**August 7, 2024, Board Meeting Minutes  
11:00 AM, Drake University, Collier-Scripps Hall Room 301  
Attendance: In person: Eric Manley, Tim Urness, Andrei Migunov, Kevin Brunner  
Online: Scott Sigman, Brian Hare, Teresa Hale-Lespier, Judy Mullins, Charles Riedesel, Bill Siever, Joseph Kendall-Morwick, Joan Gladbach, Alimoor Reza, Deepika Jagmohan**

1. Call to order - 11:03, [Introductions]
2. Approve previous minutes. Motion: Scott Sigman, Second: Kevin Brunner

**Approved, none opposed**

1. Officer reports
   1. Judy Mullins - **Board wants Judy to set up role emails for regional roles,** e.g., cp\_editor@ccsc.org. A way to communicate with particular roles on each region’s boards. Would anyone like this role?
      * Ron McCleary - would be nice to have a discussion list. Webmaster may be a good role to have also. Note - uniform list of emails for every region. If some region doesn’t have that role e.g., secretary, then all the secretary emails forwarded to some particular role.
      * Scott Sigman - President frequently needs to email regional editors. Previously had to search every website individually for regional emails.
      * Ron - once a year, can query for regional roles.

**Judy will do this, will let everyone know when done. Distribution list created at the board level.**

* 1. Judy- **looking for someone to take over Deepika’s role (webmaster) during term**. If nobody found, Deepika will continue with term but will take a break after term ends. Suggestions welcome.
     + Kevin Brunner - any new expectations of webmaster? Website is very slow. Is it a WordPress or host thing? Should new webmaster be able to fix this?
     + Deepika - Responsibilities are - manage WordPress site, most responsibilities are keeping it updated with current information. Many backed up files need to be deleted. Reused pages and populated with new content.
     + Judy - Deborah Hwang: national website is out of space. Our region uses 4gb space, much more than any other region. Huge backup file and Debra wants us to delete. **Website needs to be rebuilt, redesigned, it is too slow.**
     + Ron - previous year links aren’t working. Can’t look back at how previous years’ sites were set up. Duplicate data on site.
     + Teresa Hale-Lespier - can this be a student project? Judy: the current website is a student project. Old site was HTML, the current WordPress site is when the problems started. Charles Riedesel: budget for this to be student project?
     + Bill Siever - Should the webmaster position just be more focused on all media types? A LinkedIn site both national and regional versions? Need LinkedIn site to get LinkedIn advertising.

— we jumped to hybrid setup point 7, below, then returned here —

* + - Bill - last year, built database of four-state region and contacts. **Bill drafts a letter, each person in this call sends out a letter to 4-5 schools nearby.** Targeted advertising via LinkedIn?

1. Hybrid conference setup (See previous minutes - national board encourages hybrid conference)
   * + Eric: one parallel session hybrid, others regular. If there are problems, they’re isolated to one room. Set up kind of like this meeting - cameras and mics in room hooked up to main station, presenters log into zoom call and share screen. C-S 301 at Drake has screens all over, can attend here and see speakers.
     + Judy - **national vendors may not want to come to very small regions where we are. We do want them to attend, possible if they can present remotely.**
     + Ron- attendees still on site even if presenters are remote?
     + Eric - allow remote attendees but they would only see what’s going on in this one room?
     + Ron - that has some implications for how registration is handled.
     + Teresa - attended SIGCSE remotely. Same registration process but click different boxes, limited attendance to the talks in the one room. If we do that, then when attendee signs up make it very clear they will only see one track. I**f it’s hybrid, be clear ahead of time with what is available online.**
     + Eric - we could just do it in every room. But if things break, the whole conference is broken. Could have separate zoom links for different sessions. Tie rooms to zoom links.
     + Brian Hare - Teams can limit logons to a specified list.
     + Scott - travel money dwindling at small schools. Need to find a way to allow someone to attend without the SIGCSE and travel cost issues.
     + Eric - are there people who would not attend in person (who otherwise could) \*because\* they can attend online?
     + Ron - **in January meeting, decide and designate which tracks are online/offered remotely and which are not.**
     + Eric - only send the link to people who need it (registered) but might not need to worry too much about the security issue.
     + Teresa - small universities isolated. Remote conferences are the only way to connect with other CS people, a lot of the time.SIGCSE is doing a fully remote conference in December - not a duplicate, has its own steering committee, CFP, etc.
     + Scott - CCSC created to allow people to attend a regional conference without a huge cost.
     + Ron - Satellite tracks? Viewings in different regions, remote sites come together online? Full virtual conference every other year?
     + Eric - Do we want to do fully hybrid every other year, half-hybrid, something else?
     + Ron - firstly, do we allow remote presenters? We should. Separately, remote attendees? Discuss separately.
     + Teresa & Brian - explicit cap on number of remote presentations. Scott - a dedicated room does this organically.
     + Eric - on CFP, limited # remote allowed. Decide specific number at January meeting.
     + Bill - Yes but have them check a box saying they’re \*only\* available remotely.
     + Ron - we can probably do that in the submission system. We will \*consider\* a limited number.
     + **Consensus, no block: limited number, one session will support remote presenters, possibly support remote attendees.**

(Returning to Judy’s report above)

1. Budget Review - 12:07pm
   1. Eric - budget doc is in the shared folder. Very similar to Kevin’s budget last year. This meeting came in under budget!
      * Joan Gladbach - would be nice to have **coffee for Friday morning workshop**, it is not in the budget (**Eric added to budget**).
      * Scott - Budget is approved for CCSC, we are in it until next year.
      * Brian - moving funds from one line item to another is not a big deal usually. Cannot add new line items or new money. Pay attention to catering contracts.
      * Scott - 6 of 9 conferences finished in red last year, some way out of budget. CCSC-Central Plains finished within budget.
      * Eric - previously, discussed increasing cost of student registration. Are we allowed to say there is a cheaper cost for online attendance if we previously decided this?
      * Judy - no line item for remote-only attendance.
      * Teresa - attend remotely for same price, *make sure* nobody pays that fee thinking they will see every talk?
      * Judy - add line item for remote attendance and resubmit this budget? Point of cost is to cover meals, if they are not here for meals, should be a significant reduction.
      * Joan - propose $100 early, $120 late for remote registration for both presenter and attendee.
      * Scott - **propose for author $150 fee (no late reg, since authors required to register before publishing). For attendees, Joan’s proposal: $100 early, $120 late.**
      * Bill - not much incentive to attend remotely. Easy to tune out. Make it accessible to people with zero budget, so make it cheap or 0 cost for remote attendee.
      * Joan - record and make available after conference, briefly?
      * Ron - budget has no registration fee for K-12.

Proposal 1: Authors pay full cost, other attendees pay reduced rate (reduced by 50)

Proposal 2: Authors pay full rate, non-presenters come for free.

Proposal 3: ??

**Motion: Authors pay full registration cost**, **Joan motions, Eric second**, **Approved, no opposed**

* + - Teresa - People who pay for stuff are more likely to show up.
    - Scott - if we do online, we do need online registration just to be able to analyze how well it worked.

**Proposal: (Joan) online attendance be 100 early, 125 late for a full two days on one track.** **Second: Scott**

**Ron opposed (proposed using the retired rates) - it passes. Ron has to implement this.**

* + - Is the schedule up by the time early reg concludes? Yes

1. Pre-conference workshops (**Wen Hsin, Joan, Judy)**
   1. Joan - do we have a theme?
2. Keynote speakers **(Drake people will draft this list and send it out)**
   1. Local schools, local advisory boards and companies. A national vendor (e.g., Refactor, GitHub, CodeGrade)?
   2. Friday afternoon is more scholarly, Friday evening - more general audience.
   3. Sliding a talk into luncheon slot would complicate things - usually a business meeting on Saturday afternoon.
3. Papers **(Ron, Charles,** Judy?)
4. Student papers (**Joseph Kendall-Morwick, Eric**)
   1. Scott:

* Figure out how long each student talks (based on number of papers, 15-20 min at least), possibly a couple of sessions (But that is rare)
* Communicate with webmaster so that things get posted.
* Would be nice to post pdf of paper.
* If we had enough papers, would be nice to have a panel and pick an outstanding paper.
* These are not published in the journal.
* Papers submitted via email.

1. Student posters (**Joseph)**
   1. Joseph:

* Poster a couple days before conference, abstract ahead of time.

1. Student awards (**Those in charge of hackathon, programming comp, and poster contest**)**120, 80, 50**?
   1. Scott - need to decide on dates for submission, maybe early registration.
      * Eric - conference itself is April 4,5
      * Brian - end up processing a huge number of small payments for poster contest and student awards. Need to find a way to optimize this and streamline it. Students having to send in requests for award money afterwards is difficult - maybe give amazon gift cards? Can order gift cards in custom amounts weeks ahead of time.
      * Scott - asking students for one contact then sending one card for students to divide up causes a lot of complaints from students, sponsors, etc. Have to also fix how awards are distributed.
      * Eric: **for each award, have it already split up in small-denomination gift cards that a student can pass out to their coauthors.**
      * Joan - student info for tax stuff?
      * Judy - Budgeted $750 in student awards.
      * Last year awards - 3 posters, 3 (teams) programming, 3 hackathon
      * Scott - no award for student paper

**Proposal (Joan): evenly distribute 750 into 250x3 for above categories, then to be broken down into amounts within each category. Second: Scott** **(Part of motion: Ron - chairs of these need to report back by email on what they do with these funds) – Passed**

* + - Judy - there will be 200 more from UPE. (?)
    - **[Lack of consensus on the status of UPE funds - resolve?]**

1. 2021 minutes deadlines examples:

CFP 9/10

Submissions 10/1 - 11/29 (Sunday after Thanksgiving) (Ext. 12/13)

Review 12/13-12/27

Author notify 1/5

Final papers to regional editor 1/15

Reg begins TBD.

Early reg ends 3/22

Student contest reg deadline 3/22

Reg starts 2 weeks before early reg ends? (?)

1. **CFP to be put together by conference chair Eric**
   1. Eric: OK to transfer above dates to this year, put out CFP and send out for everyone to be reviewed?
      * Scott: [Above] student reg date is probably not going to work for hackathon **(Scott,** Bill?**, Mahmoud)**
      * Charles: Programming contest (**Charles)** constraint is number of devices.
      * Kevin: Teams were not registered properly.
      * Ron: need to review this more closely this year.
2. Programming Contest:
   1. **[Drake needs to supply machines for programming contest 1-2 dozen needed.]** Aliber has a computer lab (Carnegie?)]

* [PC\*\*2](https://pc2ccs.github.io/) - don’t need web, but need network
* [VSCode ?? Not clear - need to check it out in advance, don’t want IDEs to toss package info into code]
* Doesn’t matter if UNIX, PC, whatever
* Needs to be conveyed, however, which one it is
* Compilers and IDEs
* C++, Java, Python
* (What’s ICPC using? - Kotlin?)
* Judge machine needs to run same compilers as student machines.
* Student accounts need to exist and need to know what these can access and what kind of supervision. No email access, no unauthorized sources of assistance
* Eclipse?
  + - Drake may have a hard time getting these machines set up. **Need to determine what’s available at Drake and possibly do it off the Drake network entirely via raspberry pi’s. TBD**

1. K-12 outreach - dropped this last year because nobody was getting anywhere with it.
   * + Teresa - reaching out to Russ and K state in using CCSC for K-12 outreach via K states’ grant. If we can get this out to the CS teachers, they’re more likely to participate. Especially via nifty assignments.
     + Charles - CSTA?
2. Two-year college outreach (**Mahmoud)**
   * + Judy -ACM 2y is a national sponsor.
3. Job fair and sponsorships
   * + Kevin - job fairs have not always been feasible everywhere, few employers sometimes.
     + **Tim Urness - will reach out to Chrystal Stanley (Drake) and see if she’s interested in organizing sponsorship.**
     + Ron - See if can use job fairs to recruit to grad schools, make pitches for particular universities.
4. Hotel accommodations - **(Eric, Adam, Chris)**
5. Other business
   * + Ron - facilities for handling on-site registration issues. Does budget include updated registration fee for students?
     + Eric - it should be the new one.
     + Next year’s chair is Tiffany Ford from Ozark Technical College.

Adjourned: 2:50 pm