August 2nd, 2019 Meeting Minutes
CCSC: Central Plains Conference Planning Meeting
11:00 AM, Building and Room: TECH 214
St. Charles Community College

Attendees: In Person: Deepika Jagmohan (SCC), Rex McKanry (SCC), Dayu Wang (SCC), Brian Hare (UMKC), Chuck Riedesel(UNL), Scott Bell (Northwest), Scott Sigman (Drury)
Online: Diana Linville (Northwest), Michael Rogers (Northwest), Wen Hsin (Park), Belinda Copus (UCM), Crystal Peng (Park), Cindy Tu (Northwest), Joseph Kendall-Morwick (MWSU), Ron McCleary (

1. Welcome and Introductions – **Dayu Wang**
2. Lunch Orders – **Panera** – fill out online link provided
3. Approval of meeting minutes – **Michael Rogers moved to approve. Scott Bell seconded.**
4. Regional Steering Board Meeting – **Judy Mullins per email**
    a. Journal is now online at Amazon. – **Everything digital, print on demand per Crystal.**
    b. Recommended length of papers is now 10 pages or less.
        i. **Reviewers do not want to read longer than 10 pages. First of September we need to send out notice with request for papers. This applies to all papers. This is already on our website per Crystal. Previous was 6 pages, therefore this puts more work on the reviewers as pointed out by Michael. National does not set page limits, leaves these up to regional committees. Scott Sigman reiterated this. We will try 10 pages this year and see what happens. Michael will update the website as follows: Recommended length 7 pages with a maximum of 10.**
    c. Retirees who serve on committees or as reviewers should use "retired from _____" as their affiliations.
        i. **This is similar to ACM.**
    d. We will be looking for a new National Partners chair to replace Liz Adams this year. Contact Judy if you are interested**.**
    e. Clarification of benefits for national partners: Gold, Silver, Platinum = 1 free registration (we can offer more if we want). Conference chairs should read the benefits page to make sure we fulfill all the posted benefits for national partners: https://www.ccsc.org/partners/program-description.
        i. **Question: If partners want to send more than 1 person, how do we handle free registrations. Need to make sure we work with national partners to get their registrations in before deadlines so that we can accommodate them.**
    f. National Partners should also be added to email lists for the conference call for papers, so they'll know when our conference is to be held. They need some advance notice so they can send representative if they so wish. Brian is working on this with Liz. He may have something to report to our committee.

5. Committee Assignment
    a. Please see the signup sheet (Google Doc) – **Assigned leads and members to each area. See link below.**
        i. https://tinyurl.com/yxpw7q5q

6. Lunch – **Took 30 minute lunch break**
7. Draft CFP
   a. Conference Dates: **April 3rd and 4th, 2020**
   b. Keynote Speakers – **Scott S., Michael, and Deepika are on this committee.**
   c. Banquet Speakers - **Scott S., Michael, and Deepika are on this committee.**
   d. Pre-Conference Workshops (e.g. Campus Tour)
      i. **Dayu, Judy, and Michael will work together to come up with these.**
   e. Lessons Learned from Last Year –
      i. **Rex stated that there was nothing open for students to get something to eat/drink etc. so need to look into breakfast for Saturday.**
   f. Changes (New Ideas) for This Year –
      i. **Food for Students – Same as last year was fine.**
8. Vendor Registration (fees and how much)? **– Done in conftool.**
9. Job Fair Registration (fees and how much)? **– Rex will take care of this – no fees (This is not a part of CCSC)**
10. Student Contest:
    a. Programming Contest –
       i. **Discussion: Brian discussed how to do registration under the coach, instead of having students registering separately since we have students who may not show and then they bring another student. This would avoid all that. Scott also said this would be easier for those that register. Ron brought up how to handle poster contests as just a Saturday morning registration. Scott said when a person registers X number of students for 1 day or X number of students for 2 days. Nametags would no longer be personalized. Conftool does not allow any changes after a person is registered. So faculty who want to change how many students they bring a month later. Brian said that it would not be easy, therefore coaches would need to know our policies on if coaches are out the money if they do not bring all of the students or how do we allow them to add more students in conftool. Ron is going to check into the feasibility of this in conftool.**
       ii. **Scott S. – brought up he would like to award a best paper award. Remove 2 page restrictions, and an informal review for best paper. Scott will discuss this with Michael and Ajay to bounce some ideas around.**
    b. Capture the Flag Contest? –
    c. Poster Contest
    d. Prize monies ($$?) –
       i. **Budget has this in it. Someone needs to contact Cerner regarding prize money for programming contest.**
    e. Corporate Sponsorship (review budget) –
       i. **Discussion: Are there any companies in St. Louis that might want to contribute money to contests. Rex – Microsoft, MasterCard, Boeing. He will need to check with foundation office regarding this.**
11. Deadlines **– setup dates. See link below.**

a. https://tinyurl.com/y6cy2ozq

b. **There needs to be stronger wording that the deadlines for papers and registration are enforced. Crystal will enforce the paper deadline and will check with Ron about registration.**

12. January Meeting
    a. **Date: 1/3/2020 11:00am Location TBD**
13. Additional
14. Campus Tour