The Pennsylvania Association of Computer and Information Science Educators

Executive Board Meeting

Teleconference hosted by Bloomsburg
Friday, January 23, 2015
3:00 PM

Present:

Bloomsburg Robert Montante
California Lisa Kovalchick
East Stroudsburg James Emert
Edinboro Joseph Molnar
Lock Haven Mark Jones
Millersville David Hutchens
Shippensburg Dave Mooney
Slippery Rock Paul Mullins
West Chester Afrand Agah

1. The meeting was called to order.
   a. Previous Minutes:
      • Minutes from the previous Board meeting were approved with no corrections. (Montante, Mooney)
   b. Treasurer’s Report:
      • See attached.
      • There is a balance of $9648.23.
      • Check to Lisa Kovalchick has not been cashed yet.
      • Typo: 2105 re Shippensburg’s dues should be 2015.
      • Several schools have not paid dues yet.
      • Harrisburg has not paid dues for last year; they have been contacted but no response.
      • The issues regarding East Stroudsburg’s conference as discussed last meeting have still not been resolved.
      • Treasurer’s report was approved. (Mooney, Montante)
   c. Announcements:
      • Mehran Assad was invited but didn't contact Robert Montante in time enough to set up the remote link; he did receive the agenda.
      • Robert Montante contacted schools about the upcoming programming contest but heard nothing from Lock Haven and Harrisburg.
   a. Web site up.
      • Not linked to PACISE site yet.
      • CFP out.
      • Registration set up.
      • Lodging reserved.
      • Keynote speaker: Jesse Schell, game design and production at CMU.
      • Poster competition.
      • Will probably be short about one thousand dollars.
      • No job fair.
      • Seven local schools have been invited.

3. Location for Spring Conference
   a. Previous conference sites.
      i. 2005 Bloomsburg
      ii. 2006 Indiana
      iii. 2007 Lock Haven
      iv. 2008 Kutztown
      v. 2009 Slippery Rock
      vi. 2010 West Chester
      vii. 2011 Shippensburg
      viii. 2012 Millersville
      ix. 2013 East Stroudsburg
      x. 2014 California
   b. Future conference sites.
      • Kutztown moved up to host the 2016 conference.
      • Hopefully Harrisburg will respond by the next meeting since they are scheduled to host the 2017 conference.
      • Clarion has volunteered to host the 2022 conference.
      • Lincoln has expressed interest in hosting a conference.
      • The current list of conference sites:
         i. 2015 Edinboro
         ii. 2016 Kutztown
         iii. 2017 Harrisburg
         iv. 2018 Indiana
         v. 2019 Shippensburg
         vi. 2020 West Chester
         vii. 2021 Slippery Rock
         viii. 2022 Clarion

4. PACISE Conference Proceedings/Editorial Board
   a. Seventeen reviewers.
   b. No submissions yet.
   c. Deadline for peer-reviewed papers is 02/13/2015.
5. Bylaw Changes
   a. Paul Mullins stated that dealing with the rotation of non-PASSHE schools gets complicated; details were left for the Board to decide.
   b. The constitution itself was left alone.
   c. Moved to approve the suggested changes (see attached). (Montante, Emert)
   d. James Emert suggested adding one slot to guarantee a position for non PASSHE schools.
      • Cheney does not have a CS department; Mansfield has issues.
      • PACISE is effectively twelve schools.
      • Will decide at spring meeting.
   e. James Emert asked if the position can be filled at any time during the year.
      • Paul Mullins indicated this would be OK but would require additional wording.
      • Suggested we wait until the spring meeting.
      • Lisa Kovalchick added that in the past, we’ve invited such non-PASSHE schools to attend meetings, but with no voting rights.
      • James argued that this leaves a hole in the membership.
      • The consensus was that this has been the situation with Harrisburg for some time; there is no reason to rush into this.
   f. Paul Mullins will make the appropriate changes.
      • The amended bylaws will be emailed to members.
      • Vote will be via email.
   g. ADDENDUM
      • The changes were emailed 01/28/2015 (see attached).
      • The call for a vote was posted 03/02/2015
      • The changes were approved (announced 03/10/2015).
      • Revised bylaws were posted on the PACISE website 03/17/2015.

6. Other Business

7. Adjournment
   a. The meeting was adjourned at 3:58. (Mooney, Emert)

Respectfully submitted by Dave Mooney, 04/08/2015
### PACISE

**Treasurer's Report**  
**Board Meeting - January 2015**

#### Checking Balances

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<tr>
<th>Description</th>
<th>Date</th>
<th>Deposits</th>
<th>Withdrawals</th>
<th>Balance</th>
<th>Savings Balance</th>
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<td>Balance (April 2014 meeting)</td>
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<td></td>
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East Stroudsburg has not paid its 2011 dues as of yet.  
No surplus received from East Stroudsburg for its conference as of yet.  
No dues from Harrisburg for 2014.

The actual balance in our checking account is $210.00 more than what it should be. On 10/30/2013 a check was drafted to Dr. Kovalchick for PACISE dinner which still has not been cashed.
Constitution

Constitution Of The Pennsylvania Association of Computer and Information Science Educators
(Approved as modified unanimously at the PACISE Business Meeting at Lock Haven on Friday, April 10, 1987)
Approved by the Association, October 17, 1992.

ARTICLE I: NAME AND CONSTITUENCY

100.101 NAME. The name of this association shall be 'The Pennsylvania Association of Computer and Information Science Educators' (PACISE), herein referred to as the Association.

100.102 CONSTITUENCY. This Association shall be made up of those educators in institutions of higher education within the Commonwealth of Pennsylvania who are involved in courses or programs that are considered to be a part of Computer and/or Information Science.

ARTICLE II: PURPOSE

200.101 The purpose of this Association shall be to further the propagation of Computer and Information Science education within the member institutions throughout Pennsylvania.

200.102 To provide a forum for the discussion of common problems within the member institutions as related to Computer and/or Information Science education.

200.103 To encourage cooperation within the member institutions as related to Computer and/or Information Science education.

200.104 To encourage coordination of activities related to Computer and/or Information Science education within the member institutions.

ARTICLE III: MEMBERSHIP

300.101 All departments that are involved in Computer and/or Information Science education within institutions of higher education in the Commonwealth of Pennsylvania shall become departmental members by signature to this constitution at its adoption or by vote of the membership of the Association.

300.102 All full-time faculty of those departments which are departmental members of the Association shall be members of the Association.

300.103 Any other full-time or part-time faculty members of any institution in the Commonwealth of Pennsylvania who are approved by a 2/3 vote of the members present and voting at any Annual Meeting shall be members of the Association.

ARTICLE IV: EXECUTIVE BOARD

400.101
Constitution & Bylaws

The management of this Association shall be vested in an Executive Board, subject to the directions and resolutions of the membership of the Association. The Executive Board shall consist of such members as shall be provided in the By-Laws of the Association.

400.102
The Chair, Vice Chair, Secretary and Treasurer shall be the officers of the Association. All officers shall serve for a period, and shall be elected and qualified in a manner, as provided in the By-Laws.

ARTICLE V: AMENDMENTS
500.101
This constitution may be amended by the vote of at least three-fourths (3/4) of the members present and voting at any Annual Meeting provided that notice of such amendment shall have been provided to all members prior to the meeting.

ARTICLE VI: TERMINATION
600.101
The Association shall have perpetual existence unless sooner terminated by the vote of at least three-fourths (3/4) of the members present and voting at any annual meeting provided that notice of such termination vote shall have been provided to all members prior to the meeting. Automatic termination shall occur, if both the membership and the board fail to meet for a period of five consecutive years.

600.102
Should the Association ever be dissolved, its property, real and chattel, tangible and intangible, shall be bequeathed to the Pennsylvania State System of Higher Education.

Bylaws

Bylaws Of The Constitution Of The Pennsylvania Association Of Computer And Information Science Educators
(Approved as modified at the PACISE Business Meeting at Lock Haven on Friday, April 10, 1987)

SECTION 1: MEMBERSHIP
1.100
Any department that is in an institution of higher education in the Commonwealth of Pennsylvania desiring to join the Association may make application to the Executive Board. The Executive Board shall investigate the application and shall make a recommendation to the general membership, where a three-fourths (3/4) favorable vote of members present and voting shall admit it to the Association as a departmental member.

1.200
Any individual who is a full-time or part-time faculty member of any Commonwealth of Pennsylvania institution and is not a full-time faculty member within a department which has departmental membership in the Association and desires to join the Association may make application to the Executive Board. The Executive Board shall investigate the application and shall make a recommendation to the general membership where a three-fourths (3/4) favorable vote of members present and voting shall provide membership to the individual.

SECTION 2: MEETINGS
2.100 ANNUAL MEETING
The Annual Meeting of the Association shall be held with the time and place to be decided by the membership or the Executive Board.

2.101 Nature of the Annual Meeting, starting time, place and proposed agenda thereof, shall be given to each departmental member and individual who is in a department which is not a departmental member at least six (6) weeks prior to the annual meeting.

2.200 SPECIAL MEETING
Special meetings for any purpose may be called by the Chair of the Executive Board. The Chair must call a special meeting upon written request of a least twenty percent (20%) of the departmental membership of the Association.

2.201 Notice of Special Meetings, stating time, place and purpose(s) thereof, shall be given to departmental members at least two weeks prior to the meeting.

2.300 QUORUM
The number of members present at any Annual or Special Meeting shall constitute a quorum and be sufficient to transact business by a majority vote. At least fifty percent (50%) of the departmental members must be represented.

SECTION 3: EXECUTIVE BOARD

3.100 PURPOSE
The Executive Board shall act on behalf of the general membership between Annual or Special Meetings.

3.200 ORGANIZATION
The Executive Board shall consist of one representative from each of the departments which are departmental members.

3.201 Each member of the Executive Board shall serve on the Executive Board for a term of one year, which is renewable.

3.300 MEMBERSHIP
Each candidate for the Executive Board shall be a full-time faculty member of the department that faculty member is representing and shall be appointed by the member's department.

3.301 Any unexpired term for any position on the Executive Board may be filled by appointment by the appropriate department.

3.302 An Executive Board member may designate a proxy as a substitute for a specific Executive Board meeting. A proxy will be recognized by the presentation of a letter from the Executive Board member for whom the proxy is substituting. A proxy will have full voting privileges for the Executive Board meeting for which he or she is designated a proxy. In the event that the proxy is substituting for an officer of the Executive Board, the proxy will not have the privileges of office.

3.400 OFFICERS
The Officers of the Executive Board shall be a Chair, Vice Chair, Secretary and Treasurer elected from the membership of the Executive Board by the entire membership of the Association for a term of one year.

3.401 CHAIR
The Chair shall preside over all meetings of the Association and of the Executive Board. He shall appoint all special committees, fill all vacancies in any standing committees, and be a member ex-officio of all committees. He shall present a report at each Annual Meeting on the work of the Association during the preceding year. He shall be the official representative of the Executive Board and of the Association whenever the need arises for the Executive Board or the Association to be represented.

3.402 VICE-CHAIR
The Vice-Chair shall, in the absence of the Chair, exercise all the duties and responsibilities of the Chair. In addition, he shall exercise such other powers and perform such other duties as directed by the Executive Board.

3.403 SECRETARY
The Secretary shall keep the minutes of the meetings of the Association and the Executive Board, and shall perform such other duties and exercise other such powers as shall be prescribed by the Executive Board.

3.404 TREASURER
The Treasurer shall be the custodian of the funds of this Association and shall make all payments in accordance with the decisions of the Association or of the Executive Board upon the order of the Chair or Secretary. The Treasurer shall keep an accurate, itemized account of receipts and expenditures, and present a full report at each Annual Meeting, and a general report at each Executive Board Meeting, when so required.

3.405
Any unexpired term for an executive board officer may be filled by election by the executive board.

3.500 MEETINGS 3.501
Meetings may be called by the Chair, and must be called upon written request of fifty percent (50%) of the members of the Executive Board. Reasonable notice shall be given to each Executive Board Member prior to the meeting.

3.502
A majority of the members of the Executive Board shall constitute a quorum and be sufficient to transact business.

Amendment to 3.502 passed at general meeting April 8, 2000
Replace the quorum requirement of the bylaws(section 3.502) with the following. At least 1/4 of all members of the executive board and a majority of those present at an officially scheduled meeting are needed to approve motions at Executive Board meetings.

3.600 EXECUTIVE COMMITTEE 3.601
An Executive Committee consisting of the Officers of the Executive Board shall be responsible for the Association’s business between Executive Board Meetings. All actions taken shall be subsequently approved by the Executive Board.

3.602
In order to transact business, all members of the Executive Committee must be involved in the decision making process. They should make only those decisions necessary between Executive Board Meetings.

3.603
Careful minutes of all meetings and decisions must be kept, and copies transmitted to all members of the Executive Board as soon as possible.
3.604
The Executive Committee shall be accountable before the Executive Board and the Association for all decisions made.

SECTION 4: DISASSOCIATION
4.100
Should any individual member or departmental member of the Pennsylvania Association of Computer and/or Information Science Educators with to disassociate themselves from the Association, they shall do so by submitting written notice of the same to the Executive Board.

SECTION 5: AMENDMENTS
5.000
The Bylaws may be amended by at least a two-thirds (2/3) vote of the delegates present and voting at any Annual Meeting. Notice of such amendments must be given six (6) weeks in advance of that annual meeting.

SECTION 6: MEMBERSHIP DUES
6.100 DEPARTMENT MEMBERSHIP DUES
Dues of $50.00 per annum will be assessed to each department which is a member, payable at the annual meeting.
Amendment to 6.100 passed at general meeting on March 6, 1999
Institutional dues be increased from $50 to $80.

6.200 INDIVIDUAL MEMBERSHIP DUES
Dues of $5.00 per annum will be assessed to each individual member (not associated with a departmental member) payable at the annual meeting.

SECTION 7: MANNER OF CONDUCTING BUSINESS
7.000
Except for those things which are dealt with in these Bylaws and in the Constitution of this Association, all business shall be conducted using Roberts Rules of Order.
3.200 Organization
The Executive board shall consist of at most 14 members. At no time shall the number of seats held by members representing PASSHE institutions be less than two-thirds of the total number of seats held.

3.201
Each member of the Executive Board shall serve on the Executive Board for a term of one year, which is renewable.

3.300 Membership
All department members are eligible to put forward candidates for the Executive Board.

3.300.01
Each candidate for the Executive Board shall be a full-time faculty member of the department that the faculty member is representing and shall be appointed by the member’s department.

3.300.02
Each university or college with multiple department members of the Association may put forward at most one candidate, selected by the faculty members of the Association in those departments, for the Executive Board.

3.300.03
All department representative candidates from PASSHE institutions will be accepted as members of the Executive Board.

3.300.04
Remaining seats on the Executive Board may be assumed by candidates from any department member representing a non-PASSHE institution.

3.300.05
When the number of such candidates would not exceed the limits set forth in (3.200), those candidates shall be accepted as members of the Executive Board.

3.300.06
When the number of such candidates would exceed the limits set forth in (3.200), the members of the Executive Board representing PASSHE institutions will determine, by majority vote, the candidates to assume seats on the Executive Board.

3.301
Any unexpired term for any position on the Executive Board may be filled by appointment by the department represented.
3.200 Organization
The Executive board shall consist of at most 15 members. At no time shall the number of seats held by members representing PASSHE institutions be less than two-thirds of the total number of seats held.

3.201
Each member of the Executive Board shall serve on the Executive Board for a term of one year, which is renewable and begins at the close of the Annual Meeting.

3.202
An Executive Board or Department Member that has not participated in Executive Board activity by attending meetings, whether in person, by proxy or electronically, for a period of one year and for which no new candidate has been put forward by the Department Member represented shall be deemed inactive at the time of the Annual Meeting. The Executive Board seats of inactive Department Members will be deemed available and may be filled in accordance with (3.300).

3.300 Membership
All Department Members are eligible to put forward candidates for the Executive Board.

3.300.01
Each candidate for the Executive Board shall be a full-time faculty member of the department that the faculty member is representing and shall be appointed by the member's department.

3.300.02
Each university or college with multiple department members of the Association may put forward at most one candidate, selected by the faculty members of the Association in those departments, for the Executive Board.

3.300.03
All department representative candidates from PASSHE institutions will be accepted as members of the Executive Board.

3.300.04
Remaining seats on the Executive Board may be assumed by candidates from any department member representing a non-PASSHE institution.

3.300.05
When the number of such candidates would not exceed the limits set forth in (3.200), those candidates shall be accepted as members of the Executive Board.

3.300.06

Replaces 3.200 through 3.301 of existing Bylaws

When the number of such candidates would exceed the limits set forth in (3.200), the members of the Executive Board representing PASSHE institutions will determine at the Annual Meeting, by majority vote, the candidates to assume seats on the Executive Board.

3.301
Any unexpired term for any position on the Executive Board may be filled by appointment by the department represented.

3.302
An Executive Board member may designate a proxy as a substitute for a specific Executive Board meeting. A proxy will be recognized by the presentation of a letter from the Executive Board member for whom the proxy is substituting. A proxy will have full voting privileges for the Executive Board meeting for which he or she is designated a proxy. In the event that the proxy is substituting for an officer of the Executive Board, the proxy will not have the privileges of office.

Replaces 3.200 through 3.301 of existing Bylaws