

**AMATYC Executive Board Meeting  
FBM 2013  
Anaheim, CA**

**Sunday October 27, 2013**

The meeting was called to order at 9:07 AM by President Jim Roznowski. The following members of the Executive Board were present:

|                   |                             |                 |                          |
|-------------------|-----------------------------|-----------------|--------------------------|
| Jim Roznowski     | President                   | Annette Cook    | Southeast Vice President |
| Nancy Sattler     | President-Elect             | Jim Ham         | Midwest Vice President   |
| Rob Farinelli     | Past-President              | Nicole Lang     | Central Vice President   |
| Mary Beth Orrange | Secretary                   | Kathryn Kozak   | Southwest Vice President |
| Margie Hobbs      | Treasurer                   | Stefan Baratto  | Northwest Vice President |
| Jane Tanner       | Northeast Vice President    | Bruce Yoshiwara | West Vice President      |
| Chris Allgyer     | Mid-Atlantic Vice President |                 |                          |

Also present were: Cheryl Cleaves, Interim ED, and Keven Dockter, Conference Coordinator.

President Roznowski reviewed the rules of conduct and distributed updates. Individuals will have the responsibilities indicated.

**MOTION:** Approve the previously listed Rules of Conduct. (ATTACHMENT A)

Made by Margie Hobbs and seconded by Rob Farinelli

**Motion approved**

Board reports were reviewed and accepted.

**MOTION:** To approve the provided Order of Business and Agenda. (ATTACHMENT B)

Made by Stefan Baratto and seconded by Chris Allgyer.

**Motion approved**

Expenditure Approval Committee (EAC) Report received, reviewed, and included as ATTACHMENT C to the minutes.

Email MOTIONS approved since the SBM 2013. (ATTACHMENT D)

**CONSENT CALENDAR.** Reports were accepted as presented.

**MOTIONS ON CONSENT AGENDA:**

**MOTION:** That the Nashville LEC, Tim Britt, the Nashville local committee, and the Conference Coordinator work together to arrange for a school supply drive for needy school children in the Nashville school system. The drive would be held at the 2014 Annual Conference at the Gaylord Opryland.

**MOTION:** That Julie Hanson, SUNY Clinton Community College (julie.hanson@clinton.edu), pending membership verification, be reappointed to serve on the AMATYC/ASA Joint Committee for the term January 1, 2014 through December 31, 2016.

**MOTION:** That George Hurlburt, pending membership verification, be appointed AMATYC Website Coordinator for the term January 1, 2014 through December 31, 2015.

**MOTION:** That pending membership verification, Daniela Loghin Long be appointed as editor of the AMATYC News for a first term beginning January 2014 and terminating at December 2016.

**MOTION:** That the following individuals be approved as members of the AMATYC 2014 Nashville Local Arrangement Committee, pending verification of AMATYC membership. Those in yellow (highlighted) were approved last fall by the board.

| Name               | School                 | Email  |
|--------------------|------------------------|--|
| Barnes, Sherri     | Chattanooga State CC   | <a href="mailto:sherri.barnes@chattanoogaastate.edu">sherri.barnes@chattanoogaastate.edu</a>   |
| Everett, Angela    | Chattanooga State CC   | <a href="mailto:Angela.Everett@chattanoogaastate.edu">Angela.Everett@chattanoogaastate.edu</a> |
| Nichols, Ed        | Chattanooga State CC   | <a href="mailto:edward.nichols@chattanoogaastate.edu">edward.nichols@chattanoogaastate.edu</a> |
| White, Libby       | Chattanooga State CC   | <a href="mailto:mary.white@chattanoogaastate.edu">mary.white@chattanoogaastate.edu</a>         |
| White, Susan       | Chattanooga State CC   | <a href="mailto:susan.white@chattanoogaastate.edu">susan.white@chattanoogaastate.edu</a>       |
| Minutolo, Jennifer | Cleveland State CC     | <a href="mailto:jminutolo@clevelandstatecc.edu">jminutolo@clevelandstatecc.edu</a>             |
| Wyrick, Karen      | Cleveland State CC     | <a href="mailto:kwyrick@clevelandstatecc.edu">kwyrick@clevelandstatecc.edu</a>                 |
| Darrell, Michael   | Columbia State CC      | <a href="mailto:rdarrell@columbiastate.edu">rdarrell@columbiastate.edu</a>                     |
| Adair, James       | Dyersburg State CC     | <a href="mailto:adair@dscc.edu">adair@dscc.edu</a>   |
| Britt, Josh        | Jackson State CC       | <a href="mailto:jbritt11@jscc.edu">jbritt11@jscc.edu</a>                                       |
| Dejulia, Diann     | Pellissippi CC         | <a href="mailto:dmdejulia@pstcc.edu">dmdejulia@pstcc.edu</a>                                   |
| Jansen, Margaret   | Pellissippi CC         | <a href="mailto:mhjansen@pstcc.edu">mhjansen@pstcc.edu</a>                                     |
| Martin, Kim        | Pellissippi CC         | <a href="mailto:ksmartin@pstcc.edu">ksmartin@pstcc.edu</a>                                     |
| Mosby, Brittany    | Pellissippi CC         | <a href="mailto:blmosby@pstcc.edu">blmosby@pstcc.edu</a>                                       |
| Peavy, Nancy       | Pellissippi CC         | <a href="mailto:npevey@pstcc.edu">npevey@pstcc.edu</a>   |
| Smith, John        | Pellissippi CC         | <a href="mailto:jtsmith2@pstcc.edu">jtsmith2@pstcc.edu</a>                                     |
| Tankersley, Amy    | Pellissippi CC         | <a href="mailto:antankersley@pstcc.edu">antankersley@pstcc.edu</a>                             |
| Jackson, Bobby     | Pellissippi CC         | <a href="mailto:rtjackson@pstcc.edu">rtjackson@pstcc.edu</a>                                   |
| McColgan, Tamara   | Southwest Tennessee CC | <a href="mailto:tmccolgan@southwest.tn.edu">tmccolgan@southwest.tn.edu</a>                     |
| Weppner, Bill      | Southwest Tennessee CC | <a href="mailto:wweppner@southwest.tn.edu">wweppner@southwest.tn.edu</a>                       |
| Hosey, Joy         | Volunteer State CC     | <a href="mailto:joy.hosey@volstate.edu">joy.hosey@volstate.edu</a>                             |
| Johnson, Kathy     | Volunteer State CC     | <a href="mailto:kathy.johnson@volstate.edu">kathy.johnson@volstate.edu</a>                     |
| Shariati, Mehdi    | Volunteer State CC     | <a href="mailto:mehdi.shariati@volstate.edu">mehdi.shariati@volstate.edu</a>                   |
| Sowell, Rita       | Volunteer State CC     | <a href="mailto:rita.sowell@volstate.edu">rita.sowell@volstate.edu</a>                         |
| Yarbrough, Mary    | Volunteer State CC     | <a href="mailto:mary.yarbrough@volstate.edu">mary.yarbrough@volstate.edu</a>                   |

**MOTION:** That the following individuals be approved as members of the AMATYC 2015 New Orleans Local Arrangement Committee, pending verification of AMATYC membership:

| Last Name | First Name | College                          | Email  |
|-----------|------------|----------------------------------|--|
| Hughes    | Jeff       | Hinds Community College          | <a href="mailto:JDHughes@hindsgcc.edu">JDHughes@hindsgcc.edu</a>               |
| Crook     | Betsy      | Hinds Community College          | <a href="mailto:BCRandazzo@hindsgcc.edu">BCRandazzo@hindsgcc.edu</a>           |
| Densmore  | Donna      | Bossier Parish Community College | <a href="mailto:ddensmore@bpcc.edu">ddensmore@bpcc.edu</a>                     |
| Clark     | Sharon     | Pearl River Community College    | <a href="mailto:sclark@prcc.edu">sclark@prcc.edu</a>                           |
| Hobbs     | Margie     | University of Mississippi        | <a href="mailto:margiehobbs@bellsouth.net">margiehobbs@bellsouth.net</a>       |
| Britt     | Eddie      | Copiah Lincoln Community College | <a href="mailto:Eddie.Britt@colin.edu">Eddie.Britt@colin.edu</a>               |
| Weaver    | Jeffrey    | Baton Rouge Community College    | <a href="mailto:weaverj@mybrcc.edu">weaverj@mybrcc.edu</a>                     |
| Taylor    | Dennis     | Baton Rouge Community College    | <a href="mailto:taylord@mybrcc.edu">taylord@mybrcc.edu</a>                     |
| Sartor    | Jeffrey    | Hinds Community College          | <a href="mailto:Ronald.Sartor@hindsgcc.edu">Ronald.Sartor@hindsgcc.edu</a>     |
| Flanagan  | Ginger     | Hinds Community College          | <a href="mailto:Ginger.Flanagan@hindsgcc.edu">Ginger.Flanagan@hindsgcc.edu</a> |

**MOTION:** That Erica Hastert, Colorado Community Colleges Online, be approved as the Local Events Coordinator for the 2016 Annual AMATYC conference in Denver, CO pending receipt of a letter of support from her supervisor (if needed) and verification of membership.

Contact information. Erica Hastert  
Associate Dean, Math  
CCC Online  
9026 East Severn Place Building 967  
Denver, Colorado 80230  
[erica.hastert@cccs.edu](mailto:erica.hastert@cccs.edu)  
720-858-2334

**MOTION:** That Linda Kodama be appointed to an additional two years as Roommate Network Director effective 1/1/2014 upon verification of membership. The appointment would end 12/31/2015.

**MOTION:** That the motions of the Consent Calendar of the 2013 FBM be approved as published.  
Made by Stefan Baratto and seconded by Chris Allgyer.

**Motion approved**

**Motions and selected items from the reports follow:**

Discussion about the committee memberships and Google / other Groups vs. using the AMATYC website committee feature.

**MOTION:** That the AMATYC Executive Board endorses the spirit of the attached Position Statement on The Appropriate Use of Intermediate Algebra as a Prerequisites Course. (ATTACHMENT E)  
Made by Stefan Baratto and seconded by Margie Hobbs.

**DISCUSSION:** The statement does not reflect the variety of uses of the intermediate algebra course. Intermediate Algebra continues to be a prerequisite for many non-STEM courses and indeed, some of the content in Intermediate Algebra is needed in some non-STEM courses. Perhaps the larger question is, what is the content in an intermediate algebra course? Will the controversy be eliminated by the adoption of the Common Core? Some colleges and states have credit courses that do not require Intermediate Algebra as a prerequisite while other states require Intermediate Algebra as a prerequisite of college-level courses. Is AMATYC dating itself by using the title “Intermediate Algebra” in light of changing terminology and course structures? Does the draft create the false dichotomy of two tracks, STEM and non-STEM, when we may want to encourage more pathways to the STEM fields? Intermediate Algebra is not, in reality, a prerequisite to the STEM fields since most students who take the course do not pursue a STEM major.

**Motion defeated**

**Discussion:** Incorporate into *Beyond Crossroads*, or create a task force, to discuss pathways / curriculum reform with emphasis on the use of Intermediate Algebra. This topic crosses over several committees.

Funding for a themed session in New Orleans on the mathematical background for the needs of students entering AAS-related fields should be allocated in time for planning the session.

Time Limits for Course Prerequisites: Perhaps change policy to establish electronic open forums. Communicate changes to membership.

**MOTION:** That the themed sessions, offered by the following AMATYC academic committees, be offered during the 2014 AMATYC Conference in Nashville: Mathematics Intensive, Placement and Assessment, Innovative Teaching/Learning  
Made by Stefan Baratto and seconded by Bruce Yoshiwara.

**Motion approved**

**MOTION:** That a research pre-session be offered during the evening the Wednesday prior to the start of future AMATYC conferences at a time to be determined by the conference coordinator. The committee requests a start time of 6:00pm (keynote address), followed by 3 breakout sessions to be offered from 7:00-7:30pm, 7:40-8:10pm, and 8:20-8:50pm. The purpose of this pre-session is for presenters to report on preliminary research in which they are currently engaged, and participate in scholarly discussion of this research.

The RMETYC committee chair will work with the conference coordinator to plan and publicize the pre-session.

Made by Stefan Baratto and seconded by Nicole Lang

**Discussion:** Committee can utilize existing conference structures; two committee meetings, one committee non-reviewed session, or a themed session. Wednesday evening is expensive due to AV and room requirements.

**Motion defeated**

**MOTION:** That the “Procedure and Timeline for Development” of a position statement be modified so that the Editing Director receives drafts of position statements from the President, and returns them to the President. (PPM 9.9.2)

Made by Stefan Baratto and seconded by Chris Allgyer.

**Motion approved**

**MOTION:** To approve the following statement, pending approval by AMATYC legal counsel, as the *MathAMATYC Educator* policy on Errata, Addenda, Corrigenda, and Retraction, and also to have the statement placed on the AMATYC website:

The *MathAMATYC Educator* is committed to quality and accuracy. We encourage any notice of inaccuracies or errors to be brought to our attention. Corrections will be published if we deem the reputation of the publication will be seriously affected. Errors related to, for example, grammar, layout, spellings, etc., that neither significantly affect the content of the publication nor readers’ comprehension, will not be addressed. All corrections will be made available on the journal’s website under the appropriate headings: Addenda, Corrigenda, Errata, and Retractions. On rare occasions an article will be retracted if it is later realized and accurately judged that its content, or parts of it, is false, is plagiarized, is defamatory, infringes on professional ethical code, undermines results, or the like.

We would like you to assist us in keeping the quality of the publication. Should you notice any inaccuracies, or have any suggestions and recommendations, please contact the journal editor.

Made by Stefan Baratto and seconded by Kate Kozak.

**Motion Amended** to include the words pending approval by AMATYC legal counsel.

Made by Margie Hobbs and seconded by Mary Beth Orrange

**Motion to amend approved**  
**Motion approved as amended**

**Meeting suspended at 12 pm for lunch and resumed at 1:05 pm**

Discussion about onsite express check-in for each annual conference. Cost went up to approximately \$12,000 from \$6,000. Service will be used for 2013 conference; more cost information needed to determine for future. Issue will be addressed at the SPO 2014.

Office reports and conference reports were presented and accepted.

**MOTION:** That sole sponsorship of the conference app, if one is used, be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. (PPM 8.8.1 and 6.11.5).

(ATTACHMENT F)

Made by Stefan Baratto and seconded by Margie Hobbs.

**MOTION** to postpone until Tuesday.

Made by Margie Hobbs and seconded by Stefan Baratto.

**Motion to postpone approved**

**MOTION:** That the attached concept for a logo for the 2015 AMATYC Annual Conference be approved. A color logo will be provided at the board meeting. (ATTACHMENT G)

Made by Stefan Baratto and seconded by Kate Kozak.

**Motion approved**

**Meeting suspended at 4:34 pm for the day.**

Meeting resumed at 8:30 am on Monday, October 28 with reports in section H, Administrative Committees.

Discussion of revising the Mathematics Excellence award criteria was held.

**MOTION:** That the deadline for the 2014 ME Award submission be extended until December 15, 2013.  
Made by Rob Farinelli and seconded by Stefan Baratto.

Motion to amend: remove the period at the end and include the phrase “if no nominations have been received by the deadline, November 1, 2014.”

Made by Jim Ham and seconded by Mary Beth Orrange

**Motion to amend defeated**  
**Motion defeated**

Discussion about the Institution Review Board (IRB) as created at the FBM 2012.

**MOTION:** To suspend the policy related to the AMATYC IRB until further direction is provided from the Grants Coordinator and the Executive Director by the SPO 2014.

Made by Stefan Baratto and seconded by Kate Kozak.

**Motion approved**

**MOTION to reconsider previously defeated motion:** That the AMATYC Executive Board endorses the spirit of the attached Position Statement on The Appropriate Use of Intermediate Algebra as a Prerequisites Course. (ATTACHMENT E)

Made by Kate Kozak and seconded by Mary Beth Orrange.

**Motion approved**

**MOTION:** That the AMATYC Executive Board endorses the spirit of the attached Position Statement on The Appropriate Use of Intermediate Algebra as a Prerequisites Course. (ATTACHMENT E)

Made and seconded previously.

**MOTION:** to postpone until after lunch.

Made by Rob Farinelli and seconded by Kate Kozak.

**Motion to postpone approved**

**MOTION to amend previously postponed motion: MOTION:** That sole sponsorship of the conference app, if one is used, be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. (PPM 8.8.1 and 6.11.5). (ATTACHMENT F) to read: That sole sponsorship of the conference app, if one is used, be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. In the event that more than one Corporate Partner opts for the sole sponsorship option, it will be offered to the Corporate Partner who applies and pays the required fee first.

Made by Stefan Baratto and seconded by Bruce Yoshiwara

**Motion approved**

**MOTION:** That sole sponsorship of the conference app, if one is used, will be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. In the event that more than one Corporate Partner opts for the sole sponsorship option, it will be offered to the Corporate Partner who applies and pays the required fee first. (PPM 8.8.1 and 6.11.5). (ATTACHMENT F)  
Previously made and seconded.

**Motion approved**

**Meeting suspended at 11:32 pm for lunch and resumed at 12:30 pm**

**MOTION:** That the AMATYC Executive Board endorses the spirit of the attached Position Statement on The Appropriate Use of Intermediate Algebra as a Prerequisite Course. (ATTACHMENT E)  
Made and seconded previously.

**Motion approved**

Strategic Planning Session was held from 1 – 2 pm.

**MOTION:** That the expenditure from the cash account register from March 1, 2013 through September 30, 2013.

Made by Stefan Baratto and seconded by Kate Kozak.

**Motion approved**

Christy Hunsucker joined the meeting at 2:30 pm. Treasurer's Report was presented from 2:30 – 4:30 pm.

Meeting suspended at 4:30 pm for the day.

Meeting resumed Tuesday at 8:30 am.

Office report was presented from 8:30 am – 9:30 am. Christy Hunsucker, Christine Schott, and Christopher (Ryo) Davis, joined the meeting at this time. Discussion regarding the PPM and Smart Sheet was held. All four office staff will attend the Your Membership (YM) conference. The social aspect of Your Membership is a strong feature of the software.

Project ACCESS fellows selection was discussed. Contact with non-selected individuals was suggested.

**MOTION:** That the AMATYC Executive Board supports the proposed changes to the AMATYC Bylaws. (ATTACHMENT H)

Made by Stefan Baratto and seconded by Kate Kozak.

**Motion approved**

**MOTION:** Approve the attached Crisis Plan effective end of FBM 2013 (ATTACHMENT I)

Made by Kate Kozak and seconded by Stefan Baratto.

**Motion approved**

**MOTION:** That the Position Statement on Undergraduate Textbooks be reaffirmed. (ATTACHMENT J)

Made by Stefan Baratto and seconded by Chris Allgyer.

**Motion approved**

**MOTION:** That the AMATYC Executive Board endorses the spirit of the attached Position Statement on the Preparation of Two-Year College Mathematics Faculty. (ATTACHMENT I)

Made by Stefan Baratto and seconded by Margie Hobbs.

**Motion approved**

**MOTION:** Approve the attached changes to 11.3 Regional Conferences in the PPM. The changes would be effective after the FBM2013. (PPM 11.3)

Made by Chris Allgyer and seconded by Stefan Baratto.

**Motion approved**

**MOTION:** That the following charge for the Joint Committee on Women in the Mathematical Sciences be endorsed: *Joint Committee on Women in the Mathematical Sciences is a forum for communication among member organizations about the ways in which each organization enhances opportunities for women in the mathematical and statistical sciences. JCW shall disseminate information about effective mechanisms and best practices for these enhancements through media such as its website, society publications, and presentations at meetings of the member societies. The Committee shall also recommend actions to the governing bodies of the member societies in support of these opportunities.*

*Areas of attention include, but are not limited to:*

- *attracting women to mathematical and statistical sciences,*
  - *retaining and advancing women in their careers,*
  - *creating a professional community that is welcoming and supportive regardless of gender,*
- supporting the adoption of practices that minimize the potential for bias.*

Made by Margie Hobbs and seconded by Stefan Baratto.

**Motion approved**



**Motion:** That the terms of office of Jane Tanner and Nancy Sattler for the Joint Committee for Women in Mathematics be approved as follows:

- *Nancy Sattler from 2013 until January 2016*
- *Jane Tanner from 2013 until January 2017*

Made by Mary Beth Orrange and seconded by Kate Kozak.

**Motion approved**

The board met with the conference committee. The conference committee specified issues with the new website and the effect of the change on the conference.

Meeting suspended at 1:30 pm on Tuesday, October 29.

Meeting resumed Wednesday, October 30 at 8:30 am

The board entered into Executive Session at 8:45 am.

The board returned from Executive Session at 9:07 am.

The President reported that during Executive Session, the board took the following actions:

Mary Kehoe Moynihan of Cape Cod Community College (mmoynihan@capecod.edu), was appointed to serve as chair of the AMATYC/ASA Joint Committee for the term January 1, 2014 through December 31, 2015. Chris Allgyer was appointed, effective January 1, 2014, to fulfill the at-large term of Ernie Danforth on the Program Review committee. This appointment would run through December 31, 2014. Rachel Black was appointed to the position of Member-at-Large to the AMATYC Foundation for a term beginning January 1, 2014 and ending December 31, 2017. All three appointments are subject to verification of membership. The board also reviewed election results.

**MOTION:** That a Task Force be created to make recommendations regarding who has access to the administrative back end of the Yourmembership.com site. These individuals are called site administrators. In addition, the nature of the permissions of each site administrator shall be specified. Made by Bruce Yoshiwara and seconded by Stefan Baratto.

**Motion approved**

**MOTION:** The following AMATYC intellectual property will be available to members-only, and not to the general public or non-members on the AMATYC website: *AMATYC News*, *AMATYC Review*, *MathAMATYC Educator*, position statements, SML past tests, *Crossroads*, *Beyond Crossroads*, conference proceedings, and webinars.

Made by Bruce Yoshiwara and seconded by Margie Hobbs.

**Motion defeated**

**MOTION:** That a Task Force be established to make recommendations regarding the content of the members-only section of the AMATYC website.

Made by Margie Hobbs and seconded by Annette Cook.

**Motion approved**

**MOTION:** That each bulk email sent to AMATYC members or non-members conform to the following guidelines:

- The AMATYC logo should appear at the top of the email.
- An unsubscribe statement should appear in the footer of the email.
- The font size and type used in the email should be consistent throughout.
- The message must be sent by the AMATYC President or designee.
- The message must be approved by the AMATYC President or designee.
- Attachments should be avoided unless absolutely necessary to communicate the content of the email message.

Bulk email is defined as any official email sent from AMATYC membership management system using the bulk email functionality.

Made by Bruce Yoshiwara and seconded by Stefan Baratto.

**Motion approved**

**MOTION:** The AMATYC Board delegates responsibility for investing the Organization’s reserve funds (except those managed by the AMATYC Foundation) to a board of five. – This board will be known as the AMATYC Investments Board. The AMATYC Investments Board is responsible for providing continuity of oversight of the financial assets of the AMATYC reserve funds and to assure that “prudent investor” precepts are developed and followed in managing the financial assets of the AMATYC reserve funds. It is the duty of this board to implement and assure that all aspects of the AMATYC investment policy of the organization are followed with respect to the reserve funds.

Members of this board will be appointed by the AMATYC Executive Board from the current AMATYC membership and Executive Board for their interest in accomplishing such work, and the knowledge and expertise they bring to handling and addressing such matters.

The AMATYC Executive Board, when appointing the five members to the Investments Board, shall appoint them for staggered terms to ensure continuity over time.

At least two members of the Investments Board should not be members of the AMATYC Executive Board. The Treasurer serves ex officio as one of the five members.

The term of office for members of the Investments Board who are Executive Board members shall be concurrent with the term of their elected office. The term of office of the members of the Investments Board who are not Executive Board members shall be a four-year term that begins in an odd-numbered year. The AMATYC Board will make the terms of the initial appointments to implement this rotation.

The Chairperson of the Investments Board shall be elected from among its members.  
Made by Margie Hobbs and seconded by Chris Allgyer.

**Motion approved**

**MOTION:** The AMATYC Executive Board directs the AMATYC *News* Editor to review the Focus on Affiliate schedule and determine whether a revision is warranted to accommodate differences in the number of affiliates in each region.

Should the AMATYC News Editor determine that a revision is warranted, the editor will coordinate with their Executive Board Liaison to submit a motion to the AMATYC Executive Board. (PPM 15.8 VP.4)

Made by Stefan Baratto and seconded by Chris Allgyer.

**Motion approved**

**MOTION:** That the Annual AMATYC Conference Registration Fee Formula be revised to reflect changes in the attached document.

This revision is intended to remove additional registration costs to non-members beyond the equivalent of registration and membership fees. (PPM 8.12.3) (ATTACHMENT J)

Made by Stefan Baratto and seconded by Chris Allgyer.

Move to postpone until 11:30 when Cheryl Cleaves rejoins the meeting.

Made by Margie Hobbs and seconded by Kate Kozak

**Motion to postpone approved**

**MOTION:** The voting period for all regular AMATYC Executive Board Elections will conclude on September 30<sup>th</sup> in the year the elections take place. This policy will begin with the elections occurring in 2015 for 2016-17 AMATYC Executive Board positions.

Made by Stefan Baratto and seconded by Chris Allgyer.

**Motion approved**

**MOTION:** The support provided to the AMATYC President (five courses), President-Elect (two courses), Past President (two courses), and Treasurer (two courses), under policy 6.9.1, be provided for only reassigned time and/or clerical assistance. This change will take effect with those elected in the 2015 AMATYC Executive Board Election. (PPM 6.9.1).

Made by Kate Kozak and seconded by Nancy Sattler.

**Motion approved**

**Proposed statement on the CCSSM:**

The goal of the Common Core State Standards in Mathematics (CCSSM) is to provide students with the mathematics to be career and college ready. Students with mastery of the CCSSM are prepared to succeed in a credit-bearing course at two-year colleges, four-year colleges, and universities. Articulation agreements between two-year colleges, four-year colleges, and universities guarantee equivalency of transfer level courses, such as the first-year general education mathematics requirement. The American Mathematical Association of Two-Year Colleges (AMATYC) supports the concept that students will have the mathematics from the CCSSM to enter these transfer level courses at the two-year colleges, four-year colleges, or universities.

This statement will be shared with the membership and potentially edited before endorsement by the board.

**MOTION:**

- That a member of the office staff create the following custom fields in the Yourmembership.com back end for the purposes of assessing AMATYC programs: AffiliateScholarshipRecipient2013, FirstTimersDiscount2013, ProjectACCESS1, ProjectACCESS2, ProjectACCESS3, ProjectACCESS4, ProjectACCESS5, ProjectACCESS6, ProjectACCESS7, ProjectACCESS8, ProjectACCESS9, ProjectACCESS10.
- That a member of the office staff create custom fields in the Yourmembership.com back end similar to the ones above to enable the AMATYC Board to include future cohorts in its assessment efforts.
- That a member of the office staff set the field values of all past, present, and future Project ACCESS fellows, all current and future affiliate scholarship recipients, and all current and future first time attendee discount recipients to reflect their participation in these AMATYC programs.

Made by Stefan Baratto and seconded by Margie Hobbs.

**Motion approved**

**MOTION:** A regular membership be awarded to all Project ACCESS applicants who applied in 2013 and were not selected for the Cohort.

Made by Margie Hobbs and seconded by Stefan Baratto.

**Motion approved**

**Postponed motion:**

**MOTION:** That the Annual AMATYC Conference Registration Fee Formula be revised to reflect changes in the attached document.

This revision is intended to remove additional registration costs to non-members beyond the equivalent of registration and membership fees. (PPM 8.12.3) (ATTACHMENT J)  
Made by Stefan Baratto and seconded by Chris Allgyer.

**Motion defeated**

Jim Ham presented the Professional Development Committee report.

Margie Hobbs presented the 2014 draft budget that incorporated suggested changes.

**MOTION:** To approve the 2014 draft budget.  
Made by Kate Kozak and seconded by Jim Ham.

**Motion approved**

Meeting adjourned at 11:25 am

Mary Beth Orrange, Secretary 2012-2013  
Date: November 21, 2013

Jim Roznowski, President 2012-2013  
Date: November 21, 2013

- A. Rules of conduct
- B. Order of Business
- C. Expenditure Approval Committee (EAC) Report
- D. Email motions passed since SBM 2013 and attachments
- E. Draft Position Statement on the appropriate use of Intermediate Algebra as a prerequisites course.
- F. Corporate Partnerships – PPM 8.8.1 and 6.11.5
- G. Draft Logo for 2015 conference
- H. Proposed Bylaws revision
- I. AMATYC Crisis Plan
- J. Position Statement on Undergraduate Textbooks
- K. Draft Position Statement on the Preparation of Two-Year College Mathematics Faculty
- L. Regional Conferences PPM 11.3
- M. Registration Fee Formulas PPM 8.12.3
- N. 990 Form for 2012
- O. Audit Report on 2012 Financials

## **AMATYC Fall Board Meeting November 2013 – Anaheim, CA**

### **RULES OF CONDUCT**

- A. Robert's Rules of Order are used. The parliamentarian is **Chris Allgyer**.
- B. The following time limits will be applied unless otherwise noted:
  - Reports (R) – 5 minutes
  - Discussion items (D) – 10 minutes
  - Motions involving discussion (M) – 15 minutesTimes on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is **Nicole Lang**.
- C. Motions submitted after the deadline (October 15) must have at least one co-sponsor.
- D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display their "ditto" signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order. **Please silence all cell phones.** Refrain from computer use other than board business.
- F. The following individuals are asked to track items throughout the meeting. Although Keven, Margie, and Cheryl will be present for much of the FBM; it is important that the individuals indicated monitor their designated topic to make sure nothing is overlooked.
  - 1. Items relating to Conference: **Stefan** and **Annette** (Report to the Conference Coordinator at the end of FBM 2013).
  - 2. Items relating to Budget: **Jim** and **Kate** (Report to the treasurer at the end of FBM 2013).
  - 3. Items relating to the Office: **Bruce** and **Rob** (Report to Cheryl at the end of FBM 2013).
  - 4. Items relating to VPs: **Jane** and all VPs.
  - 5. Items to return to at FBM 2012 or at SBM 2012: **Margie** and **Nancy** (Report to the President at the end of each day and at the end of FBM 2013.)
- F. Draft minutes will be available electronically each morning beginning on Monday morning, unless otherwise requested by Mary Beth. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day for completeness and accuracy of motions and return comments to Mary Beth either handwritten or electronically by the following morning.
  - 1. Sunday: **Annette, Jim, Nancy**
  - 2. Monday: **Bruce, Stefan, Chris**
  - 3. Tuesday: **Nicole, Jane, Kate**
  - 4. Wednesday, Saturday: **Everyone will review and send comments electronically to Mary Beth**

**ATTACHMENT B**

**Order of Business  
AMATYC Executive Board  
Fall 2013**

The board meeting will proceed in a linear fashion as listed below with the following exceptions.

- Strategic Planning session on Monday, 1:00-2:00 pm
- Treasurer's Report on Monday, 2:30-4:00 pm
- Office Report on Tuesday, 8:30-9:30 am
- Conference Committee on Tuesday, 12:30-1:30 pm

Administrative Committee meetings:

- Membership Committee meet on Sunday, 4:30-6:00 pm
- Finance Committee meeting on Monday, 4:30-6:00 pm
- Professional Development Committee on Tuesday, 4:30-6:00 pm

Reports (R): 5 minutes  
minutes

Discussion (D): 10 minutes

Motions (M): 15 minutes

| <b>A. Agenda</b>           |                                   |           | <b>Notes</b> |
|----------------------------|-----------------------------------|-----------|--------------|
| <b>Reference Materials</b> |                                   |           |              |
|                            | Call to Order                     |           |              |
| A1                         | Meeting Plans                     |           |              |
| A2                         | AMATYC Mission Statement          |           |              |
| A3                         | AMATYC Core Values and Vision     |           |              |
| A4-5                       | AMATYC Strategic Priorities       |           |              |
| A6                         | EAC Report                        | Hobbs     |              |
| A7                         | Email Ballots since SBM 2013      | Orrange   |              |
| A8                         | Affiliate Visits                  |           |              |
| A9-10                      | Acronyms                          |           |              |
| A11                        | Board Liaison Assignments         |           |              |
| A12-14                     | Standing/Ad Hoc/Other Committees  |           |              |
| A15                        | Brief Robert's Rules of Order     |           |              |
|                            |                                   |           |              |
| A16                        | Rules of Conduct                  | Roznowski |              |
| A17                        | <b>M: Adopt Rules of Conduct</b>  | Roznowski |              |
| A18-23                     | Order of Business                 | Roznowski |              |
| A24                        | <b>M: Adopt Order of Business</b> | Roznowski |              |

|  |                 |           |  |
|--|-----------------|-----------|--|
| <b>B. Consent Calendar – Reports</b> (items removed from this section will be moved to before Section D) |                 |           |  |
| <b>National Officers</b>   |                 |           |  |
| B1-2   | President       | Roznowski |  |
| B3-4   | President-Elect | Sattler   |  |
| B5   | Past President  | Farinelli |  |
| B6   | Secretary       | Orrange   |  |



|                                 |                            |           |  |
|---------------------------------|----------------------------|-----------|--|
| B7                              | Treasurer                  | Hobbs     |  |
| <b>Regional Vice Presidents</b> |                            |           |  |
| B8-9                            | Northeast                  | Tanner    |  |
| B10                             | Mid-Atlantic               | Allgyer   |  |
| B11                             | Southeast                  | Cook      |  |
| B12-13                          | Midwest                    | Ham       |  |
| B14                             | Central                    | Lang      |  |
| B15-16                          | Southwest                  | Kozak     |  |
| B17                             | Northwest                  | Baratto   |  |
| B18-19                          | West                       | Yoshiwara |  |
| B20-21                          | Interim Executive Director | Cleaves   |  |

| <b>C. Consent Calendar- Motions</b> (items removed from this section will be moved to sections indicated) |  |                 |        |
|---|--|-----------------|--------|
| C1  | <b>M: Nashville service project</b>                                  | Dockter         | G26    |
| C2  | <b>M: Reappointment ASA/AMATYC Joint Statistics Committee Member</b> | DeHart<br>Kozak | L2     |
| C3  | <b>M: Reappointment of Website Coordinator</b>                       | Ham             | L3     |
| C4  | <b>M: Reappointment of AMATYC News Editor</b>                        | Kozak           | L4     |
| C5-6  | <b>M: Nashville Local Arrangements Committee</b>                     |                 | L5-6   |
| C7  | <b>M: New Orleans Local Arrangements Committee</b>                   | Dockter         | L7     |
| C8  | <b>M: Denver 2016 Conference LEC</b>                                 | Dockter         | L8     |
| C9  | <b>M: Reappointment of Roommate Network Director</b>                 | Dockter         | L9     |
| C10-12  | <b>M: Position Statement on Undergraduate Textbooks</b>              | Orrange         | J23-25 |
| C13   | <b>M: Motion to approve consent Calendar</b>                         |                 |        |

| <b>D. Academic Committees</b> |   |                     |  |
|-------------------------------|---|---------------------|--|
| D1-3                          | Developmental Mathematics Report (DMC)                              | Zientek<br>Hobbs    |  |
| D4-8                          | <b>M: To Endorse the Position Statement on Intermediate Algebra</b> | Zientek<br>Hobbs    |  |
| D9-13                         | Division/Department Issues Report (DDIC)                            | Simpson<br>Sattler  |  |
| D14-16                        | Innovative Teaching and Learning Report (ITLC)                      | Feldon<br>Yoshiwara |  |
| D17-18                        | Mathematics Intensive/College Mathematics Report                    | Poinsett<br>Baratto |  |
| D19-21                        | Mathematics for AAS Programs Report                                 | Schillow<br>Baratto |  |
| D22-23                        | Placement and Assessment Report (PAC)                               | Edmonds<br>Ham      |  |

|        |  |                             |  |
|--------|--|-----------------------------|--|
| D24-28 | Research in Mathematics in Two-Year Colleges (REMATYC)   | Ström<br>Lang               |  |
| D29-32 | Statistics   | DeHart<br>Kozak             |  |
| D33-35 | Teacher Preparation                                      | Jacobs<br>Farinelli         |  |
| D36    | <b>M: Nashville Themed Sessions</b>                      | Edmonds<br>DeHart<br>Jacobs |  |
| D37-38 | <b>M: Nashville Pre-session RMETYC with refreshments</b> | Ström                       |  |

| <b>E. Services / Coordinators/ Directors / Publications</b> |   |                       |  |
|---|---|-----------------------|--|
| E1-3  | Editing Director Report   | Wilson<br>Yoshiwara   |  |
| E4  | <b>M: Position Statement Workflow</b>                               | Wilson<br>Yoshiwara   |  |
| E5  | <i>AMATYC News</i> Editor Report                                    | Long<br>Kozak         |  |
| E6-8  | <i>MathAMATYC Educator</i> Editor Report                            | Tannor<br>Tanner      |  |
| E9-10   | <b>M: Statement on Errata, Addenda, Corrigenda, and Retractions</b> | Tannor<br>Tanner      |  |
| E11-12  | <i>MathAMATYC Educator</i> Production Manager Report                | Alexander<br>Tanner   |  |
| E13-17  | Web Site Coordinator Report   | Hurlburt<br>Ham       |  |
| E18   | Grants Coordinator Report   | Pazdar<br>Hobbs       |  |
| E19-20  | Historian Report  | Simmons<br>Orange     |  |
| E21-22  | SML Report  | Strickland<br>Allgyer |  |
| E23   | SML Test Developer Report   | Blasberg<br>Allgyer   |  |
| E24   | Mu Alpha Theta Report   | Mowers<br>Roznowski   |  |
| E25-26  | Professional Development Coordinator Report                         | Oaks<br>Orange        |  |
| E27-28  | Traveling Workshop Coordinator Report                               | Jimenez<br>Orange     |  |
|   | <b>D: Professional Development</b>                                  | Ham                   |  |

| <b>F. Staff</b> |               |                  |                    |
|-----------------|---------------|------------------|--------------------|
| F1              | Office Report | Cleaves<br>Vance | <b>Placeholder</b> |

| <b>G. Conference</b> |  |                       |               |
|----------------------|--|-----------------------|---------------|
| G1-9                 | Conference Coordinator Report                  | Dockter               |               |
| G10-12               | Potential Cities 2020 AMATYC Annual Conference | Dockter               |               |
| G13                  | Assistant CC Report                            | Kirk<br>Dockter       |               |
| G14-17               | Program Coordinator Report                     | Williams<br>Dockter   |               |
| G18-19               | Presider Chair Report                          | Winnington<br>Dockter |               |
| G20                  | Exhibitor Chair Report                         | Goulard<br>Dockter    |               |
| G21-22               | Advertising Coordinator Report                 | Olshan<br>Dockter     |               |
|                      | Roommate Network Director Report               | Kodoma<br>Dockter     | <b>Verbal</b> |
| G23                  | Anaheim Report                                 | Murphy<br>Dockter     |               |
| G24                  | Nashville Report                               | Britt<br>Dockter      |               |
| G25                  | New Orleans Report                             | Hughes<br>Dockter     |               |
| G26                  | <b>M: Nashville service project</b>            | Dockter               | <b>C1</b>     |
| G27-30               | <b>M: Corporate Partner Program</b>            | Dockter               |               |
| G31-32               | <b>M: New Orleans Theme and Logo</b>           | Dockter               |               |

| <b>GG. Anaheim Conference</b> |   |           |  |
|-------------------------------|---|-----------|--|
| GG1                           | Wednesday Meetings  | Roznowski |  |
| GG2-4                         | Board Duties During the Conference  | Roznowski |  |
| GG5                           | Small Meetings  | Roznowski |  |
| GG6-7                         | Regional Meeting Draft Agenda (newsletter is another option, VPs received template earlier) | Roznowski |  |
| GG8                           | 2013 Delegate Assembly Minutes Committee  | Roznowski |  |
| GG9-12                        | 2015 TE Committee Form  | Roznowski |  |
| GG13-14                       | Nominating Committee Information and Form   | Roznowski |  |
| GG15                          | Foundation Campaign Information   | Roznowski |  |
| GG12-13                       | Exhibit Hall Board Visits   | Roznowski |  |
| GG18                          | Exhibit Hall Map  | Roznowski |  |

| <b>H. Administrative Committees</b> |                                    |           |               |
|-------------------------------------|------------------------------------|-----------|---------------|
|                                     | Nominating Committee Update        | Farinelli | <b>Verbal</b> |
| H1                                  | ME Award Report                    | Farinelli |               |
|                                     | Professional Development Committee | Ham       | <b>Verbal</b> |
| H2-3                                | Foundation Report                  | Farinelli |               |
| H4                                  | Foundation Strategic Plan          | Farinelli |               |

|        |                                       |           |  |
|--------|---------------------------------------|-----------|--|
| H5     | Personnel Committee                   | Roznowski |  |
| H6-7   | Executive Director Update             | Sattler   |  |
| H8-10  | D: Institutional Research Board (IRB) | Cleaves   |  |
| H11-14 | Organizational Assessment Committee   | Sattler   |  |
| H15    | Membership Committee                  | Allgyer   |  |
| H16    | Membership Report                     | Vance     |  |

| <b>I. Treasurer/Budget</b> |  |       |  |
|----------------------------|--|-------|--|
| I1                         | Tax Review and Audit Committee                         | Hobbs |  |
| I2-4                       | Checklist Form 990                                     | Hobbs |  |
|                            | Register Report (provided electronically prior to FBM) | Hobbs |  |
| I5                         | <b>M: Approval of Expenditures 3/1/13-9/30/13</b>      | Hobbs |  |
|                            | Treasurer's Report                                     | Hobbs |  |
| I6 -9                      | AMATYC Chart of Accounts                               | Hobbs |  |
| I10                        | AMATYC Balance Sheet                                   | Hobbs |  |
| I11 - 17                   | AMATYC Income Statement                                | Hobbs |  |
| I18 - 20                   | AMATYC Contract Obligations/Contracts & Agreements     | Hobbs |  |
| I21-29                     | 2014 Draft Budgets                                     | Hobbs |  |
| I30                        | AMATYC Operating Reserves                              |       |  |
| I31 - 42                   | Historical Data & Graphs                               |       |  |
| I43 - 46                   | AMATYC Foundation                                      |       |  |
| I47-48                     | AMATYC Insurance Policies                              |       |  |

| <b>J. Ad hoc Committees / Projects</b> |  |              |                    |
|--|--|--------------|--------------------|
| J1-2                                   | AMATYC Project ACCCESS (APA) Board Report  | Watkins Cook |                    |
| J3                                     | AMATYC Research Associate – Attachments and other information in Appendix                              | Yuen Tanner  |                    |
| J4-13                                  | <b>M: Support of Bylaws Revision</b>   | Roznowski    |                    |
| J14-15                                 | AMATYC Website Conversion  | Ham          |                    |
| J16                                    | Crisis Plan Development Committee  | Kozak        |                    |
| J17-20                                 | <b>M: Adopt Crisis Plan</b>  | Kozak        |                    |
| J21                                    | Professional Networking Committee  | Orrange      |                    |
| J22                                    | Marketing Plan Committee   | Farinelli    | <b>Placeholder</b> |
| J23-25                                 | <b>M: Position Statement on Undergraduate Textbooks</b>  | Orrange      | <b>C10-12</b>      |
| J26-29                                 | Task Force – 40 <sup>th</sup> Anniversary Planning   | Sattler      |                    |
| J30-37                                 | <b>M: To endorse the Position Statement on the Preparation of Two-Year College Mathematics Faculty</b> | Roznowski    |                    |
| J38-41                                 | Task Force – Regional Structure  | Tanner       |                    |
| J42                                    | Task Force – AMATYC Academic Committee Structure   | Hobbs        |                    |
| J43-44                                 | Southwest Regional Conference Report   | Kozak        |                    |
| J45-48                                 | <b>M: Changes to Regional Conference Policy</b>  | Kozak        |                    |
| J49                                    | Report on Joint Committee for Women in Mathematics   | Sattler      |                    |
| J50                                    | <b>M: JCW Charge</b>   | Sattler      |                    |
| J51                                    | <b>M: Appointment to JCW</b>   | Sattler      |                    |

| <b>K. Strategic Planning</b> |   |           |  |
|------------------------------|---|-----------|--|
| K1                           | Reflections                             | Roznowski |  |
| K2-17                        | AMATYC Strategic Plan with Action Items | Sattler   |  |

| <b>L. Executive Session</b> |   |                     |      |
|-----------------------------|---|---------------------|------|
| L1                          | <b>M: Appointment AMATYC/ASA Joint Committee Chair (name provided at FBM)</b> | DeHart Kozak        |      |
| L2                          | <b>M: Reappointment ASA/AMATYC Joint Statistics Committee Member</b>          | DeHart Kozak        | C2   |
| L3                          | <b>M: Reappointment Website Coordinator</b>                                   | Ham                 | C3   |
| L4                          | <b>M: Reappointment AMATYC News Editor</b>                                    | Kozak               | C4   |
| L5-6                        | <b>M: Nashville Local Arrangements Committee</b>                              | Dockter             | C5-6 |
| L7                          | <b>M: New Orleans Local Arrangements Committee</b>                            | Dockter             | C7   |
| L8                          | <b>M: Denver 2016 Conference LEC</b>  | Dockter             | C8   |
| L9                          | <b>M: Reappointment of Roommate Network Director</b>                          | Dockter             | C9   |
| L10                         | <b>D: AMATYC Election</b>   | Farinelli Roznowski |      |
| L11                         | <b>M: Program Review Committee Appointment</b>                                | Dockter             |      |
| L12                         | <b>M: Foundation Reappointment : Rachel Black</b>                             | Farinelli           |      |

| <b>M. New Business</b> |  |           |  |
|------------------------|--|-----------|--|
| M1                     | <b>M: Ad Hoc Committee, Web Site Permissions</b>                 | Ham       |  |
| M2                     | <b>M: Members Only Access to AMATYC Publications on Web Site</b> | Ham       |  |
| M3                     | <b>M: Bulk emails</b>  | Ham       |  |
| M4                     | <b>M: Access to AMATYC Journals</b>                              | Ham       |  |
| M5-6                   | <b>M: Investment Committee for AMATYC Reserve Funds</b>          | Hobbs     |  |
| M7                     | <b>M: AMATYC News “Focus on Affiliates” Feature</b>              | Baratto   |  |
| M8-13                  | <b>M: Registration Fee Formula</b>                               | Baratto   |  |
| M14-15                 | <b>M: AMATYC Executive Board Elections</b>                       | Baratto   |  |
| M16-17                 | <b>M: Support for Elected Officers</b>                           | Roznowski |  |
| M18                    | <b>D: Statement related to issues raised related</b>             | Roznowski |  |
|                        |  |           |  |

## ATTACHMENT C

**September, 2013**  
**Expenditure Approval Committee (EAC) Report**  
**Margie Hobbs , Treasurer**  
**Prepared for the 2013 AMATYC Fall Board Meeting**  
**For activity occurring March 1 through September 1, 2013**  
**Submitted September 15, 2013**

**Members of the committee:** Margie Hobbs, Chair; Rob Farinelli, Jim Roznowski, and Nancy Sattler

As reported by the Treasurer and approved by the 2012-2013 EAC:

|                 |  |
|-----------------|--|
| May 29, 2013    | Approved the over budget expenditure of \$1,000 for annual external audit fee charged by DeWeese and Associates. Total cost is \$5,000 (approved budget is \$4,000).   |
| June 30, 2013   | Approved over budget expenditure of \$395 initial set-up and \$595 annual fee additional funds to add-on the address validation feature of the YourMembership database. The \$595 annual fee will be ongoing.  |
| July 24, 2013   | Approved over budget expenditure of \$153 to cover cost of nine aliases for email using YourMembership.  |
| August 4, 2013  | Approved over budget expenditure in Account 5670 for John Pazdar in the amount of \$2.74.  |
| August 13, 2013 | Approved over budget expenditure in Account 3382 General Liability Insurance in the amount of \$3,079.85.  |
| August 18, 2013 | Approved over budget expenditure of \$5,300 in Account 3365. This is the increased license fee from Expo Logic to access our data from <a href="http://YourMembership.com">YourMembership.com</a> in order to check in our conference attendees through their Express Pass system. |

**Note: In 2012 the EAC approved an over budget expense in Account 3382 General Liability Insurance of \$1,905.50 to cover the increased cost general liability insurance. However, because of consolidation of coverage with a different vendor selected through bid process Conference Insurance (account 3670) was under budget by \$2,003.36. The combined expenses for these two accounts was within the combined budgeted amount for the two accounts. This action was inadvertently omitted from EAC reports in 2012 and is included here as an addendum.**

**ATTACHMENT D****Email Motions Passed since SBM 2013**

| Date passed | Category              | <b>Motion</b> * indicates an attachment below  |
|-------------|-----------------------|--|
| 4/25/2013   | minutes               | <b>MOTION 12:</b> That the SBM 2013 minutes be approved.   |
| 5/6/2013    | conference            | <b>MOTION 13:</b> That the following motion (M15) approved at SBM 2013 be rescinded:<br>MOTION: That a new single-day Anaheim conference rate for adjuncts be established as follows:<br>AMATYC Member: Single Day, Adjunct \$75<br>Non-member: Single Day, Adjunct \$100  |
| 5/15/2013   | website               | <b>MOTION 14:</b> That AMATYC enters into a contract with YourMembership.com, a Florida corporation with offices at 9620 Executive Center Drive North, Suite 200, St. Petersburg, Florida 33702, to become AMATYC's integrated webhosting and online database company.<br><br>When the new website and member database are functioning on the YourMembership server to the satisfaction of the President, the contracts with APLUS and AVECTRA will be discontinued. |
| 5/17/2013   | JCW                   | <b>MOTION 15:</b> That AMATYC become a member of the Joint Committee for Women in Mathematical Sciences (JCW).   |
| 5/17/2013   | Welcoming environment | <b>*MOTION 16:</b> That AMATYC adopt the attached Policy on a Welcoming Environment and publish it on the AMATYC website.  |
| 6/4/2013    | Mu Alpha Theta        | <b>MOTION 17:</b> That, pending membership verification, Kathy Mowers, Owensboro (Kathy.mowers@kctcs.edu), be reappointed as AMATYC's representative to Mu Alpha Theta. Effective EOC 2013 and ending EOC 2015.  |
| 7/9/2013    | Beyond crossroads     | <b>MOTION 18:</b> Motion #18: That, pending membership verification, Rob Farinelli be appointed project director for the revisions of Beyond Crossroads.   |
| 7/9/2013    | Conference            | <b>MOTION 19:</b> That the 2014 and 2015 AMATYC Annual Conference discount registration rate for AMATYC members be set at \$350.   |
| 7/9/2013    | Conference            | <b>MOTION 20:</b> That the following order of cities be used in negotiating for the 2019 conference. 1. Milwaukee<br>2. Louisville 3. Kansas City  |
| 7/9/2013    | Executive Director    | <b>*MOTION 21:</b> That the attached job description be approved for the Executive Director of AMATYC.   |
| 8/3/2013    | Foundation            | <b>*MOTION 22:</b> That the attached Investment Policy with Morgan Stanley and AMATYC Fund No. 2 be adopted. Fund No. 2 are the funds under the management of the AMATYC Foundation  |
| 8/15/2013   | Grants                | <b>*MOTION 23:</b> That AMATYC provide Level 2 support to the grant proposal, The AMATYC FutureGrant Leadership Program With: Faculty Plan and Committee Plan.<br>The grant is being submitted by: John S. Pazdar, Patricia L. Hirschy, Karen B. Gaines, and Dennis C. Ebersole.   |

**Email motion #16 - attachment****Policy on a Welcoming Environment**

It is the policy of the American Mathematical Association of Two Year Colleges (AMATYC) that all participants in AMATYC activities will enjoy a welcoming environment free from all forms of discrimination, harassment, and retaliation. As a professional society, AMATYC is committed to providing an atmosphere that encourages the free expression and exchange of ideas. In pursuit of that ideal, AMATYC is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of AMATYC meetings.

This policy applies to all attendees at AMATYC activities, including mathematicians, students, guests, staff, contractors and exhibitors, participants in scientific sessions, tours, and social events of any AMATYC meeting or other activity. All individuals participating in AMATYC activities are asked to agree to behavior consistent with these standards. Violations of this policy should be reported to the President of AMATYC. Individuals violating these standards may be asked to leave the activity without refund of registration fees and may have their behavior reported to their employer. Repeat offenders may be banned from future AMATYC activities. Retaliation against individuals who file a complaint will not be tolerated and will be treated in a manner similar to harassment.

**Definition of Sexual Harassment**

Sexual harassment is a form of sex discrimination. The legal definition of sexual harassment is “unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment.” Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

**Definition of Other Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

[Proposed policy and definitions of harassment adapted from those given in the anti-harassment policy of the American Astronomical Society, [aas.org](http://aas.org).]



**Email motion #21 attachment****Email motion #21- attachment****JOB DESCRIPTION FOR EXECUTIVE DIRECTOR****May 30, 2013**

The American Mathematical Association of Two-Year Colleges (AMATYC) is an independent non-profit organization of education leaders, faculty, and administrators with the common goal of improving mathematics education and providing quality professional development, focusing on mathematics at two-year colleges. AMATYC's mission is to promote and increase awareness of the role of two-year colleges in mathematics education. The AMATYC Executive Director will supervise contract employees, represent AMATYC at a variety of events and attend AMATYC meetings.

**Primary Duties Include:**

- Supervise existing contract employees for the organization in conjunction with the Executive Board;
- Maintain awareness of mathematics education issues in two-year colleges;
- Ensure ongoing, effective communications among members;
- Recommend initiatives to the Board and implement activities that support Board initiatives;
- Represent AMATYC at meetings/conference/events throughout the country;
- Schedule and conduct visits to the appropriate agencies/organizations to introduce the new AMATYC leadership within six months after a change in officers;
- Communicate and collaborate with executive directors of other professional mathematics organizations to network, gather information, and share concerns;
- Attend AMATYC Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting member;
- Attend the AMATYC annual conferences; and
- Serve as an ex-officio member of the AMATYC Foundation Board and work to establish and maintain relationships with outside funding sources, public and private;

Perform other duties as assigned by the AMATYC President and Executive Board.

**Minimum Qualifications**

- Have a Bachelor's Degree from an accredited educational institution;
- Be a self-starter with good organizational and communication skills, and the ability to facilitate the efforts of others;
- Be knowledgeable about mathematics education at two-year colleges and have a passion for mathematics education improvement;
- Be able to show evidence of budget management;
- Have some supervisory experience;
- Be conversant about AMATYC's mission, goals, strategic plan, and activities;
- Be able to travel regularly;
- Maintain a flexible schedule;
- Be able to work without direction and possess good interpersonal skills; and
- Be able to communicate effectively orally and in writing.

**Desired Qualifications**

Preference will be shown for candidates with experience with non-profit organizations. Successful grant writing experience is preferred. Preference will be given to candidates who have taught two-year college mathematics and are a regular/life member of AMATYC. The ideal candidate will be versed in standards-based mathematics education.

This position will require travel on a regular basis to the AMATYC national office in Memphis, to Washington DC, and to other locations as needed. The successful candidate will have a working knowledge of electronic communications. This position is initially an 18-hour per week position, but could increase. Salary will be commensurate with experience and the starting date is approximately June/July, 2014.

**Email motion #22 attachment**

**INVESTMENT POLICY WITH MORGAN STANLEY  
AND  
AMATYC FUND NO. 2**

**Scope:**

This document defines the relationship between the Morgan Stanley, hereinafter referred to as MS, and the AMATYC Fund No. 2 Investment Committee responsible for overseeing AMATYC Fund No. 2 and “outlines the philosophy that will guide the investment management of fund assets toward the desired results” (AMATYC Policy and Procedures Manual (PPM), Chapter 14, Subsection 14.5, Footnote 4).

In the event of conflict between this document and PPM Chapter 14, the PPM Chapter 14 takes precedence.

**Purpose of Agreement:**

The purpose of this agreement is to define the procedure for “investing the funds and distributing the funds and/or income from the invested funds” (PPM Chapter 14, Subsection 14. 2).

**Mission of Fund No. 2:**

The mission of Fund No. 2 is to provide financial support for the goals and activities of AMATYC and its members, and for AMATYC Projects (PPM Chapter 14, Section 14.2).

**Authorities:**

The AMATYC Fund No. 2 Investments Committee is responsible for the management of the fund, all investment decisions, and selecting an investment advisor (PPM Chapter 14, Paragraph 14.5.9).

The AMATYC Treasurer has the power to convey all buy or sell decisions to the MS investment advisor. In the absence of the Treasurer, the AMATYC President has the power to convey buy and sell decisions. All such decisions, when possible, will be made in concert with the Investments Committee for Fund No. 2.

The MS investment advisor shall not make any buy or sell decisions without first consulting with the Treasurer or the President. But in general, all such discussions will begin with the Chair of the Investments Committee who will be responsible for obtaining all the necessary background information for the use by others in the decision-making process.

**Responsibilities of Investment Committee:**

The responsibilities of the Investment Committee (PPM Chapter 14, Subsection 14.5) are to:

- a) Define and assign the responsibilities of all parties involved,
- b) Establish a clear understanding for all involved parties of the investment goals and objectives of the various investment funds,
- c) Offer guidance and limitations to all Investment Managers regarding the investment of fund assets,
- d) Establish a basis for evaluating investment results,
- e) Manage fund assets according to prudent standards as established in common trust law,
- f) Establish the relevant investment horizon for which the fund assets will be managed, and

- g) Set “portfolio” risk parameters (in standard deviation terms) and liquidity requirements.

Responsibilities of MS Investment Manager:

The Investment Manager will meet (in person or by telephone) at least quarterly with the Investments Committee Chair and/or the Treasurer to:

- a) Determine whether the Investment Manager has performed in adherence to the tenets set forth in this agreement,
- b) Determine if the asset allocation and security selection decisions are prudent,
- c) Conclude if the investment manager has met the performance goals as determined by the Investments Committee, and
- d) Make a determination of the current asset mix and discuss adjusting the mix with the Investment Committee, if necessary. (PPM Chapter 14, Paragraph 14.6.7)

Goals for the AMATYC Fund No. 2 Investments:

The primary goal for Fund No. 2 is to provide a return on invested principal to cover investment advisor fees, retain purchasing power in face of inflation, a confidence factor, and growth of at least five percent for use in meeting the mission of the fund (for 2013, this goal is set at 8.4% per annum).

The goal for return may be adjusted on an annual basis to accommodate changing conditions in the financial and/or economic markets.

A secondary goal would be for Fund No. 2 returns to equal or exceed the gain of the S&P 500.

Effectiveness in meeting these goals will be determined using a three-year weighted rolling average on return (annual returns weighted by the amount invested for each year).

Investment Manager Guidance:

The Investment Manager may not make any investment decisions without first obtaining approval of the AMATYC Treasurer or in his/her absence, the President of AMATYC.

The Investment Manager is encouraged to communicate on a regular basis with the AMATYC Fund No. 2 Investments Committee Chair and/or the Treasurer to discuss matters affecting the performance of the Fund No. 2 portfolio.

Regarding assets and transactions, the following information is offered:

The following assets are allowed:

- a) Cash Equivalents
  - Treasury Bills
  - Money Market Funds
- b) Fixed Income Securities (direct positions)
  - U.S. Government and Agency Securities
  - Corporate Notes and Bonds (Investment Grade only)
  - Mortgage Backed Bonds (Triple A Rated)
- c) Mutual Funds or ETFs which invest in securities as long as no mutual fund or ETF constitutes more than 25% of the portfolio.

- d) Mutual Funds which invest in bonds (any grade), as long as no mutual fund constitutes more than 25% of the portfolio.
- e) No stock in a single company can constitute more than 5% of the portfolio.

Prohibited investments include, but are not limited to the following:

- a) Derivative Investments
- b) Commodities and Futures Contracts
- c) Private Placements
- d) Options
- e) Limited Partnerships
- f) Venture-Capital Investments
- g) Real Estate Properties
- h) Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs
- i) Alternative Investments (e.g. long-short strategy funds)

Prohibited transactions include, but are not limited to the following:

- a) Short selling
- b) Margin transactions

Where and when required, the Investments Committee for Fund No. 2 will offer guidance should a question arise that falls outside the guidance offered by the above lists.

**Email motion #23 attachment a**

*The AMATYC FutureGrant  
Leadership Program*

*For information regarding the grant proposal contact the AMATYC office.*

## ATTACHMENT E

### POSITION STATEMENT ON UNDERGRADUATE TEXTBOOKS

Textbooks are an important tool in mathematics instruction. Their role is critical to the instruction process for both students and faculty. In addition, textbooks are powerful representations of the curriculum and pedagogical practices of two-year college mathematics departments. The American Mathematical Association of Two-Year Colleges has a history of interest in and concern about the quality of textbooks, their promotion, and sales. The purpose of this position paper is to provide a list of principles regarding undergraduate textbooks. Although some of the statements below may seem obvious, they are included to make the list comprehensive. Four areas of concern are addressed: textbook quality; promotional standards; gender, ethnic, and age bias; and ethical questions. Within these areas, AMATYC endorses the following statements:

#### TEXTBOOK QUALITY

- Textbooks should make clear connections among mathematical topics as they are introduced and developed.
- Textbooks should include numerous and varied examples and problems that exhibit, reinforce, and extend mathematical reasoning.
- Textbooks should demonstrate problem-solving techniques and provide opportunities for students to use those techniques as they progress through the textbook.
- Textbooks should emphasize the learning of mathematical concepts, and the problem sections should include numerous and varied conceptually oriented problems.
- Textbooks should encourage the appropriate use of technology.
- Textbooks should be mathematically precise.
- Textbooks should reflect the Standards for Intellectual Development, the Standards for Content, and the Standards for Pedagogy described in *Crossroads in Mathematics: Standards for Introductory College Mathematics before Calculus*.

#### PROMOTIONAL STANDARDS

Publishers should promote their textbooks by indicating the positive aspects of each book, rather than maligning the competition.

If a publisher or author intends to use a conference or a session at a conference to promote a textbook or associated peripherals, this intention should be indicated in the proposal and the conference or session should be clearly labeled as promotional in the conference program.

Textbook vendors should try to identify specific individuals interested in viewing new textbooks and distribute textbooks only to them.

#### GENDER, ETHNIC, AND AGE BIAS

Textbooks should be free of indications of gender, ethnic, or age discrimination in the form of reinforcement of stereotypical roles, omissions, or degradations.

- Textbooks should provide illustrations and text that will help underrepresented groups relate to

the material presented.

- Textbooks should be free of language that is sexist or ethnically biased.

### **ETHICAL QUESTIONS**

- Textbook selection should be based on the merits and characteristics of the text and any supplemental materials and on professional judgments and considerations, free of the influence of gratuities or inducements.
- Textbook selection should reflect a sensitivity to the economic hardships of some students.

*Reference: Resolution Regarding Textbooks (Passed AMATYC Delegate Assembly, Baltimore, 1989)*

*Approved November, 1993*

*Reaffirmed October 2013*



**ATTACHMENT F*****DRAFT*****DRAFT AMATYC Position Statement on  
The Appropriate Use Of Intermediate Algebra As A Prerequisites Course****Whereas**

- The prerequisites of a mathematics course should be those appropriate to providing a foundation for student success in that course;
- The course description and learning outcomes of a mathematics course determine the prerequisite level of mathematical literacy, skills, and knowledge necessary for successful completion of the course;
- The content in intermediate algebra courses is generally required to master the content of algebra-based STEM courses; and,
- The content in intermediate algebra courses is not required to master the content for most non-STEM college-level mathematics courses.

**Therefore, it is the position of AMATYC that:**

- Intermediate algebra is generally an appropriate prerequisite for mathematics courses in a STEM path leading to calculus; and,
- Survey courses, mathematical modeling courses, mathematical literacy courses, statistics courses and other courses not leading to calculus are better served by more appropriate prerequisites than intermediate algebra.

## ATTACHMENT G

### 8.8.1 AMATYC Corporate Partner Program

1. The AMATYC Corporate Partnership Program provides AMATYC's commercial friends with an opportunity to maximize their visibility with AMATYC members. The program allows corporations to participate fully in all the advertising and exhibiting opportunities of AMATYC plus special conference participation for a cost of \$8,000, at a rate of 85% of actual current cost.
2. The annual fees for Corporate Partnerships are fixed for a period of three years. At the start of the third year, the Executive Board will set the fees for the next three year cycle. In the event a fee review is due during the first year of an Advertising Chair's term of service, this review may be postponed for one year.
3. The year of partnership would be January 1 through December 31.
4. A full listing of benefits plus actual cost is provided in the Financial Policy section.

| Core Benefits<br>(all Corporate partners)  | Communication<br>(Choose 2, can choose an item twice)  | Event Sponsorship<br>(Choose 1 item)  |
|--|--|---|
| 1 discount conference Registration<br>Special recognition in conference program<br>Saturday morning breakfast greetings<br>Logo on AMATYC home page<br>1 bag insert<br>1 priority booth – 1 additional booth at 5% discount<br>1 commercial presentation – 1 additional commercial presentation at 5% discount | 1 page ad in two issues of the journal<br>1 page ad in 1 issue of the journal & conference program<br>1 membership email list<br>Ad in conference app<br>3 additional focus groups at the conference | Breakfast/M meal Sponsor (Friday or Saturday)<br>Web seminar for members<br>Traveling Workshop<br>Pre-conference workshop<br>Sole Sponsorship of Conference APP<br>Other event (Fri, Sat at conference) |

To promote publicity of Corporate Partners at the conference, the following actions will be taken effective with the 2012 conference:

1. The conference program will have dedicated space listing the AMATYC Corporate Partners. There will be a minimum of 1/2 page and maximum of 1 page per two Corporate Partners. The Partner's name and logo will be displayed.
2. If a Corporate Partner chooses to sponsor the Saturday breakfast, the AMATYC President will display visually and announce in his or her remarks at the Saturday breakfast using language as follows (specified by name of current Corporate Partner). "Our breakfast this morning is sponsored in part by name of company, an AMATYC Corporate Partner". At the Saturday breakfast, signage will be posted at the entrance to the breakfast "Breakfast is sponsored in part by name of company, an AMATYC Corporate Partner."
3. If a Corporate Partner will be listed as sponsoring the Regional Meal Event on Friday eight signs will be made stating "Our meal is sponsored in part by name of company, an AMATYC

Corporate Partner." The signs will be displayed outside each meeting room, or in another suitable location.

4. If sponsoring a conference meal event is chosen by a Corporate Partner, where the Regional food event or the Saturday Breakfast are listed in the conference program, the words "Sponsored in part by name of company, an AMATYC Corporate Partner" will appear.
5. The AMATYC President, or their representative (Advertising Chair or Exhibits Chair) as directed, will invite the AMATYC Corporate Partners to send a representative to be an AMATYC guest at the Saturday Morning Breakfast. This guest should sit with the Advertising Chair and Exhibits Chair. In any year, the President may choose to assign a different table. During the breakfast, one representative from each Corporate Partner will be invited to the stage to give greetings to the membership. This greeting is limited to 1 to 1 1/2 minutes each and takes place when the President goes to the podium at the very beginning to greet everyone and invite them to eat.
6. If a Corporate Partner sponsors a webinar or Traveling workshop, AMATYC will display signage at the event acknowledging the sponsorship. Additionally the Corporate partner's logo will be displayed along with acknowledgement of the sponsorship on all emails referring to the event and on the AMATYC website where the event is advertised.
7. If the Corporate Partner sponsors internet access for the conference, the Partner will be acknowledged in the conference program and with signage in an appropriate location.

### 6.11.5 Corporate Partner Program

#### **\*Core Benefits**

##### **\*Core Benefits**

|   |            |
|---|------------|
| 1 discount conference registration                  | \$350      |
| Special recognition in conference program           | Priceless  |
| Saturday morning breakfast greetings                | Priceless  |
| Logo on AMATYC home page                            | Priceless  |
| 1 priority booth                                    | \$1000     |
| 1 additional booth at 5% discount                   | \$50       |
| 1 commercial presentation                           | \$1200     |
| 1 additional commercial presentation at 5% discount | \$60       |
| 1 bag insert  | \$300 -750 |

##### **\*Communication (Choose 2)**

|  |           |
|--|-----------|
| 1 page ad in two issues of the journal                     | \$700-800 |
| 1 page ad in one issue of the journal & conference program | \$700-800 |
| 1 membership email list                                    | \$792     |
| Ad in conference app                                       | \$1000    |

|   |       |
|---|-------|
| 3 additional focus groups at the conference | \$600 |
|---|-------|

##### **\*Event Sponsorship (Choose 1)**

|   |         |
|---|---------|
| Breakfast/Meal Sponsor (Friday or Saturday) | \$5,000 |
| Web seminar for members                     | \$750   |
| Traveling Workshop                          | \$750   |
| Pre-conference workshop                     | \$5,000 |
| Sole Sponsorship of the Conference APP      | \$2,500 |
| Other event (Fri, Sat at conference)        | TBD     |

ATTACHMENT H

DRAFT LOGO FOR 2015 New Orleans Conference



## **ATTACHMENT I**

### **PROPOSED REVISED BYLAWS**

#### **BYLAWS OF THE AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC) (Proposed draft, September 2013)**

##### **ARTICLE I NAME**

The name of the association shall be the American Mathematical Association of Two-Year Colleges, Incorporated (AMATYC).

##### **ARTICLE II OBJECTIVES**

Section 1 The American Mathematical Association of Two-Year Colleges, Incorporated is a non-profit, educational association.

Section 2 The objectives of AMATYC are the following:

- A. Encourage the development of effective mathematics programs
- B. Provide a national forum for the exchange of ideas
- C. Develop and/or improve the mathematics education and mathematics related experiences of students in two-year colleges
- D. Coordinate activities of affiliated organizations on the national level
- E. Promote the professional welfare and development of its members.

##### **ARTICLE III MEMBERSHIP**

Section 1 Membership Categories

Membership in AMATYC shall be restricted to the following:

- A. Regular membership – Available to any full or part-time teacher of mathematics or other person interested in two-year college mathematics education. A regular member must have completed the proper forms and paid the established dues. A regular member may purchase a lifetime membership by completing the appropriate forms and paying the established rates. Persons who hold a lifetime membership are classified as regular members.
- B. Student membership – Available to any full- or part-time student of mathematics or related discipline. A student member must not also be a full- or part-time teacher, must be endorsed by a regular member, and must complete the proper forms and pay the established dues.
- C. Adjunct membership – Available to any teacher of mathematics who is not employed full-time in any post-secondary educational institution. An adjunct member must complete the proper forms and pay the established dues.
- D. Retired membership – Available to any retired teacher of mathematics or other retired person who is not employed full- or part-time in any educational institution. A retired member must complete the proper forms and pay the established dues.
- E. Institutional membership – Available to any college, university, learning center, publisher, manufacturer, or similar entity that supports the purposes of the association. A representative of an institutional member must complete the proper forms and pay the established dues.

Section 2 Membership Privileges

- A. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees, and be appointed as a delegate in the Delegate Assembly.
- B. Adjunct, retired, and student members have the right to nominate candidates for office and serve on committees, but do not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly.

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- C. Individuals who are eligible for adjunct, retired, or student membership may choose to complete the proper forms and pay the established dues to become a regular member to obtain all the privileges of a regular member.
- D. The representative of an institutional member has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership positions, serve on committees, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.

### Section 3 Membership Year

The membership year shall consist of twelve months. The beginning date for each month shall be the first day of the calendar month .

### Section 4 Dues

- A. Annual membership dues are paid by all members, except lifetime members.
- B. Annual regular AMATYC membership dues are set every two years by applying the Consumer Price Index - Urban Consumers CPI-U for the two consecutive years that begin with an even-numbered year to the current dues and rounding up to the nearest whole dollar. This adjusted rate is set at the Spring Board Meeting in odd-numbered years, with the change taking place on July 1 of the following even-numbered year.
- C. In the event that there is a need for a change other than the calculated rate, as determined in Article III.4.B., the new rate must be brought to the Delegate Assembly in the fall of the odd-numbered year for approval.

## ARTICLE IV AFFILIATED ORGANIZATIONS

Section 1 Any organization interested in affiliating with AMATYC must recognize AMATYC as the leading national organization concerned with the first two years of college mathematics instruction. This is done by voting for affiliation with AMATYC. Applications for affiliation must be approved by the AMATYC Executive Board.

Section 2 An affiliated organization has the following responsibilities:

- A. The membership lists of the organization shall be forwarded to the appropriate AMATYC regional vice president by June 30 in even-numbered years.
- B. Membership in AMATYC should be encouraged for all the affiliate's members.
- C. Each affiliate organization will appoint AMATYC members to serve as affiliate delegates to the Delegate Assembly as discussed in Article VII.

## ARTICLE V OFFICERS

Section 1 The officers of AMATYC shall be called the Executive Board and shall be the national officers, a President, President-elect, Immediate Past President, Treasurer, and Secretary, and the regional officers, a Northeast Regional Vice-president, Mid-Atlantic Regional Vice-president, Southeast Regional Vice-president, Midwest Regional Vice-president, Central Regional Vice-president, Southwest Regional Vice-president, Northwest Regional Vice-president, and West Regional Vice-president.

Section 2 Only regular members are eligible to hold elected office.

Section 3 Terms of Office

- A. The term of office for all officers, except for the Treasurer, is two years; beginning on January 1 in even-numbered years and ending on December 31 in the next odd-numbered year. The term limit for all officers, except for the President-Elect, President, Immediate Past-President, and Treasurer, is three full successive elected terms in the same office.
- B. The term limit for the sequence positions of President-Elect, President, and Immediate Past-President is one consecutive full elected term in the sequence of offices. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently, whichever comes first. (Persons may be elected to the sequence of offices more than once provided there is at least a two-year period between serving in the sequence of positions.
- C. The term of the office for the Treasurer is four years, beginning on January 1 in even-numbered years and ending on December 31 in the second subsequent odd-numbered year. The term limit for the Treasurer is two full successive elected terms in that office.
- D. The AMATYC Executive Board may waive the term limits for any position in extenuating circumstances with a  $\frac{3}{4}$  majority vote.

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### Section 4 Duties of officers

All officers shall promote and coordinate the activities of the association, perform all duties according to policy, and perform all other duties that regularly pertain to the office. Specific duties of each office are as follows:

#### A. President:

1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.
2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
3. Act as ex-officio member of all committees except the Nominating Committee.
4. Nominate the chairperson of all committees, except the Nominating Committee, Strategic Planning Committee, ad hoc committees and task forces for approval by the Executive Board.
5. Appoint an acting chairperson of a committee when a vacancy occurs.
6. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.
7. Meet with the Executive Directors and/or Presidents of other organizations who share similar concerns and interests to discuss items of mutual benefit and to establish a working relationship with them.

#### B. President-Elect

1. Act as president in the absence of the President.
2. Serve as the chairperson of the Strategic Planning Committee.
3. Maintain a policy and procedures manual in conjunction with the Secretary and the AMATYC Office.

#### C. Immediate Past President

1. Chair the Nominating Committee.
2. Administer the election of officers procedures according to policy.

#### D. Secretary

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board.
2. Maintain updated lists of delegates and affiliate presidents.
3. Furnish agendas and minutes of all meetings to the appropriate people and ensure that the official minutes of the organization are securely archived.

#### E. Treasurer

1. Ensure that all financial records, funds, receipts, and disbursements of the association are accurately maintained.
2. Present a written financial report at each regular business meeting and each Executive Board meeting.
3. Certify the size of the membership by region and category.
4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall meeting.
5. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
6. The outgoing Treasurer will complete the financial responsibilities pertaining to the conference at the end of the term of office.

#### F. Regional Vice-presidents

1. Serve as the liaison between AMATYC and its affiliated organizations.
2. Appoint state/province delegates per Article VII.
3. Serve as a member of the membership committee. One Regional Vice President shall serve as chair.
4. Recruit and retain members within their regions.

### Section 5 Elections

Officers shall be elected by regular members according to policy.

### Section 6 Vacancies

In the event that an officer other than the President or Treasurer leaves office before the expiration of the regular term, the President, with the approval of the Executive Board, shall appoint a replacement for the remainder of the term. A vacancy in the office of President-elect shall be filled by a special election following procedures established by the Executive Board. In the event that the Treasurer leaves office before the expiration of the regular term, the President,



with the approval of the Executive Board, shall appoint a replacement until the next regularly scheduled election, regardless of whether this election falls on the four-year cycle for election of a Treasurer. The newly elected Treasurer would serve a full four-year term and this four-year term will form the basis for future Treasurer terms and elections.

## **ARTICLE VI EXECUTIVE BOARD**

Section 1 The officers shall serve as the Executive Board and are responsible for conducting the affairs of the association.

Section 2 Duties of the Executive Board

- A. Approve the chairperson of each committee, except the Nominating Committee and Strategic Planning Committee.
- B. Recommend dues changes to the Delegate Assembly per Article III.4.
- C. Recommend bylaw changes to the Delegate Assembly.
- D. Select cities and dates for the annual conference.
- E. Approve any expenditures not covered by the budget.
- F. Approve the annual budget.
- G. Appoint special committees as needed to carry out the purposes of the association.
- H. Make special appointments for persons to perform duties as designated.
- I. Authorize a designated officer or officers, agent or agents of AMATYC, in addition to the officers so authorized by these bylaws, to implement and oversee, on behalf of AMATYC, a project, program or activity conducted jointly by AMATYC and one or more outside entities, to be called a partnership. This partnership is approved by the AMATYC Executive Board. Such authority must be in writing and be confined to specific instances as outlined in a partnership agreement which is approved by the Executive Board and signed by AMATYC and the partnership entity.
- J. Perform all other assigned duties according to policy.
- K. Perform all other duties that are necessary for the functioning of the association.

Section 3 A simple majority of the members of the Executive Board shall constitute a quorum to enact the business of AMATYC. This simple majority must include at least two of the national officers.

Section 4 Regular meetings of the Executive Board may be called by the President or seven members of the Executive Board two of which must be national officers. Written or electronic notification of all regular and special meetings (including meetings conducted by conference call or electronic conferencing) must be given to all Board members at least 30 days prior to the start of the meeting. Announcements of board meetings must be published on the AMATYC website at least two weeks prior to the beginning of the meeting.

Section 5 Action between Regular Meetings

- A. In circumstances as determined by the President or seven members of the Executive Board, at least two of which are national officers, business may be conducted between regular meetings of the Executive Board by means of mail, fax, email or conference calls. The same quorum that applies to regular meetings is required at these meetings to conduct the business of AMATYC.
- B. All actions resulting from a mail, fax, email or conference call vote shall be documented, distributed and archived with the Executive Board minutes of the face-to-face meeting that takes place immediately following actions.
- C. Written or electronic notification of all proposed actions presented between regular meetings must be given to all Board members at least 72 hours before the start of the Board meeting.

## **ARTICLE VII DELEGATE ASSEMBLY**

Section 1 The association shall have an annual business meeting (Delegate Assembly) in conjunction with its annual conference. Notice of the Delegate Assembly meeting shall be publicized in writing at least one month in advance.

Section 2 The Delegate Assembly shall be composed of delegates who are regular members of AMATYC as follows:

- A. State/Province Delegates
  - 1. There should be at least two state/province delegates from each state and province, appointed for a term of two years by the appropriate regional vice president. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.

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2. States and provinces with more than 50 two-year colleges, as defined in Article VII.2.H., are permitted one additional state/province delegate for each 25 two-year colleges or fraction thereof above 50.
3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.
- B. Each affiliate president, who is also a regular AMATYC member, in office at the time of the Delegate Assembly is a delegate to the Delegate Assembly to represent their affiliate organization.
- C. Affiliate Delegates
  1. Each affiliate organization may appoint one additional affiliate delegate for each 50 affiliate organization members or fraction thereof who are also AMATYC members, as defined in Article VII.2.I. Term of appointment will be determined by the affiliate.
  2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an affiliate delegate who is unable to attend the Delegate Assembly.
- D. Each Executive Board officer is a delegate.
- E. Each AMATYC past president is a delegate.
- F. Each AMATYC academic committee chair is a delegate.
- G. Additional delegates to represent other countries and regions may be appointed by the Executive Board.
- H. An official listing of names and numbers of two-year colleges by state and province is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. These numbers are used for two years and take effect after the fall meeting in even-numbered years, and are maintained by the AMATYC office.
- I. An official listing of names and numbers of affiliate organization members who are also AMATYC members on June 30 in even-numbered years is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is maintained by the AMATYC office.
- J. No delegate at the Delegate Assembly is entitled to more than one vote.
- K. Regional Vice-Presidents shall submit a list of affiliate and state/province delegates to the AMATYC Secretary no later than thirty (30) days prior to the start of the Delegate Assembly.
- L. Alternate Delegates may be named by the Regional Vice-President as the delegate replacing an affiliate or state/province delegate at the Delegate Assembly, by notifying the AMATYC Secretary in writing and providing appropriate credentials in writing no later than 6 pm of the day prior to the start of the Delegate Assembly.

### Section 3 The Delegate Assembly's responsibilities are to:

- A. Vote on all dues changes as submitted by the Executive Board, in accordance with Article III.4.C.
- B. Vote on bylaw changes submitted to the Delegate Assembly.
- C. Present written recommendations to the Executive Board to be considered at the following Executive Board meeting.
- D. Approve position statements as presented by the Executive Board.

### Section 4 Each state/province delegate shall perform the following duties:

- A. Represent that delegate's state/province at the Delegate Assembly meeting at the annual conference.
- B. Assist the regional vice president in promoting membership and activities for AMATYC in the state/province.
- C. Perform all duties according to policy.

### Section 5 Each affiliate delegate shall perform the following duties:

- A. Represent the affiliate organization at the Delegate Assembly meeting at the annual conference.
- B. Keep the regional vice president abreast of the activities and concerns of members from the delegate's affiliate.
- C. Assist the regional vice president in promoting membership and activities for AMATYC at the affiliate meetings.
- D. Perform all duties according to policy.

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Section 6 The number of delegates necessary for a quorum in the Delegate Assembly shall be twenty-five (25) percent of all the delegates registered with the AMATYC Secretary at the start of the Delegate Assembly.

### ARTICLE VIII COMMITTEES

#### Section 1 Types of committees

- A. Committees fall into three general categories: Administrative Committees, Academic Committees, and Ad Hoc Committees. Administrative and academic committees are standing committees.
- B. All members of association committees must be AMATYC members. Non-AMATYC members may participate in academic committee work in a nonvoting capacity.

#### Section 2 Administrative Committees

- A. Purpose  
Administrative committees support the general functioning of the association.
- B. Established administrative committees  
The following administrative committees are established by these bylaws.
  - 1. Nominating Committee
  - 2. Membership Committee
  - 3. Strategic Planning Committee
  - 4. Finance Committee
  - 5. Foundation Board
- C. Objectives of the established administrative committees  
The general objectives of each of the committees in part B are the following:
  - 1. The Nominating Committee shall establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval.
  - 2. The Membership Committee shall develop and implement strategies to solicit new members and retain existing members.
  - 3. The Strategic Planning Committee shall develop and publish the AMATYC Strategic Plan.
  - 4. The Finance Committee oversees the budget development and serves in an advisory capacity to the Treasurer and Executive Board.
  - 5. The Foundation Board shall raise and disburse funds to support the mission of AMATYC.
- D. Other Administrative Committees  
Other administrative committees may be created and discharged as needed by the Executive Board to support the general functioning of the association.

#### Section 3 Academic Committees

- A. Purpose  
Academic committees support the general professional purposes and mission of the association, as stated in Article II and in the association's mission statement.
- B. Establishment of academic committees  
Academic committees are established and discharged by the Executive Board. Their designations and specific purposes will change as the needs of the association change. Each academic committee shall have a chair, appointed by the Executive Board.
- C. Duties of an Academic Committee Chairperson  
The chairperson of each academic committee shall perform the following duties:
  - 1. Chair the meetings of the academic committee.
  - 2. Coordinate the activities of the academic committee.
  - 3. Prepare the annual budget of the academic committee and submit it to the Treasurer according to the established schedule.
  - 4. Prepare reports of the academic committee's activities and submit them to the President according to the established schedule.
  - 5. Perform all duties according to policy.

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6. Perform all other duties necessary for the academic committee to function and accomplish its goals.

### Section 4 Ad Hoc Committees and Task Forces

#### A. Establishment

Ad hoc committees and task forces may be approved and formed by the Executive Board and/or Delegate Assembly when deemed necessary by those entities by following the procedures established by policy.

#### B. Purpose and duration

The purpose of ad hoc committees and task forces shall be determined when they are established. A termination date shall be designated at the time of establishment.

## ARTICLE IX POSITION STATEMENTS

### Section 1 Purpose of Position Statements

Position statements represent a declaration by the organization on issues of interest to two-year college mathematics educators, and may be initiated by an academic committee, an affiliate organization, or an individual AMATYC member.

### Section 2 Process for Development of Position Statements

The process for development of a position statement must conform to the following guidelines.

- A. A proposal for a position statement must be referred to, or begin with, an appropriate academic committee. That committee chooses to pursue or not to pursue the statement. The committee is responsible for development of a proposed position statement.
- B. A schedule for the process of review of proposed position statements by committees, Executive Board, and Delegate Assembly, shall be established by the Executive Board. This schedule must provide timely notice to all AMATYC members of the proposed statement.
- C. The chairperson of an academic committee shall submit the committee's position statement to the Executive Board for its review and approval.
- D. If the Executive Board approves a proposed position statement to be reviewed by the Delegate Assembly, the proposed position statement shall be submitted to the Delegate Assembly for review and approval.
- E. In the absence of Executive Board approval, the Delegate Assembly may vote to review a proposed position statement by a vote of 2/3 of the delegates at the Delegate Assembly, provided that timely notice was provided to all AMATYC members.
- F. If approved by the Delegate Assembly the proposal becomes an AMATYC position statement.

## ARTICLE X REMOVAL FROM OFFICE

Section 1 Executive Board members may be removed from office by a 3/4 vote of the Executive Board, with or without cause, if the action is deemed to be in the best interest of the association.

Section 2 Persons appointed to positions within the association may be removed from those positions by a 2/3 vote of the entity that appointed them.

Section 3 The affirmative vote of the Executive Board for removal of a member from an appointed or elected position is an authorization for the President to take the steps necessary for that removal.

## ARTICLE XI AMATYC REGIONS

Section 1 The AMATYC organizational membership shall be divided into the regions as follows:

#### Region 1 – Northeast:

Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont; New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec

#### Region 2 – Mid-Atlantic:

Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia

#### Region 3 – Southeast:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands and other Caribbean Islands

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### Region 4 – Midwest:

Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin

### Region 5 – Central:

Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Utah, Wyoming; Manitoba, Saskatchewan

### Region 6 – Southwest:

Arizona, New Mexico, Oklahoma, Texas; Mexico

### Region 7 – Northwest:

Alaska, Idaho, Montana, Oregon, Washington; Alberta, British Columbia, Northwest Territories, Nunavut, Yukon Territory, other International Locations

### Region 8 – West:

California, Hawaii, Nevada, Pacific Islands

Section 2 A member's region is determined by the location of the individual's primary professional contributions related to AMATYC's objectives (Article II).

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern AMATYC in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE XIII AMENDMENT**

These bylaws may be amended by the delegates at the Annual Delegate Assembly by a two-thirds (2/3) vote of those delegates voting, provided that written or electronic notification of the proposed changes and the clear purpose of the amendment(s) have been sent to all delegates at least thirty (30) days prior to the Delegate Assembly and a hearing on the proposed changes is convened at the annual conference at least 24 hours prior to the beginning of the Delegate Assembly. Any additional changes resulting from the hearing may be presented as Motions to amend during the Delegate Assembly consideration of the proposed bylaw changes. Proposed amendments to these bylaws may be presented to the Executive Board by any member, and shall be prepared by the Executive Board, for consideration by the Delegate Assembly. The Executive Board shall prepare all such proposed amendments for consideration by the Delegate Assembly in a timely manner.

## **ARTICLE XIV DISSOLUTION**

In the event of dissolution, the assets and property of the corporation remaining after payment of expenses and the satisfaction of all liabilities shall be distributed as determined by the Executive Board or as may be determined by a court of competent jurisdiction upon application of the Executive Board, for the non-profit purposes of the corporation and/or to such charitable, literary, and educational organizations as shall qualify under Section 501c3 of the Internal Revenue Code of 1954, as amended. Any of such assets not so distributed shall be disposed of for such purposes as directed by a Justice of the Supreme Court of the State of New York or such other court having jurisdiction over the corporation.

## ATTACHMENT J

### AMATYC Crisis Plan (FBM 2013)

#### Purpose of a Crisis Plan

The purpose of the Crisis Plan is to outline how AMATYC will respond to crisis. The bylaws of AMATYC, the PPM, and contractual agreements address any processes that need to take place in a crisis. This Crisis Plan describes who responds and how the leadership and members of AMATYC are informed of the crisis and process that is being followed.

1. What is a crisis?

A crisis is any situation that causes a massive interruption to AMATYC's operation. These situations may threaten the integrity or reputation of AMATYC. Examples of these situations are:

- Death, serious illness, resignation, or removal of president, treasurer, conference coordinator, Executive Director, secretary, or any of the regional VPs
- Natural disaster at AMATYC Office Location and office is down for an extended period of time
- Loss of records
- Publication error
- Mailing error
- Natural disaster in conference city
- Natural disaster prior to conference
- Computer system compromised
- Member information lost or stolen
- Negative article written about AMATYC

2. Who responds to a crisis?

When a situation happens, the president and executive director should be informed as soon as possible. The president and executive director will decide if the situation needs a crisis team to address it. It is the team's responsibility to determine the appropriate course of action. Teams should refer to any past reports that have been filed on a similar crisis to learn what that team did, and what lessons they learned. The crisis teams for a situation should include the members that are listed after each crisis example:

- Death, serious illness, resignation, or removal of president, treasurer, conference coordinator, executive director, secretary, or any of the regional VPs – **the president, president-elect, past-president, and executive director (if one of these positions is the one vacated, then a regional VP will be included instead).** The bylaws specify how these positions are filled. A vacant position should be filled according to the bylaws and current AMATYC policy within three months of occurrence.
- Natural disaster in Memphis and the office is closed for an extended period of time – **executive director and president.**

- Loss of records – **executive director and president**. AMATYC Legal Advisor should be contacted before action is taken.
  - Publication error – **president, executive director, liaison for publication, and legal council** (if needed). If retraction is needed, then editor of the publication will be included.
  - Mailing error – **executive director, office staff, liaison for publication, editor of publication**.
  - Natural disaster in conference city – **president, executive director, conference coordinator**. If refund is given to attendees or vendors then the treasurer needs to be included.
  - Natural disaster prior to conference – **president, executive director, conference coordinator**. If refund is given to attendees or vendors, then the treasurer needs to be included.
  - Computer system compromised – **executive director, president, and legal advisor**.
  - Member information lost or stolen – **executive director, president, and legal advisor**.
  - Negative article written about AMATYC – **president**.
  - Other crises – the most appropriate positions for the crisis.
3. How does AMATYC communicate with its members?
- Most crises can be communicated to the members through email, web posting, physical mailings, and social media based on preference of the members. In the event of a negative article, a press release should be sent to the publication that published the negative article in addition to emailing members, physical mailing, web posting, and social media. In the event that the computer system is compromised, a physical mailing should also go out to members.
4. How will AMATYC respond to the needs of its members?
- Each crisis has a team that will respond. It is that team's responsibility to determine how to respond to each crisis. When determining the response, the team will consider how the members are affected and how best to meet the needs of the members. AMATYC members should be informed in a time period determined by the crisis team.
5. How will records be preserved?
- Currently all records of AMATYC are stored on the Cloud or the website. This should include any financial records, membership records, emails sent to members, memos sent, publications, PPM, Bylaws, contracts, positions statements, press releases, and conference history.
6. How do we recover from a crisis?
- Each crisis is unique, so each recovery will depend on the crisis. The crisis team will outline how to recover from the particular crisis that they address. Current AMATC policy should be followed when developing and implementing recovery. If no policy

is in place that provides guidance in recovery, the responsible persons should seek executive board approval when possible. (Margie doesn't know the words to write that would give the President, ED, or whomever sole authority to act on behalf of the EB)

Insurance claims for crises that are covered under AMATYC insurance policies should be filed by the Executive Director and Office Director in collaboration with person(s) responsible for resolving the crisis.

7. How are "lessons learned" included in the plan?

After the crisis has been addressed, the crisis team should write up a report of what the crisis was, how they addressed it, how AMATYC should recover from it, and any suggestions for how to handle the crisis better in the future. After each crisis, the team report should be disseminated to all members of the executive board, the executive director, the conference coordinator, and the office staff. The Crisis Plan should be reviewed every SPO, so all Executive Board members understand their roles.

8. When should we conduct training?

If the team report suggests some changes to processes, then training that addresses issues raised should be suggested at that time. Appropriate persons will undergo training at that point.



## ATTACHMENT K

### THE ACADEMIC PREPARATION OF MATHEMATICS

#### FACULTY AT TWO-YEAR COLLEGES

Position Statement of the American Mathematical Association of Two-Year Colleges

#### Statement of Purpose

As the leading professional mathematics organization that solely represents two-year colleges, it is our responsibility to ensure the integrity of our profession and the quality of mathematics instruction at all two-year colleges. This document is addressed to two-year college professionals involved in the staffing and evaluation of mathematics programs for their colleges, and to universities that prepare individuals to teach mathematics in two-year colleges. It is not intended to replace any regional, state, or local requirements or recommendations that may apply to hiring instructors, assigning them to classes, or evaluating their performance or qualifications. Rather, our goal is to provide guidelines that reflect the collective wisdom and expertise of mathematics educators throughout the United States and Canada regarding appropriate preparation for two- year college faculty involved in the teaching of mathematics, whether on a full- or part- time basis.

We strongly recommend that only properly qualified personnel be permitted to teach mathematics. Ill-prepared instructors can do much harm to students' knowledge of, beliefs about, and attitudes towards mathematics. Many two-year college students suffer from mathematics anxiety and core mathematical misconceptions at some level; this should not be reinforced or exacerbated through poor mathematics instruction. **Individuals trained in other disciplines should have sufficient mathematical training prior to teaching mathematics courses.** Moreover, individuals hired to teach mathematics at one level should not be permitted to teach at another level unless they possess appropriate credentials.

#### Guiding Principles

Two questions have guided the preparation of this report: What are the characteristics of an effective mathematics instructor? How can these characteristics be fostered and extended through academic preparation and continuing professional development?

Effective instructors are reflective; they think about their teaching before they teach, while they teach, and after they teach. They are creative, resourceful, and dedicated. They use a variety of methods and respond to the needs of the particular class and students they are teaching. Effective mathematics teachers are skilled questioners who encourage and challenge their students. They are clear and careful communicators who recognize the importance of language in mathematics, and of mathematics as language. They model the behaviors they wish their students to exhibit, especially problem solving, exploration, and investigation.

Effective mathematics instructors know a great deal of mathematics and understand the interconnections among its various branches as well as applications to other disciplines. They are continually developing their knowledge and understanding of mathematics, of teaching, and of how students learn. They are independent learners who can adapt and contribute to changes in collegiate mathematics curriculum and instruction. Effective mathematics instructors are active professionals. They belong to and participate in professional organizations such as the American Mathematical Association of Two-Year Colleges (AMATYC) and its affiliates, read journals, attend professional meetings, and engage in other professional activities.

#### **Guidelines for Formal Preparation**

Mathematics programs at two-year colleges reflect their diverse missions and needs. Mathematics instruction at a comprehensive community college may comprise adult basic education to prepare students for a high school equivalency examination, developmental courses designed to prepare students for both STEM (science, technology, engineering, and mathematics) and non-STEM college-level courses, and college level courses through the first two years of university study; some colleges may focus only on a subset of these categories of instruction. Because of this diversity, the standard for the mathematical preparation of two-year college faculty must be sufficiently robust to guarantee faculty flexibility. This standard is divided into three parts: minimal preparation, standard preparation, and professional development.

#### **Definitions**

All full- and part-time faculty should possess at least the qualifications listed under *minimal preparation*. All full-time faculty should begin their careers with at least the qualifications listed under *standard preparation*. All faculty should continue their education throughout their careers-the *continuing formal education* section provides some suggestions. The terms *faculty* and *instructors* are used to refer to persons who hold teaching positions. No particular level within a ranking system is implied by these terms.

#### **Minimal Preparation**

All full- and part-time mathematics instructors at two-year colleges should possess at least a master's degree in mathematics or in a related field with at least 18 semester hours (27 quarter hours) in graduate-level courses strongly related to mathematics, at least six of which are graduate-level mathematics. A master's degree in applied mathematics is an appropriate background for teaching in a community college. Course work in pedagogy is desirable.

#### **Standard Preparation**

All full-time mathematics instructors at two-year colleges should begin their careers with at least a master's degree in mathematics or in a related field with at least 30 semester hours (45 quarter hours) in graduate-level mathematics and have mathematics teaching experience at the secondary or collegiate level. The teaching experience may be fulfilled through a program of supervised teaching as a graduate student. Just as a strong knowledge of calculus has always been a core standard, statistics has become equally important, and some background in this area is desirable. Course work in pedagogy and in the philosophy of the community college is desirable.

#### **Professional Development**

All mathematics instructors at two-year colleges should continue their professional development throughout their careers. Appropriate continuing formal education might include graduate course work in mathematics and mathematics education beyond the level of the individual's previous study; courses in technologies served by the two-year college mathematics curriculum are also appropriate. In some instances advanced formal education may culminate in a doctorate in mathematics or mathematics education.

Effective mathematics instructors are active professionals. They read journals, attend professional meetings, and engage in other activities to continue their education. AMATYC, the Mathematical Association of America (MAA), the National Council of Teachers of Mathematics (NCTM), their affiliates, and other organizations sponsor conferences, offer webinars, minicourses, and summer

institutes, publish books and journals, and advertise other opportunities for continued professional growth. These conferences, webinars, workshops, minicourses, and institutes address many of the mathematical and pedagogical topics important to quality mathematics instruction in the first two years of college. Participation by two-year college mathematics faculty is critical for keeping up-to-date in their fields.

### **Related Training**

Courses in physics, engineering, and other fields can contain significant mathematical sciences content. Although there is no simple, set formula for doing so, such courses should be taken into account by two-year college mathematics hiring committees when evaluating a candidate's transcripts. Similarly, such courses should be carefully considered by university personnel when making program admission decisions and advising students who hold or may seek two-year college mathematics teaching positions.

### **Evaluating Credentials**

Specialized knowledge and judgment is required to evaluate a candidate's credentials. **For this reason, hiring committees for mathematics positions at two-year colleges should consist primarily of full-time two-year college mathematics faculty.** All staffing decisions related to mathematics instruction-- whether full- or part-time-- should be made by content specialists.

### **Adjunct Faculty**

Ideally, adjunct instructors should possess the same level of preparation and commitment to quality teaching as full-time instructors. The AMATYC Position Statement on Working Conditions of Adjunct Faculty stresses the need for institutional support for professional development for adjunct faculty.

### **Academic Support Personnel**

As community colleges have increased their support for student success the “math lab” has become ubiquitous. The expertise of individuals offering support varies widely. Because the aid offered is often specific to certain levels of mathematics, the academic preparation required of support personnel may be less than faculty. However it is critical that individuals offering tutoring support in these situations have accomplished coursework above that being tutored, and that these individuals are supervised by fully qualified mathematics faculty.

### **Variety of Expertise**

A mathematics department should be composed of individuals who possess complementary strengths and areas of expertise. This is especially true within a comprehensive community college with a wide variety of degree programs. A mathematics department with experts or specialists in pedagogy, statistics, computing, applied mathematics, analysis, and pure mathematics is manifestly stronger than one in which all members have similar academic backgrounds. This together with programmatic needs and candidate qualifications should be taken into account when seeking and hiring full- and part-time faculty.

This position statement is a revision of *Guidelines for the Academic Preparation of Mathematics Faculty at Two-Year Colleges*, which was adopted by AMATYC in 1993.

**The Course Content of a Preparatory Program**

**Mathematics Content**

The core of the academic preparation of two-year college mathematics instructors is course work in the mathematical sciences. The mathematics course work for individuals preparing to be two-year college mathematics instructors should include courses chosen from several of the following areas. Graduate course work should fill gaps, broaden, and extend the undergraduate mathematics background of such individuals.

- Discrete Mathematics
- Computer Science
- Mathematical Modeling and Applications
- Calculus through Vector Calculus
- Differential Equations
- Real Analysis
- Numerical Analysis
- Complex Variables
- Linear Algebra
- Abstract Algebra
- Probability
- Statistics
- History of Mathematics
- Number Theory
- Geometry
- Topology
- Combinatorics

**Pedagogical Content**

Course work in pedagogy is an important component in the academic preparation of two-year college mathematics instructors. Such course work should be chosen from the areas listed below. Courses in these areas should be offered by universities that prepare two-year college mathematics instructors.

- Psychology of Learning Mathematics
- Methods of Teaching Mathematics
- Organizing and Developing Mathematics Curricula and Programs
- Instructional Technology
- Teaching Developmental Mathematics
- Using Calculators and Computers to Enhance Mathematics Instruction
- Measurement, Evaluation, and Testing
- Teaching Mathematics to Adult Learners
- Teaching Mathematics to Special-Needs Students
- College Mathematics Teaching Seminar

## ATTACHMENT L

### 11.3 REGIONAL CONFERENCES

#### General Considerations

AMATYC encourages regional conferences. The intended audience of an AMATYC regional conference will be **actual and potential** AMATYC members and AMATYC affiliate members. Regional conferences will provide professional development as well as an avenue for AMATYC involvement to those who cannot reach the annual AMATYC conference. In addition, they will provide opportunities for cooperation and networking among participants.

AMATYC will provide support for regional conferences if prior approval is obtained by vote of the AMATYC Executive Board. Essentially the Board needs to know that the regional conference is commensurate with AMATYC's mission, goals, and strategic plan and that it will be well-organized and conducted in a professional manner. AMATYC will not normally support more than one regional conference per year.

[<FBM 2011>](#) An AMATYC regional conference is a one or multiple-day conference with the following characteristics.

1. The host and organizers for the conference are one or more AMATYC affiliates or other non-commercial entity.
2. The conference reaches out to a population significantly beyond that served by any one AMATYC affiliate.
3. The purpose of the conference conforms to the purposes and mission of AMATYC.
4. The primary target audience is **actual and potential** AMATYC members and affiliate members.

#### Procedure for Obtaining AMATYC Approval for a Regional Conference

The following procedure must be followed to obtain approval for an AMATYC regional conference.

1. The host and organizers of the regional conference must contact an AMATYC Regional Vice President and request that Regional Vice President to submit the proposal for the regional conference to the Executive Board.
2. The request should be submitted at least one year prior to the date of the proposed regional conference. The request should provide time for the Regional Vice President to submit the request with other Board reports, about two months prior to a board meeting.
3. This written proposal should include the following information about the regional conference (a template for the proposal is available at [amatyc.org](http://amatyc.org)):
  - a) The affiliates involved in the planning of the regional conference.
  - b) The name, affiliation, and contact information for the person(s) who will act as the conference chair(s).
  - c) The dates of the conference.
  - d) The conference location, city and facility(s).
  - e) The number of participants expected.
  - f) A proposed budget. The budget will show a general breakdown of both income and expenses.
  - g) An advertising plan, including AMATYC's resources.
  - h) A statement that all advertising will clearly state that the conference is an AMATYC Regional Conference.

- i) A plan for evaluation of the conference and reporting the evaluation to the AMATYC Board.
  - j) A commitment that the AMATYC President or President's designee will be invited to participate in a mutually agreed to part of the program.
  - k) A plan for encouraging membership in AMATYC through the conference.
4. The regional conference will not compete in time or proximity with previously scheduled AMATYC events, such as the AMATYC annual conference or AMATYC institute. Each affiliate president in the area should be consulted before a time and date is planned.

### **AMATYC Support**

The Executive Board must be assured that the proposal is firm and practical, and that the conference conforms to AMATYC's mission and goals. Upon Board approval, AMATYC will provide support to the hosts and organizers of the regional conference. Support will include:

1. Up to \$500 for **seed money provided to the organizers prior to the regional conference**. It is expected that regional conferences be self-sustaining. Funding from other sources plus registration fees must meet costs and operating expenses. AMATYC cannot be held liable for any loss or liability incurred by the hosts and/or organizers nor can it be held accountable for any claims made by the hosts or organizers.
2. Mailing labels and e-mail addresses furnished by the AMATYC office.
3. Advertising space in the *AMATYC News* and other publications, where appropriate.
4. A link to the regional conference website from the AMATYC website.
5. Materials for the conference bag or for giveaways. These materials will be provided by the AMATYC office upon a request by the appropriate Regional Vice President.
6. Support for the AMATYC President or President's designee to attend the regional conference.

### **In Return for AMATYC Support**

1. The registration fee for the conference will be two-tiered where **AMATYC members receive a lower registration fee from non-members. The registration fees should be stated in the proposal for the regional conference.**
2. Space will be provided in the exhibit area for an AMATYC representative and/or materials.
3. One session or workshop will be offered to the President or President's designee. The session may be on benefits to AMATYC membership, or on a related topic (standards, grants, etc.) as the President wishes.

### **Post-Approval Policies**

1. Should the Executive Board approve the proposal for the regional conference, a Regional Vice President from an appropriate AMATYC region will be appointed as the AMATYC liaison to the conference.
2. At all meetings of the Executive Board prior to the regional conference the liaison will include a report on the progress of the plans for the regional conference.
3. At the Executive Board Meeting following the regional conference the liaison will present a written report describing the conference and sharing the results of the evaluation. The report will show attendance at the conference broken down by AMATYC regions.



## ATTACHMENT M

### 8.12.3 Registration Fee Formulas

The annual conference discount registration fee for members shall be determined by the Executive Board 18 months before the conference [<SBM 2011>](#). The following formula may be used: (total projected conference expenses - projected costs for travel, food, and lodging of elected and appointed AMATYC officials reimbursed for conference expenses) divided by the projected number of full conference paid attendees + \$25. This number will be rounded up to the nearest whole dollar multiple of 5. However, the Executive Board has the authority to set the fee at a lower level due to economic circumstance or other unforeseen circumstance.

The differential between full conference discount and regular registration fees will be \$40. The differential between any nonmember conference registration and its corresponding member conference registration fee will be the appropriate member fee (at the time the conference registration fee is approved). [<SBM 2007, FBM 2007, and FBM 2013>](#) The associate membership fee will not be added to any nonmember conference registration fee. [<FBM 2011>](#)

1. The Single Day Discount Conference Registration rate for AMATYC members will be determined by multiplying the discount AMATYC member's registration rate by 3/8 and rounding to next higher \$5 if this result is not a multiple of \$5. Single day is defined as "Thursday", or "Friday", or "Weekend." The Single Day Discount Graduate Student member rate will be 3/8 of the Single Day Discount Member rate rounded up to the next higher \$5 increment.

Other Single Day Conference rates (both member/nonmember and Graduate Student member/nonmember) are to be determined according the formula listed in the table below:

|                              |   |
|------------------------------|---|
| Member:                      | Single Day Registration = A (Discount)<br>Single Day Registration = A + 20 (Regular)              |
| Non-member:                  | Single Day Registration = A + 25 (Discount)<br><br>Single Day Registration = A + 45 (Regular)     |
| Graduate Student Member:     | Single Day Registration = 3/8 A (Discount)<br>Single Day Registration = 3/8 A + 20 (Regular)      |
| Graduate Student Non-member: | Single Day Registration = 3/8 A + 25 (Discount)<br>Single Day Registration = 3/8 A + 45 (Regular) |

2. Guest Tickets (per person) rate will be determined as follows:

|                            |  |
|----------------------------|--|
| Friday Regional Breakfast: | amount budgeted in account 3860 divided by total projected participants in account 2030, rounded up to the nearest dollar. |
| Saturday Breakfast:        | sum of amounts budgeted in accounts  |



|  |  |
|--|--|
|  | 3900 and 3910 divided by total projected participants in account 2030, rounded up to the nearest dollar. |
|--|--|

3. [<SBM 2010>](#) Student Registration Rates: The student full conference registration rate, beginning with the 2005 San Diego conference, shall be 37.5% of the discount non-student member rate, rounded up to the nearest \$5 increment. The other rates will be based on the discount member rate using the same criteria as the registration for the non-student rates. These student rates should remain unpublished and only full-time students are eligible for reduced registration. The registration form must include the name of an AMATYC regular or life member sponsor. Single day registration will be exempt from membership fees.
4. In the event of a death in the family of an AMATYC member or the hospitalization of the AMATYC member or a member of the immediate family of the AMATYC member, occurring after the cut-off date for full refund but before the end of the conference, the Treasurer, with the approval of the President, may issue refunds for registration fees paid for the conference. Such refunds shall include the cost of food functions purchased for guests. These refunds are subject to the \$10 service charge on registration refunds.

Current Published Language: A refund of 100% of your registration fee less a \$10 service fee will be given upon receipt of a written request postmarked by [a date two weeks before the conference]. A 50% refund less a \$10 service fee will be given if your written request is postmarked on or after [the day following the predetermined date] and before [the day preceding the opening day of the conference]. No refunds will be given for requests made on [the opening date of the conference], or later. Requests for return of overpayments must be in writing and received by the AMATYC Office no later than December 15th.

5. Beginning with the 2008 conference, first-time conference attendees (as defined in [Section 3.1](#)) who register for the annual AMATYC conference will have a non-transferable coupon printed on their receipt offering them a \$50 discount on regular or life membership dues. The coupon will have an expiration date of August 31 of the year following the relevant conference. [<SBM 2008>](#)
6. Beginning with the 2009 annual conference, AMATYC will offer and promote a \$50 discount on the annual conference registration fee for first-time conference attendees who register during the discount registration period. [<SBM 2008>](#)

### 8.12.3 Registration Fee Formulas

The annual conference discount registration fee for members shall be determined by the Executive Board 18 months before the conference [<SBM 2011>](#). The following formula may be used: (total projected conference expenses - projected costs for travel, food, and lodging of elected and appointed AMATYC officials reimbursed for conference expenses) divided by the projected number of full conference paid attendees + \$25. This number will be rounded up to the nearest whole dollar multiple of 5. However, the Executive Board has the authority to set the fee at a lower level due to economic circumstance or other unforeseen circumstance.

The differential between full conference discount and regular registration fees will be \$40. The differential between any nonmember conference registration and its corresponding member conference registration fee will be the appropriate member fee (at the time the conference registration fee is approved). [<SBM 2007, FBM 2007, and FBM 2013>](#) The associate membership fee will not be added to any nonmember conference registration fee. [<FBM 2011>](#)

7. The Single Day Discount Conference Registration rate for AMATYC members will be determined by multiplying the discount AMATYC member's registration rate by 3/8 and rounding to next higher \$5 if this result is not a multiple of \$5. Single day is defined as "Thursday", or "Friday", or "Weekend." The Single Day Discount Graduate Student member rate will be 3/8 of the Single Day Discount Member rate rounded up to the next higher \$5 increment.

Other Single Day Conference rates (both member/nonmember and Graduate Student member/nonmember) are to be determined according the formula listed in the table below:

|                              |   |
|------------------------------|---|
| Member:                      | Single Day Registration = A (Discount)<br>Single Day Registration = A + 20 (Regular)              |
| Non-member:                  | Single Day Registration = A + 25 (Discount)<br><br>Single Day Registration = A + 45 (Regular)     |
| Graduate Student Member:     | Single Day Registration = 3/8 A (Discount)<br>Single Day Registration = 3/8 A + 20 (Regular)      |
| Graduate Student Non-member: | Single Day Registration = 3/8 A + 25 (Discount)<br>Single Day Registration = 3/8 A + 45 (Regular) |

8. Guest Tickets (per person) rate will be determined as follows:

|                            |  |
|----------------------------|--|
| Friday Regional Breakfast: | amount budgeted in account 3860 divided by total projected participants in account 2030, rounded up to the nearest dollar. |
| Saturday Breakfast:        | sum of amounts budgeted in accounts 3900 and 3910 divided by total projected participants in account                       |

|  |   |
|--|---|
|  | 2030, rounded up to the nearest dollar. |
|--|---|

9. [<SBM 2010>](#) Student Registration Rates: The student full conference registration rate, beginning with the 2005 San Diego conference, shall be 37.5% of the discount non-student member rate, rounded up to the nearest \$5 increment. The other rates will be based on the discount member rate using the same criteria as the registration for the non-student rates. These student rates should remain unpublished and only full-time students are eligible for reduced registration. The registration form must include the name of an AMATYC regular or life member sponsor. Single day registration will be exempt from membership fees.
10. In the event of a death in the family of an AMATYC member or the hospitalization of the AMATYC member or a member of the immediate family of the AMATYC member, occurring after the cut-off date for full refund but before the end of the conference, the Treasurer, with the approval of the President, may issue refunds for registration fees paid for the conference. Such refunds shall include the cost of food functions purchased for guests. These refunds are subject to the \$10 service charge on registration refunds.

Current Published Language: A refund of 100% of your registration fee less a \$10 service fee will be given upon receipt of a written request postmarked by [a date two weeks before the conference]. A 50% refund less a \$10 service fee will be given if your written request is postmarked on or after [the day following the predetermined date] and before [the day preceding the opening day of the conference]. No refunds will be given for requests made on [the opening date of the conference], or later. Requests for return of overpayments must be in writing and received by the AMATYC Office no later than December 15th.

11. Beginning with the 2008 conference, first-time conference attendees (as defined in [Section 3.1](#)) who register for the annual AMATYC conference will have a non-transferable coupon printed on their receipt offering them a \$50 discount on regular or life membership dues. The coupon will have an expiration date of August 31 of the year following the relevant conference. [<SBM 2008>](#)
12. Beginning with the 2009 annual conference, AMATYC will offer and promote a \$50 discount on the annual conference registration fee for first-time conference attendees who register during the discount registration period. [<SBM 2008>](#)

## ATTACHMENT N

Form **990** **Return of Organization Exempt From Income Tax** **2012**  
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
 (except black lung benefit trust or private foundation)  
 Department of the Treasury Internal Revenue Service OMB No. 1545-0047  
 Open to Public Inspection

**A** For the 2012 calendar year, or tax year beginning **2012**, and ending **2012**

**B** Check if applicable:  
☐ Address change  
☐ Name change  
☐ Initial return  
☐ Terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization **AMERICAN MATHEMATICAL ASSOCIATION OF TWO YEAR COLLEGES**  
 Doing Business As  
 Number and street (or P.O. box if mail is not delivered to street add): **5983 MACON COVE**  
 City, town or country **MEMPHIS** State **TN** ZIP code + 4 **38134-7642**

**D** Employer identification number **11-2531258**  
**E** Telephone number **(901) 333-6243**  
**G** Gross receipts **\$2,354,945.**

**F** Name and address of principal officer: **DR CHERYL CLEAVES 5983 MACON COVE MEMPHIS TN 38134-7642**  
**H(a)** Is this a group return for affiliates? ☐ Yes ☒ No  
**H(b)** Are all affiliates included? ☐ Yes ☒ No  
 If "No," attach a list. (see instructions)  
**H(c)** Group exemption number

**I** Tax-exempt status ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

**J** Website: **N/A**

**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other **L** Year of Formation: **1974** **M** State of legal domicile: **TN**

**Part I Summary**

**1** Briefly describe the organization's mission or most significant activities: **TO PROMOTE AND INCREASE AWARENESS OF THE ROLE OF TWO-YEAR COLLEGES IN MATHEMATICS EDUCATION**

**2** Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

**3** Number of voting members of the governing body (Part VI, line 1a) **13**  
**4** Number of independent voting members of the governing body (Part VI, line 1b) **13**  
**5** Total number of individuals employed in calendar year 2012 (Part V, line 2a) **0**  
**6** Total number of volunteers (estimate if necessary) **107**  
**7a** Total unrelated business revenue from Part VIII, column (C), line 12 **0.**  
**7b** Net unrelated business taxable income from Form 990-T, line 34 **0.**

|  | Prior Year                              | Current Year              |
|--|---|---------------------------|
| <b>8</b> Contributions and grants (Part VIII, line 1h)                                       | 190,882.                                | 177,251.                  |
| <b>9</b> Program service revenue (Part VIII, line 2g)  | 432,673.                                | 412,153.                  |
| <b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)                      | 45,881.                                 | 53,277.                   |
| <b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)           | 9,048.                                  | 8,321.                    |
| <b>12</b> Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12) | 678,484.                                | 651,002.                  |
| <b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)                   |   |                           |
| <b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)                      |   |                           |
| <b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)  |   |                           |
| <b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)                     |   |                           |
| <b>b</b> Total fundraising expenses (Part IX, column (D), line 25) <b>0.</b>                 |   |                           |
| <b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)                       | 615,832.                                | 696,854.                  |
| <b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)          | 615,832.                                | 696,854.                  |
| <b>19</b> Revenue less expenses. Subtract line 18 from line 12                               | 62,652.                                 | -45,852.                  |
| <b>20</b> Total assets (Part X, line 16)   | Beginning of Current Year<br>2,033,981. | End of Year<br>1,946,155. |
| <b>21</b> Total liabilities (Part X, line 26)  | 68,960.                                 | 51,970.                   |
| <b>22</b> Net assets or fund balances. Subtract line 21 from line 20                         | 1,965,021.                              | 1,894,185.                |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**  
 Signature of officer: *Cheryl S. Cleaves* Date: \_\_\_\_\_  
 Type or print name and title: **Cheryl S. Cleaves AMABC Interim Executive Director**

**Paid Preparer Use Only**  
 Print/Type preparer's name: **VICKI W. DEWESE, CPA** Preparer's signature: *Vicki W. Dewese* Date: **07/05/13**  
 Firm's name: **DEWESE & ASSOCIATES** Check ☐ if self-employed PTIN: **P00807523**  
 Firm's address: **5050 POPLAR AVE STE 415 Memphis TN 38157-0415** Firm's EIN: **62-1797886**  
 Phone no.: **(901) 763-0556**

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

**BAA** For Paperwork Reduction Act Notice, see the separate instructions. TEEA0101 05/09/13 Form 990 (2012)

**ATTACHMENT O**

Audit Report on 2012 Financials

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

FINANCIAL STATEMENTS  
DECEMBER 31, 2012

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

CONTENTS  
DECEMBER 31, 2012

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# Deweese & Associates

Certified Public Accountants

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
American Mathematical Association  
of Two Year Colleges  
Memphis, Tennessee

We have audited the accompanying financial statements of American Mathematical Association of Two Year Colleges (a nonprofit organization), which comprise the statement of financial position as of December 31, 2012, and the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

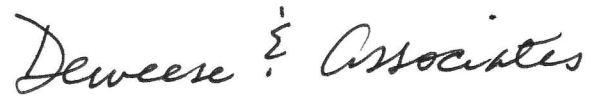
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of American Mathematical Association of Two Year Colleges (a nonprofit organization) as of December 31, 2012, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "Dewee & Associates".

DEWEESE & ASSOCIATES  
Certified Public Accountants

Memphis, Tennessee  
June 11, 2013

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2012

ASSETS

|                               |                         |
|-------------------------------|-------------------------|
| Current Assets                |                         |
| Cash and cash equivalents     | \$ 158,921              |
| Investments                   | 1,737,503               |
| Accounts receivable:          |                         |
| Interest                      | 8,327                   |
| Other                         | 9,751                   |
| Prepaid expense               | 24,528                  |
| Total current assets          | <u>1,939,030</u>        |
| <br>Property and Equipment    |                         |
| Computers                     | 24,588                  |
| Furniture and fixtures        | 900                     |
|                               | <u>25,488</u>           |
| Less accumulated depreciation | 18,363                  |
|                               | <u>7,125</u>            |
|                               | <br><u>\$ 1,946,155</u> |

LIABILITIES AND NET ASSETS

|                           |                         |
|---------------------------|-------------------------|
| Current Liabilities       |                         |
| Accounts payable          | \$ 36,732               |
| Deferred revenue          | 15,238                  |
| Total current liabilities | <u>51,970</u>           |
| <br>Net Assets            |                         |
| Unrestricted net assets:  |                         |
| Operating                 | 1,678,398               |
| Temporarily restricted    | 215,787                 |
|                           | <u>1,894,185</u>        |
| Total net assets          | <u>1,894,185</u>        |
|                           | <br><u>\$ 1,946,155</u> |

The accompanying notes are an integral part of the financial statements.

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2012

|   | Unrestricted   | Temporarily<br>Restricted | Total          |
|---|----------------|---------------------------|----------------|
| Income  |                |                           |                |
| Dues  | \$ 159,313     | \$                        | \$ 159,313     |
| Conference  | 408,763        |                           | 408,763        |
| Contributions                                       | 10,000         | 24,540                    | 34,540         |
| Investment return                                   | 25,682         | 2,610                     | 28,292         |
| Miscellaneous income                                | 5,110          |                           | 5,110          |
|   | <u>608,868</u> | <u>27,150</u>             | <u>636,018</u> |
| Net assets released from<br>restrictions            | <u>40,234</u>  | <u>(40,234)</u>           |                |
| Total Support, Revenue and<br>and Reclassifications | <u>649,102</u> | <u>(13,084)</u>           | <u>636,018</u> |
| Expense   |                |                           |                |
| Program services:                                   |                |                           |                |
| Grant programs:                                     |                |                           |                |
| Carnegie Foundation                                 | 12,987         |                           | 12,987         |
| Project Access                                      | 20,415         |                           | 20,415         |
| Total grant programs                                | <u>33,402</u>  | <u>0</u>                  | <u>33,402</u>  |
| AMATYC programs:                                    |                |                           |                |
| Foundation  | 3,349          |                           | 3,349          |
| Special projects and other                          | 10,560         |                           | 10,560         |
| Liaison   | 31,789         |                           | 31,789         |
| Total AMATYC programs                               | <u>45,698</u>  | <u>0</u>                  | <u>45,698</u>  |
| Total program services                              | <u>79,100</u>  | <u>0</u>                  | <u>79,100</u>  |
| Supporting services:                                |                |                           |                |
| Management and general                              | 188,249        |                           | 188,249        |
| Publications  | 48,823         |                           | 48,823         |
| Conference expenses                                 | 390,682        |                           | 390,682        |
|   | <u>627,754</u> | <u>0</u>                  | <u>627,754</u> |
| Total expenses                                      | <u>706,854</u> | <u>0</u>                  | <u>706,854</u> |

The accompanying notes are an integral part of the financial statements.

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS - Continued  
FOR THE YEAR ENDED DECEMBER 31, 2012

|                      | <u>Unrestricted</u> | <u>Temporarily<br/>Restricted</u> | <u>Total</u>        |
|----------------------|---------------------|-----------------------------------|---------------------|
| Change in net assets | \$ (57,752)         | \$ (13,084)                       | \$ (70,836)         |
| Net Assets           |                     |                                   |                     |
| Beginning of year    | <u>1,736,150</u>    | <u>228,871</u>                    | <u>1,965,021</u>    |
| End of year          | <u>\$ 1,678,398</u> | <u>\$ 215,787</u>                 | <u>\$ 1,894,185</u> |

The accompanying notes are an integral part of the financial statements.

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2012

|   |             |
|---|-------------|
| Cash Flows From Operating Activities  |             |
| Increase in net assets  | \$ (70,836) |
| Adjustments to reconcile increase in net assets to<br>net cash provided by (used for) operating activities: |             |
| Depreciation  | 3,722       |
| Realized and unrealized gain on investments   | (2,115)     |
| Amortization of bond premium  | 16,551      |
| (Increase) decrease in operating assets   |             |
| Accounts receivable   | 30,349      |
| Prepaid expenses  | (5,239)     |
| Increase (decrease) in operating liabilities  |             |
| Accounts payable  | (3,844)     |
| Deferred revenue  | (13,146)    |
| Net cash provided by (used for) operating activities  | (44,558)    |
| Cash Flows From Investing Activities  |             |
| Purchases of property and equipment   | (2,218)     |
| Proceeds from sale of investments   | 1,731,042   |
| Purchase of investments   | (2,108,296) |
| Net cash provided by (used for) investing activities  | (379,472)   |
| Net increase in cash and cash equivalents   | (424,030)   |
| Cash and cash equivalents - beginning of year   | 582,951     |
| Cash and cash equivalents - end of year   | \$ 158,921  |

Supplemental Data

Cash paid during year for:

|              |        |
|--------------|--------|
| Interest     | \$ -0- |
| Income taxes | \$ -0- |

The accompanying notes are an integral part of the financial statements.

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2012

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities:

American Mathematical Association of Two Year Colleges (AMATYC) was formed in 1974 to positively impact the preparation of scientifically and technologically literate citizens; to lead the development and implementation of curricular, pedagogical, assessment and professional standards for mathematics in the first two years of college; to assist in the preparation and continuing professional development of a quality mathematics faculty and to provide a network for communications among faculty, affiliates, accrediting associations, governing agencies and other interested parties. Funding comes primarily from dues from members and grants from organizations and governmental agencies.

Cash Equivalents:

For purposes of the statement of cash flows, AMATYC considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

Contributions:

Contributions, including unconditional pledges, are recorded as made. All contributions are available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes, unless the restrictions are met in the same reporting period. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Receivables:

Receivables are stated at the amount management expects to collect from outstanding balances. An allowance for doubtful accounts was not considered necessary at year end because substantially all of the balances were deemed collectible.

Property and Equipment:

Property and equipment acquisitions of \$200 or more are recorded at cost or at estimated fair value at the date of the gift. Donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Depreciation is provided using the straight-line method over the estimated useful lives of the assets, ranging from five to seven years.

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2012

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

Investments are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

Contributed Goods and Services:

AMATYC occupies office space at Southwest Tennessee Community College (STCC) free of charge. Certain office equipment and furniture is also provided to the organization. The value of the use of this space and equipment, estimated at \$10,000 per year, is treated as in-kind and included in contributions and management and general expenses in the statement of activities.

Income Taxes:

AMATYC is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It has been classified as an organization that is not a private foundation under Section 509(a)(2) of the Internal Revenue Code. Generally, the organization's federal information (990) returns remain open to examination by the tax authorities for three years after the date filed.

Functional Allocation of Expenses:

Expenses are charged directly to program or management in general categories based on specific identification. Indirect expenses have been allocated based on the nature of the expense.

Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

NOTE 2 - INVESTMENTS

Investments are shown at fair market value and consist of the following:

|                         |                     |
|-------------------------|---------------------|
| U S Treasury notes      | \$ 502,429          |
| Federal agency bonds    | 553,330             |
| Mutual funds            | 607,873             |
| Certificates of deposit | <u>73,871</u>       |
|                         | <u>\$ 1,737,503</u> |

AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2012

NOTE 2 - INVESTMENTS (Continued)

The fair value of all debt and equity securities has been measured using Level 1 inputs, which are based on unadjusted quoted market prices within active markets.

Investment return in the statement of activities consists of:

|   |                  |
|---|------------------|
| Net realized and unrealized gain (loss) | \$ 2,115         |
| Interest and dividend income            | 42,728           |
| Amortization of bond premium            | <u>(16,551)</u>  |
|   | <u>\$ 28,292</u> |

NOTE 3 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes:

|                            |                  |
|----------------------------|------------------|
| General development        | \$125,822        |
| Special projects and other | <u>89,965</u>    |
|                            | <u>\$215,787</u> |

NOTE 4 - COMMITMENTS

AMATYC has committed to various hotels for the annual conference each year through 2018. The cancellation charge varies by hotel and by cancellation date. The organization acquires insurance protection for the next several years' conferences in the event of a cancellation. The uninsured 2013 cancellation charges are \$373,000.

AMATYC also has a contract with Southwest Tennessee Community College (STCC) through June 30, 2013, for STCC to provide the organization four employees, certain office furnishings and equipment, office space and duplication, postage, and telephone services. AMATYC compensates STCC for the actual costs of providing the contract employees and the duplication, postage and telephone services. The remainder of the contract provisions are donated by STCC as in-kind support.

NOTE 5 - CONCENTRATION OF CREDIT RISK

AMATYC maintains cash in a bank account which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts.



AMERICAN MATHEMATICAL ASSOCIATION  
OF TWO YEAR COLLEGES

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2012

NOTE 6 - SUBSEQUENT EVENTS

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through June 11, 2013, the date the financial statements were available to be issued.