the next fiscal year shortly after the conclusion of the Spring 2015 Board Meeting.

3. *Approval of Regional Budgets*
2016 Eastern Regional Budget
2017 Rocky Mountain Regional Budget
2016 Southwest Regional Budget
2016 Northwest Regional Budget

4. *Comptroller's Report*
Though the item is listed at this point in the agenda, the CCSC Comptroller, Rob Bryant, will report to the Board as his duties conducting the 2016 Audit allow.

8. *Audit Committee Report*
Comptroller Rob Bryant, Joanne Selinski from Johns Hopkins, and Shereen Khoja from Pacific University will conduct an audit of the Consortium. The Comptroller will report on the findings of the audit before the board meeting adjourns. The audit committee will meet in the Southwest Board Room on the Mezzanine Level of the Cook Conference Center.

VI. Other Old Business

1. *Report of the Commission on Future Directions*
At the March 4th, 2015 meeting the CCSC Board of Directors formed a Future Directions Commission. The Commission was charged was to:
>1. Investigate and analyze the drop in submissions to conferences, drop in conference attendance and the corresponding drop in CCSC membership.
>2. Analyzing the current organization and potential modifications to our geographic regional structure with a view toward maximizing both conference attendance and conference submission rates.
>3. Providing appropriate definition of our publication functions to enable an eventual transition to different leadership.

Members of the committee are Jeff Lehman, chairperson, Megan Thomas, Larry D'Antonio, Kevin Treu, and Deborah Hwang. Ex- officio members of the committee are the elected members of the Consortium and the Conference Coordinator.

The Commission's Report will cover the recommendations/discussion of the following areas.
1. Membership
2. Organization
3. Publication

2. *ConfTool and QuickBooks Coordination*
   During the Fall 2016 Board Meeting a working group of Tim McGuire (chair), Susan Dean, and Will Mitchell was formed to look into the coordination of ConfTool and QuickBooks.

3. **Email Span**
   The email spam problem was addressed by the Webmaster, Deborah Hwang, by the implementation of a WordPress plugin, which prevents the email address using a mailto tag from being copied. This change will prevent future scraping of email addresses but does not address the issue of emails that were scraped in the past. Board members experiencing trouble with email spam will need to have the Webmaster change the email listed on the web page.

4. *Document Archive Policy*
   During the Fall 2016 Board Meeting Will Mitchell and Scott Sigman were charged with exploring the need for a document archival policy. A preliminary report prepared by Will Mitchel is included in the Appendices of the Board Packet.   Based upon this report, the Board needs to determine how to proceed with this issue.

VII. New Business

1. *Approval of an Associate Editor*
   Baochuan Lu, has expressed interest in serving as Publications Chair starting in 2018 upon the expiration of John Meinke's current term. Having Baochuan work with John to learn the duties of the Publication Chair is a reasonable starting point for a transition at the Publication Chair position. It does not commit the Board to naming a Publication Chair until John's current term expires.

   Action Item: Approve Baochuan Lu as an Associate Editor.

2. **Resignations**
   National Partners Chair, Tim DeClue, has notified the board of his resignation, effective May 1, 2016.

   Action Item: Start the process of identifying and approving a National Partners Chair.

   Stoney Jackson, Membership System Administrator, has ask the Board to allow him to terminate his duties by mid-summer, 2016.   The Membership System Administrator is responsible for creating a ConfTool instance for each region each year and for managing the Conftool software and database. This function is vital to the operation of the Consortium.

Action Item: Start the process of identifying and approving a Membership Systems Administrator.

3. **ConfTool Revisited**

Stoney's request to resign as the Membership System Administrator raises, yet again, the question of the Consortium's use of Conftool.   The Appendices of the Board Packet contains an email to ConfTool addressing some of the issues we have faced over the years using ConfTool. A short summary of the email is that purchasing ConfTool will in no way address the Consortium's need for a management of membership records, but would provide additional payment options and could address the need for creating yearly instances.

Action Item: Determine if the Board wishes to proceed with this issue. Purchase ConfTool. Examine for other options. Continue using the free version of ConfTool as we have modified it.

CCSC Annual Business Meeting

MCCC: Cotton Row
Memphis, Tennessee
March 4, 2016, 6:10pm

1. Minutes of Spring 2015 Annual Business Meeting, posted at
   http://www.ccsc.org/board/documents-public/minutes/.

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 2015 Election.

8. Report on the election of the Membership Secretary Chair.

9. Board of Directors recommends that the CCSC Annual Business meeting for Spring 2017
   be held in conjunction with SIGCSE 2017 in Seattle, Washington.

10. 2016 Distinguished Service Award Presentation.

11. Introduction of National Vendors representatives.

12. New Business from membership.

<p style="text-align:center">Minutes of Board Meeting</p>

<p style="text-align:center">Consortium for Computing Sciences in Colleges</p>

<p style="text-align:center">2016 Spring Meeting of the CCSC Board of Directors
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<p style="text-align:center">7 p.m., March 2, 2016</p>

Voting Members Present: Scott Sigman, President; Hala ElAarag, Vice-President; John Meinke, Publications Chair; Susan Dean, Treasurer; Tim McGuire, Membership Secretary; John Wright, Eastern Representative; Larry D'Antonio, Northeastern Representative; Judy Mullins, Central Plains Representative; Kevin Treu, Southeastern Representative; Jeff Lehman, Midwest Representative; David Naugler, Midsouth Representative; Megan Thomas, Southwestern Representative; Brent Wilson, Northwest Representative; Tina Johnson, South Central Representative.

Voting Members not Present: Karina Assiter, Rocky Mountain Representative

President Scott Sigman called the meeting to order at 7:00 p.m., March 2, 2016.

Board members introduced themselves.

The agenda was approved
John Meinke moved and Jeff Lehman seconded the Approval of a recommendation to the members of the co-location of the Spring 2017 CCSC Annual Business Meeting with the 2017 SIGCSE conference. SIGCSE 2017 meets in Seattle, Washington and this meeting date will be Friday, March 10, 2017, following the SIGCSE Business meeting. The usual meeting time is 6 pm.
John Meinke moved and Tina Johnson seconded the approval of the location of the Spring 2017 board meeting on Wednesday, March 8, 2017, immediately prior to the start of the SIGCSE 2017 symposium in Seattle, Washington. The meeting will run 7-11 pm.
Tim McGuire moved and Susan Dean seconded to appoint a committee to create the standing rules establishing the position of associate membership secretary. The motion has been approved. The committee by consensus will consist of Susan Dean (chair), Tim McGuire and Tina Johnson. The board will vote by email on the associate membership secretary standing rules since this position needs to be filled to provide help for Tim sooner than the Fall meeting.

Larry D'Antonio moved and Judy Mullins seconded the reappointment of Tim McGuire for membership secretary for a three-year term, August 1, 2016 through July 31, 2019. The motion was approved.

Tim McGuire moved and Megan Thomas seconded the approval of the recommendations of the nominating committee (see attached report) for submission to the membership at the business meeting.

Kevin Treu moved and Susan Dean seconded the motion to replace Colleen Lewis on the service recognition committee. Bob Neufeld will join the committee with Susan Dean and Kevin Treu. The term of Bob Neufeld's service will run through 2019.

We discussed the dates for the elections. The northeastern conference will be later in April, and new members attending that conference will not be sent ballots. The board decided to have the dates April 15 to May 15 before everyone leaves for the summer.

John Meinke, publications chair, stressed the importance of getting the program on the conference website early so people can register. Also, having an associate editor shadow John for the next two years will be excellent for him to get the experience to become publications chair.

Scott Sigman mentioned that it is important to discuss dates with John Meinke ahead of time especially for spring conferences.

Scott Sigman will ask Deborah Hwang to change the forwarders email addresses.

Scott Sigman sent ConfTool an email to ask for the renewal of the license. Stoney Jackson sets the instances for the conferences. Regional reps need to set the site to go live and not stay in simulated mode. Otherwise registrations will not go through PayPal.

Judy Mullins, Central plains representative, mentioned that Current chair for the spring conference asked for registration waived for four people helping with the conference. Foundation money donated $1200 to rent the rooms. Some institutions charge for the use of the rooms and some don't. The board did not think setting this precedent is a good idea.

Larry D'Antonio, Northeastern representative, mentioned that the 2017 host backed out. Larry will submit a budget in April or May.

Concern was expressed on having a non regionally accredited institution as a host of our conferences.

The Treasurer, Susan Dean is working on writing procedures with detailed instructions that will make it easier for the next treasurer. She mentioned that the "*" in the Treasurer's report means that there has been an estimate of the amount of the "head tax" included in conference registration fees that goes toward the next year's journals.

There is no requirement by the IRS for The whole board to approve the tax returns. It is recommended to have a committee to review the forms and report to the board before submission. This committee will consist of the President, Vice-President, Treasurer, Publications Chair, Membership Secretary, and Comptroller.

The finance committee moved the approval of the proposed CCSC 2016-2017 budget. The CCSC budget was adopted.

Susan Dean moved the approval of the Southwestern 2016 budget. Jeff Lehman seconded. The budget was approved

Susan Dean moved the approval of the Northwest 2016 budget. Brent Wilson seconded. The budget was approved

Susan Dean moved the approval of the Eastern 2016 budget. Judy Mullins seconded. The budget was approved

Susan Dean moved the approval of the Rocky Mountain 2017 budget. Hala ElAarag seconded. The budget was approved

Jeff Lehman reported on the commission of future directions. The board discussed having publicity chairs in every region and a CCSC publicity chair. Three regions reported that they already have publicity chairs. The board also discussed the possibility of hiring a marketing consultant or finding a professor who can offer marketing for CCSC as a marketing case study in an undergrad or master course.
Topic-specific task forces have been appointed to continue the work of the future directions commission:
    Membership - The task force consists of Kevin Treu (chair), Scott Sigman and Brent Wilson. The membership task force will implement what we discussed.
    Organization - task force includes the regional representatives of the regions affected by the creation of the MidSouth region: Southeastern, South Central and Central Plains. Thus the task force consists of Tina Johnson (chair), David Naugler, Kevin Treu and Judy Mullins. The task force will report to the board in Fall 2016.
    Publications - task force consists of Jeff Lehman, John Meinke (chair) and Larry D'Antonio.

Rob Bryant emailed the board the audit report. He discussed the report and stressed that the conference budgets need to be submitted a year in advance.

The coordination of ConfTool and QuickBooks working group; Tim McGuire (chair), Susan Dean, and Will Mitchell reported that they are considering possible solutions for the coordination of ConfTool and QuickBooks.

The document and archive working group; Will Mitchell and Scott Sigman reported that they made progress in exploring a document archival policy. A preliminary report prepared by Will Mitchell is included in the Appendices of the Board Packet. The working group will work some more on this issue.

Kevin Treu moved the approval of the representative of the region at which the fall meeting of the CCSC Board is held shall be reimbursed by CCSC for travel, lodging, and meal costs incurred as a direct result of meeting attendance. Ordinary conference costs shall remain the responsibility of the representative, under the reasonable assumption that each representative will attend their own conference. Brent Wilson seconded. The motion is approved.

John Meinke moved and Susan Dean seconded the approval of appointing Baochuan Lu as an associate editor. The board approved Baochuan Lu as associate editor until John Meinke's current

term expires.

John Meinke moved that the board express its appreciation for the many years of service that George Benjamin has given to CCSC as an associate editor. Judy Mullins seconded. The board unanimously approved expressing its appreciation to George Benjamin.

The National Partners Chair, Tim DeClue, has notified the board of his resignation, effective May 1, 2016. The board discussed the identification and the approval of a National Partners Chair. Brent Wilson mentioned that he knows someone that he will ask.

Stoney Jackson, Membership System Administrator, has asked the Board to allow him to terminate his duties by mid-summer, 2016. The board discussed the identification and the approval of a Membership Systems Administrator. Scott Sigman will follow up with an email to the board in a couple of weeks. Megan Thomas showed interest in taking this position. The board decided that it is not worth buying ConfTool Pro.

John Meinke moved and Judy Mullins seconded the adjournment of the meeting. The meeting was adjourned at 11:10 p.m.

Report of the President

Scott Sigman

The agenda for the Spring 2016 Meeting of the CCSC Board of Directors is full. Before I turn to the items on the agenda, I need to report on a couple of items of business that have transpired since the Fall Board Meeting.   Due to a billing mix up by our ISP, our SSL certificate expired on Feb 1. On Feb 2 the ConfTool registration sites for the Spring conferences began notifying those trying to register that our site was not secure. Quick work by Stoney Jackson, Susan Dean and Deborah Hwang quickly identified and corrected the problem. Our sites were out of service for a few hours.

In a related incident several regions hosting spring conferences did not ask that their ConfTool registration sites be enabled. Until the ConfTool registration site for a region is enabled the payments through PayPal are simulated. The simulated receipt that is generated is hard to distinguish from an actual receipt. Correcting the process requires the manual deletion of the registrations that are in error (no actual payment) and notification of those who thought they registered that they had not, in fact, paid a registration fee. The bottom line is that Regional Representatives must ensure that their regional registrar understand that when their ConfTool site is configured they must request their site be enabled. This request should be channeled through the Membership Secretary to the Membership System Administrator.

Turning to the agenda for the Board Meeting, we have several important issues to discuss. These issues are:
- The Membership Secretary's duties are many, time critical, and time consuming. The workload is heavy. Therefore, I am recommending to the board we adopt the same approach at the Membership Secretary position as we have at the Publication Chair position by creating and filling an Associate Membership Secretary position. The Associate Membership Secretary should be responsible for the creation of mailing lists and for other tasks as directed by the Membership Secretary.
- The Commission on Future Directions reports their recommendations to the board. We need to carefully consider and act upon these recommendations.
- We need to fill the National Partners Chair position and find a person to take over Stoney Jackson's duties as Membership System Administrator.
- We need to begin looking toward the transition at the Publications Chair position. After years of service John Meinke has indicated his intent to not seek reelection to the position at the end of his current term. Looking toward this eventuality, Baochuan Lu has expressed interest in serving as Publication Chair and we need to act upon John's recommendation that we appoint Baochuan as an Associate Editor.
- The question of finding a person to take over Stoney Jackson's duties is closely related to the larger question of whether we continue to use the free version of ConfTool under our current agreement, upgrade to the full version of ConfTool, or adopt another system. We have addressed this issue several times in the past and Board needs to revisit the issue one last time reaching a final answer on the question.

Finally, though my term does not end until July 31 of this year. This is the last Board Meeting I will preside over. I would like to take this opportunity to express my gratitude to each of you for your hard work, your cooperation, you support, and your friendship.

Respectively submitted,

Scott Sigman, CCSC President

Report of the Vice President
Hala ElAarag

The Vice President has tallied and recorded 4 email votes of the Board since the Fall Board Meeting. The results are listed below.   Approved regional conference budgets may be found in the appendix.

On October 19, 2015 Hala ElAarag has moved and Judy Mullins has seconded the approval of the minutes of the Fall 2015 Meeting of the CCSC Board of Directors

Voted yes: 12
Voted no: 0
Did not vote : 3

Minutes have been approved

On November 10, 2015 John Write has moved and John Meinke has seconded a motion to approve the Eastern Region's By-Laws.

Voted yes: 11
Voted No: 0
Did not vote: 4

The Eastern Region's By laws have been approved.

Susan Dean has moved the following motion:

I move that the Board approve the filing of CCSC federal and Indiana tax returns for fiscal year 2014-15, based on review and possible modification during the discussion period of electronic copies of the returns provided to the Board by Treasurer Susan Dean on November 24, 2015.

The motion has been seconded by John Meinke

Voted yes: 10
Voted No: 0
Did not vote: 5

On January 7, 2016 Susan Dean has moved the approval of the Mid-South 2016 Budget. John Meinke seconded the motion.

Voted yes: 12
Voted no: 0
Did not vote: 3

The budget has been approved.

Spring Elections

Spring elections will again be conducted using VotingPlace.net. Elections will run from April 15, 2016- May 15, 2016 .

Nominating Committee

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

 Hala ElAarag
Vice President

Publication Chair Report

John Meinke

Spring 2016 Conferences

A summary of the statistics for the spring 2016 conferences follows:

Conference	Number Papers	Average Size	Panels/tutorials/…	Average Size	Page Count	Acceptance rate
Mid South	12	8	8	2	111	12/16 75%
Central Plains	6	8	12	2	77	55%
South Central	9	8	3	1	78	9/11 82%
Southwestern	5	7	3	1⅔	42	5/11 45%
Northeastern	10	7½	15	2⅓	113	10/19 52%

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 Spring 2016 conferences: David Naugler, Baochuan Lu, Laura Baker, Megan Thomas, and Mihaela Sabin. They all proved wonderful to work with again – how many of them have I worked with for how many years! The fact that I also am always working with some new folks says lots of good things – new blood comes in with new ideas! My thanks also to our printer, Courier Printing, as well as to the volunteers that helped in proof-reading.

Timely Submission of Manuscript Copy

This is a request that has appeared in this report almost regularly, but this Spring was even more relevant! This year Easter was much earlier than usual. This caused conferences to be scheduled earlier than usual, but deadlines for manuscript submission must also be moved up! This means that everythiing preparatory to the final program needs to be moved up!

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! The other conference rosters (steering committee, conference committee, and the like) are typically posted to the web and we can get that information from the regional web site.

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.

Internet Presence

It is important that each of our regions has an up-to-date presence on its web site. 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 note that I use the regional committee and the conference committee for the proceedings and accomplish that when starting to work on the proceedings. 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.

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. Regional representatives: please make certain that this gets communicated to whoever prepares your call for participation! A request to pull a manuscript from the Digital Library should go to me along with the evidence that the call for conference participation indicated such.

Candidate for Publications Chair

It has been a concern for some time that there be a replacement candidate for Publications Chair. I am happy to report that at this time we have such. I have worked with Bauchuan Lu (Southwest Baptist University in Bolivar, MO) for several years and found him to be an ideal candidate. Bauchuan has a concern for "attention to detail" needed in the position. I will be nominating him for a position as associate editor while he shadows what I do over the next couple years in preparation for assuming the publications chair position in August of 2018.

I would also like to publicly acknowledge my thanks to George Benjamin (Muhlenberg College, Allentown, PA) for his many years of service to the Consortium as an associate editor. George was an essential member of the publications team when I first went to Europe. He served as the liaison with the printer in those years. That was also an era when we were not using electronic transmission of content as extensively as now. George, many thanks for your many years of service to CCSC. My best wishes also as you prepare to host the Eastern conference in Fall 2017.

Respectfully submitted,
John Meinke, Publications Chair

Membership Secretary Report

Tim McGuire

As of February 26, 2016, CCSC membership stands at 587. The majority of those, of course, result from conference attendance. Renewals also have arrived via the Membership Renewal site and by US mail.

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	60	10.2%
Eastern	65	11.1%
Midsouth	40	6.8%
Midwest	70	11.9%
Northeastern	108	18.4%
Northwestern	45	7.7%
Rocky Mountain	16	2.7%
South Central	49	8.3%
Southeastern	84	14.3%
Southwestern	30	5.1%
Unspecified	20	3.4%
Total	587	100.0%

The following historical data comes from previous board reports.

Membership – From Board Reports																
	F08	S09	F09	S10	F10	S11	F11	S12	F12	S13	F13	S14	F14	S15	F15	S16
CP	54	60	56				47	47	41	49	49	55	46	51	45	60
EA	80	84	84				75	74	91	61	70	63	60	66	68	65
MS	37	47	55				38	38	34	40	40	45	37	38	24	40
MW	71	89	47				54	54	79	74	91	76	89	67	62	70
NE	124	109	101				128	129	131	137	130	136	113	128	159	108
NW	58	45	48				65	38	48	38	41	47	64	44	45	45
RM	46	30	10				32	30	37	24	28	20	26	20	17	16
SC	82	77	48				38	37	36	42	30	42	44	46	48	49
SE	92	55	54				72	66	86	70	76	78	78	86	83	84
SW	36	34	43				32	32	23	32	23	36	27	31	19	30

| Other | | | 1 | | | | | | 1 | 2 | 4 | 8 | 8 | 8 | 9 | 19 | 20 |
| Total | 680 | 630 | 547 | ~ 450 | 510- 720 | ? | | 581 | 546 | 608 | 571 | 586 | 606 | 592 | 586 | 584 | 587 |

Fall Conference Attendance

The following table shows regular members and others who attended regional conferences during the Fall 2015 season.

2015 Regional Conference Attendance							
Region	Regular Attendees	Students	Vendors	K-12	Speakers	Other	Total
Midwestern	49	71[a]	1	1	2	0	126
Rocky Mountain	25	4	0	0	0	0	29
Northwestern	46	14	1	0	0	2[b]	63
Eastern	62	12	1	1	0	4[c]	80
Southeastern	53	23	1	0	3	0	80
Total	235	124	4	2	5	6	378

Notes:

a) Midwestern - Student Programming Contest Competition Only, 13
b) Northwestern – One Day Attendee
c) Eastern – Number of Programming teams

Central Plains Regional Report

Judy Mullins

Central Plains Conference 2016

Our 22st annual conference is scheduled for April 1-2 at Missouri Western State University in St. Joseph, Missouri. Baoqiang Yan is the current conference chair with Charles Riedesel serving as a co-chair and the 2017 conference chair.

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

Our keynote speaker is Darrin Clawson, Founder and CEO of Engage Mobile Solutions. The topic of his talk will be "How Mobile, Wearables, IoT, and Cloud Technologies Are Impacting Business Every Day!" The banquet speaker is Brian Faros, CIO and Vice President of the Federal Reserve Bank of Kansas City. He will speak about "The Paradox of Automation." This year we have also invited Bennett Brown, Director of Instruction for Computer Science at Project Lead the Way, to speak. His talk is titled "Who Will Teach What, Now, to the Class of 2029?"

- Sean Goggins, Assistant Professor of Computer Science at the University of Missouri, is presenting a pre-conference workshop titled "HFOSS: Humanitarian Open Source Software in the College Classroom." This is a SIGSCE sponsored workshop.
- Proposals for 11 papers, 1 panel, 2 tutorials and 5 nifty-assignments were received. We accepted 6 papers for an acceptance rate of 55%. The other 8 submissions were all accepted (100%) In addition to papers, panels, tutorials, workshops and nifty-assignments, the conference will feature lightning talks (including a special K-12 slot), an employer job fair, a student programming contest, a session on works in progress and a student poster contest. We are also offering a student paper session. The student papers will be reviewed, and a certificate will be awarded for the best paper.
- Cerner Corporation is once again sponsoring 30 scholarships for K-12 teachers who attend the conference. In addition, a meeting of the Missouri Computer Science Teachers Association will be held on Saturday afternoon after the conclusion of the conference. .
- Conference Steering Committee and Regional Board members are listed at http://www.ccsc.org/centralplains/committee-stuff.html

Central Plains Conference 2017

Our 2017 conference will be hosted by University of Nebraska Lincoln in Lincoln, Nebraska March 31- April 1, 2017. Charles Riedesel from UNL will serve as the conference chair and Scott Bell of Northwest Missouri State University will serve as the co-chair.

Future Conferences

The 2018 conference will be hosted by Northwest Missouri State University in Maryville, MO. The 2018 conference chair will be Scott Bell.

Regional Steering Committee Elections

No positions are currently up for re-election.

Dr. Carol Browing, Drury University, has been nominated to the Editorial Advisory Board of Inroads Magazine.

Respectively submitted by:

Judy Mullins, Central Plains Representative

Eastern Regional Report

John Wright

We were very pleased to have finally gotten a chance to have the Eastern conference at Stockton University last fall after it had been canceled in 2012 due to Hurricane Sandy. Co-chairs Vincent Cicirello and Aakash Taneja organized a great conference and provided a great venue. The conference presented 12 posters, 2 workshops, 3 tutorials, 4 nifty ideas, an NSF information session, and 15 papers in 5 sessions. We had 61 registered attendees, 12 student attendees, and 19 programming teams. The programming contest is always a popular event and went very smoothly again this year. We were very fortunate to have two keynote sessions. The first speaker was Dr. James Geller, Professor of Computer Science and Associate Dean for Research at NJIT, who spoke on the intersection of computing and medicine (Medical Informatics) with his talk, "Enhancing the Quality of Medical Terminologies". The second speaker was Dr. William Regli, Deputy Director of DARPA's Defense Sciences Office, who encouraged us to apply our discipline's skill set with his talk, "Seeking Toolsmiths: The Role of Computing Sciences in Engineering Innovation and Scientific Discovery". The banquet speaker was Tom Calloway from Red Hat who talked about open source communities in his talk, "An Introduction to Open Source Software and Communities". Links to the call for participation, program, conference committee, awards, and results of the programming contest can be found under the 'Past Conferences' tab on the region's web site, **http://www.ccsc-eastern.org/**.

The 2016 conference, our 32nd, will be held on October 28-29, 2016 at Frostburg State University and will include a Student Programming Contest. Co-chairs will be Mike Flinn and David Zheng, both from Frostburg. The Call for Participation, Conference Committee, and all other relevant information is posted on the Eastern web site.
The 33rd annual conference will be held in the fall of 2017 at Muhlenberg College with George Benjamin as chair. We are always interested in hosts for future sites and are actively looking for a host for the 2018 conference.

The Eastern Steering Committee welcomes Donna Schaeffer as treasurer for the region. Donna will serve a three year term (2016-2018) as treasurer per our new bylaws which have been posted at **http://files.ccsc-eastern.org/CCSCE_Bylaws.pdf**.

Respectfully submitted by John Wright, Eastern Regional Representative.

Mid-South Regional Report

David Naugler

2016 Conference
The Fourteenth Annual Mid-South Conference will be held at Rhodes College in Memphis on April 1-2, 2016. Gabriel Ferrer is the Conference Chair and Betsy Sanders is the Site Chair. There will be one workshop, four tutorials, three paper sessions and a Nifty Assignments session. There will also be a student programming contest and two student papers sessions.

2017 Conference
The Fifteenth Annual Mid-South Conference will be held at Lyon College in Batesville, Arkansas. The date has not been finalized but will be either March 31, April 1 or April 7-8. David Sonnier will be the Site Chair.

Respectfully submitted
David Naugler

Midwest Regional Report

Jeffrey Lehman

Midwest Conference 2015
The twenty-second annual Midwest Conference was held October 2nd and 3rd 2015, at the University of Evansville, in Evansville, IN. Will Mitchell, former University of Evansville faculty member and CCSC founder, was the banquet speaker in honor of the 30th anniversary of the founding of CCSC. Janet Helwig, Dominican University, served as the Conference Chair. The Site Chairs were Deborah Hwang, University of Evansville, and Scott Anderson, University of Southern Indiana.

There were a total of 131 attendees: 50 faculty attendees and presenters, 6 invited speakers, 59 full student conference attendees, 12 programming contest only student attendees, 1 K-12 attendees, 1 local vendor, and 2 National Partners.

The student showcase contest had 8 submissions, 4 in the Discovery track and 4 in the Applications track. The Discovery track is for undergraduate scholarship that produces new knowledge. The Application track is for works that apply computing in interesting ways. The winners included:

Discovery Track
- First Place - Miguel A. Velez Cevallos, St. Thomas University, *Faster WAH Compression Querying Through the Use of Metadata*
- Second Place - Sofia Meyers and Deyu Han, Knox College, *Task Mapping for Emerging Network Topologies*

Applications Track
- First Place - Cole Ludwig, Kelly Blair, Zach Sexton, and Kaleb Stumbaugh, Ball State University, *Collaboration Station*
- Second Place - Austin Elkins and Nicholas Gilman, Northern Kentucky University, *Integrating PyGoogle and Scrapy to Facilitate Geographically Constrained Searches*

A student programming contest was held Saturday morning with 21 teams representing sixteen institutions. Fourteen teams solved at least one of the 8 problems. All problems were solved by at least one team. Thanks to Taylor University for providing the programming contest submission system.
First place – Evansville I (five solutions)
Second place – Benedictine University (four solutions)
Third place – Bradley University II (three solutions)

The annual Midwest Region General Business Meeting was held at the fall conference after the banquet address. Kristopher Roberts, Ivy Tech Community College was elected to a 3 year term as an At-Large member. Jeff Lehman, Huntington University was elected to a 3 year term as Regional Editor.

The fall planning meeting was handled by e-mail. Key deadlines include:

Paper Submissions	March 25
Panels, Tutorials, and Workshops	March 25
Nifty Tools & Assignments	April 29
Works-in-Progress	April 29
Acceptance Notification	May 6
Final Drafts and Registration	May 27
Student Posters and Showcase	September 16
Early registration	September 16

Midwest Conference 2016
The twenty-third annual Midwest Conference will be September 30 and October 1, 2016 at Taylor University in Upland, IN. David Largent, Ball State University, will serve as the Conference Chair. The Site Chairs will be Stefan Brandle and Jonathan Geisler both of Taylor University.

The Conference Committee will meet in April at Taylor University to set the program.

Respectfully submitted,
Jeffrey L. Lehman
Midwest Regional Representative

Northeast Regional Report

Lawrence D'Antonio

2016 Conference

The Twenty-First Annual CCSCNE conference April 16-17, 2016 will be held at Hamilton College in Clinton, New York. The conference chair is Mark Bailey from Hamilton College.

The numbers of submissions were very light this year. There were 19 papers submitted of which 10 were accepted. This represents an acceptance rate of 53%. In addition the conference will feature four tutorials, one panel, one lightning talk, and two pre-conference workshops. To attract additional presentations we have invited people who have given SIGCSE presentations to give an encore presentation at our conference. So far we have received four requests to give an encore presentation.

So far we have one distinguished invited speaker: Shriram Krishnamurthi from Brown University.

The cut-off date for early registration is April 8, 2016.

2017 Conference

The Twenty-Second Annual CCSCNE conference site remains to be finalized. The College of St. Rose in Albany is a strong possibility.

Future Conferences
MassBay Community College and The University of New Hampshire – Manchester are possible future hosts.

Submitted February 27, 2016

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

Year	Dates	School	Location
2016	October 7-8, 2016	Lewis & Clark College	Portland, OR
2017	1st/2nd Weekend of October, 2017	Washington State Univ. Tri-Cities	Richland, WA
2018	1st/2nd Weekend of October, 2018	University of Washington Bothell	Bothell, WA
2019	1st/2nd Weekend of October, 2019	George Fox University	Newberg, OR

Regional Notes

We currently concerned about the continued lack of papers being submitted. While there seems to be a general upward movement of new faculty joining the CCSC NW, we have not seen that same upward trend in submissions.

We are hopeful that with our next conference being held in an "easy to travel" location (Portland, OR) will provide more attendance and possibly more paper submissions.

Respectfully submitted,
Brent Wilson
Northwestern Representative

Rocky Mountain Regional Report

Karina Assiter

GENERAL

LINKS

Regional site	http://www.ccsc.org/rockymt/

REGIONAL BOARD

Position	2015 Conference
CCSC Rep (Regional chair)	Karina Assiter
Treasurer	Ed Lindoo
Editor(s)	Pam Smallwood
Submission chair(s)	Karina Assiter & Mohamed Lotfy
Webmaster	Kim Bartholomew
Publicity Chairs	Reva Freedman & Avi Jain
Registrar	Durga Suresh
Conference chair(s)	Mohamed Lotfy & Pam Smallwood
Site Chair(s)	Cecily Heiner
Moderator Chair	Avi Jain
Program Chair	Mohamed Lotfy

CONFERENCES

PAST - 2015 (24TH CONFERENCE)

- LOGISTICS

Date	October 2-3
Location	Southern Utah University, Cedar City, UT

- LINKS

Submissions	https://www.ccsc.org/rm2015/index.php

- FEES

	Early	On-site
Author/Presenters	$145	$180
Attendee	$100	$130
Attendee-No meals	$50	$50
Student	$75	$75
Student – No Meals	$25	$25
Vendors	$200	$200

- DATES

Submission	May 31, 2015
Acceptance	June 28, 2015
Final Draft & Registration	July 12, 2015

NEXT - 2016 (25TH CONFERENCE)

- LOGISTICS

Date	October 14 – 15, 2016
Location	Regis University, Denver Colorado

- LINKS

Submissions	https://www.ccsc.org/rm2016/index.php

- FEES

	Early	On-site

Author/Presenters	$145	$180
Attendee	$100	$130
Attendee-No meals	$50	$50
Student	$75	$75
Student – No Meals	$25	$25
Vendors	$200	$200

- DATES

Submission	May 31, 2016
Acceptance	June 28, 2016
Final Draft & Registration	July 12, 2016

FUTURE CONFERENCES (TO BE DETERMINED)

#	Year	Date	Location
26th	2017		
27th	2018		

Respectfully submitted: Karina Assiter, RM Regional representative

South Central Regional Report

Tina Johnson

2016 Conference

The 27th Annual CCSC South Central Conference will be hosted by St. Edward's University on April 8, 2016, in Austin, Texas. The conference chair is Michael Scherger, Texas Christian University; the conference site chair is Michael Kart, St. Edward's University; and the program chair is Laura Baker, St. Edward's University.

There were 11 submitted papers and 9 were selected for inclusion, an acceptance rate of 81%; 2 tutorials and 2 workshops were submitted. Both tutorials and both workshop were accepted. One workshop will have a pre-conference time slot.

More information regarding the conference can be found at
http://www.ccsc.org/southcentral/conference2016.html

Respectfully submitted,

Tina Johnson
South Central Regional Representative

Southeast Regional Report

Kevin Treu

Fall 2015 CCSC:Southeastern Conference

The 29th CCSC Southeastern Conference was hosted by Roanoke College in Salem, VA on Nov 6-7, 2015. There were 80 registrants (23 of whom were students, and 22 of whom were first time attendees). This is down from 98 registrants in 2014. The program included 12 papers, 2 panels, 1 tutorial, 1 workshop, two "nifty assignments" sessions, and a session of student presentations from our student research competition. A total of 21 regular papers were submitted (1 fewer than last year) of which 12 were accepted, for an acceptance rate of 57.1%, compared to 54.5% in 2014, 46.8% in 2013 and 2012 and 60% in 2011. (The acceptance rate for panels/tutorials/workshops was 100% -- 5 of 5 submissions.) Approximately 12 people attended the pre-conference workshop, *EngageCSEdu: A Living Collection of CS1 & CS2 Course Materials to Engage and Retain Diverse Students*. Student participation was very high, with 30 teams consisting of 112 students representing 20 schools in the programming contest. 12 students authored papers in the student paper contest, representing 5 different institutions, both records. Winners in the programming contest were Roanoke College (1st), Bob Jones University (2nd), and Georgia College and State University (3rd).

Fall 2016 CCSC:Southeastern Conference

UNC-Asheville in Asheville, NC will host the 2016 conference on Nov 4-5. Marietta Cameron and Dean Brock are the site chairs. The rest of the Conference Committee has not yet been determined. The conference web site is:

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http://www.ccscse.org/conference.php?year=30th
```

The call for participation is available at the site. April 8 is the deadline for paper submissions. (September 16 is the deadline for abstracts for the Student Research Contest.) Student activities will again include a programming contest and student paper competition. Details of each are available on the web site. The keynote and banquet speakers have yet to be determined.

Future CCSC:Southeastern Conferences

Lenoir-Rhyne University will host for the fifth time in November of 2017. Dates have not yet been finalized. Roanoke College will host in 2018. Several institutions have expressed interest in possibly hosting beyond 2018, including potential new hosts Bob Jones University and the University of West Florida.

Other Regional Issues/Activities

Overall Health of the Region – There are some concerns here. Though we've been successful recently in lining up hosts, membership seems stagnant. After experiencing a significant dropoff in submissions over the last two years, we received still 1 fewer submission this year. Consequently, I have concerns about the long term health of the region. I hope to discuss with other representatives how things are going in their regions and what they're doing to keep them vital.

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 4, with specific recommendations to be discussed and adopted.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

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Southwest Regional Report

Megan Thomas

</div>

Regional Officers:
- Regional Chair: Colleen Lewis, Harvey Mudd College
- Treasurer and Registrar: Michael Doherty, University of the Pacific
- Secretary: open position
- Regional Representative: Megan Thomas, CSU Stanislaus
- Webmaster: Mai Ho, Harvey Mudd College

2016 Conference

Five papers accepted, 1 grant-writing workshop, lightning talks. (Eleven papers submitted.)

Southwestern Conference 2016
- **Location:** Stanford University
- **Date:** March 25-26, 2016
- **Conference Organizers:**
  - **Conference Chair:** Cynthia Lee, Stanford University
  - **Papers Chair:** Megan Thomas, CSU Stanislaus
  - **Authors Chair:** Wen Chin Hsu (CSU Northridge) & Colleen Lewis
  - **Posters Chair:** Youwen Ouyang, CSU San Marcos
  - **Speakers Co-Chair:** Stephanie August (Loyola Marymount University) & Zachary Dodds (Harvey Mudd College)
  - **Panels/Tutorials Chair:** Leo Porter, University of California, San Diego
  - **Lightning Talk Chair:** Belle Wei, San Jose State University
  - **Site Chair / Publicity Chair:** Michelle Friend, Stanford University
  - **Partner's Chair:** Rick Covington, CSU Northridge

Southwestern Conference 2017
- **Location:** University of California, San Diego
- **Conference Chair:** Leo Porter

Southwestern Conference 2018
- **Location:** CSU Northridge

Respectfully submitted,

Megan Thomas
Southwest Regional Representative

Treasurer Report

Susan Dean

1. Income and Expenses first half FY 15-16- *see attachment*s

2. Assets and Liabilities - July 31, 2015 and Feb. 12, 2016 - *see attachment*

3. Budgets - *see attachment*s
        Proposed CCSC FY16-17
        Proposed CCSC:SW 2016
        Proposed CCSC:NW 2016
        Proposed CCSC:EA 2016
        Proposed CCSC:RM 2017

4. Ongoing Projects
    A.   "Ownership" of Financial Accounts
    B.   Insurance Forms for Upcoming Conferences
    C.   Income tax returns - *Submitted on time*
    D.   Revision of forms for reimbursements and other payments of expenses. Detailed definition of accounting and financial procedures to be followed/performed by regions/conferences. *Work-in-progress*
    E.   Detailed definition of accounting and financial procedures and duties of the Treasurer and Associate Treasurers. *Work-in-progress*
    F.   Develop how the Comptroller and the Audit Committee will review the financial data and supporting documentation. *Work-in-progress*
    G.   Definition and refinement of financial reports to the Board, to the Membership, and to the Regions. *Board, give feedback!*

Respectfully submitted,
Susan Dean
CCSC Treasurer

CCSC
Income and Expenses
August 2015 - Feb. 17 2016

	CCSC	Regions	Total
Income			
45000 Investments			0.00
45030 Interest-Savings, Short-term CD	138.15		138.15
Total 45000 Investments	**138.15**	**0.00**	**138.15**
46400 Other Types of Income			0.00
46410 National Partners	7,000.00		7,000.00
46430 Miscellaneous Revenue	68.12		68.12
Total 46400 Other Types of Income	**7,068.12**	**0.00**	**7,068.12**
47200 Program Income			0.00
47230 Direct Membership Dues	35.00		35.00
47240 Program Service Fees			0.00
47250 Registrations with Membership			0.00
47252 Early		27,020.00	27,020.00
47256 On-site		5,880.00	5,880.00
Total 47250 Registrations with Membership	**0.00**	**32,900.00**	**32,900.00**
47260 Registrations without Membership			0.00
47262 Vendor registration		430.00	430.00
47270 Student Registrations			0.00
47272 Student Conf		4,365.00	4,365.00
47275 Indiv student team nember		270.00	270.00
47278 Team registration		2,480.00	2,480.00
Total 47270 Student Registrations	**0.00**	**7,115.00**	**7,115.00**
Total 47260 Registrations without Membership	**0.00**	**7,545.00**	**7,545.00**
47280 Extra Service Fees			0.00
47282 Workshop early		170.00	170.00
47285 Banquet		830.00	830.00
47286 Lunch		95.00	95.00
47288 Extra Proceedings		50.00	50.00
Total 47280 Extra Service Fees	**0.00**	**1,145.00**	**1,145.00**
Total 47240 Program Service Fees	**0.00**	**41,590.00**	**41,590.00**
Total 47200 Program Income	**35.00**	**41,590.00**	**41,625.00**
Total Income	**7,241.27**	**41,590.00**	**48,831.27**

NOTE: includes no income for spring 2016 conferences.

(p. 2 of CCSC Income and Expenses Aug 2015-Feb.17 2016)

Expenses

60900 Business Expenses			0.00
60950 Reimbursed Conference expense			0.00
60951 catering		**17,779.70**	17,779.70
60958 conference supplies		**636.14**	636.14
60962 facility & equip rentals		**24.00**	24.00
60965 Speaker & Entertainment		**923.43**	923.43
60967 awards		**1,111.90**	1,111.90
60972 publicity materials & distribution		**1,202.15**	1,202.15
60973 handouts		**397.00**	397.00
60975 conf travel & committee exp		**1,876.42**	1,876.42
60978 Other conference expense		**700.17**	700.17
Total 60950 Reimbursed Conference expense	**0.00**	**24,650.91**	**24,650.91**
60980 Journal expenses			0.00
60981 Journal Printing exp	7,912.19		7,912.19
60985 Journal distribution	2,112.95		2,112.95
Total 60980 Journal expenses	**10,025.14**		**10,025.14**
Total 60900 Business Expenses	**10,025.14**	**24,650.91**	**34,676.05**
62100 Contract Services			0.00
62150 Outside Contract Services	492.77		492.77
Total 62100 Contract Services	**492.77**		**492.77**
65000 Operations			0.00
65020 Postage, Mailing Service	13.15		13.15
65040 Supplies	165.20		165.20
Total 65000 Operations	**178.35**		**178.35**
65100 Other Types of Expenses			0.00
65120 Insurance - Liability, D and O	718.00		718.00
65160 Other Costs	248.90		248.90
65180 PayPal Fees	894.23		894.23
Total 65100 Other Types of Expenses	**1,861.13**		**1,861.13**
68300 Travel and Meetings			0.00
68320 Travel	11,585.80		11,585.80
Total 68300 Travel and Meetings	**11,585.80**		**11,585.80**
Total Expenses	**24,143.19**	**24,650.91**	**48,794.10**
Net Income	**- 16,901.92**	**16,939.09**	**37.17**

Wednesday, Feb 17, 2016 09:54:17 AM PST GMT-5 - Accrual Basis

CCSC Assets and Liabilities - Feb. 12, 2016

Assets	Feb. 12, 2016	July 31, 2015
PayPal	15,669.96	8,594.86
Checking	20,509.59	20,102.07
Savings	84,785.25	94,758.92
CDs	44,618.53	44,507.33
Accounts Receivable		
Total Assets	165,583.33	167,963.18
Liabilities		
Chase Credit Card	1,508.64	212.21
Wells Fargo Credit Card		39.95
Reserves for Journals	4600 *	10,782
Returned payments owed		980.09
Total Liabilities	6,109	11,824.24

* estimating that approximately of the head tax goes toward next year's Journals.

Proposed Budget CCSC FY 2016-17

Feb. 12, 2016

		Budget 2013-14	Actual 2013-14	Budget 2014-15	Actual 2014-15	Budget 2015-16	Actual 2015-6 as of Feb-12-2016	Budget 2016-17
INCOME								
Membership Dues		1,050	1,575	1,400	1,077	1,200.00	35.00	1,000.00
Head Tax		25,000	21,812	24,000	20,705	23,000.00	9,061.00	21,000.00
Reserves from Prior Year		11,000	8,319	11,000	8,276	10,000.00	10,782.00	10,000.00
National Partners		8,000	6,000	8,000	6,000	10,000.00	7,000.00	7,000.00
Grants		2,000	2,000	2,000		2,000.00		
Interest		1,000	485	1,000	408	450.00	138.00	350.00
Proceedings Sold to conferences		1,800	1,284	900				
Donations					1,000			
Royalities								
Credit Card Rebates		300	284	300	88		68.00	100.00
Sales Tax Refund								
Other Income			262					
Conference Surpluses		10,000	21,177	10,000	16,057	10,000.00		10,000.00
Total Income		60,150	63,198	58,600	53,611	56,650	27,084	49,450
EXPENSES								
Board Travel		27,000	24,842	25,000	19,083	25,000	11,586	24,000

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Board Meet. Exp.	1,500	1,859	1,500	59	1,500		250
Audit Comm. Exp.	600	387	600	457	600		600
Journal Printing	13,500	14,145	14,500	13,899	14,500	7,912	15,000
Journal Mailing	6,500	3,636	4,000	3,549	4,000	2,113	4,500
Professional Fees	25	7	25	7	25		10
Phone/Fax	25		25		25		
Phone/Fax/Supplies	100	11	100		100		100
Publicity	250	486	250	385	500	249	500
Other Printing/ Duplicating	50	10	50	6	50		25
Postage	100		50	13	10	13	15
National Partners Fees to Conferences	4,000	2,000	4,000	3,000	5,000		3,500
Awards	100	81	100	99	150	165	200
Web Expenses	250	149	200	115	400	234	300
Liability Insurance	750	500	600	638	750	718	800
Checks/Bank Fees	100		100	1	100		50
Credit Card Annual Fees	100	50	100	50	100		100
Credit Card Expenses	2,000	2,287	2,000	2,289	2,500	894	2,500
Interest		61					
Grants to Confs.	2,000		2,000	500	2,000		

	Col1	Col2	Col3	Col4	Col5	Col6	Col7
		2,000					
Treasurer Expenses		220	1,000	400	1,000	259	750
Voting Expenses	250	180	250	180	250		250
Conference Dev.	500		500		500		500
Database Development	1,000		500		500		
Publication Expenses	500		500	300	500		500
Miscellaneous	200		200		200		200
Membership System Expenses							500
Total Expenses	61,400	52,911	58,150	45,030	60,260	24,143	55,150
	11,000	8,276	10,500	10,782	10,800		10,800
Surplus	(12,250)	2,011	(10,050)	(2,201)	(14,410)		(16,500)

FY14-15 had an ACTUAL deficit -- conferences
"leftover" did not cover expenses.

CCSC budget always reflects a deficit
because it does not include conference "profit."
BUT, proposed amount for FY16-17
depends on ever-healthier conferences
We have reserves to cover this, but
not forever….

Region:	SW			2016 host:					Actuals		
					Last budget amounts approved by Board				2015	2014	2013
Income		#	each	total	#	each	total		19	26	25
	Registrations - Full - Early	20	$160	$3,200	20	$160	$3,200		$3,220	$4,260	$4,000
	Registrations - Full - Late	1	$180	$180	1	$180	$180				
	Registrations - Full - On-Site			$0			$0				
	Unpaid attendees (speakers)		$0.00	$0.00		$0.00	$0.00		$240		
	Registrations - Student 2 day - early			$0.00			$0.00				$150
	Registrations - Student 2 day - late			$0.00			$0.00				
	Registrations - Student - early	15	$60	$900	15	$60	$900		$210	$900	$330
	Registrations - Student - late		$30	$0		$30	$0				
	Registrations - K-12 early	2	$80	$160			$0		$240		
	Registrations - K-12 late			$0			$0				
	Registrations - Progr Teams			$0			$0				
	Registrations - student web			$0			$0				
	Workshop - early			$0			$0				
	Workshop - late			$0			$0				
	Extra Meals										
	Banquet			$0			$0				
	Lunch (Saturday)			$0			$0				
	Extra Proceedings		$10	$0		$10	$0				$10
	Vendors Registration	0	$125	$0	2	$125	$250				$125
	Vendors Presentations			$0			$0				
	National Partners	4	$100	$400	4	$100	$400				$300
	Industry Sponsorship			$0			$0				
	UPE Sponsorship			$200			$200				$200
	Grants										
	Other Income (List)										
	Donations										
	Total			$5,040			$5,130				$5,115

Expenses									
Steering Com. Travel Ex.									
Steering Com. Meeting Ex.			$0			$0			
Phone/Fax			$0			$0			
Publicity									
In support of Conference									
Other									
Postage									
Publicity			$50			$250			
In support of Conference									
Other									
Office Supplies			$100			$100			
Publicity									
In support of Conference									$17
Other			$0			$0			
Brochure Printing/Duplicating			$200			$200			
Publicity (printing, other formats)									
Other duplicating									
Signage									
Speaker Expenses	2	$300	$600	2	$300	$600		$250	$750
Consortium Head Tax	21	$41	$861	21	$41	$861	$779	$1,066	$1,025
Extra Proceedings	0	$6	$0	3	$6	$18		$24	$90
Meals - Total			$1,872				$704	$2,131	$1,492
Breaks	36	$4	$144	36	$4	$144			
Reception	0	$100	$0	0	$100	$0			
Banquet	36	$30	$1,080	36	$30	$1,080			
Saturday Breakfast	36	$6	$216	36	$6	$216			
Saturday Breakfast (prog. Teams)			$0			$0			
Luncheon (prog. Teams)			$0			$0			
Luncheon (Sat.)	36	$12	$432	36	$12	$432			
Entertainment									
Transportation									
Rentals			$0			$0			$586
Student Awards			$200			$200	$200	$175	$200
Faculty Awards									

Consortium Membership	$1,000	$1,000	$1,000	$1,000
Other Expenses (List)	$0	$0		
Publicity				
In support of Conference				
Other				
Total	$4,883	$5,101		$4,160
Balance	$157	$29		

SW 2016 – p. 2

Region: Northwest   Budget year: 2016
                                      host: Lewis and Clark

                                                              Last budget amounts approved by Board

Income		#	each	total	#	each	total	2015	2014
	Registrations - Full - Early	35	$160	$5,600	35	$160	$5,600	5665	5630
	Registrations - Full - Late	5	$180	$900	5	$180	$900		
	Registrations - Full - On-Site			$0			$0		
	Registrations - Board Members	15	$125	$1,875	15	$125	$1,875		
	Registrations - Student - early	10	$30	$300	10	$30	$300	420	375
	Registrations - Student - late			$0			$0		
	Registrations - K-12 early			$0			$0		
	Registrations - K-12 late			$0			$0		
	Registrations - Progr Teams			$0			$0		
	Registrations - student web			$0			$0		
	Workshop - early			$0			$0		
	Workshop - late			$0			$0		
	Extra Meals								
	Banquet	10	$30	$300	10	$30	$300	90	275
	Lunch (Saturday)			$0			$0	60	
	Extra Proceedings	3	$10	$30	3	$10	$30	30	
	Vendors Registration	2	$150	$300	2	$150	$300		
	Vendors Presentations			$0			$0	100	
	National Partners	4	$100	$400	4	$100	$400		
	Industry Sponsorship								
	UPE Sponsorship			$200			$200		
	Grants								
	Other Income (List)								
	Regional Board members attending								
	Total			$9,905			$9,905		

Expenses									
	Steering Com. Travel Ex.			$560			$560		

Item	Qty	Unit	Amount	Qty	Unit	Amount	
Steering Com. Meeting Ex.			$50			$50	
Phone/Fax			$0			$0	
Publicity							
In support of Conference							
Other							
Postage							
Publicity			$50			$50	
In support of Conference							
Other							
Office Supplies			$300			$300	150
Publicity							
In support of Conference							
Other			$0			$0	
Brochure Printing/Duplicating			$20			$20	
Publicity (printing, other formats)							
Other duplicating							
Signage							
Speaker Expenses	1	$500	$500	1	$500	$500	500
Consortium Head Tax	40	$41	$1,640	40	$41	$1,640	1435
Extra Proceedings	3	$6	$18	3	$6	$18	
Meals - Total			$4,275			$4,275	????
Breaks-Friday			$0			$0	
Breaks-Saturday	55	$15	$825	55	$15	$825	
Reception	1	$150	$150	1	$150	$150	
Banquet	55	$30	$1,650	55	$30	$1,650	
Saturday Breakfast	55	$15	$825	55	$15	$825	
Saturday Breakfast (prog. Teams)			$0			$0	
Luncheon (prog. Teams)			$0			$0	
Luncheon (Sat.)	55	$15	$825	55	$15	$825	
Entertainment							
Transportation			$100			$100	
Rentals			$200			$200	
Student Awards			$300			$300	300
Faculty Awards							
Consortium Membership			$1,000			$1,000	1000

Other Expenses (List)
    Publicity
    In support of Conference

Other

Total	$9,013	$9,013
Balance	$892	$892

NW 2016 Budget – p. 2

Region: Eastern   Baseline Budget year: 2016   Actuals
host: Frostburg State University
Proposed amounts   Last budget amounts approved by Board   2015   201...

Income	#	each	total	#	each	total	61	6...
Registrations - Full - Early	68	$165	$11,220	83	$155	$12,865	6820	8,47...
Registrations - Full - Late	2	$175	$350	2	$170	$340	2555	
Registrations - Full - On-Site		$195	$0		$190	$0		
Registrations - Board Members	0	$130	$0	0	$120	$0		
Registrations - Student - early	20	$55	$1,100	20	$50	$1,000	660	1,21...
Registrations - Student - late	5	$65	$325	5	$60	$300		
Registrations - K-12 early	0	$50	$0	0	$50	$0		
Registrations - K-12 late	0	$60	$0	0	$60	$0		
Registrations - Progr Teams	20	$60	$1,200	20	$60	$1,200	1140	1,20...
Registrations - student web			$0			$0		
Workshop - early	0	$6	$0	0	$6	$0		
Workshop - late	0	$8	$0	0	$8	$0		
Extra Meals								
Banquet (Friday)	5	$32.00	$160	5	$30.00	$150		
Lunch (Saturday)	5	$20.00	$100	5	$20.00	$100		
Extra Proceedings	4	$6.00	$24	4	$6.00	$24		1...
Vendors Registration	3	$150	$450	3	$150	$450	130	
Vendors Presentations			$0			$0		
National Partners	4	$100	$400	4	$100	$400		
Industry Sponsorship			$200			$200		
UPE Sponsorship			$200			$200		
Grants								
Other Income (List)								
Total			**$15,729**			**$17,229**	$11,305	

Expenses

Steering Com. Travel Ex.
Steering Com. Meeting Ex. $0 $0
Phone/Fax $0 $0
  Publicity

48

In support of Conference							
Other							
Postage							
Publicity			$150			$150	
In support of Conference							
Other							
Office Supplies			$150			$150	135
Publicity							
In support of Conference							
Other			$0			$0	
Brochure Printing/Duplicating			$600			$600	397
Publicity (printing, other formats)			$500			$500	155
Other duplicating							
Signage			$100			$100	
Speaker Expenses	1	800.00	$800	1	800.00	$800	
Consortium Head Tax	70	41.00	$2,870	85	41.00	$3,485	2501
Extra Proceedings	40	6.00	$240	40	6.00	$240	
Meals - Total			$7,286			$8,490	$6,066
Breaks-Friday(Morning)	80	6.00	$480	220	4.00	$880	
Breaks-Friday(Afternoon)	80	6.00	$480				
Breaks-Saturday (Morning)	80	6.00	$480	220	4.00	$880	
Breaks-Saturday (11:30 am)							
Reception (food)	80	11.00	$880	110	10.00	$1,100	
Banquet	80	21.00	$1,680	110	20.00	$2,200	
Ticketed drinks	80	6.00	$480	110	6.00	$660	
Saturday Breakfast	80	6.50	$520	110	5.00	$550	
Saturday Breakfast / Snacks (prog. Teams)	60	6.50	$390	60	5.00	$300	
Luncheon (prog. Teams)	60	12.00	$720	60	12.00	$720	
Luncheon (Sat.)	98	12.00	$1,176	100	12.00	$1,200	
Entertainment							
Transportation							
Rentals			$830			$930	
Student Programs							
Student Awards			$725			$725	550
Faculty Awards			$50			$50	

Consortium Membership	$1,000	$1,000	1000
Other Expenses (List)			
Publicity	$0		
Planning meeting for 2017 (lunch for 15 participants)	$200	$0	
	$0		
In support of Conference	$0		
	$0		
Other (Campus Safety/Custodial)	$0		
Total	**$15,501**	$17,220	$10,804
Balance	**$228**	$9	

Eastern 2016 Budget – p. 2

Region: Rocky Mountain   Baseline Budget year: 2017   Actual

host: Denver   2015   2014   2,0

Budget Approved by board for 2016

Proposed 2017 Budget

Income		#	each	total	#	each	total	2015	2014	
								25	23	
Registrations - Full - Author		27	$140	$3,780	27	$140	$3,780	2940	3105	2,9
Registrations - Full - Attendee		2	$100	$200	2	$100	$200	400		
Registrations - Student - Full		2	$75	$150	2	$75	$150	150	105	1
Registrations - No meals Attendee		2	$50	$100	2	$50	$100			
Registrations - No meals Student		3	$25	$75	3	$25	$75	50		
Registrations - K-12 early				$0			$0			
Registrations - K-12 late				$0			$0			
Registrations - Progr Teams				$0			$0			
Registrations - student web				$0			$0			
Workshop - early				$0			$0			
Workshop - late				$0			$0			
Extra Meals										
Banquet		3	$25	$75	3	$25	$75	25	25	
Lunch (Saturday)		1	$15	$15	1	$15	$15			
Extra Proceedings		5	$10	$50	5	$10	$50	10	30	
Vendors Registration		0	$50	$0	0	$50	$0			
Vendors Presentations				$0			$0			
National Partners		4	$100	$400	4	$100	$400	350		1
Industry Sponsorship										
UPE Sponsorship		1	$200	$200	1	$200	$200			
Grants										
Other Income									400	
Total				$5,045			$5,045	$3,925	$3,665	$3,2

Expenses										
Steering Com. Travel Ex.										
Steering Com. Meeting Ex.				$300			$300			
Phone/Fax				$15			$15			

51

Item									
Publicity									
In support of Conference									
Other									
Postage for publicity			$68			$68			
Publicity									
In support of Conference									
Other									
Office Supplies			$86			$86			
Publicity									
In support of Conference									
Other									
Brochure Printing/Duplicating			$113			$113			
Publicity (printing, other formats)									
Other duplicating									
Signage									
Speaker Expenses	1		$400	1		$400	260	400	4
Consortium Head Tax	31	$41	$1,271	31	$41	$1,271			9
Extra Proceedings	5	$6	$30	5	$6	$30			1
Meals - Total							$1,702	$940	$1,293	1,3
Breaks-Friday	31	$6	$186	31	$6	$186			
Breaks-Saturday	31	$6	$186	31	$6	$186			
Reception			$0			$0			
Banquet	34	$25	$850	34	$25	$850			
Saturday Breakfast			$0			$0			
Saturday Breakfast (prog. Teams)			$0			$0			
Luncheon (prog. Teams)			$0			$0			
Luncheon (Sat.)	32	$15	$480	32	$15	$480			
Entertainment								400	
Transportation									
Rentals							24		
Student Awards			$60			$60	40		
Faculty Awards									
Consortium Membership			$1,000			$1,000	1000	1000	
Other Expenses							35		
Total			$5,045			$5,045	$2,299	$3,093	$2,8

Balance	$0	$0

Rocky Mountain 2017 Budget – p. 2

Comptroller Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 2/20/16. Baseline budgets are sent to each region at least twice a year (May/June and January/Feb).

Yet again, multiple regions are not getting proposed budgets submitted with the year lead time.

CCSC Comptroller Conference Budget approval status, 2/20/16

Region -conf. term	Baseline yr & date sent to region	Budget yr & date rcvd from region	Comptroller Approval sent to treasurer	approved by board	Next budget needed
CP-SPR	2017: 2/7/2016				2017
EA - FA	2016: 6/2/2015	2016: 2/3/2016	2016: 2/4/2016		2016
MS - SPR	2017: 2/11/2016				2017
MW - FA	2016: 1/24/2016				2016
NE - SPR	2017: 2/7/2016				2017
NW - FA	2016: 2/11/2016	2016: 2/19/2016	2016: 2/20/2016		2016
RM - FA	2017: 2/11/2016	2017: 2/14/2016	2017: 2/14/2016		2017
SC - SPR	2018: 2/11/2016				2018
SE - FA	2017: 2/11/2016				2017
SW - SPR	2016: 2/11/2016				2016

Conference Coordinator Report

William Mitchell

The In-Coop forms for the five Fall 2016 conferences have been filed. As usual, this was not an easy task because few conferences had installed a 2016 webpage.   I have repeatedly suggested that by three months after the conference a minimal new site be up, accessible from the CCSC conference calendar page.   This year Deborah contacted everyone noting in January that the sites were not up.   Each region should have a webmaster whose duty is to get the data from the conference chair so that the call for paper data and the conference committee directory provide the information that a potential participant needs to know.   That minimal site can suffice for six months before housing and student activities must be described.

William Mitchell

National Partners Chair Report

Tim DeClue

National Partner Program Updates:
There were no changes with regard to the National Partner program for the spring of 2016.

Current National Partners:
PLATINUM Partners: Turingscraft
GOLD Partners: Carnegie Mellon Information Networking Institute
SILVER Partners: Oracle Academy
Current Work:
I have consolidated the information for the next national partner chair (NPC) and am ready to pass the documentation on to the next NPC.

Areas in need of Improvement
- Communication between the national partner chair (NPC) and the regions needs to be improved. The *regional vendor chair* needs to have a public email address available for the NPC to use.
- The NPC should be encouraged and supported to attend multiple CCSC conference meetings per year.
    o As a position which serves primarily to market the CCSC to potential partners, the NPC needs to have a holistic view of the national organization. Attending multiple conferences will address this need.
    o The NPC and the organization will benefit if the NPC has a network of contacts throughout the national organization. Attending multiple conferences will address this need.
    o Representing a national organization when the NPC only has a regional view places the NPC at a significant disadvantage from the standpoint of understanding how all of the conferences work. Attending multiple conferences will address this need.

Nominating Committee Report

Committee members: Hala ElAarag (chair), Brent Wilson, John Wright

The Nominating Committee solicited nominations from the CCSC regional representatives and members.

The positions to be filled in the 2016 Spring Election are Regional Representatives from the Mid South, Northeast and Rocky Mountain Regions as well Vice President/President Elect. The Nominating Committee 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 4, 2016 in Memphis, Tennessee

Midsouth Representative (8/1/2016 – 7/31/2019)
Nominee: David Naugler, Southeast Missouri State University

Northeast Representative (8/1/2016 – 7/31/2019)
Nominee: Larry D'Antonio, Ramapo College of New Jersey

Rocky Mountain Representative (8/1/2016 – 7/31/2019)
Nominee: Mohamed Lotfy, Regis University

Vice President/President Elect 8/1/2016 – 7/31/2019)
Nominee: Jeff Lehman, Huntington University

Respectfully Submitted,

Hala ElAarag
Nominating Committee Chair

UPE Report

Future Directions Commission Report and Recommendations

March 3, 2016

The Future Directions Commission was charged with three goals:
1. Investigate and analyze the drop in submissions to conferences, drop in conference attendance and the corresponding drop in CCSC membership.

2. Analyzing the current organization and potential modifications to our geographic regional structure with a view toward maximizing both conference attendance and conference submission rates.

3. Providing appropriate definition of our publication functions to enable an eventual transition to different leadership.

Committee members include:
1. Lawrence D'Antonio, Northeastern Representative
2. Deborah Hwang, Webmaster
3. Jeff Lehman, Midwest Representative (Chair)
4. Megan Thomas, Southwestern Representative
5. Kevin Treu, Southeastern Representative

In addition, the Elected Officers of the Consortium Board and the Conference Coordinator will serve as ex officio members of the Commission.
1. Scott Sigman, President
2. Hala ElAarag, Vice President
3. John Meinke, Publications Chair
4. Susan Dean, Treasurer
5. Tim McGuire, Membership Secretary
6. Will Mitchell, Conference Coordinator

The following data was collected.
1. Feedback Questions from Regions
2. Feedback Questions from Regional Editors
3. Interview with John Meinke and Summary of Publication Tasks and Issues
4. Interview with Will Mitchell
5. Will Mitchell's CCSC at 30 paper given at CCSC:MW 2015 (JCSC Vol. 31, No. 1)
6. Will Mitchell CCSC data summaries and charts

Recommendations
1. **Membership**
   a. With fewer papers we may (as many regions have done) move to more alternate content (tutorials, panels, demos, faculty posters, works in progress, nifty assignments, student projects/posters, student job fairs, etc..)
   b. Affirm who we are, why we exist
      i. Purpose of CCSC?
         1. **Promote interaction among CS faculty** (share ideas)
         2. Scholarship i.e., venue for publication
            a. Is this still valid? Are there changes that can be made?
            b. Review paper acceptance rate.
            c. Consider awards for top three papers among all regions
         3. Conference experience for students
         4. Others?
   c. Promote our organization and Encourage participation
      i. **Consider adding a board position to promote the organization** (or make part of another position)
      ii. Review participants, encourage others at same institution to attend
      iii. Target new faculty hires
      iv. More outreach to K-12 and community colleges
      v. Use personal invitations in addition to announcements at meetings and e-mails soliciting participation
      vi. Develop promotional videos
      vii. Increase presence on Social Media (Facebook, Twitter, Etc..)
      viii. Develop a National mailing/discussion list (possibly with subcategories)
   d. Develop a better system for keeping track of members. As discussed before, current system is limited and cumbersome.
2. **Organization**
   a. Encourage each region to have a manual with job descriptions and timelines
   b. The creation of the Midsouth region is perceived by some as having had a negative effect on attendance at Southeastern, South Central and Central Plains. South Central has struggled to find a site to host and has had limited submissions. They are offering a one-day conference this year.
      i. **Consider appointing a small task force to consider how to proceed.**
         1. Keep things as-is
         2. Consider merging one or more regions
         3. Consider offering conferences in alternate regions every other year
         4. Consider moving one or more conferences to fall

3. **Publication**
   a. **Consider appointing a small task force to focus on the following.**
      i. Review and refine/define the list of responsibilities for the National Editor and Associate Editors including a detailed timeline.
      ii. Review the summary of tasks and issues identified by this task force
      iii. Develop an "order of succession" that will allow for consistency yet eliminate the National Editor position as a 3 years to life commitment. Consider an Assistant Editor/Editor Elect position.
      iv. Review and refine the list of responsibilities for regional editors including a detailed timeline. Consider asking regional editors to perform more editing.
      v. Develop a standardized set of submission deadlines that would account for varying conference dates. This would ensure the National Editor has time to edit all Journals.
      vi. Standardize the final paper submission system to simplify submissions to the National Editor (papers, copyrights, conference program, chair welcome, conference committee list, reviewer list etc …)
      vii. Review and refine submission guidelines for authors and Regional Editors. Review and refine sample documents for formatting as well as detailed instructors for how to complete copyright forms.

Appendices

to me

Dear Scott,

Thank you very much for your request.

am Montag, 25. Januar 2016 um 22:59 schrieben Sie:

> For the last several years Conftool has allowed the Consortium for Computing
> Sciences in Colleges (CCSC) to modify and use Conftool to support the 10
> conferences we sponsor in the United States each year. I am interested in
> exploring the use of Conftool Pro to support our conferences.

Thank you.

> I apologize in advance if I am addressing questions that my predecessors as
> President have already ask. I think the following questions can serve as a
> basis for starting our conservation.

No problem.

> A brief description of CCSC:
> CCSC, a non-profit CCSC higher education Consortium, operates 10 regional
> conferences each year. We maintain a Consortium wide membership and members
> register for conferences using Conftool in their region. Currently, we
> maintain 11 instances of the free version of Conftool, one for each region and
> one for members at large. Members renew their membership by attending a
> conference or through the at large member site.

OK, thank you.

> Questions:
>
>
>   1. Is it possible with Conftool Pro to maintain a single membership
>   database and allow members to register for individual conferences?

No, sorry. Each conference has a separate ConfTool Pro installation and each
installation has a separate database and furthermore
we don't have a membership management system.

>   1. Is it possible with Conftool Pro to maintain a single instance of
>   Conftool and support different conferences, some of which may be
>   offered simultaneously?

No,sorry.

>   1. With Conftool Pro is it possible to configure different registration
>   categories for each region?

There are many options for the reigstration form, but I don't understand the question, sorry.
What do you mean by "each region"?
You can find more information on the options in the documentation:
http://www.conftool.net/en/configuration_documentation/configuration_participant_registration.html

1. What is the cost of adopting Conftool Pro?

For ConfTool Pro we charge a license fee, that depends on kind and size of the event and the services required. We offer that version as hosted service, i.e. we do the setup on our servers, adapt the colors and logos to your conference site and help you if you have questions with the configuration in the back office. We also provide SSL certificates for secure data transfer.

For an offer that fits your needs, we would like to ask for more details regarding your conference:
- What is the address of the Homepage for the event?
 I'd like to get an impression of the event and the requirements, please.

- Do you need the system for paper submission, reviewing, and scheduling
 as well as participant registration and management?

- How many submissions (proposals) do you expect per event?

- How many participants do you expect per event and how much are (round about) the participation fees? I ask as we offer
 discounts to non-commercial and low-budget events.

- What payment options do you require? (I ask as we can provide extra
 modules for some credit card e-commerce gateways, however, this causes
 additional costs).
 Three options for online credit card payments for which the modules are
 already included in ConfTool Pro are PayPal, Skrill/Moneybookers and Stripe.

ConfTool supports the the submission and review process as well as participant registration, invoicing and management.

If you don't know the system yet, a demo of ConfTool Pro can be found at:
http://www.conftool.net/demo/pro/

Please create a new user account to see how papers are submitted and people may register for the event (the registration form can be configured in the back office).

To log in as a member of the program committee, please log in as "johnson" with the password "johnson". Currently all "phases" are activated for demo purposes. Usually that is not the case.
To access the system as chair, please use the login "chair" and the password "chair".

There are also other user roles like the Conference Assistant and the Student Volunteer.

To take a look at the back office (with all administrative functions), log in as user **"admin"** with password **"dalim"**.

Attached is a file with more information on ConfTool Pro.

There are undoubtedly questions and issues that I have missed, but hopefully
my email is focused enough to allow us to start a discussion.
Yes, thank you. But frankly, I'm quite sure that ConfTool does not meet your
requirements.
I'm really sorry to say so.

If you have any questions, please do not hesitate to contact me.

Kind regards,
Harald

Thank you for your help with this request. I look forward to talking with you
more in the near future.

Scott

_____

Scott Sigman
President, Consortium for Computing Sciences in Colleges
Professor, Computer Science Department
Drury University
Springfield, MO 65802

Mit freundlichen Grüßen
Harald Weinreich
--
Harald Weinreich

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Tim DeClue tdeclue@sbuniv.edu <u>via</u> sbuniv.onmicrosoft.com
to Judy, Hala, me, Brent, david, Deborah, George, Jeff, John, John, Karina, Kevin, Larry, Megan,
 Robert, Stoney, Susan, Tim, Tina, Will

CCSC Board,

Thank you for allowing me to represent the CCSC on the national level to companies for the last
year and a half. I have greatly enjoyed this role and I appreciate the board giving me such a
wonderful opportunity. Unfortunately, I will be unable to continue in this role past May 1 of this
year. I will happily assist and provide the next Partner Chair all of the documents and contacts
we have developed during my tenure.

Again, thank you.

Sincerely,

Dr. Tim DeClue, Professor and Chair
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Records Retention Policy

1. Legal Requirements: NONE
2. Audit Requirement: NOT for Indiana non-profits
https://www.councilofnonprofits.org/nonprofit-audit-guide/state-law-audit-requirements#IN
3.   Recommended Retention categories (proposed by Colorado Non-profit Association)
Electronic documents will be retained as if they were paper documents. Therefore, any electronic
files that fall into one of the document types in Appendix A will be maintained for the appropriate
amount of time.

> A. <u>Accounting and Finance:</u> Retain 7 years: Accounts Payable ledgers and schedules,
> Accounts Receivable ledgers and schedules, Bank Statements and Canceled Checks,
> Expense Records, Electronic Payment Records.   Permanent: General Ledgers, Annual
> Audit Reports and Financial Statements.
> B. <u>Corporate Records:</u> Permanent Retention: Annual Reports to Secretary of
> State/Attorney General, Articles of Incorporation, By-laws, Board Meeting and Board
> Committee Minutes, IRS Application for Tax-exempt Status (Form 1023), IRS
> Determination Letter, State Sales Tax Exemption Letter.
> E. <u>Tax Records</u>: Permanent Retention: Tax-Exemption Documents and Related
> Correspondence, IRS 990 and 990T tax returns.

The other kinds of records listed in Appendix A are not germane to CCSC (personnel, property,
grants, etc.).   Bill Myers had our corporate records and I assume he passed them on to Susan.
4. We can scan all physical documents and thus create an electronic archive of our records which
is easily stored on a thumb drive and on our server (where it is backed up).