

**AMATYC Executive Board Meeting
FBM 2014
Nashville, TN**

Sunday November 9, 2014

The meeting was called to order at 9:00 AM by President Nancy Sattler. The following members of the Executive Board were present:

Nancy Sattler	President	Nancy J. Rivers	Southeast Vice President
Jim Roznowski	Past President	Jim Ham	Midwest Vice President
Jane Tanner	President-Elect	Nicole Lang	Central Vice President
Mary Beth Orrange	Secretary	Kathryn Kozak	Southwest Vice President
Margie Hobbs	Treasurer	Liz Hylton	Northwest Vice President
Ernie Danforth	Northeast Vice President	Mark Harbison	West Vice President
Dan Fahringer	Mid-Atlantic Vice President		

Also present were: Cheryl Cleaves Executive Director Emerita, Wanda Garner, Executive Director, and Keven Dockter, Conference Coordinator.

President Sattler reviewed the reference materials. (Attachment A)

EAC report was received and reviewed. (Attachment B)

Email ballots since SBM 2014 (Attachment C)

MOTION: To approve the previously listed Rules of Conduct. (Attachment D)
Made by Rivers and seconded by Lang.

Motion approved

MOTION: Approve the Agenda provided. (Attachment E)
Made by Kozak and seconded by Ham.

Motion approved

Consent Calendar – Motions

MOTIONS ON CONSENT AGENDA

MOTION: That pending AMATYC membership verification, Cathey Jordan, Wake Technical Community College (cajordan@waketech.edu) be appointed as the Southeast representative to the Placement and Assessment Committee. (PPM 15.1.3)

MOTION: That Tim Grant of Southwestern Illinois College be appointed the Midwest regional representative to the Statistics Committee, pending membership verification. (PPM 15.1.3)

MOTION: I nominate Gavin Waters as the editorial panel member for the Central Region of AMATYC pending membership verification. (PPM 15.1.6)

MOTION: That the following individuals be approved as members of the AMATYC 2015 New Orleans Local Arrangement Committee, pending verification of AMATYC membership. Those in yellow were approved last fall by the board.

Last Name	First Name	College	Email
Hughes	Jeff	Hinds Community College	JDHughes@hindsgcc.edu
Crook	Betsy	Hinds Community College	BCRandazzo@hindsgcc.edu
Densmore	Donna	Bossier Parish Community College	ddensmore@bpcc.edu
Clark	Sharon	Pearl River Community College	sclark@prcc.edu
Hobbs	Margie	University of Mississippi	margiehobbs@bellsouth.net
Britt	Eddie	Copiah Lincoln Community College	Eddie.Britt@colin.edu
Weaver	Jeffrey	Baton Rouge Community College	weaverj@mybrcc.edu
Taylor	Dennis	Baton Rouge Community College	taylord@mybrcc.edu
Sartor	Jeffrey	Hinds Community College	Ronald.Sartor@hindsgcc.edu
Austin	Renee	Hinds Community College	RDAustin@hindsgcc.edu
Walker	Carol	Hinds Community College	CMWalker@hindsgcc.edu
Martel	Gloria	LSU-Eunice	ghernand@lsue.edu
Frederic	Darlene	Delgado Community College	dfrede@dcc.edu
Williams	Darlene	Delgado Community College	dwilli1@dcc.edu
Cruz	Michael	Delgado Community College	mcruz@dcc.edu
Wooden	Leah	Delgado Community College	lwoode@dcc.edu
Frickey	Dena	Delgado Community College	dfrick@dcc.edu

MOTION: That the motions of the Consent Calendar of the 2014 FBM be approved as published.
Made by Kozak and seconded by Lang.

Motion approved

MOTION: Endorse the attached position statement on “The Appropriate Use of Intermediate Algebra As a Prerequisite Course.” (Attachment F)
Made by Hobbs and seconded by Ham.

Motion approved

MOTION: That the Executive Board approve the revised position statement on “Undergraduate Textbooks,” changing the title to “Undergraduate Textbooks and Instructional Materials.” The existing position statement and the proposed revised statement are attached. (Attachment G) (PPM 15.11.2)
Made by Rivers.

Discussion centered around: (1) The Instructional Materials Quality section is not extensive enough (mathematical communication, assessment and other topics described in Crossroads are not included);

(2) Online homework is not addressed; (3) the bias section does not address other forms of bias and bigotry such as race, religion, LGBT, etc. A more positively written statement such as promoting all forms of diversity may be more appropriate; and (4) some prefer the name *textbook* to *instructional resources*. Possible suggestion: reaffirm statement as presented, have ITLC continue working on statement, “The Use of Technology in the Teaching and Learning of Mathematics,” and withdraw the statement on Undergraduate Textbooks and Instructional Materials once the technology position statement is passed by the delegate assembly.

Motion approved

MOTION: That the Board approves the scheduling of a six-speaker Themed Session for the MIC (Math Intensive Committee) for the 2015 conference. Title: Teaching and Learning in Pre-calculus, Calculus, and Beyond.

Made by Ham and seconded by Lang.

Motion approved

MOTION: That the attached position statement on Time Limits for Course Prerequisites be endorsed. (Attachment H)

Made by Hylton and seconded by Kozak.

Motion approved

MOTION: The Teacher Preparation Committee requests a themed session to be offered at the AMATYC 2015 Annual Conference in New Orleans. This themed session will consist of 6 mini-presentations.

Made by Fahringer.

Motion approved

Meeting suspended for lunch 11:30 noon – 1:00 pm

Editing Director’s report identified several errors in section 15.11.1 regarding position statement timeline. Errors will be corrected to reflect policy.

MOTION: That the theme “Math at a Mile High” and the attached concept for a logo for the 2016 AMATYC Annual Conference be approved. A color logo will be provided at the board meeting. (Attachment I)

Made by Orrange and seconded by Kozak.

Motion Approved

MOTION: That the New Orleans LEC, Jeff Hughes, the New Orleans local committee, and the Conference Coordinator work together on a clothing drive for Covenant House New Orleans. The drive would be held at the 2015 Annual Conference at the Sheraton New Orleans.

Made by Lang and seconded by Kozak.

Motion Approved

Meeting suspended for the day at 4:15 pm.

Meeting resumed at 8:30 am

MOTION: That the revisions to Chapter 14 of the AMATYC Policy and Procedures Manual be adopted effective at the time the revisions to the AMATYC By Laws are implemented. (Attachment J) (PPM 14) Made by Roznowski and seconded by Kozak.

Motion approved

The Conference report, Strategic Planning Session, and Treasurer's report were addressed as identified on the agenda.

MOTION: That the expenditures from the cash account register from March 1, 2014 through September 30, 2014 be approved. Made by Hobbs and seconded by Lang.

Motion approved

The IRS form 990 and the audited financial were received with the agenda and reviewed by the board.

Meeting suspended for the day at 4:12 PM.

Meeting resumed at 8:30 AM on Tuesday, November 11.

8:30 AM: The office Staff Ryo Davis, Beverly Vance, Christine Schott, and Christy Hunsucker joined the meeting to present their report. They left the meeting at 9:30 after their report.

MOTION: That the first bullet under the Primary Duties of the Executive Director in Section 5.8 of the PPM be changed to: (PPM 5.8)

- Oversee the operation of the organization.

Made by Roznowski and seconded by Kozak.

Motion approved

MOTION: That Section 7.1 of the PPM be changed as follows:

7.1 General Office Policies

This section delineates the assistance that the office provides for certain AMATYC functions. Use of the term, "The office", means that the office staff will carry out the task under the direction and supervision of the Executive Director. The appropriate section of the AMATYC Policy and Procedures Manual and other AMATYC documents should be consulted for specific deadlines not contained in this document and for further clarification.

Submission of Projects

1. All unscheduled work submitted to the office should be accompanied by a Work Request form (available on the AMATYC internal website) fully describing the work to be done and any deadlines involved.
2. Incomplete information will cause delay in both scheduling and completion of the project. The same Work Request form is used when ordering mailing labels or lists from the AMATYC database. The ordering of labels and lists must be approved in advance either by policy or by special approval of the President.
3. Technology should be utilized as much as possible to transmit information. Software used should be Microsoft Office or compatible or Adobe pdf. Provide the office with as much detail as possible when submitting document (i.e., filename, software name, version, fonts, etc.).

Coordination of Work Assignments

1. The office staff is assigned tasks connected with conference, membership services, and financial matters, along with large publication projects and forms maintenance/distribution. The office will coordinate printing and mailing for large projects (generally regional or larger).
2. The office staff does NOT have discretionary power to add time-consuming non- scheduled projects to their workload. When such projects fall within the parameters established to utilize the services of the office, the AMATYC leader involved should contact the Executive Director. The Executive Director will either place the project into the work schedule of the office staff or consult the President for discussion. The President and the Executive Director together will determine both whether the office should assist with the matter and whether it can be scheduled into the flow of work through the office in a reasonable period of time.

Communicating with the Office

1. The AMATYC office should be kept informed regarding the date and location of all AMATYC events as well as name/address/e-mail/phone/fax information for chairperson(s) or other contact persons.
2. A copy of important memos, requests and other documentation regarding work to be performed by the office should be sent to the Executive Director. Communication with the Executive Director and Office Director regarding office matters is extremely important.
3. When forms or documents are revised, each member of the AMATYC leadership should provide the AMATYC office with a copy of documents and forms used by him/her in that position. Electronic copies should be provided. The month/year of revision should be placed at the bottom right hand side of the form. A cover letter describing the usage of the form or document and its distribution should be included when the form is sent to the office. The office will provide the most current form in its files to the AMATYC leadership upon request. Forms used by a wider variety of positions are available on the AMATYC Internet Website.
4. Whenever communications that contain information about special projects, procedures, etc. are sent from the AMATYC leadership to a significant group of leaders or members, a copy is forwarded to the AMATYC office to be placed on file.

Miscellaneous Policies

1. The office will send reminders about major deadlines such as Board reports as delineated in policy.
2. In the event of notification of the death of any AMATYC member, the office shall notify the officers and the *AMATYC News* Editor.
3. When traveling for AMATYC business, a full-time staff employee may request a cash advance to cover anticipated expense (i.e. baggage handling, tips, meals, etc.). The amount will be determined by length of travel and in consultation with the AMATYC Treasurer and Executive Director. <SBM 2012>

(PPM 7.1)

Made by Roznowski and seconded by Orrange.

Motion to amend as follows:

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This section delineates the assistance that the office provides for certain AMATYC functions. Use of the term, "The office", means that the office staff will carry out the task under the direction and supervision of the Executive Director. The appropriate section of the AMATYC Policy and Procedures Manual and other AMATYC documents should be consulted for specific deadlines not contained in this document and for further clarification.

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1. All unscheduled work submitted to the office should be accompanied by a Work Request form (available on the AMATYC internal website) fully describing the work to be done and any deadlines involved.
2. Incomplete information will cause delay in both scheduling and completion of the project. The same Work Request form is used when ordering mailing labels or lists from the AMATYC database. The ordering of labels and lists must be approved in advance either by policy or by special approval of the President.

3. Technology should be utilized as much as possible to transmit information. Software used should be Microsoft Office compatible or Adobe pdf. Provide the office with as much detail as possible when submitting document (i.e., filename, software name, version, fonts, etc.).

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2. The office staff does NOT have discretionary power to add projects that would disrupt the planned work-flow. When such projects fall within the parameters established to utilize the services of the office, the AMATYC leader involved should contact the Executive Director. The Executive Director will either place the project into the work schedule of the office staff or consult the President for resolution.

Communicating with the Office

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2. A copy of important memos, requests and other documentation regarding work to be performed by the office should be sent to the Executive Director. Communication with the Executive Director and Office Director regarding office matters is extremely important.
3. When forms or documents are revised, each member of the AMATYC leadership should provide the AMATYC office with a copy of documents and forms used by him/her in that position. Electronic copies should be provided. The month/year of revision should be placed at the bottom right hand side of the form. A cover letter describing the usage of the form or document and its distribution should be included when the form is sent to the office. The office will provide the most current form in its files to the AMATYC leadership upon request. Forms used by a wider variety of positions are available on the AMATYC internal website.
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1. The office will send reminders about major deadlines as delineated in policy.
2. In the event of notification of the death of any AMATYC member, the office shall notify the officers and the *AMATYC News* Editor.
3. When traveling for AMATYC business, a full-time staff employee may request a cash advance to cover anticipated expense (i.e. baggage handling, tips, meals, etc.). The amount will be determined by length of travel and in consultation with the AMATYC Treasurer and Executive Director. <*SBM 2012*>

(PPM 7.1)

Made by Lang and seconded by Roznowski

Motion to amend approved
Motion approve as amended.

MOTION: To increase the budget to allow four full-time staff members plus the Executive Director to attend the annual conference beginning with the 2015 budget. (PPM 6.10.3)
Made by Roznowski and seconded by Ham.

Motion approved

MOTION: That the attached position statement on The Academic Preparation of Mathematics Faculty at Two-Year Colleges be endorsed as published. (Attachment K)
Made by Danforth and seconded by Kozak.

Motion approved

MOTION: That the attached proposal to manage the YourMembership.com back end permissions be approved. (Attachment L)
Made by Ham and seconded by Fahringer.

Motion approved

MOTION: If a preconference Developmental Math Summit is not scheduled in 2015, that a symposium be scheduled for the 2015 AMATYC Conference in New Orleans. The title of the symposium would be “Re-Envisioning Math Pathways from Developmental through College Level Mathematics.”

Other sessions for the symposium are outlined in the attachment. (Attachment M)
Made by Roznowski and seconded by Rivers.

Motion approved

The Board went into Executive Session at 10:17 am and returned to regular session at 10:22 am. President Sattler announced that during executive session the following actions were taken:

Pending membership verification, the board approved

Wendi Morrison, as Editing Director effective EOC 2014 and ending EOC 2017; Judy Williams, to her second term as Program Coordinator effective 1/1/2016 and ending 12/31/2018; Tammi Marshall, Cuyamaca College, as Local Events Coordinator for the 2017 AMATYC conference in San Diego. (PPM 15.1)

MOTION: The PPM be revised as presented in the attached document. (Attachment N) (PPM Section 0 Preface)

Made by Hobbs and seconded by Orrange.

Motion defeated

MOTION: Provide financial support of up to \$20,000 to obtain and manage items which display the AMATYC logo for the 2015 Annual Conference in New Orleans. These items will be given to conference participants in exchange for a donation to AMATYC. A receipt will be given at the time of the donation with all the necessary tax-deduction information.

Made by Ham.

Discussion: The membership committee is directed to spend the \$8000 in account 5915, affiliate give-aways, before the end of the year.

Motion defeated

Meeting suspended for lunch 11:15 am – 12:30 pm

Conference committee joined the meeting and gave their report 12:30 – 1:30 pm.

MOTION: The Accounting Director will retain a copy of the Executive Director's (ED) monthly report forwarded to the Office by the President with the President's approval of the activity report as evidence that the ED's activity for the month meets the organization's expectations. Further, any changes to the process established to authorize payment for the services of the Executive Director, including any changes in the gross amount of the payment, must be approved by both the AMATYC President and the AMATYC Treasurer. (PPM 6)

Made by Hobbs and seconded by Fahringer.

Motion approved

MOTION: Approve the use of the Treasurer's electronic signature for the first signature only on the AMATYC checking account held at Cadence Bank.

Made by Hobbs and seconded by Lang.

MOTION to amend motion to read:

Approve the use of the Treasurer's electronic signature for the first signature only on the AMATYC checking account.

MOTION to amend made by Hobbs seconded by Ham

Motion to amend approved
Motion approved as amended

MOTION: The President and Treasurer be authorized to sign the attached Facsimile Signature Document to enable AMATYC to use the Treasurer's electronic signature on all check disbursements. (Attachment O)

Made by Hobbs and seconded by Tanner.

Motion approved

MOTION: That the Expenditure Approval Committee in PPM Section 5.9.2 be changed to:

Exception Approval Committee

The President, President-Elect, Past-President, Treasurer, Secretary, and one Regional Vice President that is appointed by the President and approved by the Executive Board form an Exception Approval Committee to approve over-budget line item expenses, non-budgeted expenses, and policy exceptions between Board Meetings. If the expenditure or policy exception involves any of these officers, that officer will decline to vote on the issue. Exceptions are approved by a majority vote of the committee members voting with a minimum of three members voting. The Exception Approval Committee may only approve single expenditures less than \$5000 and expenditures totaling no more than \$10,000 in any fiscal year. Larger overbudget or non-budgeted expenditures require approval of the entire Executive Board. The Exception Approval Committee may only approve a one-time policy exception. Additional exceptions to the same policy must be approved by the entire Executive Board. The President will chair the committee. Any requested exception may be referred to the entire board at the discretion of the President. A report of the actions of this committee is to be included in the agenda of the SBM and the FBM each year. (PPM 5.9.2)

Made by Orrange seconded by Ham.

Motion defeated

MOTION: That the attached Policy 5.6 Treasurer Reimbursement Procedure be modified as presented. (PPM 5.6) (Attachment P)

Made by Hobbs and seconded by Lang.

Motion approved

MOTION: In PPM 12.2.2, include in the list of topics for Issue #4 (October issue) the Foundation Donor list. (PPM 12.2.2). (Attachment Q)

Made by Kozak and seconded by Lang.

Motion approved

MOTION: Create the PPM 8.13.9

The three members of the AMATYC/ASA Joint Committee who are appointed by the American Statistical Association (ASA) are provided with complimentary registrations to AMATYC Annual Conferences. The three members of the AMATYC/ASA Joint Committee who are appointed by AMATYC would have to pay their own registration to the AMATYC conference. (new PPM 8.13.9)

Made by Kozak and seconded by Orrange.

Motion to amend made by Kozak seconded by Tanner

Change the words *complimentary registrations* wording with *complimentary discount registration*

Motion to amend approved

Motion approved as amended

MOTION: That item #3 in the PPM section 5.5, secretary's general duties, be changed from: Review the listings of officers, committee chairs, and affiliate presidents (if included) in each issue of the AMATYC News and supply corrections to the editor and the office prior to publication.

To:

Manage the details of AMATYC's presence on social networking sites. (PPM 5.2)

Made by Orrange and seconded by Danforth.

Motion approved

MOTION: Retire the Action Item, "Develop a Speaker Bureau with website information" in Priority IV, Initiative A. (PPM 1.5).

Made by Kozak and seconded by Roznowski.

Motion approved

MOTION: That Section 6.7.2 of the PPM be revised as follows:

Acct 3560, Program/Presider Meeting, This account funds travel and expenses for a meeting to establish the annual conference program. The details of the meeting and the persons attending the meeting are determined by the Program Coordinator and the Conference Coordinator.

Acct 3580, Conference Coordinator, Unscheduled conference planning expenses as determined by the Conference Coordinator are charged to this account. (PPM 6.7.2) (Attachment R)

Made by Lang and seconded by Orrange.

Motion to amend made by Hobbs and seconded by Tanner

Strike the reference to Acct 3560; the first four sentences of the motion.

Motion to amend approved

Motion approved as amended

MOTION: That the following be added to the duties of the Conference Coordinator:

4. Monitor guest room block, meeting space needs, overflow hotel needs, and technology access in consultation with the conference planning company and make adjustments as necessary. Keep the President, Executive Director, and Treasurer informed. (PPM 8.4)

Made by Hobbs and seconded by Lang.

Motion approved

MOTION: That the policy for the Tax and Audit Review Committee be revised as follows:

The Tax and Audit Review Committee consists of the President, the President-Elect, the Past President, the Treasurer, the Accounting Director, and the Executive Director. Its annual charge is as follows:

Review AMATYC's year-end financials; Review IRS form 990 prior to its filing on May 15th; Review the Conflict of Interest Policy/completed forms; review the result of the annual audit, answer questions and consider recommendations from the auditor. (PPM 5.9.2)

Made by Hobbs and seconded by Ham.

Motion approved

MOTION: That the position of Publicity Director be eliminated. (PPM 10.3.6)

Made by Roznowski and seconded by Kozak.

Motion approved

MOTION: That section 4.1.1 of the PPM be changed from:

10. Delegate ribbons are attached to the delegate's ticket form by the office from the list provided by the Secretary. For the 2013--2014 (Anaheim and Nashville conferences) each state and province will have two delegates to the AMATYC Delegate Assembly with the following exceptions:

California (over 101 colleges), three (3) additional state delegates for a total of five (5); Illinois, New York, North Carolina, and Texas (each over 51 colleges), each receives one (1) additional state delegate, for a total of three(3) for each state. <FBM 2012>

11. For the 2013--2014 cycle (Anaheim and Nashville conferences) each affiliate will have one delegate to the AMATYC Delegate Assembly (in addition to the affiliate president) with the following exceptions:

NYSMATYC one additional delegate (83 members of AMATYC and NYSMATYC); IMACC one additional delegate (53 members of AMATYC and IMACC) <FBM 2012>

To:

10. Delegate ribbons will be coded to the delegate's ticket form by the office from the list provided by the Secretary. For the 2015-2016 (New Orleans and Denver conferences) each state and province will have two delegates to the AMATYC Delegate Assembly with the following exceptions:

California (over 101 colleges), three (3) additional state delegates for a total of five (5); Illinois, New York, North Carolina, and Texas (each over 51 colleges), each receives one (1) additional state delegate, for a total of three (3) for each state.

- 11.** For the 2015-2016 cycle (New Orleans and Denver conferences) each affiliate will have one delegate to the AMATYC Delegate Assembly (in addition to the affiliate president) with the following exceptions:

NYSMATYC one additional delegate (85 members of AMATYC and NYSMATYC); IMACC one additional delegate (71 members of AMATYC and IMACC); MICHMATYC one additional delegate (53 members of AMATYC and MICHMATYC); OHIOMATYC one additional delegate (52 members of AMATYC and IMACC); and CMC³-South one additional delegate (65 members of AMATYC and CMC³-South). (PPM 4.1.1)

Made by Sattler and seconded by Orrange.

Motion approved

MOTION: That section 15.5 of the PPM be eliminated. (PPM 15.5)

Made by Sattler and seconded by Orrange.

Motion approved

Meeting suspended for the day at 3:15 pm.

Meeting resumed at 9:00 AM on Wednesday, November 12.

MOTION: The Strategic Planning and Orientation Meeting (SPO) to be extended by one day for AMATYC Executive Board Members, Conference Coordinator, and the Executive Director, effective with the meeting in January 2016.

Made by Hobbs and seconded by Rivers.

Motion approved

The membership committee convened the day before the 2014 FBM for a full-day meeting. The report of that meeting is found in ATTACHMENT S.

MOTION: That the Office Director, or designee, create the following custom fields in the Yourmembership.com back end for the purposes of assessing AMATYC recruitment and retention initiatives:

- Member2012, Member2013, Member2014, Member2015
- ConfAttendee2012, ConfAttendee2013, ConfAttendee2014, ConfAttendee2015
- ConfPresenter2012, ConfPresenter2013, ConfPresenter2014, ConfPresenter2015
- InstutionalMember2012, InstutionalMember2013, InstutionalMember2014, InstutionalMember2015
- ReferredByName, ReferredByCollege
- SupervisorTitle, SupervisorName, SupervisorEmail, SendMailToSupervisor

That the Office Director, or designee, populate the above fields, as appropriate, with member data.
Made by Ham and seconded by Fahringer.

Motion approved

MOTION: That AMATYC continue to provide each AMATYC affiliate organization with one affiliate scholarship per year for three years (New Orleans, Denver, San Diego). Each scholarship provides for one discount member conference registration.

Made by Ham and seconded by Hobbs.

Motion approved

MOTION: Implement a “Refer A Friend” campaign during the months of January 1, 2015, through May 31, 2015. A regular or adjunct member will be given \$10 off for each new regular or adjunct member (not a member in the last 5 years) they refer through the campaign up to the cost of their membership level.

Made by Kozak and seconded by Ham.

Motion approved

MOTION: That a graphic designer be hired to redesign the AMATYC Fieldhouse full-page advertisement and to design new half-pages for the AMATYC Fieldhouse and AMATYC Foundation ads.

Made by Hylton and seconded by Roznowski.

MOTION to amend made by Hobbs seconded by Danforth

Add the words up to \$200 as an expense in 2014.

Motion to amend approved
Motion approved as amended

MOTION: Spend the money in the affiliate give-away budget on the items in the attached spreadsheet by December 31, 2014, using a website such as 4imprint.com. The spreadsheet also contains the amount to send to each affiliate once per year for the years 2015 and 2016. Extra items will be used for leadership gifts and regional lunch prizes in the years 2015 – 2016. (Attachment T)
Made by Kozak and seconded by Danforth.

Motion approved

MOTION: Changes in the following sections of the policy manual be made as presented in the attached policy statements.

Section

8.5 Duties of the Assistant Conference Coordinator

8.10.7 Duties Prior to the Conference (#7)

8.11.1 Duties Prior to the Conference (#1)

(Attachment U) (PPM 8.5, 8.10.7, 8.11.1)

Made by Roznowski and seconded by Ham.

Motion approved

MOTION: The 2015 Draft Budget showing a “Change in Net Assets” of \$16,983.83 be adopted.
(Attachment V)

Made by Hobbs and seconded by Ham.

Motion approved

MOTION: That an Ignite Event be held on the Friday evening of the AMATYC Annual Conference in New Orleans. This Ignite Session will be open to all possible presenters, but spearheaded and planned by Fred Feldon and the ITLC Committee.
Made by Rivers and seconded by Orrange.

Motion approved

MOTION: To ask Experient to investigate the seven cities: Providence, Washington, D.C., Boston, Baltimore, Atlanta, Philadelphia, and Pittsburgh as options for the 2021 conference.
Made by Rivers and seconded by Hobbs

Motion approved.

Coordinators and chairs met with the board in the afternoon 1:30 – 4:15 PM.

Meeting adjourned at 4:45 PM on Wednesday, November 12.

Meeting resumed at 4:45 PM on Saturday, November 15 after the Delegate Assembly.

MOTION: To replace Jane-Marie Wright, New York, on the 2014 minutes committee with John Bakken, Affiliate Delegate North Carolina.
Made by Roznowski and seconded by Kozak

Motion approved.

MOTION: That the board approve the expenditure of \$2000 from account 3260 the 2014 budget as an overbudget expenditure for a laptop for the website coordinator.
Made by Orrange and seconded by Tanner.

Motion approved.

Meeting went into executive session at 5 pm to discuss personnel issues. The board returned from executive session at 5:10.

Meeting adjourned at 5:15 PM on Saturday, November 15.

Mary Beth Orrange, Secretary 2014-2015
Date: November 15, 2014

Nancy Sattler, President 2014-2015
Date: November 15, 2014

ATTACHMENTS FBM 2014

ATTACHMENTS

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ATTACHMENTS FBM 2014
ATTACHMENT A

REFERENCE MATERIALS

AMATYC Mission Statement

The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to promote and increase awareness of the role of two-year colleges in mathematics education, and to:

- Ensure the preparation of mathematically and technologically literate citizens who are capable of making informed decisions, who have skills needed by business and industry, and who will continue to grow in their quantitative literacy;
- Lead the development and implementation of curricular, pedagogical, technological, and assessment standards for two-year college mathematics education;
- Offer multiple opportunities for the preparation and continuing professional development of a competent and diverse mathematics faculty skilled in a variety of teaching modalities addressing different learning styles;
- Provide a forum that facilitates professional networking, communication, policy determination, and action among individuals, affiliates, and other professional organizations; and
- Communicate the perspectives of two-year college mathematics education to public, business, and professional sectors.

Adopted by the Board on April 12, 2010.

AMATYC's Vision: Opening Doors Through Mathematics**AMATYC's Core Values**

(Alphabetical Order)

Approved May 2006

Core Values represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging.

Core Value:	Operational Definition:
Academic Excellence	Presenting a quality educational experience in mathematics that is responsive to the needs of all students while recognizing student achievement in mathematics as an essential life goal.
Access	Acknowledging the right of all students to experience learning mathematics in ways that maximize their individual potential.
Collegiality	Providing opportunities for networking and encouraging mutual respect for other mathematics professionals for the betterment of the mathematics teaching profession.
Innovation	Creating, developing, implementing, and redefining successful instructional strategies, curricula in mathematics, and classroom practices based on the research of how students best learn mathematics and how faculty best teach mathematics.
Integrity	Safeguarding the qualities of honesty, sincerity, trustworthiness, global consciousness, and a code of sound moral professional principles.
Professional Development	Building expertise and exhibiting leadership in the teaching and learning of mathematics, enhancing personal growth, and improving teaching methods and effectiveness as a personally initiated life-long responsibility.
Teaching Excellence	Designing and implementing a dynamic mathematics curriculum, promoting the use of innovative and effective teaching strategies, assessing student learning outcomes in mathematics with appropriate methods, and creating a successful learning environment for all students.

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2012-2017 AMATYC Strategic Plan (Adopted SBM 2011)

Opening Doors Through Mathematics

Priority I – Provide professional development opportunities to all two-year college faculty.

- A. Enhance the traditional opportunities for professional development.
- B. Develop opportunities for professional development that utilize emerging technologies.
- C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.
- D. Advocate for the importance of and provide opportunities for professional development for adjunct faculty.

Priority II – Promote research on student learning in two-year colleges.

- A. Promote research focused on student learning, acknowledging the impact that technology and data driven decisions have on education.
- B. Provide training to faculty interested in conducting classroom research.
- C. Pursue grants and other means of financial support for classroom research in teaching and student learning.
- D. Advocate for the continued improvement of textbooks and other instructional resources based on the lessons learned from classroom research.
- E. Advocate for faculty, departments, and colleges to institute innovative practices informed by research.
- F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.

Priority III – Promote the review and improvement of two-year college mathematics curricula.

- A. Support and promote the development and assessment of high quality mathematics education for all students.
- B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.
- C. Promote the consensus on the essential mathematics that students need in order to succeed in their chosen academic or career fields.
- D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.
- E. Support the appropriate use of emerging technologies to promote an understanding of mathematics and its applications.
- F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.

Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.

- A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.
- B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.
- C. Expand opportunities for networking (locally, nationally, and internationally) of those interested in the first two years of collegiate mathematics to share ideas and provide support.
- D. Expand the relationship among instructors at two-year colleges and other faculty Pre-K–20.

Priority V – Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization.

- A. Maintain and promote the visibility of AMATYC at the national level as the primary voice for mathematics education during the first two years of college.
- B. Promote an understanding of the mission of two-year colleges and their mathematics programs.
- C. Be a strong voice for two-year college mathematics education.
- D. Develop and maintain relevant standards for two-year college mathematics education.
- E. Expand relationships with other organizations interested in the goals and objectives of AMATYC and interested in promoting quality mathematics education.
- F. Encourage the involvement of two-year college educators in state and national, Pre-K–20 initiatives.
- G. Work to increase state and national funding for two-year college mathematics education.

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ACRONYMS

AACC	American Association of Community Colleges
ACCESS	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	Benjamin Banneker Association. "Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students."
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. Ron Rosier is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
COWIN	Committee on Women in Mathematics
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012 and Hamburg, Germany 2016)
IMS	Institute of Mathematical Statistics
INFORMS	Institute for Operations Research and the Management Sciences
JCW	Joint Committee on Women in Mathematical Sciences
JMM	Joint Mathematical Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.

MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC³	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics

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	departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Kichoon Yang is the Executive Director.
NCSM	National Council of Supervisors of Mathematics
NRC	National Research Council, organized by the NAS in 1918. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
PAEMT	Presidential Award for Excellence in Mathematics Teaching
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SOA	Society of Actuaries
SUMMA	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
Triangle Coalition	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
USAMO	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the International Mathematical Olympiad (IMO). The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction

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Liaison and Committee Assignments, Pre-FBM 2014

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents		Jane Tanner
AMATYC Executive Director	Cheryl Cleaves	Nancy Sattler
AMATYC Legal Advisor	Peter Georgakis	Nancy Sattler
<i>AMATYC News</i>	• LDQH . RHQLJ	Kate Kozak
AMATYC Project ACCESS	Laura Watkins	Dan Fahringer
Editing Director	Steve Wilson	Ernie Danforth
Grants Director	John Pazdar	Mark Harbison
Historian	Russell Simmons	Mary Beth Orrange
<i>MathAMATYC Educator</i>	David Tannor – Editor George Alexander – Production Manager	Liz Hylton
Website Coordinator	George Hurlburt	Jim Ham
Mu Alpha Theta	Kathy Mowers	Jim Roznowski
Professional Development Coordinator	Jon Oaks	Mary Beth Orrange
Traveling Workshop Coordinator	Ana Jimenez	Mary Beth Orrange
Student Mathematics League	Susan Strickland Steve Blasberg	Dan Fahringer
Vice-Presidents (Senior VP)		Nicole Lang
Academic Committees		
Developmental Mathematics	Linda Zientek	Margie Hobbs
Division/Department Issues	Sean Simpson	Jane Tanner
Innovative Teaching and Learning	Fred Feldon	Nancy Rivers
Mathematics Intensive/College Mathematics	Sandy Poinsett	Jim Ham
Placement & Assessment	Behnaz Rouhani	Liz Hylton
Research in Mathematics Education in TYC	April Ström	Nicole Lang
Statistics	Mary DeHart	Kate Kozak
Teacher Prep	Andy Jones	Dan Fahringer
Technical Mathematics/AAS	Ned Schillow	Ernie Danforth

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Administrative Committees**Nominating Committee**

Charge: Establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval; PPM, 4.3.3

Chair: Roznowski

Members: (Northeast), (Mid-Atlantic), (Southeast), (Midwest), (Central), (Southwest), (Northwest), (West), (At-Large), (At-Large), (At-Large),

Membership Committee

Charge: Develop and implement strategies to solicit new members and retain existing members; PPM, Section 5.9.3

Chair: Ham & Rivers (co-chair)

Members: Cleaves, Danforth, Faringer, Harbison, Hobbs, Hylton, Kozak & Lang

Strategic Planning Committee

Charge: Develop and publish the AMATYC Strategic Plan

Chair: Tanner

Members: Hylton, Roznowski, & Sattler

Finance Committee

Charge: Oversee the budget development and serve in an advisory capacity to the Treasurer and Executive Board; PPM, Section 5.9.2

Chair: Hobbs

Members: Cleaves, Danforth, Dockter, Ham, Sattler, & Tanner

Foundation Board

Charge: Raise and disperse funds to support the mission of AMATYC; PPM, Section 14.1

Chair: Roznowski

Members: *Angel, Black, Cleaves, *Hobbs, Lang, *McKeague, Sattler, & *Steenken, (*Investment Committee Member)

Personnel Committee

Charge: PPM, Section 5.9.1

Chair: Harbison

Members: Cleaves (nv), Hobbs, Roznowski, Sattler, & Tanner

Professional Development Committee

Charge: PPM, Section 5.9.4

Chair: Orange

Members: Dockter, Fahringer, Harbison, , Jimenez, Oaks, & Rivers

Organizational Assessment Committee

Charge: Coordinate the planning and implementation of assessment of AMATYC programs and activities; PPM, Section

Chair: Tanner

Members: Ham, Kissick, Kozak & Wilhite

Ad Hoc Committees**Professional Networking Committee**

Charge: Provide management on recommendations related to AMATYC's presence on social media.

Chair: Orrange; Members: Sattler, Lang, Kozak, Ham, Hurlburt

Executive Director Search Committee

Charge: Review applications and make recommendations to the board for semifinalist for the position of Executive Director of AMATYC.

Chair: Tanner; Members: Danforth, Ham, Hobbs

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Other Committees**Tax Review and Audit Committee**

Charge: Review AMATYC's year-end financials; review IRS form 990 prior to its filing on May 15th; review the Conflict of Interest Policy/completed forms; answer questions and consider recommendations from the auditor. Chair: Hobbs
 Members: Cleaves (nv), Hunsucker (nv), Roznowski, Sattler & Tanner

Eligibility to Participate in SML

Charge: Review the eligibility of a number of 2-year colleges participating in the SML and now changing to 4-year colleges and determine whether these colleges can continue to participate.
 Chair: Strickland; Members: Fahringer, Roznowski, Sattler

Task Forces**40th Anniversary Planning**

Charge: Develop ideas and make recommendations regarding AMATYC's 40th anniversary celebration planned for the 2014 AMATYC annual conference in Nashville.
 Chair: Roznowski; Members: Blair, Britt, Cleaves, Hurlburt, Dockter, Sattler, Simmons

Position Statement on *Academic Preparation of Two-Year College Mathematics Faculty*

Charge: Develop a position statement based on the *Guidelines on Academic Preparation of Two-Year College Mathematics Faculty*.
 Chair: Roznowski; Members: Ackerman, Cook, E. Danforth, K. Danforth, Gleason, Mahler

AMATYC Academic Committee Structure

Charge: To review and make recommendations regarding the AMATYC academic committee structure.
 Chair: Orrange; Members: Simpson, Hovis, Roznowski, Schillow, Feldon

Bylaws Review

Charge: To review the AMATYC Bylaws and recommend any changes including those related to the AMATYC Foundation and AMATYC regional structure. Chair: Roznowski
 Members: Baratto, Hobbs, Yoshiwara

Standards – Beyond Crossroads

Charge: Make recommendations on the reaffirmation or updating of the AMATYC standards document, *Beyond Crossroads* (2006). The Task Force will submit a recommendation at the SBM 2013.
 Chair: Farinelli
 Members: Cleaves, Duranczyk, Grasier, Hobbs, Hovis, Hylton, Kozak, Orrange, Rotman, Sattler, & Yoshiwara

Guidelines on Academic Preparation and Opportunities for Excellence: Professionalism and the two-Year College Mathematics Faculty

Charge: Make recommendations on the updating of the *Guidelines on Academic Preparation* (1992) and *Opportunities for Excellence: Professionalism and the Two-Year College Mathematics Faculty*. The task force will submit regular reports to the AMATYC Board with a final report ready to start the review process at the SBM 2013.

Chair: Roznowski

Members: Ackerman, Cappetta, Cook, E. Danforth, K. Danforth, Gleason, Mahler

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Charge: To review the AMATYC Bylaws and recommend any changes including those related to the AMATYC Foundation and AMATYC regional structure.

Chair: Roznowski

Members: Baratto, Hobbs, Yoshiwara

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Members: Duranczyk, Grasier, Hobbs, Hylton, Kozak, Orrange, Rotman, Yoshiwara

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ATTACHMENT B

EAC Report

September 15, 2014

Expenditure Approval Committee (EAC) Report

Margie Hobbs , Treasurer

Prepared for the 2014 AMATYC Fall Board Meeting

For activity occurring February 15, 2014 through September 1, 2014

Submitted September 15, 2014

Members of the 2014 committee: Margie Hobbs, Chair; Jim Roznowski, Nancy Sattler, and Jane Tanner

As reported by the Treasurer and approved by 2014-2015 EAC:

May 19, 2014	Approved the over budget expenditure in account # 5880 NCTM Travel in the amount of \$187.16 for presidential travel to NCTM Conference in New Orleans.
June , 2014	Approved the over budget expenditure in account 4320 (Other Labor) for Parliamentarian. (see Nancy Sattler for exact amount)

Federal IRS Documents Review and Audit Review Committee Report

Margie Hobbs, Treasurer

Submitted September 15, 2014

Report Submitted under separate cover.

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ATTACHMENT C

Email motion report for FBM 2014. Motions addressed since the SBM 2014 follow.

Motion #3 was withdrawn, #10 was defeated, and the others 4 through 15 were approved.

Submitted by Mary Beth Orrange, Secretary

2/15/2014		MOTION 3: Withdrawn
5/16/2014	Appointment	MOTION 4: That, Jeff Herrin be appointed the Midwest regional representative to the AAS Programs committee,
5/27/2014	Minutes	MOTION 5: That the minutes of the SBM 2014 be approved as submitted.
6/27/2014	Payroll	MOTION 6: That AMATYC engage PayChex as the payroll service
7/17/2014	Minutes	MOTION 7: That the minutes of the summer conference call 2014
8/1/2014	Institutional dues	MOTION 8: That the Institutional Dues remain at \$455 until December 31, 2014. That the Institutional Dues be set at \$480 for the period, January 1, 2015 through June 30, 2015. That the Institutional Dues be set at \$495 for the period, July 1, 2015 through June 30, 2016.
8/1/2014	Institutional dues	MOTION 9: 1. MOTION (who, what, when): That section 3.2.1 in the PPM on the institutional membership rate be changed as follows: 3.2.1 Institutional Membership Rate 1. The rate for institutional membership shall be set at the Spring Board Meeting each year, with the change taking place on July 1 of the following year. The rate for institutional membership is the sum of the annual regular individual membership dues on July 1 of the following year plus the discount member conference registration for the following year conference plus the current SML dues plus \$25. 2. The benefits of institutional membership continue to be as stated in the Policy and Procedures Manual and are not affected by the nature of the items used in the calculation of the institutional membership rate.
8/8/2014	Appointment	MOTION 10: That AMATYC cover the cost (including taxes) of a hotel room for Phil Mahler for 4 nights at the Nashville
8/21/2014	Publications	MOTION 11: To update sections 12.3.1, 12.3.3, & 12.4.1 of the
9/2/2014	Conference	MOTION 12: That section 6.11.3 on the PPM be immediately updated with the attached policy.

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9/25/14	Conference advertising	Motion 13: That effective with the 2015 New Orleans Conference, the inside front and back cover of the conference program be considered a priority request or priority position with a cost of an additional charge of \$150 for a color ad for the inside front or back cover. Additionally, revisions to current charges on the Advertising
9/25/14	Commercial Presentation length	Motion 14: That Commercial Presentations beginning with the 2015 New Orleans Conference be 75 minutes in length.
10/11/14	Digital Classroom Model Project Grant	Motion 15: That the board approve the attached NSF grant "The Digital Classroom Model Project" be approved to be sent with AMATYC acting as grant administrator

Email Motions report – attachments to motions:

12.3.1 MathAMATYC Educator Publication Policies

<SBM 2009> The *MathAMATYC Educator* shall be published three times a year. The mailing dates shall be on or about September 15, February 15, and May 15.

Content

1. The *MathAMATYC Educator* will focus primarily on educational articles, in particular those that would be useful to two-year college faculty, as well as regular features. The regular features could include a problem section, a media section, technology review section, short teaching articles or lesson plans that offer immediate application for the reader, Editor's Comments, Letters to the Editor, and organization announcements. A themed issue should be considered once a year. The content of each issue shall be determined by the editor.
2. Organizational announcements may include:
 - all issues – upcoming conference information, information on the on-line store, membership information
 - February 15 issue – upcoming summer institute information, traveling workshop information
 - May 15 issue – Student Mathematics League information, call for nominations for Teaching Excellence Award (even numbered years) and the Mathematics Excellence Award (odd numbered years)
 - September 15 – Call for Presenters for following year's conference, AMATYC Foundation information, call for nominations for Teaching Excellence Award (even numbered years) and the Mathematics Excellence Award (odd numbered years)
3. The manuscript submission policy shall be printed on the official journal page of the journal. Manuscripts shall be submitted to the editor electronically. The most current edition of the Publication Manual of the American Psychological Association shall be used for the style format.

Production

1. Each issue will contain no more than 72 pages. This page count is a "cover to cover" count and includes all pages from the front cover to the back cover. The size of each issue is determined by budget constraints. The number of pages of advertising should not exceed 20% of the number of pages in each issue.
2. The *MathAMATYC Educator* will be magazine style – approximately 8-1/4 inches by 10-3/4 inches with glossy paper and a four color cover and with color throughout.
3. The Editor forwards articles in editable electronic format to the Production Manager and the professional editor.
4. The Production Manager cleans up the raw copy for uniformity (indents, spacing, punctuation, etc.) and may make other minor edits as recommended by the professional editor. Equations, graphs, and other mathematical objects are also moved to a uniform layout at this time as necessary. Decisions on article order and cover emphasis are made by the Production Manager and the Editor at this time.
5. The Production Manager also collects supporting materials from internal and external sources, including advertisements, filler content, and AMATYC materials.
6. Articles are then sent to the layout artist, who creates the first draft with articles, ads, and most filler in place. <FBM 2012>

Proofing

The *MathAMATYC Educator* should be proofed before printing by the *MathAMATYC Educator* Editor, Production Manager, and Publications Director.

The proofing schedule for the *MathAMATYC Educator* is:

1. The production manager distributes PDF proofs of individual articles back to the authors for proofreading. The full PDF proof also goes out to the AMATYC proofreaders. Proofreaders include the authors, the Publications Director, the Advertising Chair, the Conference Coordinator, the Editor, and others who may assist these individuals. Comments, corrections, and other suggestions are returned to production manager to incorporate changes in the final proof. The production manager should consult with the editor over questions pertaining to article content.
2. The final PDF proof goes to the printer. Printer proofs and mock-up are reviewed by the Production Manager for approval before the actual printing.
3. The final printer proof is sent electronically by the Production Manager to the Editor, Publications Director, and Advertising Chair. Corrections and changes are submitted to the Production Manager. Once everything is in good order, printing, mailing, and posting on the AMATYC website may proceed. [*<FBM 2012>*](#)

Distribution

1. General permission is granted to educators to photocopy material from the *MathAMATYC Educator* for noncommercial instructional or scholarly use. Permission must be sought from the authors in order to charge for photocopies, to quote material in advertising, or to reprint articles in other educational publications. Once permission is obtained, credit should be given to the source of the material by citing a complete reference.
2. In addition to paid subscriptions, the following people should receive the *MathAMATYC Educator*: executive director of MAA, executive director of NCTM, executive director of CBMS, and the associate executive director of MSEB and that a sufficient number of copies of each issue should be sent to the chair of CBMS for distribution to CBMS members.
3. The library rate for the *MathAMATYC Educator* shall be the same as the regular membership rate.
4. A complimentary issue of *MathAMATYC Educator* should be distributed to all authors whose article has appeared in the edition. Additional copies of each issue should be made available to the office to handle periodic requests that are received. [*<FBM 2012>*](#)
5. Once the final draft is approved, the Production Manager will send a PDF to the Website Coordinator for uploading to the AMATYC website. The electronic version of the journal will be made available on the website to members whose membership benefits include the journal.
6. A bulk email to announce the release of each issue should be sent to all AMATYC members whose membership benefits include the journal once the final draft is available on the AMATYC website.

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12.3.3 Journal Production Manager <FBM 2007>**APPOINTMENT PROCESS**

The Production Manager is recommended by the President and appointed by the Executive Board.

TERM OF OFFICE

The term length is five years. <SBM 2010> The starting date of each term is January 1 following the end of the conference where the appointment is made and the ending date is December 31. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

QUALIFICATIONS

- Proficient in emailing, document management, and word processing.
- Competent in proofreading, writing, and grammar.
- Publishing and reviewing experience.
- Understand editing procedures.
- Willing to explore new ideas to enhance member satisfaction.
- Able to remain tactful and helpful to authors and reviewers, yet create and maintain a quality product within AMATYC policies.
- Process excellent organizational skills and ability to manage document flow to ensure on-time publication of the journal.
- Able to facilitate the on-time publication of 3 or 4 issues per year.
- Possess or willing to obtain a familiarity with the major laws concerning libel, copyright, invasion of privacy, and contempt.
- Able to view issues objectively and from the point of view of both AMATYC and AMATYC members.
- Exhibit a team spirit and a commitment to cooperation and collaboration.
- Possess the personal qualities of patience, sympathy, insight, breadth of view, sense of humor, imagination, interpersonal skills, objectivity, the ability to remain calm under pressure.
- Helpful, but not required: An understanding of typesetting and/or knowledge of a typesetting program like Adobe InDesign.

DUTIES

1. Be responsible for developing the layout of each journal.
2. Review all articles, reports, and features of each publication and arrange for the typesetting and physical production of the final product.
3. Send a PDF file of the final draft of each issue of the journal to the Website Coordinator.

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12.4.1 Website Content

Content is approved by the Board liaison and AMATYC President, acting on behalf of the AMATYC Executive Board. The liaison and President consult with the Board when necessary. The liaison will have access to the site (location information and password) but will not normally modify the site without the permission of the website coordinator. Access information will also be kept by the AMATYC office but never used without permission of the President.

The AMATYC website coordinator may post material which has met previous liaison approval or which clearly adheres to the guidelines below. When the situation is not clear, the website coordinator will seek approval of the liaison. The website coordinator and liaison will consult whenever the content of the site changes.

Material listed in the position description is approved. The following are guidelines for other content which probably be acceptable.

AMATYC Material

Generally, the following materials may be posted on the AMATYC website:

1. Any material officially created by AMATYC to serve the interests of AMATYC's membership.
2. Any AMATYC document which has been publicly disseminated.
3. Notices of AMATYC-approved conferences, workshops, meetings.
4. Pages created or posted by the website coordinator to disseminate information about AMATYC activities, programs, materials, regions, committees, etc.
5. Announcements, advertisements, and links of a commercial nature. All issues of the *AMATYC News* will be placed on the AMATYC website upon publication.
6. The *MathAMATYC Educator*: [*<FBM 2009>*](#) [*<FBM 2010>*](#)
 - The Table of Contents and the abstracts of articles from the *MathAMATYC Educator* shall be placed on the AMATYC website. One or two articles from the current editions of the *MathAMATYC Educator* may be placed on the AMATYC website. The President, with consultation with the *MathAMATYC Educator* editor and liaison will select the articles. All items will be sent to the AMATYC Website Coordinator to be published on the website at a time that corresponds to the publication date of the issue.
 - Members whose membership benefits include the *MathAMATYC Educator* should have online access to each article in the journal. A link to a PDF version of each article of the journal should be created for these members. The online version of the *MathAMATYC Educator* should be available prior to the mailing of the hard copy version.
7. An "In Memoriam" page containing brief obituaries (50 - 60 words) of persons of interest to AMATYC members will be published after notice by family or friends, with approval from the family. The notices will be similar to or the same as what is printed in the *AMATYC News*. The listing will be in reverse chronological order according to the date the person passed away. The Officer Director will be the contact person since currently the Office Director typically receives the phone call or e-mail and then informs the President. The AMATYC Office will develop an efficient and manageable process to implement this plan.

Academic Committee Websites

1. Each AMATYC academic committee may have an AMATYC sub domain to host their committee website. The sub domain naming convention is that the committee chooses a name so that the address appears as WORD.AMATYC.ORG (for example, DEVMATH.AMATYC.ORG). The committee

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website would not be considered to be resident on the AMATYC website. Committees may continue to host their websites on other servers.

2. The academic committee chair or designee will hold the password and access rights to the sub domain. The password will also be known by the committee liaison.
3. The front page of academic committee websites should be uniformly constructed.

Job Postings <FBM 2008>

1. AMATYC institutional members may post positions related to mathematics education in the first two years of college on the AMATYC web site free of charge. Appropriate positions would include instructor, department chair, dean, or learning center professional in the fields of mathematics and computer science.
2. Postings should be sent via e-mail to the AMATYC National Office. The posting could include: an electronic copy of the vacancy notice, a link to the institutions website, and a copy of the institution's logo. Postings must include a date after which the posting may be removed from the website, but the institutional member may e-mail the AMATYC National Office to extend the removal date. After verification of institutional member status, the posting will be added to the website.
3. Nonmember institutions may qualify for this service by becoming institutional members.

Foreign/External Links

An external link transfers the web browser to a web page which is not maintained by AMATYC. The AMATYC website coordinator may link the AMATYC site to other pages based upon request and upon the website coordinator's own initiative. Links should serve the AMATYC mission and the AMATYC membership. The AMATYC President may direct that a link not be posted.

Examples of links which might be appropriate:

1. Affiliate-related pages
2. Pages with information pertinent to community college teaching
3. Other mathematical organizations
4. Pages of general interest to AMATYC members

Commercial Links

1. Announcements, advertisements, and links of a commercial nature are available by AMATYC on the AMATYC website. All announcements must be related to mathematics or mathematics education and are subject to the approval of AMATYC. Each commercial link page will carry the statement "AMATYC does not review or endorse the products or services listed here."
2. These links will be placed online no later than the first day of the calendar month following receipt of payment or later date as requested by the advertiser. The minimum contract is for a one-calendar month listing. The listing may be removed before the end of the month, but the minimum charge will still apply.
3. The AMATYC Website Coordinator will create a format and appropriate forms for all announcements to help users easily write their announcements and the website coordinator post the announcements easily. Advertisers will be expected to keep extra formatting in their text to a minimum (avoid using bold, italic, or tabs).
4. Web advertising for math faculty and math-related administrative positions for higher education institutional members only will be complimentary. Other web advertising for positions will use the same fee structure as any other commercial online advertising.

ATTACHMENTS FBM 2014

Form Creation

Forms created in YourMembership.com are to be reviewed by the AMATYC Office Director and Executive Director prior to publication. [<SBM 2014>](#)

Copyright Notice and Disclaimer

The following copyright notice and disclaimer will be posted on the AMATYC website. If permission to link to www.amatyc.org is required, the requestor is asked to contact the AMATYC Office. The requestor may not use the AMATYC logo as a link or button, and is asked to share their URL with AMATYC.

Website Copyright Notice and Disclaimer

This website (including, but not limited to, text, content, graphics, video, and audio) is protected by copyright as a collective work or compilation under U.S. copyright and other laws. Any unauthorized republication or redistribution is strictly prohibited. You may, however, create links to any URL on this website without receiving prior permission.

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Information on this website may contain technical inaccuracies or typographical errors. Information may be changed or updated without notice. The American Mathematical Association of Two-Year Colleges (hereinafter "AMATYC") may also make improvements and/or changes in the products and/or the programs described in this information at any time without notice.

AMATYC makes no representations whatsoever about any other website which you may access through this one. When you access a non-AMATYC website, please understand that it is independent of AMATYC, and that AMATYC has no control over the availability of or content on that website. In addition, a link to a non-AMATYC website does not mean that AMATYC endorses or accepts any responsibility for the content, or the use, of such website. It is up to you to take precautions to ensure that whatever you select for your use is free of such items as viruses, worms, spyware, and other programs of a destructive nature. IN NO EVENT WILL AMATYC OR ANY OF ITS OFFICERS BE LIABLE TO ANY PARTY OR ANY DIRECT, INDIRECT, SPECIAL OR OTHER CONSEQUENTIAL DAMAGES FOR ANY USE OF THIS WEBSITE, OR ON ANY OTHER HYPERLINKED WEBSITE, INCLUDING, WITHOUT LIMITATION, ANY LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF PROGRAMS OR OTHER DATA ON YOUR INFORMATION HANDLING SYSTEM OR OTHERWISE, EVEN IF WE ARE EXPRESSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

In addition to displaying ads for its own programs and products, AMATYC accepts paid advertising on selected pages of this website. The presence of an ad or listing does not constitute an endorsement by AMATYC of a particular company or organization, or its programs, products, or services.

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AMATYC LOGOS**Legal Protection and Uses**

- As a registered trademark of AMATYC, the new AMATYC logo is protected by law and may not be used by other organizations or entities without AMATYC's express permission.
- AMATYC retains the exclusive right to grant or refuse permission to use its logo.
- The AMATYC logo may not be used as a button to link to AMATYC Websites.

AMATYC SEAL AND OTHER AMATYC LOGOS

All AMATYC seals and logos including those associated with *Crossroads* projects and conferences are copyrighted. The seals and logos are protected by law and may not be used without the express written permission of AMATYC. AMATYC retains the exclusive right to grant or refuse permission to use its seals and logos. For more information on AMATYC's logo policy, contact amatyc@amatyc.org.

Third parties may not use any AMATYC logo for any purpose, except as specifically provided by license or other agreement with AMATYC. Even when accurately describing a relationship with AMATYC or support of AMATYC's technology, third parties should not use an AMATYC logo in the absence of an agreement. Guidelines for usage will be sent upon approval of usage by a third party.

OTHER LOGOS AND BRAND NAMES

Logos and brand names displayed on AMATYC Websites are the exclusive intellectual property of their respective owners. These items are licensed to AMATYC but remain the property of their respective owners.

PROMPTLY REPORT SUSPECTED INFRINGEMENTS

Please report any infringement of AMATYC materials to AMATYC@amatyc.org. Please provide as much detail as possible regarding the identity of the possible infringer and well as the suspected infringing use.

6.11.3 Conference Exhibits

Exhibit Booths

Fee is per 10 x 10 booth and includes a web link from the time of booth payment to run for one year.

Booth Type	Continuing Exhibitors	First-time Exhibitors
Regular Inline	\$950 each	\$600 each
Corner	\$1,050 each	\$700 each
Prime Booth**	\$1,100 each	\$750 each

*In order for an exhibitor to qualify for the First-time Exhibitor Rate at an AMATYC annual conference, the exhibitor must not have exhibited at any AMATYC conference during the past five years. <[FBM 2009](#)>

****Prime Booths are booths near the entrance of the exhibit hall that have higher visibility.**

Effective with the 2015 New Orleans conference, the exhibitor fee will be raised to \$1200 for a prime booth and \$1100 for a corner booth in the AMATYC exhibit hall. <[SBM 2014](#)>

Commercial Presentations

1.5 hour presentation	\$1200	\$1200
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ATTACHMENTS FBM 2014

ATTACHMENT D

RULES OF CONDUCT

A. Robert's Rules of Order are used. The parliamentarian is **Dan Fahringer**.

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 minutes

Times 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 **Liz Hylton**.

C. Motions submitted after the deadline **(September 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 SBM; it is important that the individuals indicated monitor their designated topic to make sure nothing is overlooked.

1. Items relating to Conference: **Mark Harbison and Nancy Rivers** (Report to the Conference Coordinator at the end of FBM 2014.)
2. Items relating to Budget: **Jim Ham and Ernie Danforth**. (Report to the treasurer at the end of FBM 2014).
3. Items relating to the Office: **Kate Kozak and Jim Roznowski**. (Report to Cheryl at the end of FBM 2014).
4. Items relating to VPs: **Nicole Lang** and all VPs.
5. Items to return to at the Fall Board Meeting: **Margie Hobbs and Jane Tanner**. (Report to the President at the end of FBM 2014.)

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 by the following morning, either handwritten or electronically.

1. **Sunday's Minutes: Tanner, Ham & Rivers**
2. **Monday's Minutes: Lang, Roznowski, Fahringer**
3. **Tuesday's Minutes: Danforth, Kozak, Harbison**
4. **Wednesday's Minutes: Hylton, Hobbs, Lang**

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ATTACHMENT E

**Order of Business
AMATYC Executive Board
FALL 2014**

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 p.m.**
- **Treasurer's Report on Monday 2:30 – 4:00 p.m.**
- Office Report on Tuesday 8:30 – 9:30 a.m.
- Conference Committee on Tuesday, 12:30 – 1:30 p.m.
- Pre-Con on Tuesday at 3:30 p.m. in Lincoln
- Meet with Ken Sien – 12:30 – 1:30 Wednesday

Committee meetings during FBM:

- **Professional Development Committee on Sunday, 4:30 – 6:00 p.m.**
- **Finance Committee meeting on Monday, 4:30 – 6:00 p.m.**
- Membership Committee – Saturday – all day

Reports (R): 5 minutes

Discussion (D): 10 minutes

Motions (M): 15 minutes

A. Agenda			Notes
Reference Materials			
	Call to Order	Sattler	
A1	Meeting Plans	Sattler	
A2	AMATYC Mission Statement		
A3	AMATYC Core Values and Vision		
A4	AMATYC Strategic Priorities		
A6	EAC Report	Hobbs	
A7	Conference Registration Rate	Hobbs	
A8	Email Ballots since SBM 2014	Orrange	
A17	Affiliate Visits		Replacement
A18	Acronyms		
A20	Board Liaison Assignments		
A21	Administrative/Ad Hoc/Other Committees		
A23	Brief Robert's Rules of Order		
A24	Conflict of Interest		
A26	Sunshine Fund Guidelines	Orrange	
A27	Rules of Conduct	Sattler	
A28	M: Adopt Rules of Conduct	Sattler	
A29	Order of Business	Sattler	
A37	M: Adopt Order of Business	Sattler	

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B. Consent Calendar – Reports (items removed from this section will be discussed before Section D)			
National Officers			
B1	President	Sattler	
B3	President-Elect	Tanner	
B5	Past President	Roznowski	
B6	Secretary	Orrange	
B7	Treasurer	Hobbs	
Regional Vice Presidents			
B8	Northeast	Danforth	
B10	Mid-Atlantic	Fahringer	
B11	Southeast	Rivers	
B13	Midwest	Ham	
B15	Central	Lang	
B16	Southwest	Kozak	
B17	Northwest	Hylton	
B19	West	Harbison	

C. Consent Calendar- Motions (items removed from this section will be moved to sections indicated)			
C1	M: Regional Rep	Rouhani Hylton	From D33
C2	M: Midwest Regional Rep	Ham	From D46
C3	M Editorial Panel Member	Tannor Hylton	From E7
C12	M: New Orleans Local Committee	Dockter	From G13
C14	M: New Orleans Service Project	Dockter	From G15
C15	M: Accept Consent Calendar Reports	Sattler	

D. Academic Committees			
D1	Developmental Mathematics Report (DMC)	Zientek Hobbs	
D4	M: Position Statement on Intermediate Algebra	Zientek Hobbs	
D8	Division/Department Issues Report (DDIC)	Simpson Tanner	
D12	Innovative Teaching and Learning Report (ITLC)	Feldon Rivers	
D16	M: Revision of Undergraduate Textbooks Position Statement	ITLC & D/DI Rivers	

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D21	Mathematics for AAS Programs Report	Schillow Danforth	
D28	Mathematics Intensive/College Mathematics Report	Poinsett Ham	
D30	M: Themed Session	Poinsett Ham	
D31	Placement and Assessment Report (PAC)	Rouhani Hylton	
D33	M: Regional Rep	Rouhani Hylton	Move to Consent C1
D34	M: Position Statement on Time Limits for Course Prerequisites	Rouhani	
D37	Research in Mathematics in Two-Year Colleges (REMATYC)	Ström Lang	
D42	Statistics	DeHart Kozak	
D46	M: Midwest Regional Rep	Ham	Move to Consent C2
D47	Teacher Preparation	Jones Fahringer	
D54	M: Themed Session	Jones Fahringer	
D55	Proposed International Committee	Krevisky Roznowski	Placeholder

E. Services / Coordinators/ Directors / Publications			
E1	Editing Director Report	Wilson Danforth	
E3	<i>AMATYC News</i> Editor Report	Kozak	
E4	<i>MathAMATYC Educator</i> Editor Report	Tannor Hylton	
E-7	M: Editorial Panel Member	Tannor Hylton	Move to Consent C3
E16	<i>MathAMATYC Educator</i> Production Manager Report	Alexander Hylton	
E18	Website Coordinator Report	Hurlburt Ham	
E 22	Grants Coordinator Report	Pazdar Harbison	
E24	Historian Report	Simmons Orrange	
E25	SML Report	Strickland Fahringer	

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E27	SML Test Developer Report	Blasberg Fahringer	
E28	Professional Development Coordinator Report	Oaks Orrange	
E29	Traveling Workshop Coordinator Report	Jiménez Orrange	
E31	Mu Alpha Theta Report	Mowers Roznowski	

F. Staff			
F1	Interim Executive Director Report	Cleaves	
F3	M: Change in Duties of ED	Cleaves	
F6	M: Revision of General Office Duties	Cleaves	
F11	Executive Director Report	Garner	
F13	Office Report	Cleaves/ Garner Vance	
F18	M: Add Technical Clerk to Registration Staff	Garner	

G. Conference			
G1	Conference Coordinator Report	Dockter	
G11	M: Denver 2016 Theme & Logo	Dockter	
G13	M: New Orleans Local Committee	Dockter	Move to Consent C12
G15	M: New Orleans Service Project	Dockter	
G16	Assistant Conference Coordinator Report	Kirk Dockter	
G17	Program Coordinator Report	Williams Dockter	
G20	Presider Chair Report	Winnington Dockter	
G21	Exhibitor Chair Report	Goulard Dockter	
G22	Advertising Coordinator Report	Olshan Dockter	
G23	2014 LEC Report	Britt Dockter	
G24	2015 LEC Report	Hughes Dockter	
G26	2016 LEC Report	Hastert Dockter	

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GG. Conference -			
GG1	AMATYC Board Duties During Nashville Conference	Sattler	
GG5	Nashville Exhibit Hall Board Visits	Sattler	
GG6	Small Meetings in Nashville	Sattler	
GG 8	Sample Regional Meeting Agenda	Sattler	
GG10	ME Award Committee	Roznowski	
GG12	Delegate Assembly Minutes Committee	Sattler	
GG13	Foundation Drawing Instructions	Roznowski	
GG14	Wednesday Meetings with Leadership	Sattler	

H. Administrative Committees			
H1	Nominating Committee Report	Roznowski	
	ME Award Report – no award – no report	Roznowski	
H2	TE Award Report	Tanner	Replacement
H3	Professional Development Committee	Orrange	
H5	Foundation Report	Roznowski	
H7	M: PPM, Chapter 14 Foundation	Roznowski	
H57	Personnel Committee	Harbison	
H58	Organizational Assessment Committee	Tanner	Replacement
H59	Past Presidents Advisory Board Report	Roznowski	Placeholder
H60	Membership/Marketing Committee	Ham Rivers	
H61	Membership Report	Vance	Placeholder

I. Treasurer/Budget			
	Register Report (Sent Prior to FBM)	Hobbs	
I1	M: Approval of Expenditures	Hobbs	
I2	Form 990	Hobbs	
I25	2013 Financial Statements	Hobbs	
I27	Audit Report	Hobbs	
I37	Checklist CS01 – Board Review of Form 990	Hobbs	
I40	Tax Review and Audit Committee Report	Hobbs	
	Chart of Accounts	Hobbs	
	Expenses	Hobbs	
	2014 Approved Budget	Hobbs	
	2015 Draft Budget	Hobbs	
	2013 Financials	Hobbs	
	Historical Data & Graphs	Hobbs	
	Reserve Fund	Hobbs	
	Contract Obligations	Hobbs	
	Foundation Report	Hobbs	
	Insurance	Hobbs	

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J. Ad hoc Committees / Projects			
J1	AMATYC Project ACCCESS (APA) Board Report	Watkins Fahringer	
J3	Professional Networking Committee Report	Orrange	
J4	Joint Committee on Women in the Mathematical Sciences	Tanner	
J5	Standards – <i>Beyond Crossroads</i> Task Force	Farinelli	
J6	40 th Anniversary Conference Task Force	Roznowski	
J7	Permissions in the YM back End Task Force	Ham	
J8	M: Guidelines for YM Back End Permissions	Ham	
	Bylaws Review Task Force – no report; information in DA packet	Roznowski	
J10	M: Guidelines on Academic Preparation Position Statement	Roznowski	
J18	Dana Center STEM Prep Pathways	Roznowski	
J19	M: Symposium for New Orleans	Roznowski	
J22	Editing Director Search Committee	Kozak	
J23	Presidential Scholarship	Sattler	

K. Strategic Planning			
K-1	Review of SBM 2014	Tanner	
K-11	Strategic Plan with Action Items	Tanner	

L. Executive Session			
L1	M- Editing Director	Kozak Editig Director Selection Committee	Replacement
L2	M – Reappointment of Program Coordinator	Dockter	
L3	M – Appointment of 2017 LEC	Dockter	

M. New Business			
M1	M = Revise Section 0 of PPM	Orrange & Hobbs	
M6	M – Archiving Drop Box Files	Orrange & Sattler	
M9	M – RMETYC Pre-session dissemination	Roznowski, Hylton & Orrange	

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M11	M – Promote AMATYC Logo	Membership Committee	
M12	M – Assessment Plan for Webinars	Lang, Rivers & Harbison	
M13	M –Add Action Item	Kozak, Danfort & Docktor	
M14	M – Changes in EAC	Cleaves	
M17	M = Electronic Payment (ED)	Hobbs	
M18	M – Treasurer’s Signature	Hobbs	
M19	M – Facsimile Signature for Cadence	Hobbs	
M21	M – Promotion of Traveling Workshops	Rivers, Lang & Harbison	
M22	M - PPM Revision Section 5.6 Treasurer	Hobbs	
M29	M – Update PPM 12.2.2	Kozak	
M36	M – Create PPM 8.13.9	Kozak	
M37	M – Secretary Duties	Orrange	
M38	M – Retire Actin Item IV A	Kozak, Danforth & Docktor	
M39	M – Change Annotated Chart of Accounts	Cleaves	
M41	M – Change Duties of Conference Coordinator	Cleaves	
M47	Update Policy for Tax & Audit Review Committee	Cleaves	
M49	M – Elimination of Publicity Director	Roznowski	
M51	M – Update PPM section 4.1.1, Delegate Counts	Orrange, Sattler	
M53	M: Eliminate PPM section 15.5	Orrange Sattler	
M54	M: Extend 2016 SPO by one day	Tanner, Hobbs	
M55	M: Creating and populating custom fields in YM	Membership Committee	
M56	M: Affiliate Scholarship	Membership Committee	
M57	M: Refer a friend	Kozak / Fahringer	
M58	M: Redesign of internal AMATYC advertising pages	Hylton / Roznowski	
M59	M: Members Only website	Membership Committee	

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M61	M: New membership type	Membership Committee	
M63	M: Affiliate Give-aways	Kozak / Harbison / Lang	
M65	M: PPM 8.5 Program Committee	Roznowski / Hobbs	
M67	M: Approval of 2015 draft budget	Hobbs / Ham	
M69	M: Ignite Event at New Orleans	ITLC Committee	
M70	M: Location of 2012 Conference	Danforth / Hobbs	

ATTACHMENT F**Proposed Position Statement of the American Mathematical Association of Two-year Colleges: The Appropriate Use of Intermediate Algebra as a Prerequisite Course****Approved by the DMC November, 2013****The Appropriate Use of Intermediate Algebra as a Prerequisite 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 equivalent content in intermediate algebra courses is generally required to master the content of algebra-based courses leading to calculus; and,
- The equivalent content in intermediate algebra courses is not required to master the content for most college-level mathematics courses not leading to calculus.

Therefore, it is the position of AMATYC that:

Prerequisite courses other than intermediate algebra can prepare students for courses of study not leading to calculus.

ATTACHMENT G**Proposed revised position statement on “Undergraduate Textbooks”, changing the title to “Undergraduate Textbooks and Instructional Materials”****REVISED AMATYC POSITION STATEMENT ON UNDERGRADUATE TEXTBOOKS AND INSTRUCTIONAL MATERIALS, JUNE 13, 2014**

Instructional materials (including but not limited to textbooks, workbooks, e-books, online course content, interactive computer software, apps, other forms of technology, etc.) are important tools in mathematics instruction. Their role is critical to the instructional process for both students and faculty. In addition, instructional materials 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 instructional materials, their promotion and sales. The purpose of this position paper is to provide a list of principles regarding undergraduate instructional materials. Although some of the statements below may seem obvious, they are included to make the list comprehensive. The main areas addressed are: instructional materials quality; promotional standards; gender, ethnic, and age bias; and ethical and financial concerns. Within those areas, AMATYC endorses the following statements:

INSTRUCTIONAL MATERIALS QUALITY

- Instructional materials should make clear connections among mathematical topics as they are introduced and developed.
- Instructional materials should include numerous and varied examples and problems that exhibit, reinforce, and extend mathematical reasoning.
- Instructional materials should demonstrate problem-solving techniques and provide opportunities for students to use those techniques as they progress through the course.
- Instructional materials should emphasize the learning of mathematical concepts. The problem sections, homework assignments and assessments should include numerous and varied conceptually oriented problems.
- Instructional materials should encourage the appropriate use of technology.
- Instructional materials should be mathematically precise.

PROMOTIONAL STANDARDS

- Publishers should promote their instructional materials by indicating the positive aspects, rather than maligning the competition.
- Publishers and authors intending to use a conference or a session at a conference to promote instructional materials should indicate so in the proposal and the conference or session should be clearly labeled as promotional in the conference program.
- Publishers should try to identify specific individuals interested in viewing new instructional materials and distribute only to them.

GENDER, ETHNIC, AND AGE BIAS

- Instructional materials should be free of discrimination in the form of reinforcement of stereotypical roles, or by omissions or disparagement based on gender, ethnicity, or age.
- Instructional materials should provide illustrations and text that will help underrepresented groups relate to the material presented.
- Instructional materials should be free of language that is sexist or ethnically biased.

ETHICAL and FINANCIAL CONCERNS

- Selection of instructional material(s) should be based on the merits and characteristics of the material and on professional judgment and consideration, free of the influence of gratuities or inducements.
- Faculty are encouraged to be sensitive to the economic hardships of some students and review low cost, free, and open educational resources (OER) as instructional materials options.

Reference: Resolution regarding Undergraduate Textbooks (passed by AMATYC Delegate Assembly, Baltimore, 1989); reaffirmed November, 1993.

Proposed position statement on Time Limits for Course Prerequisites

Institutions should establish policies and procedures that encourage students to make informed choices concerning initial mathematics course enrollment and completion of mathematics course sequences. Among these policies and procedures are those dealing with time limits for a variety of course prerequisites (placement tests, college entrance tests, CLEP, AP, IB, course credit, transfer credits, and others). The primary goals of these policies and procedures should be the successful and prompt completion of mathematics requirements by students.

Policies and procedures established by institutions should be systematic and all-inclusive by specifying a time limit for all means of satisfying a prerequisite including time limits, if necessary, on how long each of the following prerequisites is valid: (1) A math placement level determined by placement testing; (2) The successful completion of awarded credit (e.g., through CLEP or AP test score); (3) The successful completion of a prerequisite course; and (4) An appropriate ACT or SAT score.

Colleges should recognize that it will take a significant amount of time to develop meaningful and supported recommendations concerning time limits. The group making these recommendations should include faculty, academic advisors or counselors, and administrators. . Appropriate institutional support for collection and interpretation of data is important for success. Colleges might also get input from other colleges that have implemented time limits. Once a recommendation is made and implemented, the data should be revisited periodically to assess their effectiveness.

ATTACHMENT I

Logo for 2016 conference in Denver



ATTACHMENT J
PPM section 14**14.0 AMATYC FOUNDATION**

This chapter of the AMATYC Policy and Procedure Manual addresses the policies and procedures under which the administrative committee, the AMATYC Foundation, operates. It is divided into sections as follows:

- 14.1 Name of Administrative Committee
- 14.2 Mission
- 14.3 Governance
- 14.4 Gift Giving/Receiving Management
- 14.5 Investment Procedure
- 14.6 Investment Policy
- 14.7 Funds Growth and Purchasing Power Retention
- 14.8 Disbursement
- 14.9 Scope and Amendment
- 14.10 Dissolution
- 14.11 Supplemental Material

More specifically, the purpose of this section of the AMATYC Policy and Procedure Manual is to set forth the manner in which gifts given or bequeathed to AMATYC: a) are received consistent with the purposes of AMATYC and the AMATYC Foundation, b) are well defined with respect to any accompanying restrictions such that the fund type can be assigned, c) are handled under a spending policy that assures prudent maximum use is made of any and all gifts, and d) are invested under a policy that preserves capital while providing income and moderate growth of the principal.

Hereinafter, the use of the term “fund” or “funds” refers to all financial assets under the management of the AMATYC Foundation and as further defined in Subsection 14.6.2.

14.1 Name of Administrative Committee

The name of this AMATYC administrative committee is the “AMATYC Foundation” and it is governed by the “AMATYC Foundation Board.”

14.2 Mission

The mission of the AMATYC Foundation is to provide financial support for the goals and activities of AMATYC and its members, and for AMATYC projects.

The goals of the AMATYC Foundation are:

- Provide financial support for the goals and activities of AMATYC and its members,
- Provide financial support for AMATYC projects,
- Develop a network of corporate and mathematics education professionals to provide financial support, and
- Develop procedures for receiving, managing, and investing gifts, and disbursing funds.

The objectives of the AMATYC Foundation are:

- Create and implement a plan that recognizes unrestricted, restricted, and endowment gifts,
- Develop a policy for investing the funds and distributing the funds and/or income from the invested funds,
- Create and implement a plan to raise funds for the projects that the AMATYC Foundation supports,
- Identify and prioritize AMATYC Foundation projects that support the mission of AMATYC, and
- Evaluate AMATYC Foundation projects to determine effectiveness and feasibility of ongoing funding.

14.3 Governance

The AMATYC Executive Board delegates to the AMATYC Foundation Board the responsibility for obtaining, managing, investing, and disbursing foundation funds.

14.3.1 AMATYC Foundation Board Membership

The AMATYC Foundation Board is composed of nine (9) voting members as follows:

- AMATYC Executive Board Immediate Past President
- AMATYC Executive Board Treasurer
- AMATYC Executive Board President
- AMATYC Executive Board Regional Vice-president
- AMATYC Executive Director
- Four members drawn from the AMATYC membership-at-large for the diversity of their experience and expertise¹² and who are recommended by the AMATYC Foundation Board

The terms of the first four members in the above list are governed by their respective elected terms of their AMATYC office. The term of office of the AMATYC Executive Director coincides with his/her appointment by the AMATYC Executive Board.

¹² Skills including, but not limited to, fund raising, financial, and non-profit organizational skills are examples of the diversity of experience and expertise being sought.

The terms of the four members-at-large will be for four calendar years, but shall be staggered by one year, such that normally no more than one at-large position becomes open in any given year. The AMATYC Foundation Board will recommend the terms of the initial appointments to implement this rotation. Members may be reappointed for additional terms upon recommendation by the AMATYC Foundation Board and approval by the AMATYC Executive Board.

The AMATYC President recommends to the AMATYC Executive Board the appointment of the AMATYC Regional Vice-president. The AMATYC Foundation Board recommends to the AMATYC Executive Board the appointment of the four members-at-large. These appointments must be approved by the AMATYC Executive Board.

If the AMATYC immediate past president is unable or does not wish to serve as the AMATYC Foundation Chair, the AMATYC President will convene a meeting of the AMATYC Foundation Board to elect its chair (See Subsection 14.11.2 for duties) from its membership for a two-year term to coincide with the AMATYC Executive Board terms of office. The AMATYC President will convene this meeting (see below) of the new AMATYC Foundation Board to elect its chair before the end of January of the new term. The AMATYC Foundation Board elects its Recording Secretary (See Subsection 14.11.2 for duties) from its membership. When the appointment is made, the length of term shall be formally established. The AMATYC Foundation Chair is the budget manager for all foundation expense accounts.

The AMATYC Foundation Board may conduct its meetings either in person or electronically (e.g., by teleconference or e-mail) including taking binding votes. Such meetings will be conducted consistent with the procedures established by the AMATYC Executive Board. Approved official minutes of each meeting shall be archived at the AMATYC office.

14.3.2 Investments Committee Membership

The AMATYC Foundation Board delegates responsibility for investing the Foundation funds to a sub-committee of four. This committee will be known as the AMATYC Foundation Board Investments Committee, hereinafter known as the "Investments Committee." The Investments Committee is responsible for providing continuity of oversight of the financial assets of the AMATYC Foundation and for assuring that "prudent investor" precepts are developed and followed in managing the financial assets of the AMATYC Foundation. It is the duty of this committee to implement and assure that all tenets of the policy set forth in Section 14.5 are followed.

Members of this committee will be the AMATYC Treasurer and those persons appointed by the AMATYC Foundation Board from the current AMATYC Foundation Board for their interest in accomplishing such work, and the knowledge and expertise they bring to handling and addressing such matters.

The AMATYC Foundation Board, when appointing the four members to the Investments Committee, shall appoint them for staggered terms consistent with terms of the AMATYC Foundation Board members and to ensure that no more than two positions become open in any given year. When the appointment is made, the length of term should be formally established. At least two members of the Investments Committee should not be members of the AMATYC Executive Board. The Chairperson of the Investments Committee shall be elected from among its members. (See Subsection 14.11.2 for duties)

14.3.3 Directors' Insurance and Bonding

Each member of the AMATYC Foundation Board will be provided insurance coverage equal to the coverage that each member of the AMATYC Executive Board receives.

The AMATYC Foundation Board Chair and the member of the Investments Committee who is appointed to execute investment trades on behalf of the foundation shall be bonded as deemed appropriate by the insurance or bonding agency, and the AMATYC Executive Board.

14.4 Gift Giving/Receiving Management

The scope of this section is to set forth the policy, objectives, and constraints of gift giving/receiving management. This management policy will:

- a) Establish the policy and process for the receipt of gifts, b) Identify where gifts should be directed,
- c) Establish the policy for gift solicitation,
- d) Define the parameters of unacceptable gifts, and
- e) Establish the procedures and assign the responsibilities of the receipt of gifts.

Contributing to the AMATYC Foundation provides a means for supporters, members, and friends to share some of the gains of their professional careers and associations, and provide lasting support for AMATYC.

14.4.1 Receipt of Gifts

The AMATYC office will electronically acknowledge all gifts upon their receipt. The AMATYC office will inform the Foundation Chair of all gifts of \$100 or more within ten days including the amount, name, address of the donor, and type of gift (unrestricted, restricted, or endowment) so that he/she can write a personal, handwritten note of thanks. The Foundation Chair will write these notes within thirty days of receipt of the information from the AMATYC office.

If a donor wishes to remain anonymous, all the donor's names will be listed by broad-giving categories in an issue of the AMATYC Newsletter each year.

At the end of the calendar year and no later than January 31st of the following year, the AMATYC office will supply a letter to each donor giving \$100 or more that meets the requirements of the Internal Revenue Service for charitable-giving tax deductions.

The AMATYC Office shall provide a calendar-year accounting of all gifts given to the AMATYC Foundation. This accounting should serve both the purposes of the AMATYC Board and the purposes of the AMATYC Foundation Board, and shall be provided consistent with the preparation of materials for the AMATYC Spring Board meeting. This report shall include totals by fund (Unrestricted, Restricted, and Endowment).

Normally the acceptance of a gift is a *pro forma*¹³ process. If the Foundation Chair is unsure about whether to accept a gift, the Chair should seek advice from the Investments Committee. However, where restriction(s) or designation(s) apply or when a gift may involve some financial or organizational image liability, the AMATYC Foundation Board, upon advice of the Investments Committee, shall undertake a serious review including seeking advice from legal counsel. After considering all pertinent information, the AMATYC Foundation Board may refuse the gift. Should this be the case, the AMATYC Foundation Board Chair shall formally, by letter, politely decline the gift.

To avoid any misunderstanding, donors who propose to give gifts that contain designations, restrictions, or potential liabilities are strongly encouraged to discuss these issues with the designated member of the AMATYC Foundation Board (typically the Foundation Chair or the chair of the Investments Committee) as the gift is being planned. Restrictions that would not permit a gift to be converted to cash should be strongly discouraged as it may lead to rejection.¹⁴

At the end of each calendar year, twenty-five percent (25%) of the unrestricted funds from all gifts made to the AMATYC Foundation, including non-designated cash gifts, bequests, gift annuities, insurance policies, trusts, or other planned or deferred arrangements, received in the calendar year shall be transferred to the Endowment Fund

¹³ The term *pro forma* ([Latin](#) "as a matter of form") is a term applied to practices or documents that are done as a pure formality, [perfunctory](#), or seek to satisfy the minimum requirements or to conform to a [convention](#) or [doctrine](#). (Source: Wikipedia)

¹⁴ If any member of the leadership of AMATYC or the AMATYC Foundation is aware that a potential donor is considering making a gift to the AMATYC Foundation, he/she should encourage the potential donor to meet with the designated member of the AMATYC Foundation Board to assure that the wishes of the potential donor are optimally met. and shall become part of the endowment corpus. The Treasurer shall provide an annual report to the AMATYC Board documenting the transfer.

The Investments Committee shall manage all gifts made to the AMATYC Foundation.

14.4.2 Gift Making

Gifts should be made in the name of the **AMATYC Foundation** and should be directed to the:

AMATYC Foundation
Attn: Foundation Chairperson
5983 Macon Cove
Memphis, TN 38134

14.4.3 Gift Solicitation

No solicitation of donations or gifts of funds or real property for the benefit of the AMATYC Foundation will be made by anyone without the formal approval of either the AMATYC Foundation Chairperson or the AMATYC Foundation Board. All endowment gift and grant solicitation proposals from the AMATYC Foundation to AMATYC members or other potential donors must be reviewed and approved by the AMATYC Foundation Board. Nothing in this subsection shall be interpreted to preclude the AMATYC Foundation Chairperson from writing and including articles in AMATYC communications nor does it preclude AMATYC Foundation members from holding impromptu conversations with prospective donors keeping in mind the precepts of Subsection 14.4.4. But for the good of the organization, the AMATYC Foundation Chairperson should be advised of such conversations as soon as practical after the conversation takes place. The AMATYC Foundation Chairperson shall provide informal updates on all solicitation efforts at each regularly scheduled meeting of the Foundation Board.

14.4.4 Unacceptable Gifts

The AMATYC Foundation will not accept gifts which:

- a) Violate Federal, New York, or Tennessee law or would necessitate infractions of the law,
- b) Restrict the ability of the AMATYC Foundation to seek and accept gifts and/or grants from other sources, and
- c) Prevent the AMATYC Foundation from carrying out its mission.

Any gift that is received and determined to be unacceptable will be returned to the donor accompanied by a letter of explanation from the AMATYC Foundation Chair.

14.4.5 Duties at Receipt of Gift

Once a gift is received and accepted, the AMATYC Foundation Board Chairperson shall formally acknowledge, in writing, receipt of all gifts equal to or greater than \$100 to the donor(s) or their survivors, and, unless anonymity is requested in writing, the gift shall be made known to the membership. When gifts of any amount are made in memory or in honor of persons, the AMATYC Office shall formally notify the honoree in writing. The gift shall be managed by the Investments Committee in accordance with the term of this policy.

Within a reasonable time after accepting a gift, the Investments Committee shall review the terms of the gift, and make and implement decisions concerning the retention and disposition of assets, in order to bring the gift into compliance with the purposes, terms, distribution requirements, and other circumstances of the gift and with the requirements of the Act described in Section 14.5.1 – Background and Fundamental Precepts.

14.5 Investment Procedure

The scope of this policy is to set forth the investment policy, objectives, and constraints of the AMATYC Foundation. This investment policy will:

- a) Define and assign the responsibilities of all involved parties,
- 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, and
- f) Establish the relevant investment horizon for which the fund assets will be managed.¹⁵

It is the duty of the Investments Committee, established by the AMATYC Foundation Board, to implement and assure that all tenets of the AMATYC Foundation Investment Policy are followed.

14.5.1 Background and Fundamental Precepts

¹⁵ The scope of this policy is to outline a philosophy that will guide the investment management of fund assets toward the desired results.

All aspects of the policy are set forth in consonance with the “Prudent Investor” concept set forth in the Uniform Prudent Investor Act as approved by the American Bar Association February 14, 1995. The Uniform Prudent Investor Act is hereinafter referred to as the “Act.”

14.5.2 Prudent Investor Rules

The Investments Committee owes duty to the AMATYC Foundation to comply with the prudent investor rules set forth in the Act.

The prudent investor rule, a default rule, may be expanded, restricted, eliminated, or otherwise altered by the provisions of this policy.

14.5.3 Standard of Care, Portfolio Strategy, and Risk and Return Objectives

The Investments Committee shall invest and manage fund assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the gift. In satisfying this standard, the Investments Committee shall exercise reasonable care, skill, and caution.

The Investments Committee’s investment and management decisions respecting individual funds must be evaluated, not in isolation, but in the context of the asset portfolio as a whole and as part of an overall investment strategy having risk and return objectives suited to the funds.

Circumstances that the Investments Committee shall consider in investing and managing fund assets include, but are not limited to the following:

- a) General economic conditions,
- b) The possible effect of inflation or deflation,
- c) The role that each investment or course of action plays within the overall Fund portfolio,
- d) The expected total return from income and the appreciation of capital,
- e) The needs for liquidity, regularity of income, and preservation or appreciation of capital, and
- f) The gift's special relationship or special value, if any, to the purposes of the giver.

The Investments Committee shall make a reasonable effort to verify the facts relevant to the investment and management of fund assets.

The Investments Committee may make any investments that are consistent with the Act. Members of the Investments Committee who have special skills or expertise, or who are named a member in reliance upon the member's representation that the member has special skills or expertise, have a duty to use those special skills or expertise.¹⁶

14.5.4 Diversification

The Investments Committee shall diversify the investments of the funds unless the Investments Committee reasonably determines that, because of special circumstances, the purposes of the assets are better served without diversifying.

14.5.5 Loyalty

The Investments Committee shall invest and manage assets solely in the interest of the AMATYC Foundation.

Conflict of interest is governed by Subsection 14.11.3 of this Chapter and applies "in spirit and letter" to all members of the AMATYC Foundation Board when they are acting in that capacity.

14.5.6 Impartiality

The Investments Committee shall act impartially in investing and managing the assets, taking into account any requirements of individual gifts.

14.5.7 Investment Costs

In investing and managing assets, the Investments Committee may only incur costs on behalf of the AMATYC Foundation that are appropriate and reasonable in relation to the assets, the purposes of the AMATYC Foundation, and the skills of the Investments Committee.

14.5.8 Reviewing Compliance

Compliance with the prudent investor rule is determined in light of facts and circumstances existing at the time of the Investments Committee's decision or action, and not by hindsight.

¹⁶ Special skills or expertise is defined to include being an active investor; willing to dig into financial data including, but not limited to, prose, tables, and charts; and having quantitative literacy skills applicable to working with financial data such as ratios, interest computations, statistical tools, and trend charts.

14.5.9 Delegation of Investment and Management Functions

The Investments Committee may delegate investment and management functions that an investment manager of comparable skills could properly delegate under the circumstances. The Investments Committee shall exercise reasonable care, skill, and caution in:

- a) Selecting an investment manager,
- b) Establishing the scope and terms of the delegation consistent with the purposes and terms of this policy,
- c) Assuring that the agent is appropriately bonded and/or insured for at least the amount of AMATYC Foundation funds entrusted to their management, and
- d) Periodically reviewing the agent's performance and compliance with the terms of the delegation.

Selection of an Investment Manager will be accomplished through a competitive Request for Proposals (RFP) process designed by the Investments Committee and approved by the AMATYC Foundation Board and the AMATYC Executive Board.

In performing a delegated function, an investment manager owes duty to the Investments Committee to exercise reasonable care to comply with the terms of the delegation.

The Investments Committee that complies with the requirements of Subsection 14.5.9 is neither liable to the AMATYC Foundation nor to the AMATYC Executive Board for the decisions or actions of the investment manager to whom the function was delegated.

By accepting the delegation of an Investments Committee function that is subject to the laws of the State of New York, the investment manager submits to the jurisdiction of the courts of the State of New York.

14.6 Investment Policy

In general, the purpose of this section is to outline a philosophy and attitude that will guide the investment management of the AMATYC Foundation assets¹⁷ toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

¹⁷ AMATYC Reserve Funds are not considered to be AMATYC Foundation assets. The investment policy for AMATYC Reserve Funds is in Section 6.2 of the AMATYC Policy and Procedures Manual.

14.6.1 Investment Objectives

The objectives of the Investments Committee shall be to:

- a) Preserve principal,
- b) Protect against inflation,
- c) Increase assets without sacrificing liquidity, d) Meet current project obligations,
- e) Achieve stable returns with tolerance for fluctuations, and f) Achieve long-term growth.

Other than annual operating funds which will be kept in a checkbook account, all funds will be invested consistent with Subsection 14.6.6 Investment Guidelines of this chapter. It should be noted that funds may advantageously be invested in common stocks and/or mutual funds¹⁸ where returns over time should be far greater than returns on fixed assets.

The following paragraphs provide guidance on Allowable Assets, Prohibited Assets, and Prohibited Transactions.

14.6.1.1 Allowable Assets

The following assets are allowed:

- a) Cash Equivalents
 - Treasury Bills
 - Money Market Funds
 - Certificates of Deposit (CD's)
- b) Fixed Income Securities
 - U.S. Government and Agency Securities
 - Corporate Notes and Bonds (Investment Grade only)
 - Mortgage Backed Bonds (Triple A Rated)
- c) Individual stocks consistent with Subsection 14.6.6 c
- d) Mutual Funds which invest in securities as allowed by this policy. If a mutual fund holds prohibited assets, they may not exceed 10% of the value of the fund. e) Exchange Traded Funds

14.6.1.2 Prohibited Assets

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

- a) Derivative Investments
- b) Commodities and Futures Contracts c) Private Placements
- d) Options

¹⁸ Stocks are riskier in the short term, but stocks in a diversified number of well established companies should yield higher rewards over time.

- 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)

14.6.1.3 Prohibited Transactions

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

- a) Short selling
- b) Margin transactions

14.6.1.4 Application of Paragraphs 14.6.1.1 – 14.6.1.3

The requirements of Paragraphs 14.6.1.1 through 14.6.1.3 are to be strictly followed if the AMATYC Foundation Investments Committee is buying and self managing the assets.

If however, the AMATYC Investments Committee has engaged a brokerage firm that is managing its investments through a “program managed platform” (a computerized account that automatically manages risk), then the

requirements of Paragraphs 14.6.1.1 through 14.6.1.3 are relaxed to the extent that mutual funds that comprise the portfolio may contain assets prohibited in Paragraph 14.6.1.2 with due cognizance by the Investments Committee.

14.6.2 Investment Funds Operation

An investment is one of the types of funds or assets described in Paragraph 14.6.3.2 which comprises capital from which return is realized and the purpose of the gift is served by allocating all or a portion of the return for expenditure to the designated purpose in addition to any corpus that has been designated for expenditure. The return is composed of income and gain or loss of the underlying assets whether the asset has been sold and the gain or loss is “realized,” or the asset is held and the gain or loss is “unrealized”.

The donor’s intent is the overriding factor in determining how an investment gift is to be managed. Some donors specifically provide that any return from the gift that they establish together with original principal, become capital and therefore both principal and a portion of the return is “permanently restricted.” Other donors are silent as to the character of the return. Often it is unclear whether those donors intended to retain any return with the principal or to have available the entirety for expenditure. The impact of failing to retain part of the return is to diminish the purchasing value of the underlying funds over time. It is the belief of the AMATYC Foundation that most donors who have established perpetual endowment funds are interested in preserving the purchasing power of those funds over time and therefore, the AMATYC Foundation shall treat such a portion of the return as restricted to the same purpose as the original gift. The return over and above that required to maintain purchasing power shall be available to be spent consistent with Section 14.2 of this policy. Where the intent of the donor is unclear or cannot be discerned, the AMATYC Foundation Board will make the determination on whether purchasing power of the gift is to be maintained.

14.6.3 Types of Funds

There are two types of funds used by the AMATYC Foundation: 1) Operating Funds usually referred to as Operating Accounts and 2) Investment Funds.

14.6.3.1 Operating Funds

Operating Funds (Accounts) are used in the day-to-day operation of the foundation for handling regular income and expenses. (See Subsection 14.11.1 for a current listing of Accounts). These accounts receive funds from donations, pledges, special bequests, fund raisers, interest, dividends, and when in accordance with this Policy, transfers from Investment Funds. Expenditures are made in accordance with approved budgets or organization purposes and/or programs. In the event that expenditures for any account shall exceed the budgeted authority, then the AMATYC Foundation may amend the budget as necessary.

14.6.3.2 Investment Funds

Investment Funds (Accounts) are accumulated sums of monies and/or occasional large sums of monies donated or set aside either by the donor or the governing bodies of AMATYC or the AMATYC Foundation for long term investment (See Subsection 14.11.1 for a current listing of Funds). The investment and use of Investment Funds are governed by each fund’s assigned “Type” of which there are four types.

Unrestricted Funds: Unrestricted funds are funds the AMATYC Foundation receives to further its objectives with no spending stipulations attached. These can be donations, grants, or fees earned. Contracts generally should be treated as unrestricted funds.

Designated Funds: Designated Funds are unrestricted funds that the AMATYC Foundation Board has chosen to direct to a particular use. These funds generally will not accrue any interest.

Restricted Funds: Restricted Funds must be used for the purpose for which they are given. A donor can require the AMATYC Foundation to spend his/her donation in accordance with his/her wishes. This creates the restriction which is an obligation under trust law. A grant may be restricted funds. These funds will accrue interest only if the balance at the end of the calendar year is equal to or greater than Ten Thousand Dollars (\$10,000.00).

Endowment Funds (also known as permanently restricted funds): Endowment Funds are those funds specified by the donor to be held in perpetuity and invested to produce income. The original principal, or corpus, of the fund must remain intact and unspent. The original principal (corpus) will retain its purchasing power over time by being indexed according to the annual CPI-All Users (See Subsection 14.7.3, Equation 2). Only income beyond the CPI growth may be spent.

The AMATYC Foundation's endowment is one of the resources that has been provided by supporters, members, and friends to be used on their behalf to strengthen the ongoing work of AMATYC.

14.6.4 Investment of Funds

In order to assure that the AMATYC Foundation fulfills its fiduciary responsibilities, the funds of Subsection 14.6.3 shall be managed by the Investments Committee along with sufficient information such that the committee can make appropriate investments.

14.6.5 Investment Requirements

Assets shall be invested in a manner consistent with the safeguards and diversity to which a prudent investor would adhere.

The assets shall be invested with the primary emphasis on consistency of performance to protect against excessive volatility in market value from year to year. Emphasis is placed on the achievement of adequate investment growth such that the purchasing power of the principal value is maintained over time.

The investment goal for the assets should be a minimum total return of three (3) percentage points in excess of the rate of growth of the Consumer Price Index over the most recent three-year period.¹⁹

14.6.6 Investment Guidelines

The Investments Committee has full discretion with respect to the selection of investments and the timing of transactions, within the following guidelines:

¹⁹ Relative performance results are expected to exceed major financial yardsticks such as the S&P 500 Stock Index and/or the Lehman Bond Indices over time.

- a) All classes of investment, except for those specially listed in Paragraph 14.6.1.2, may be held, invested, and reinvested in recognized, quality, marketable securities.
- b) Common stocks and equity-related securities are to be diversified as to industry and number of holdings.
- c) The Investments Committee shall not purchase investments in a single company in a total amount exceeding 5% of the aggregate market value of all assets under its control. Securities issued or guaranteed by the United States Government or its agencies may be held without limitation to the aforementioned five percent (5%) restriction. However, the Investments Committee may purchase mutual funds as long as no one fund exceeds 25% of the market value of invested assets and meets the above requirements of this paragraph.
- d) Fixed income obligations are to be selected and managed among investment grade bonds or managed bond funds. There is no limit to the percentage to be held in fixed income obligations. Maximum maturities should not exceed eight years.

The Investments Committee has the latitude to override these guidelines for short periods (up to three months) in order to facilitate the orderly and timely purchase and sale of securities.

14.6.7 Review Process

Performance reports shall be compiled by the Investments Committee at least quarterly and communicated to the AMATYC Foundation Board members. The AMATYC Foundation Chair will provide reports to the AMATYC Executive Board at its spring and fall meetings.

The Investments Committee shall make an annual report to the AMATYC Foundation Board covering its major policy decisions of the past year and the performance of funds under its management. The AMATYC Foundation Chair shall share this report with members of the AMATYC Executive Board.

The investment manager, if one has been retained, will meet no less than annually with the Investments Committee to:

- a) Determine whether the investment manager has performed in adherence to this statement of investment policy as set forth herein,
- 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 adjust if necessary.

The Investments Committee recognizes that the capital markets are dynamic and that any statement of investment guidelines and objectives at any point in time may not be totally appropriate, applicable or meaningful. It is the responsibility of the investment manager to make appropriate recommendations in writing or in person to the Chairman of the Investments Committee.²⁰

14.7 Funds Growth and Purchasing Power Retention

In this section, the equations underlying the growth of funds and purchasing power retention are set forth consistent with the principles of the foregoing Paragraphs.

14.7.1 Goals and Objectives

As stated in the Fundamental Precepts (Section 14.5), the target for certain Invested Funds should be to use income (both realized and unrealized) and the initial principal or corpus amount in support of AMATYC Foundation activities. In the case of Invested Endowment Funds, the criteria shall be that the purchasing power of the original principal or corpus amount be maintained.

14.7.2 Start-up Period

As of January 1, 2012, all Endowment Funds and endowment investment returns (both realized and unrealized) are frozen for a four-year period in order to establish a base- history period on which to determine the income trends from these funds. At the end of this period and thereafter, a portion of the income generated by endowment funds will be available for use by the AMATYC Foundation. The portion of the endowment income that is available for use is described in 14.6.3.2 under Endowment Funds.

14.7.3 Funds Purchasing Power Retention

²⁰ Whenever the investment manager believes any guideline is too broad or too restrictive, requires further definition, or should be altered or deleted, it is the responsibility of the Investment Manager to address these issues in writing to the Chair of the Investments Committee.

The purchasing power of the Endowment Income Funds will be maintained by recognizing the impact of the consumer price index, the rate of return on invested funds, the costs associated with investing the funds, and controlling the rate of expenditure. Definitions of terms used in the equations of this section are:

AE – Annual Expenditure
 ARR – Annual Rate of Return
 B – Base amount of funds invested

CPI – Consumer Price Index – All Urban Consumers
 EA – Excess Available
 FA – Funds Available for Investment
 FG – Funds Growth
 IC – Investment Costs associated with investing the funds including purchase, sales, management fees, etc.
 NF – New Funds
 OF – Original Funds
 UE – Unanticipated Expenditure

Endowment Funds Growth

The growth of the Endowment Income Funds depends on the annual expenditure, any unanticipated expenditure, the annual return, and the cost of investing the funds. The “(Endowment) Funds Growth” is calculated²¹ as follows.

$$FG = [FA + NF - AE - UE] [1 + ARR] - IC - B \quad (\text{Eq. 1})$$

Note that the preceding year’s Funds Growth (FG) plus the base amount (B) becomes the new Funds Available (FA) starting point for the next year.

Base

The purchasing power of the Endowment Income Funds is maintained by annually incrementing the “Base” amount of funds and any new funds for the increase in the CPI (Consumer’s Price Index – All Urban Consumers). The new annual “Base” is calculated as follows:

$$B = [OF + NF] [1 + CPI] \quad (\text{Eq. 2})$$

The preceding year’s Base (B) becomes the new Original Funds (OF) starting point for the next year.

²¹ These equations are provided for guidance. In some circumstances, other or equivalent equations may be more appropriate.

Available for Expenditure

The four-year initial period of no expenditure described in Subsection 14.7.2 allows the establishment of baseline performance such that a relative constant level Annual Expenditure (AE) can be made without impairing the long range health of the Endowment Funds and their purchasing power.

In order to minimize the impact in swings of interest rates (ARR) and the Consumer Price Index (CPI), it is recommended that the Annual Expenditure be limited to a constant percentage of the Funds Growth (FG). This percentage may have to be adjusted if the Annual Rate of Return (ARR) decreases significantly from current levels or the

Consumer Price Index (CPI) increases significantly from current levels. The initial suggested percentage will be determined based on data accumulated over the three-year start-up period.

In order to make this Investment Fund procedure work and be robust for the long term, the Excess Available must be maintained as a positive number under all circumstances and thus may require adjustments in the annual expenditure to ensure this result. In equation form:

$$EA = FG - B \quad (\text{Eq. 3}) \text{ Note that the Annual Expenditure}$$

(AE) has already been accounted for in the Funds Growth (FG).

If at any time it becomes necessary to use Endowment Income Funds in excess of the “Available Funds,” any funds “borrowed” from the Endowment Income Funds must be replaced with the invested return on the remaining funds until the point at which the Endowment Funds plus invested funds equals the original Endowment Income Funds prior to borrowing and incremented by the annual CPI rate for the period during which the funds were borrowed. A form of Eq. 3 would apply in this situation.

14.8 Disbursement

Any funds under the control of the AMATYC Foundation Board per Paragraph 14.6.2 will be disbursed to support activities and projects consistent with the mission of AMATYC and its strategic plan, the requirements of the donors, and the availability of investment income.

The goal of the AMATYC Foundation, when disbursing funds, will be to annually disburse income from the endowment funds in an amount equal to approximately 4-6 percent of the endowment fund principal based on a three-year rolling average of the value of the return on endowment funds. For the first four years of the start-up investment fund period, disbursement of the funds will be limited to a maximum of 50% of the endowment fund return.

Disbursement of these funds will be accomplished for projects approved by the AMATYC Foundation Board.

14.8.1 Identification and Establishment of Projects

Proposals for projects can come from any person or entity, inside or outside of AMATYC. The proposals for projects shall be routed to the Foundation Chair.

Such proposals shall include the following information:

- a) Title
- b) Goals and Objectives of the activity or project
- c) Short statement (no more than 2-3 paragraphs) describing how the project is to be accomplished, including dissemination plans, if appropriate, how an assessment of the effectiveness of the project is to be accomplished, and personnel to manage the activities
- d) Period of accomplishment
- e) Proposed budget for project, that includes appropriate detailed expenditures f) Name of person/entity making proposal, address, telephone number, e-mail address, and vitae of the person with major oversight and management of the activity or project

The AMATYC Foundation Mini-Grant process will follow the process that is outlined in Section 11.8.

The AMATYC Foundation Board will evaluate the proposals for consistency with the mission of AMATYC and its strategic plan, perceived value, ability for accomplishment, and availability and appropriateness of funding.

The AMATYC Foundation Board will notify the person/entity making the proposal of its decision in a timely manner.

14.8.2 Project Implementation Process

If a project is approved for funding, the AMATYC Foundation Board will establish the parameters for payout of the funds, and requirements for reporting the results of the project to the AMATYC Foundation Board and dissemination beyond the AMATYC Foundation Board by the person(s) and/or entity in a timely manner at the end of the project.

If the project requires a proposal and evaluation process, then the AMATYC Foundation Board Chair may appoint a subcommittee of the AMATYC Foundation Board to establish/design the proposal, review, and evaluation processes and may enlist the services of additional expertise if needed. When the proposal and evaluation processes have been approved by the AMATYC Foundation Board, approval will include detailed implementation instructions including an appropriate application form and reporting requirements.

14.9 Scope and Amendment

Chapter 14 represents the complete set of policies and procedures of the AMATYC Foundation Board, and as such, obviates and supersedes all policy and motions made by the AMATYC Foundation Board existing prior to the date of approval of this policy.

Chapter 14 of the AMATYC Board Policy and Procedure Manual can only be amended upon recommendation to the AMATYC Executive Board by a seventy-five percent (75%) affirmative vote of the AMATYC Foundation Board membership; and by a simple majority of the quorum of the AMATYC Executive Board.

14.10 Dissolution

In the event of dissolution of AMATYC, the reasons for the existence of the AMATYC Foundation shall cease. The assets of the AMATYC Foundation shall be distributed pursuant to the directives of Article XIV, Dissolution, of the AMATYC By-Laws found in the Policies and Procedures Manual of which this Chapter 14 is a part.

14.11 Supplemental Material

Materials in this section are referenced in the other sections and are to provide additional information regarding duties of Foundation Leadership personnel and conflicts of interest..

14.11.1 List of Accounts and Funds

The current active funds are listed in the annual budget.

14.11.2 List of Duties for Foundation Leadership

Duties for AMATYC Foundation Chairperson:

- a) Convene and conduct Foundation Board meetings, b) Prepare reports for AMATYC Executive Board,
- c) Serve as budget manager for AMATYC Foundation expenditures, and d) Coordinate the preparation of AMATYC Foundation annual budget.

Duties for AMATYC Foundation Recording Secretary:

- a) Record official minutes of each AMATYC Foundation Board meeting, b) Distribute draft minutes, and
- c) File final signed copy of approved minutes with the AMATYC office in a timely manner.

Duties for AMATYC Foundation Investment Committee Chairperson:

- a) Convene and conduct meetings of the AMATYC Foundation Investment Committee,
- b) Provide leadership for selecting investments and/or selecting and overseeing an Investment Manager,
- c) Keep informal minutes of each Investment Committee meeting including investment decisions,
- d) Keep the AMATYC Foundation Chair informed of Investment Committee meetings and decisions,
- e) Prepare reports describing the activities of the committee and the results of investments, and
- f) Communicate financial transactions requests to the AMATYC Treasurer, or to other signatory on the AMATYC Foundation Investment Account, who executes the transactions.

14.11.3 Conflict of Interest²²

The AMATYC Foundation Conflict of Interest policy is an extension of the AMATYC Conflict of Interest policy (Subsection 2.1.1) and is to be used to clarify potential conflicts specifically for the AMATYC Foundation Board.

This policy is focused to protect the image and integrity of AMATYC and the image and financial interests of the AMATYC Foundation.

14.11.3.1 Definition of Conflict of Interest

Conflicts of interest can be defined as any situation in which an individual(s) is in a position to exploit a professional or official capacity in some way for their personal benefit.

²² The material in this subsection was adapted from material found at www.wikipedia.org/wiki/Conflict_of_interest.

14.11.3.2 Examples of Conflict of Interest

Examples of conflict of interest include, but are not limited to:

- a) Self dealing – This occurs when a member of the AMATYC Foundation Board causes it to enter into a transaction with that member or with another organization that benefits the member. The member is said to be on both sides of the “deal.”
- b) Outside employment or organizational membership – This occurs when a member of the AMATYC Foundation Board has employment or organizational membership interests that are in contradiction to the interests of the AMATYC Foundation.
- c) Family interests – These occur when a member of the AMATYC Foundation causes services to be purchased from a spouse, child, or other close relative (or participates in their employment by the AMATYC Foundation) or from a firm controlled by a relative. In cases such as these, the AMATYC Foundation member should recuse from such decisions.
- d) Gifts – This occurs when an AMATYC Foundation member would receive a gift from someone or some organization with which the AMATYC Foundation is doing business. Only a gift of nominal value (approximately \$25) may be accepted if to do otherwise would be considered insulting to the giver.

14.11.3.3 Methods for Mitigating Conflicts of Interest

Methods for mitigating conflicts of interest include, but are not limited to:

- a) Removal – The best way to handle conflicts of interest is to avoid them entirely
- b) Disclosure – This can be accomplished by disclosing a conflict of interest via the form in Paragraph 14.11.3.4. Then the AMATYC Foundation Board would act upon the disclosure in keeping with Paragraph 14.11.3.5.
- c) Recusal – Members with a conflict of interest are expected to recuse themselves from (i.e., abstain from) decisions where such a conflict exists. The imperative for recusal varies depending upon the circumstance, either as common sense ethics, codified ethics, or by statute.
- d) Third party evaluations – These are used when it is necessary to have evidence that decisions, which might be viewed as raising the issue of conflict of interest, have been made impartially.

14.11.3.4 Disclaimer Form for Conflict of Interest

Annually, at the first meeting of the AMATYC Foundation Board each year, each member of the AMATYC Foundation Board will read this Conflict of Interest policy and will fill out the form at the end of this chapter signifying that they have read this policy and attest that they have no conflicts of interest with respect to the duties of an AMATYC Foundation Board member or if they do, they will reveal those actual or potential conflicts of interest.

These forms will be sent to the Chair of the AMATYC Foundation Board for review and referred to the AMATYC Foundation Board for action if necessary. Once the review of the forms is complete and any necessary actions have been taken, the AMATYC Foundation Board Chair will send them to the AMATYC Office for filing and safekeeping along with a signed cover letter attesting to the fact that all Foundation Board members have completed the form, that the forms have been reviewed, and that to the best of the Chair’s knowledge, the spirit and intent of Subsection 14.11.3 have been met.

14.11.3.5 Procedure for Dealing with Conflicts of Interest

Conflicts of Interest that are revealed through the process of Paragraph 14.11.3.4 or conflicts of interest that arise during the year will be addressed by the full membership of the AMATYC Foundation Board. Typical results may be to ask a member of the AMATYC Foundation Board to recuse himself/herself from a particular series of discussions or actions, or in more serious conflict of interest, the AMATYC Foundation Board would ask the individual(s) to resign from the AMATYC Foundation Board.



CONFLICT OF INTEREST FORM

AMATYC FOUNDATION
SOUTHWEST TENNESSEE CC

**5983 MACON COVE
MEMPHIS, TN 38134**

I, _____, declare that I have received a copy of Section 2.1.1 and Chapter 14 of the American Mathematical Association of Two-Year Colleges (AMATYC) "Policy and Procedures Manual" and that I have read it and understood its intent.

My position on the Foundation Board is (Please check all that apply):

Foundation Member

Foundation Chair

Investments Committee Member

Relative to my position on the AMATYC Foundation Board,

I have no business or professional associations that would result in a conflict of interest.

I have the following business and professional business associations that may or could result in a conflict of interest (Please list all):

Business and/or Organizational affiliations:

Grant related activities:

Publications:

Related Investments:

CONFLICT OF INTEREST DECLARATION: *During my period of service in connection with the AMATYC Foundation for which this form is being completed, I will not participate in any decision for which I have a conflict of interest as defined in the Conflict of Interest Policy, and I will formally disclose for the record the fact that I am not participating. In cases of uncertainty about whether or not a conflict of interest exists, I will consult the AMATYC Foundation Chair as necessary about the specific circumstances involved for the activity.*

Signature _____

Date _____

For use by AMATYC Foundation Chair in accord with Paragraphs 14.11.3.5 and 14.11.3.6.

Reviewed and Approved: _____

Additional Disposition (If required): _____

Signature _____

Date _____

ATTCAHMENT K

Proposal to manage the YourMembership.com back end permissions

Permanent Permissions

The following AMATYC leaders shall have permanent permissions on the YM back end.

1. Office Director (All permissions in the back end. e.g., Manage Admin Accounts)
2. Executive Director (All permissions in the back end. e.g., Manage Admin Accounts)
3. Website Coordinator (Permissions dealing with ecommerce and member data would not be granted. Any permission in the back end required to create and maintain AMATYC webpages would be given including Manage Blogs, Manage Community Calendar, Manage Contact Forms and Types, Manage Control Panel, Manage Forums, Manage Groups, Manage Idea Box, Manage Latest News, Manage Now Feed (Micro-Blog), Manage Recommended Links, Manage Site Content, Manage Site Messaging, Manage Surveys)
4. Office Staff, except for the Office Director (Any permission approved by the Office Director and Executive Director. Permissions will not include the following: Manage Admin Accounts, Update Your Organization's Contact Information)

No other persons will have permanent permissions.

Temporary Permissions (AMATYC Leaders)

There may be times when AMATYC leaders want one or more back end permissions for a defined period of time to carry out specific duties related to their AMATYC position. Temporary permissions may be granted in such cases. To receive temporary access to the back end, the requester should provide the following information to the AMATYC President: Name, AMATYC position, reason for the request, time frame of the request, and the desired permissions. The AMATYC President in consultation with the Office Director and Executive Director will approve or not approve the request.

A temporary back end permission that may be popular is regional VP permission to search the AMATYC member database and create bulk emails for members of their regions. (e.g., Data Management and Synchronization, Manage Bulk Email) These permissions should be given freely to all VPs for the duration of their term, if requested.

Temporary Permissions (Venders)

There may be times when venders need one or more back end permissions for a short period of time to carry out specific tasks. Temporary permissions may be granted in such cases. For venders to receive temporary access, the Office Director in consultation with the Executive Director will submit a request to the AMATYC President who will approve or not approve the request.

ATTACHMENT K**Proposed position statement on The Academic Preparation of Mathematics Faculty at Two-Year Colleges**

1 THE ACADEMIC PREPARATION OF MATHEMATICS
2 FACULTY AT TWO-YEAR COLLEGES

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

4 •

5 **Statement of Purpose**

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

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

25 **Guiding Principles**

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

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

Effective mathematics faculty 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 faculty 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 guidelines for the mathematical preparation of two-year college faculty must be sufficiently robust to guarantee faculty flexibility. These guidelines are 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 term *faculty* is 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 faculty 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 faculty 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 faculty 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 some other disciplines served by the two-year college mathematics curriculum may also be appropriate. In some instances advanced formal education may culminate in a doctorate in mathematics or mathematics education.

Effective mathematics faculty 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.

The Course Content of a Preparatory Program

Mathematics Content

The core of the academic preparation of two-year college mathematics faculty is course work in the mathematical sciences. The mathematics course work for individuals preparing to be two-year college mathematics faculty 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

- 108 • Calculus through Vector Calculus
- 109 • Differential Equations
- 110 • Real Analysis
- 111 • Numerical Analysis
- 112 • Complex Variables
- 113 • Linear Algebra
- 114 • Abstract Algebra
- 115 • Probability
- 116 • Statistics
- 117 • History of Mathematics
- 118 • Number Theory
- 119 • Geometry
- 120 • Topology
- 121 • Combinatorics

122 **Pedagogical Content**

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

- 127 • Psychology of Learning Mathematics
- 128 • Methods of Teaching Mathematics
- 129 • Organizing and Developing Mathematics Curricula and Programs
- 130 • Instructional Technology
- 131 • Teaching Developmental Mathematics
- 132 • Using Calculators and Computers to Enhance Mathematics Instruction
- 133 • Measurement, Evaluation, and Testing
- 134 • Teaching Mathematics to Adult Learners
- 135 • Teaching Mathematics to Special-Needs Students
- 136 • College Mathematics Teaching Seminar

137 **Evaluating Credentials**

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

142 **Adjunct Faculty**

143 Ideally, adjunct faculty should possess the same level of preparation and commitment to quality
144 teaching as full-time faculty. The *AMATYC Position Statement on Working Conditions of*

145 *Adjunct Faculty* stresses the need for institutional support for professional development for
146 adjunct faculty.

147 **Academic Support Personnel**

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

154 **Variety of Expertise**

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

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

ATTACHMENT L

Proposal to manage the YourMembership.com back end permissions

**Permissions in the YM Back End Task Force
FBM Report (Sept. 15, 2014)**

Members: Cheryl Cleaves, Jim Ham (Chair), Christy Hunsucker, George Hurlburt, Beverly Vance, Bruce Yoshiwara

Charge: To review and make recommendations as to which individuals/positions will have access to the administrative back end of the YourMembership.com web site.

Terminology: We will refer to the part of the website that members and the general public can view as the *frontend*. We will refer to the administrative back end of the YM site as the *back end*. Only a small group of membership and website managers will have access to the back end.

(YM = yourmembership.com = AMATYC's Content Management System)

An update:

- A draft proposal concerning back end permissions was created and implemented in early 2014. Board members and leaders were asked to follow the proposal and request permission to the back end, if needed.
- The proposal was shared with the Board at the SBM, 2014.
- Permissions were managed as described on the proposal for a trial period up through September, 2014.
- With minor revisions, a final proposal was drafted.
- A motion to the Board concerning back end permissions will be made at the FBM, 2014.

The following individuals have back end permissions as of Sept. 12, 2014:

- Beverly Vance
- Christine Shott
- Ryo Davis
- Christy Hunsucker
- Dan Fahringer
- George Hurlburt
- Jim Ham
- Kate Kozak
- Margie Hobbs
- Mark Harbison
- Nancy Rivers
- Nicole Lang

The task force has completed its charge.

ATTACHMENT M

Proposed symposium for the 2015 AMATYC Conference in New Orleans; “Re-Envisioning Math Pathways from Developmental through College Level Mathematics.”

AMATYC 2015 Symposium Session Request

Symposium Theme: Re-Envisioning Math Pathways from Developmental through College Level Mathematics

Symposium Session: *An National Overview of Development and Implementation of Math Pathways* presented by Uri Treisman.

Symposium Workshop #1: *Pathways Through Developmental Math:* This session will focus on issues that faculty and colleges should consider as they implement non-algebra intensive developmental courses. We propose to gather presenters who have in-depth experience with collecting and creating materials for use by diverse faculty in diverse settings. These presenters will share insights from their experience and facilitate discussions with participants to address the following key questions:

- 1) What are the essentials for success?
- 2) What are key decision points that need to be addressed?
- 3) What are potential pitfalls?

Potential presenters could include: Jack Rottman (Lansing Community College, The New Life Project), Kathleen Almy (Rockwood College – Math Lit) , Brian Mercer (Parkland Community College – Pathways to Math Literacy), Connie Richardson (New Mathways Project), Karon Klipple (Carnegie Pathways).

Symposium Workshop #2: *Preparing Students for Calculus: A Review of Promising Programs and Research.* The Dana Center convened two design teams of faculty to review and analyze promising programs and the research related to preparing students to be successful in Calculus. The workshop will have interactive discussion and activities around three major topics.

- Promising Programs that support student learning and engagement
- Learnings from research about content and skills necessary for success in Calculus
- Examples of how this information has been conceptualized in the New Mathway Program course development

Presenters will include Frank Savina (Dana Center), representatives of the faculty design teams (TBD), faculty representatives from identified promising programs (TBD).



Budget: Requesting \$3000 for non-Dana Center speakers.

ATTACHMENT N

PPM Section 0 Preface

About the online Policy and Procedures Manual

This online AMATYC Policy and Procedures Manual contains all of the latest additions, updates, and corrections to the manual, up to the date indicated in the footer. The Policy and Procedures Manual is a guide; whereas official and legal policy is found in the approved minutes of the AMATYC Executive Board and Delegate Assembly.

Click on a book () to view the contents of the book. Click on a topic () to view the page.

Items highlighted in green indicate the results of your Search.

Please report any errors or suggestions to the AMATYC Secretary, Mary Beth Orrange, orange@ecc.edu.

The Policy and Procedures manual will be updated each time a motion is passed that impacts it, as soon as reasonably possible, once the meeting Spring Board Meeting, Fall Board Meeting (SBM, FBM), conference call, or email ballot has concluded. Each new edition of the Policy and Procedures Manual will be posted online on the AMATYC internal website.

[<SBM 2014>](#)

Beginning with the FBM 2014 all updates to the policy manual will include a reference to the SBM or FBM minutes which include the new or updated policy. To ensure clarity the code reference will be listed at the beginning and the end of the new or revised policy. The beginning reference will begin with a "B." For example, <BFBM 2014> would be used to mark the beginning of the revised policy. The ending reference will begin with an "E." For example, <EFBM 2014> is used to mark the end of the revised policy. Changes made as the result of an email ballot will refer to the next FBM, SBM, Scheduled Conference Call (SCC), or Strategic Planning and Orientation Meeting (SPO) as motions made outside the regularly scheduled meetings are posted in the minutes of the following meeting.

Guidelines for Policy and Procedures Manual [<SBM 2009>](#)

AMATYC policies and procedures shall be collected in the "AMATYC Policy and Procedures Manual" that includes the following information:

- AMATYC's constitution and bylaws, structural aspects, officer duties, committee objectives, operational policies, strategic plan, listing of educational policy statements, and other miscellaneous general policies and procedures;
- Internal and external policies and procedures relating to the operation and responsibility of the national office;
- Financial policies including account numbers, accounting policy and financial policy;
- Conference policies and procedures relating to the production of the annual conference;
 - Foundation policies including the constitution and bylaws of the AMATYC Foundation, and other miscellaneous information important to the operation of the Foundation.

The Secretary shall serve as the Editor of the Policy and Procedures Manual (PPM) and collaborate with the Executive Director and AMATYC office to update the PPM as prescribed above. No other formal board approval is needed for the revision, as updates should reflect actions already taken by the board.

ATTACHMENT O

Facsimile Signature Document

**Facsimile Signature****AGREEMENT AND INDEMNIFICATION**Account Number: **2052512**Account Name: **Amer. Mathematical Assoc of 2 YR College**

The undersigned acknowledges that use of a facsimile signature carries significant risk of loss to the user. Any item bearing the facsimile signature is properly payable from the account. Cadence Bank cannot discern between checks on which the stamp has been used legitimately and those on which its use is fraudulent.

By signing below, the undersigned authorizes Cadence Bank to charge the above referenced account for all checks, drafts or other orders, for payment of money, that are drawn on Cadence Bank regardless of by whom, or by what means the facsimile signature(s) may have been affixed, so long as they resemble the facsimile signature specimen contained in the signature card agreement, or that are filed separately with us, and contain the number of required signatures for the intended purpose.

The undersigned understands that any losses from the stamp's misuse are the responsibility of the customer authorizing the use of the stamp, not the financial institution paying the items.

The undersigned agrees to indemnify and hold Cadence Bank harmless for any losses that might occur as a result of the facsimile signature's use.

Printed Name_____
Signature_____
Date_____
Printed Name_____
Signature_____
Date

Facsimile Signature

Cadence Bank, N.A.

Revised 10/4/12

ATTACHMENT P

PPM SECTION 5.6 Treasurer

17. Coordinate the maintenance of all financial records, funds, receipts, approve disbursements of the association, and keep accurate records of the same.
18. Coordinate with the office, the preparation and presentation of a written financial report at each regular business meeting and each Executive Board meeting; the Delegate Assembly Treasurer's report should include a summary of the previous fiscal year report.
19. Prepare an annual organizational budget and present it to the Executive Board at the spring Board meeting with final approval at the fall Board meeting.
20. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
21. Secure Board approval for expenditures for the six months prior to any Board meeting, for the periods March through September and October through February through a motion at the spring and fall Board meetings.
22. Prepare the annual conference budget to ensure a surplus each year for AMATYC operations and project spending for the future stability of AMATYC.
23. Maintain AMATYC Investments, currently held at Morgan Stanley in accordance with AMATYC investment policy. The AMATYC Treasurer, with direction from the AMATYC Investment Committee, may direct Morgan Stanley investment advisor to reallocate the AMATYC funds within the Morgan Stanley AMATYC General Investment Fund (a.k.a. Fund 1) and the AMATYC Foundation Fund (a.k.a. Fund 2) according to the guidelines stated in AMATYC investment policy. However, in order to withdraw any funds from either of the two AMATYC investment accounts, a written request signed by any two of the following officers is required: President, President-Elect, Treasurer, and Past President.
24. Review the Morgan Stanley statement monthly for accuracy of record keeping.
25. Review the Cash Disbursement Journal monthly to check for accuracy.
26. Receive the bank statement and associated documents, and review the checking account monthly.
27. Review checking account records and determine if current services are meeting the needs of the organization. A recommendation to the Board should be made when a change is needed. It is recommended that at least \$40,000 be maintained in this account. Since two signatures are required to withdraw money from Morgan Stanley, the Treasurer must be sure to maintain enough money in a checking account to pay bills. The Treasurer may allow registration monies for the annual conference to accumulate in the checking account until the bills of the conference have been paid. Checks for more than \$10,000 require two signatures of the following: : The Treasurer's electronic signature and the hand written signature of one of the President, President-Elect, Past-President.
28. Ensure that three financial reports are filed with governmental agencies. The first report is Form 1099 which must be filed with the IRS and provided to any individual to whom AMATYC has paid over \$600 for services performed. This form must be filed by January 31. The second report is the IRS Form 990, which is to be filed by the 15th day of the 5th month after our accounting period ends. An extension of this filing may be required by the AMATYC auditor and, if so, the auditor will file the extension with the IRS on behalf of AMATYC. Such extension is automatically granted by the IRS and does not impact the organization in any negative manner. Currently, the AMATYC fiscal year is a calendar year, running from January 1 to December 31. The third report is the form and filing fee to be filed with the New York State Department of Law Charities Bureau as soon as the IRS form 990 is completed. A copy of the sworn statement to be filed by the Accounting Director, once it has been notarized, is available from the office. This form, a copy of the IRS form 990, and currently a payment of \$250.00 are sent to New York State Department of Law, Charities Bureau, 120 Broadway, New York, New York 10271. The fourth form is the Renewal of Registration of a

Charitable Organization sent to the State of Tennessee annually with a payment of \$300.00.

29. All income for AMATYC and the AMATYC Foundation (which is a Committee of AMATYC) is sent to the AMATYC office, which is responsible for logging its receipt, making copies of all checks, retaining records of all other forms of receipt of funds such as debit or credit cards, preparing journal entries to update the general ledger, doing all accounting and updating of all databases affected. A monthly case disbursement journal report is sent to the Treasurer. The Treasurer receives a copy of all financial statements and reconciles them to the income designation worksheet received from the office.
30. Prepare any grant related financial reports, with the assistance of the office staff.
31. Act as a signatory on all AMATYC financial accounts as appropriate. Serve as a member of the Expenditure Approval Committee.
32. Chair the Tax Review and Audit Committee.

Reimbursement Procedure

4. The Treasurer and Executive Director approves all requests for reimbursement, including routine bills that the Treasurer may pre-approve. Requests for reimbursement are sent to the Treasurer who verifies the amount and account numbers, completes a disbursement form and attaches electronic copies of the reimbursement request, disbursement form, and all receipts in the Smartsheet. The Accounting Director prepares and issues (mails) the reimbursement check which has been electronically signed with the Treasurer's signature and posts a copy of the check in Smartsheet with the reimbursement documents. The Executive Director approves payment of these reimbursement requests after reviewing all documents, including the amount of the check. For routine bills/invoices that are received into the office, the Office Director prepares the check and attaches copies of the invoice, an office check disbursement form, and the printed check in Smartsheet and awaits approval of either the Treasurer or Executive Director before issuing (mailing) the check. The Treasurer or Executive Director who did not approve the payment prior to mailing also reviews and approves the payment within a reasonable period of time. Checks that are greater than \$10,000 require the approval in Smartsheet of BOTH the Treasurer and Executive Director before they are issued. Additionally, checks greater than \$10,000 require a hand-written signature of one of the President, President-elect, or Past President before issuing payment.
5. All requests should be accompanied by appropriate documentation and should be signed and dated. It is recommended that reimbursement request forms (available from the Treasurer, the AMATYC internal website, or the AMATYC office) accompany requests for reimbursement. However, should appropriate documentation (statements, bills, receipts, etc.) accompany the request and be approved in writing by the appropriate budget manager, the Treasurer, at his/her discretion, may authorize the check to prevent unnecessary delays in payment.

Reimbursement forms and appropriate documentation may be submitted to the Treasurer electronically (preferably) or by sending paper documents. It is frequently necessary for the Treasurer to change the account numbers that the person requesting reimbursement uses as others may not be familiar with neither the accounting system nor the account numbers which they manage. The Treasurer may also need to make adjustments to the reimbursement request. When this occurs, the Treasurer must notify the person submitting the request of the changes prior to submitting the documentation to the Accounting Director for payment.

6. When approval is granted for reimbursement requests (other than office check disbursement forms), the Treasurer will attach a copy of the reimbursement form, all receipts and reimbursement documentation, and the AMATYC Check Disbursement Form (with part I completed) in Smartsheet. The Treasurer keeps a copy of the documentation for the reimbursement for his or her records.
7. The office staff prepare the check and complete part II of the AMATYC Check Disbursement Form and attach it in Smartsheet for the Executive Director's completion and approval.
8. The Executive Director completes part III of the disbursement form and attaches it in Smartsheet. The white copy of the check is used by the office for accounting purposes. The office mails the original of the check to the recipient.
9. The budget director, Treasurer, Executive Director, and Accounting Director ensure that all disbursements are within budget. Otherwise, approval by the Expenditures Approval Committee is required.

ATTACHMENT Q

PPM Section 12.2.2

12.2.2 AMATYC News Topic List

All Issues:

- Header information: AMATYC logo, ISBN number, volume and issue numbers
- Office address, website address, phone, and e-mail
- President's column
- Deadlines for News issues and name and address of News Editor
- Listings of officers
- Listing of upcoming AMATYC Conferences, national and regional, for the next 4 years
- Information on AMATYC electronic services and access
- Calendar of events, including affiliate meeting dates and locations
- "In Memory Of" as needed; AMATYC office to provide necessary information
- State/Affiliate news, as space permits
- Update on Washington, DC activities
- Important deadlines highlighted in one place
- Other articles to be placed in issues as appropriate:
 - New affiliate formation
 - Committee news other than routine business
 - Special Project Reports (e.g. Strategic Planning, *Crossroads*, grants, CML)
 - Regional conference articles
 - AMATYC Membership/Information form (issues #1, #2, #3, #5 as space permits)
 - AMATYC Foundation

Issue #1: Articles due Nov. 27 (receipt date: 2/1)

- Conference report including Delegate Assembly votes and newly approved position statements. If space restrictions prohibit the printing of position statements, newly approved statements may be posted on the website instead
- Summer Institute advertising for upcoming summer, including notice of cancellation policy
- Highlights of Fall Board Meeting
- Election results (article due in odd years)
- Article on ME Award winner (article due in even years)
- Article on TE Award winners (article due in odd years)
- Summer Institute advertising for upcoming summer
- AMATYC membership form (since this issue is sent to potential members)
- Call for proposals for consulting professor

Issue #2: Articles due March 1 (receipt date: 4/20)

- Committee reports
- Preliminary conference information
- Call for nominations for TE Award (even years)

- Call for nominations for ME Award (odd years)
- Call for nominations for Executive Board (even years)
- Clarification of non-voting status of institutional, adjunct, retired, and student members (odd years)

Issue #3: Articles due June 1 (receipt date: 8/01)

- Highlights of Spring Board Meeting
- Conference information
- AMATYC membership form
- Student Mathematics League information
- Picture and article about participation in USAMO Ceremonies in Washington (if timing of ceremony allows; or shift article to Issue #4)
- Call for nominations for ME Award (odd years)
- Call for nominations for TE Award (even years)
- Call for nominations for Executive Board (even years)
- Encourage AMATYC members to vote in the election (odd years)
- Call for proposals for an AMATYC mini-grant

Issue #4: Articles due August 15 (receipt date: 10/20)

- More conference information
- Summer Institute reports from previous summer
- Foundation donor list
- Call for State Delegates (in even years)
- Call for nominations for Executive Board (even years)
- Call for proposals for AMATYC Research Associate (ARA)
- Call for proposals for consulting professor

ATTACHMENT R

Section 6.7.2

This account funds travel and expenses for a meeting to establish the annual conference program. The details of the meeting and the persons attending the meeting are determined by the Program Coordinator and the Conference Coordinator.

Unscheduled conference planning expenses as determined by the Conference Coordinator are charged to this account.

ATTACHMENT S

Report from the membership committee, 2014

AMATYC Membership Committee Report

Special Membership Committee Meeting: Saturday, November 8, 2014

Draft: November 9, 2014

Members: Cheryl Cleaves (ex-officio), Ernie Danforth, Dan Fahringer, Wanda Garner (ex-officio), Jim Ham (co-chair), Mark Harbison, Margie Hobbs, Liz Hylton, Kate Kozak, Nicole Lang, Nancy Rivers (co-chair), Beverly Vance

Charge: To develop a global membership and marketing plan for AMATYC. The plan should address all levels of membership including individual memberships (regular, lifetime, adjunct, retired) and institutional memberships. The plan should address recruitment of new members, retention of current members, and a year-long marketing plan. An assessment plan should be created so that we know if our membership and marketing plan is meeting our goals.

Membership Committee Vision: To proactively recruit and encourage all friends of two-year college mathematics education to become and remain an AMATYC member by promoting AMATYC's mission, annual conference, professional development activities, opportunities for leadership, publications, advocacy, and opportunities for connecting with colleagues.

Meeting Site and Time

The committee met in Magnolia Boardroom B of Grand Ole Opry Hotel on Saturday, November 8, 2014 from 9 AM until 5 PM, with a 1.5 hour break for lunch in the middle.

The morning session began with a self-assessment of AMATYC, its strengths and weaknesses. Committee members reflected on what first led them to join AMATYC and what kept them coming back year after year.

The larger committee then broke down into small groups to discuss recruitment and marketing. Groups were charged with brainstorming recruitment and marketing ideas -- ideas that have promise to increase AMATYC's membership. The small groups identified the following recruitment and marketing ideas:

- Offer an incentive to departments if groups of their members join/renew together.
- Update the website so that it might serve as a recruiting tool.
- Send personal letters to non members to encourage them to present or preside at the conference.
- Raise the fee for non-member conference registration to a level higher than the current amount.
- Market to non-members as identified in the YM database.
- Recruit a friend campaign

- Market to deans, department chairs, or other leaders of the math faculty at colleges that grant two-year degrees.
- Offer additional, lower-rate levels of AMATYC membership.
- Conduct an institutional membership recruit a friend campaign

The second half of the morning session focused on retention. Again small groups brainstormed ideas, identified their best ideas, and reported out to the larger group. The following retention ideas were identified.

- Promote auto renewal.
- Give recognition to members for sustained membership in AMATYC and longevity.
- Give special attention to first-time attendees at the annual conference.
- Create a formal packet for institutional members and send it out on a yearly basis.
- Create a web membership (“webmembership”) for membership who want to attend a webinar but do not want to join at the member rate.
- Identify additional ways to use social media. Pictures of affiliate meetings; Member spotlights.
- Develop a plan to pay particular attention to members in their first two years of membership.
- Get ACCESS members more involved in the conference during their second year, or give them a significant discount on conference registration in their third year.
- Invite the AMATYC Project ACCESS coordinator to attend the SPO.
- Create a year-long schedule of member *touch points* (member communications).

The following seven items were identified as initiatives the committee would like to pursue over the next year.

- Recruitment Initiative 1: Recruit a friend campaign
- Recruitment Initiative 2: Market to deans, department chairs, or other leaders of the math faculty at two-year colleges.
- Recruitment Initiative 3: Conduct an institutional membership recruit-a-friend campaign
- Retention Initiative 1: Promote auto renewal.
- Retention Initiative 2: Give recognition to members for sustained membership in AMATYC and longevity.
- Retention Initiative 3: Create a web membership (“webmembership”) for members who want to attend a webinar but do not want to join at the member rate.
- Retention Initiative 4: Create and implement a year-long schedule of member *touch points* (member communications).

The afternoon session began with a discussion about retention and recruitment goals. While the individual initiatives may be more specific in their recruitment and/or retention goals, overall, the following goals were identified:

- For the period from January 1, 2015 through December 31, 2015 we will attract 200 new individual members and 20 new institutional members
- For the period from January 1, 2015 through December 31, 2015 we will retain 80% of our individual members and 95% of our institutional members.

Also discussed at the beginning of the afternoon session was assessment. Addressed were the need for assessment, the types of data we might consider (including both qualitative and quantitative data), the custom fields that can be created in YM to facilitate data collection.

It was decided that, as a baseline, we will collect membership data on all the different membership types on December 31, 2014. We will also create custom member fields in YM going forward to identify (1) members of all membership types at the end of 2014, 2015, and all future years, (2) conference attendees at the 2014 and all future conferences, and (3) first year of AMATYC membership.

After the initial discussions about assessment and goals, small groups were identified and asked to provide details for one of the three recruitment/marketing initiatives. The small groups were asked to provide specifics of what the initiative would involve, who would be responsible for leading and carrying out the initiative, and how the initiative would be assessed.

- **Recruitment Initiative 1:** Recruit a friend campaign (Kate, Dan, Wanda)
 - What? Announce this week; Membership drive Jan. -May of 2015. Each new member they bring in gets a \$10 discount on their next renewal up to cost of a year's membership. Promote at affiliate presidents' luncheon, regional luncheons and newsletter and Jan. 10 email. Adjunct membership -still \$10 off referring member; Lapsed members, we would need to check this -if not a member during last five years would count for discount for referring member; Not for retired or institutional memberships. Do not repeat for two years.
 - Who?
 - Goals and assessment: 100 new members; would need custom field of referring member and that they were referred; Would need a discount code;
- **Recruitment Initiative 2:** Market to deans, department chairs, or other leaders of the math faculty at two-year colleges. (Mark, Margie, Nicole, Beverly)
 - What? Target is math administrators at schools granting associate degrees. Might have to buy list from AACE. Sell ourselves as only group focused solely on mathematics education in the first two years of college. Sending tri-fold pamphlet with our mission, two years of conferences upcoming, traveling workshops, webinars. Offer one free institutional membership for every 100 that fill out a form online designed to gather info about school. How many filled out form, how many check box referred by supervisor. Materials prepped for SBM. Send out in April or May -left over money to tap or budget for next year. Also share affiliate info with the deans.
 - Who? Mark offered to do pdf of all membership types, benefits, requirements, what you get (info is online but not really printable and very legalistic)
 - Goals and assessment:

- **Recruitment Initiative 3:** Conduct an institutional membership campaign. (Jim, Cheryl, Ernie, Nancy)
 - What? Send out 3 communications to current institutional members. The first will be an email near December 1, 2014. The second will be near the end of the academic year in May, 2015. The third (to be sent August 1, 2015) will be sent only to those institutions that have not renewed their institutional membership. For non institutional members that have individual AMATYC members in their department, request help from the individual AMATYC member (request name and contact information of department chair or supervisor). Market to supervisors with a personal snail mail letter containing information about the institutional member benefits. Rewrite VP responsibilities to reflect the change in focus of the institutional membership marketing. List of VP announcements at affiliate meetings should include a blurb about the institutional membership. VP request that institutional membership forms be included in AMATYC updates in affiliate newsletters. Use social media (FB) to make periodic announcements of the benefits of the institutional membership.
 - Who? VPs, office staff
 - Goals and assessment? 20 new institutional memberships on 12/31/15 compared to 12/31/14. Retain 95% of all institutional memberships. Add custom fields to YM database identifying each year of membership of each institutional member, whether they use the conference attendee benefit, whether they used the SML benefit, whether they used the other benefits.

Next, small groups were asked to provide details for each of the four retention initiatives. The small groups were asked to provide specifics of what the initiative would involve, who would be responsible for leading and carrying out the initiative, and how the initiative would be assessed.

- **Retention Initiative 1:** Promote auto renewal. (Dan, Kate, Wanda)
 - What? Prefer not to give financial incentive. VP's mention at Regional Luncheons; promote in the newsletter; place in the "Did you know?" section of the newsletter; all promotion should include how to do auto renewal
 - Who? VPs, ...
 - Goals and assessment: How many have selected auto renewal at the end of 2014? At the end of 2015?
- **Retention Initiative 2:** Give recognition to members for sustained membership and longevity in AMATYC. (Cheryl, Liz, Beverly)
 - What? For those not on the board, etc. to have bragging rights. Ribbon/numbers/dots on conference badges saying years of membership; Send a letter to member's supervisor; Affiliates could play it up -who is the member? Ask for nominations for AMATYC member spotlights and recognize members in 0 -5 years, 10 -15 years, >15 and retiree categories and spot light them (include some personal information, show their human side as well as any AMATYC involvement, why they joined, why they come back, #

of conferences attended, years of membership, committee membership). Specify the criteria for picking nominees and do random draws. Random selection of retirees may be easiest; Send emails to those we have the info on and recognize them for their sustained membership and send emails to others asking for them to self report how long they have been a member. This spotlighting would be on the web/Facebook?

- Who?
 - Goals and assessment: Qualitative data: Ask those spotlighted how this impacted their view of AMATYC.
- **Retention Initiative 3:** Create a web membership (“webmembership”) for membership who want to attend a webinar but do not want to join at the member rate. (Nicole, Nancy, Margie)
 - What? Offer a new level of membership at greatly reduced cost (30% of member rate rounded up to next dollar) with limited benefits -we make changes to our website to restrict access to the following to members only: (Webinars (80 participants is limit), Webinar recordings, Committee Resource pages (example -statistics committee's), Can participate in committees, Webmembers would not get access to journal, Webmembers can upgrade at any point in a year by paying difference in full membership and that would start 11 months full membership, Webmembers do not get member conference rate, Webmembers do not vote and cannot hold office, Conference proceedings -the past two years. Conference proceedings older than that would be open to everyone, Newsletters available to public); VP's Offer to those who don't renew after several reminders and target millennials and new professionals. Conduct a marketing/info-sharing campaign for webmembers.
 - Who? VPs
 - Goals and assessment: 50 webmembers by end of 2015. 5 webmembership-level members upgrade to full membership. Three-year pilot/trial.
 - **Retention Initiative 4:** Create a year-long schedule of member *touch points* (member communications). (Ernie, Jim, Mark)
 - What? Target specific membership groups (new members, adjunct, retired, institutional members, all members) For new members (first or second year): letter from AMATYC President, VP send a welcome in first 3 months, if new member is a first time attendee at the conference, then VP's send another touch point (Dec.). If new member attended the first but not second conference, send touch point from VP's saying sorry you were unable to attend, membership still valuable, webinars, etc. Currently several touch points occur to members. A listing of touch points do or should include the following: 3 times per year announcing the publication of the MathAMATYC Educator; 4 per year announcing the publication of the AMATYC newsletter, one announcing each webinar; a collection of touch points dealing with conference announcements; one touch point after the video of each webinar has been listed in the webinar library; VP's send out emails to states having affiliate meeting -promoting affiliate conferences;

VP's continue to send out bulk emails, sharing what is sent to cut down on the work. For lapsed members, message from VP's in July and January.

- Who? VPs
- Goals and assessment: Collect qualitative/anecdotal data on member reaction to the numerous touch points; follow up on the next member satisfaction survey with a question about touch points. For lapsed members, would need a listing of the lapse members in both January and July. Hope to retain 80% membership from baseline data.

There were several issues that we wanted to discuss but time constraints did not permit.

- What motions must we approve in order to accomplish our recruitment and retention initiatives? Of these, which should be proposed at FBM, 2014?
- What changes to the AMATYC policy manual will need to occur to facilitate the membership and marketing plan?
- What current membership and conference incentives do we offer? Are these incentives accomplishing what we want them to accomplish?
 - The first-time attendee (FTA) conference discount
 - The new retiree discount conference registration rate
 - The recent half-off membership discount for new members identified in the recent membership drive
 - The affiliate scholarship
- How should we handle institutional dues and job ads for multi-campus colleges?
- What is the status of the marketing motion related to merchandise table at the New Orleans conference?

Other

- At Affiliate Pres. Meetings point out that we would like VP's to present at the affiliate conference.
- If we continue Affiliate Scholarship, could affiliates waive their affiliate conference registration fee for visiting AMATYC Board member?
- Strongly suggest we do a one day membership meeting before FBM every year. Cost vs. benefit? Or do it every two years with new VP's. Do it next two years and then every other year after that -on even years.
- (Margie contact Sean) Utilize our division chairs colloquium to get some info and feedback on Recruitment initiative #2.

ATTACHMENT T

Give-away items: gifts and prizes

Table 1

Item	Cost per item	Number ordered	Item total	Number shipped each year per affiliate				
Desk Tumbler-24 ounces (110691-24)	4.9	400	1960	4				
Pouch Laptop messenger bag- embroidered (122113-E)	13.5	100	1350	1				
Hydration messenger- embroidered (122114-E)	12.59	100	1259	1				
Desktop clock organizer (110476)	10.88	200	2176	2				
Total Costs			6745					
		Numbers order can be adjusted by the office in consultation with the ED if shipping costs and setup fees cause the total to exceed \$8000.						

ATTACHMENT U

PPM section 8: Conference Coordinator duties

8.5 Assistant Conference Coordinator

The Assistant Conference Coordinator will be involved in the preparation and operation for the AMATYC national conference and will work year round.

Appointment Process

The Assistant Conference Coordinator is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is three years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. [*<FBM 2007>*](#)

Qualifications

1. Experience with the planning of professional development activities such as: workshops, institutes, affiliate meetings, and conferences for other organizations.
2. Ability to organize and work with multiple projects simultaneously.
3. Ability to work collaboratively with other individuals in a variety of settings.
4. E-skill with word processing, spreadsheets, e-mail, and simple graphics.
5. Ability to monitor and work with a budget.
6. Initiative and ability to work without close supervision.

Duties

1. Participate in the annual site inspection and refresh visits, when requested by the President or President-Elect.
2. Participate in contract reviews and internal discussions.
3. Meet once in the spring with the Program Coordinator and President Chair to lay out the annual conference program.
4. Assist in the preparation and proofreading of print and electronic conference materials including, but not limited to, the miniprogram and conference program.
5. Review resume (agenda and staging guide) and provide feedback to the Conference Coordinator.
6. Organize the Poster Session at the annual conference, including accepting and reviewing proposals, submitting materials for the miniprogram and program, and handling the on-site setup.
7. Assist the Conference Coordinator with on-site activities during the national conference.
8. Participate in the meetings of the conference planning team and the conference planning meeting for future conferences that are held at the national conference.

9. Submit a biannual report detailing activities to the AMATYC Executive Board.
10. Perform other duties as assigned.

8.10.7 Program Coordinator <SBM 2008>

There is perhaps no other person more responsible for a successful conference than the Program Coordinator. Exciting speakers, workshops, innovative ideas, panels with lively discussions, strands of interest to the broad scope of our participants all are necessary ingredients of a stimulating program. By the same token, speakers with topics of no interest to the two-year instructor, speakers reiterating what they said last year and the year before, speakers that do not appear for their scheduled presentation will do more damage to our conference than any other thing.

The production of a conference program begins approximately 18 months in advance of the conference. The Program Coordinator's duties require attention year-round but are especially time intensive in February and March prior to the conference. Work on publications, in which the Program Coordinator participates, occurs during the summer. This position requires attention to details, strong editing skills, and extensive familiarity with the AMATYC conference.

Appointment Process

The Program Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the Conference Coordinator.

Term of Office

The term length is three years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

Duties Prior to the Conference

1. Participate in a site refresh visit approximately 18 months in advance of the conference. Based on information obtained, develop a detailed grid listing each room available per day from the arrival of the Executive Board prior to the conference through the last day of the conference. With the Conference Coordinator and while on site, develop a usage plan for each room on each day, including placing all major conference events and specifying realistic room settings and capacities.
2. With the assistance of the AMATYC Webmaster, update electronic proposal and review forms several months before the submission process begins.
3. Direct the proposal submission and review process working with the AMATYC office staff. Provide the office with a list of proposals or speakers that are to be accepted without review. Proposals are accepted electronically from Nov. 1 through Feb. 1 prior to the conference.

4. Chair the Program Proposal Review Committee consisting of five appointed reviewers, the academic committee chairs, Assistant Conference Coordinator and the Presider Chair. Ensure that members of the Program Proposal Review Committee receive all proposals subject to review as well as the link to the review form and directions for review, and provide a deadline for receiving committee member reviews.
5. Ensure that the following statement is included on all Presenter/Presider Proposal forms and on the letter of acceptance requested from potential presenters who are invited to speak. "I understand that this presentation is not to contain an endorsement of any commercial product or service."
6. Compile proposal reviews for use in making speaker selections.
7. Meet in March with the Assistant Conference Coordinator and Presider Chair to select proposals and lay out the annual conference program. Use all available information, including the speaker history, the compiled proposal reviews, topic balance of the program, and logistical requirements of presenters to select and schedule proposals. Prepare a draft of the program in matrix form, using the following guidelines.

8.11.1 Presider Chair

Appointment Process

The Presider Chair is recommended by the President and appointed by the Executive Board. This position reports to the Conference Coordinator.

Term of Office

The term length is three years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

General Duties

1. Maintain continuous AMATYC membership during the term of appointment.
2. Work closely with the Program Coordinator, Conference Coordinator, and the AMATYC Office so that all information for the conference publications is ready by the publication deadlines.
3. Serve on the Program Proposal Review Committee.

Duties Prior to the Conference

1. Meet once in the spring with the Program Coordinator and Assistant Conference Coordinator to lay out the annual conference program.

ATTACHMENT V**2015 Budget Summary Changes****2015 Draft Budget SUMMARY of Changes from the Finance Committee Meeting Held on Nc**

Account #	Description	New Amount	Increase (Decrease)
1610	Individual Dues	\$146,625.00	\$27,625.00
1670	Institutional Dues	\$66,825.00	\$4,950.00
2030	Conf Registration	\$373,800.00	\$7,000.00
			\$39,575.00
3800	Lodging	\$28,125.00	\$1,875.00
3900	Saturday Breakfast	\$30,600.00	-\$1,800.00
	Other Food Function (1st		
3965	time attendees)	\$1,000.00	-\$5,000.00
5491	Developmental Math	\$125.00	\$50.00
5860	MAA (travel)	\$2,400.00	-\$600.00
			-\$5,475.00
	Net Change		\$45,050.00
	Previous balance		-\$37,762.50
	Revised balance		\$7,287.50

-3,663