

The Pennsylvania Association of Computer and Information Science Educators

Executive Board Meeting

Zoom conference
Friday, October 21, 2022
4:04 PM

In attendance:

<i>Bloomsburg</i>	Robert Montante
<i>PennWest (California campus)</i>	Lisa Kovalchick
<i>PennWest (Clarion campus)</i>	Soo Kim
<i>East Stroudsburg</i>	Robert Marmelstein
<i>PennWest (Edinboro campus)</i>	Joseph Molnar
<i>Kutztown</i>	Dale Parson
<i>Millersville</i>	Stephanie Schwartz
<i>Shippensburg</i>	Jeonghwa Lee
<i>Slippery Rock</i>	Hongbo Zhou
<i>West Chester</i>	Liu Cui

1. The meeting was called to order by L. Kovalchick at 4:04 PM
 - a. Previous Minutes
 - i. Minutes from the previous executive Board Meeting on 4/8/2022 were approved (Lee, Kim)
 - ii. Minutes from the previous General Meeting on 4/9/2022 were approved (Parson, Lee)
 - b. Treasure's Report
 - i. See attached
 - ii. S. Kim explained the expenditure was for awards in PACISE 2022 only
 - iii. Some universities still miss membership dues in 2021 and 2022
 - iv. The report was approved (Parson, Lee)
 - c. Announcements
 - d. January meeting date
 - i. 4:00 PM on Friday, January 27, 2023
2. Spring 2022 Virtual Conference hosted by Clarion

- a. S. Kim summarized the conference statistics: there were 11 programming contest teams, 29 participants registered. 7 faculty papers and 2 student papers were accepted. There was one student poster.

3. Spring 2023 Conference at East Stroudsburg

- a. R. Marmelstein went over the conference plan
 - i. PACISE 2023 will be in-person conference. The number of participants is estimated to be 100.
 - ii. The conference will be on 3/24/2023 (Friday) and 3/25/2023 (Saturday).
 - iii. The deadline of paper drafts is 2/3/2022 (Friday). The deadline of birds-of-a-feather session and poster is 2/24/2023 (Friday)
 - iv. The theme of the conference is Security
 - v. To keep of the cost of registration fee down, the reception dinner and lunch will be at the university cafeteria
 - vi. There is plenty of lodging near campus

4. Location for Spring Conference

- a. 2013 - East Stroudsburg
- b. 2014- California
- c. 2015 - Edinboro
- d. 2016 – Kutztown
- e. 2017 – Edinboro
- f. 2018 – Shippensburg
- g. 2019 – Millersville
- h. 2021 – Slippery Rock
- i. 2022 – Clarion
- j. 2023 – East Stroudsburg**
- k. 2024 – Kutztown
- l. 2025 –
- m. 2026 -

5. PACISE Conference Proceedings/ Editorial Board

- a. L. Cui will send e-copy of PACISE 2022 conference proceedings

6. Other Business

- a. PACISE Bylaws updates
 - i. See attached
 - ii. The updates are due to integration of universities. However, there are still different campuses
 - iii. Invoice of membership dues will be sent after General Meeting in March 2023
 - iv. The updates are approved (ad-hoc committee, Parson)

7. The meeting was adjourned at 5:15 PM (Parson, Lee)

Respectfully submitted by Hongbo Zhou, 10/24/2022

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 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

EXISTING: 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.

PROPOSED: Each university or college with department members of the Association may put forward at most one candidate per campus, where the department exists, for the Executive Board. The candidate shall be selected by the faculty members of the Association on the campus, where the department exists.

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 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.

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. The Chair shall appoint all special committees, fill all vacancies in any standing committees, and be a member ex-officio of all committees. The Chair shall present a report at each Annual Meeting on the work of the Association during the preceding year. The Chair 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, the Vice-Chair 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 wish 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

EXISTING: 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.

PROPOSED: Dues of \$80.00 per annum will be assessed to each single campus department which is a member. Member departments that span multiple campuses shall be assessed dues of \$40.00 per annum, per campus, where the department exists. Dues are payable at the annual meeting.

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.

PACISE 2022 Conference Schedule
Clarion University

Saturday, April 9, 2022

TIME	EVENTS					
8:00 – 9:00 AM	Registration & Breakfast Becker 2 nd Floor Lobby					
9:00 – 9:30 AM	presentation Becker 122	presentation Becker 123	presentation Becker 124	Birds-of-a-Feather Becker 143	Programming Contest Becker 120 Becker 152	Robotics Contest Becker142
9:30 – 10:00 AM	presentation Becker 122	presentation Becker 123	presentation Becker 124			
10:00 – 10:15 AM	Break					
10:15 – 10:45 AM	presentation Becker 122	presentation Becker 123	presentation Becker 124			
10:45 – 11:15 AM	presentation Becker 122	presentation Becker 123	presentation Becker 124			
11:15 – 11:45 AM	presentation Becker 122	presentation Becker 123	presentation Becker 124			
12:00 – 1:00 PM	Lunch, Award Presentation, and General Meeting STC 122					

6. Budget Issue

- No support from the Provost and the Dean
- Cheapest meal (dinner, breakfast, and lunch) cost: \$31
- What was the faculty/student ratio in the previous conferences?
- Possibility of increased registration fee:

	Position	Before registration deadline	After registration deadline
<input type="checkbox"/>	2 Day Faculty/Professional	\$60 -> \$80	\$70 -> \$90
<input type="checkbox"/>	1 Day Faculty/Professional	\$30 -> \$40	\$40 -> \$50
<input type="checkbox"/>	Student	\$20 -> \$25	\$30 -> \$30
<input type="checkbox"/>	Spouse/Guest	\$20 -> \$35	\$30 -> \$40

7. Awards (The amounts are tentative.)

Total \$1450 (For the last conference at Slippery Rock, PACISE reimbursed \$775 for the programming contest and the best papers.)

- | | |
|-------------------------------------------|-----------------------------------------|
| • Programming contest 1st place: \$100 x3 | • Robotics contest 3rd place: \$25 x3 |
| • Programming contest 2nd place: \$50 x3 | • Best faculty paper award: \$100 |
| • Programming contest 3rd place: \$25 x3 | • Best graduate paper award: \$100 |
| • Robotics contest 1st place: \$100 x3 | • Best undergraduate paper award: \$100 |
| • Robotics contest 2nd place: \$50 x3 | • Best Poster award: \$100 |

8. Other concerns

- Need volunteers for the session chairs