

AMATYC 2018 Fall Executive Board Meeting Orlando, FL

Sunday, November 11, 2018

The meeting was called to order at 9:00 am by President Jim Ham. The following members of the Executive Board were present:

Jim Ham	President	Rochelle Beatty	Central Vice President
Kate Kozak	President-Elect	Sarah Pauley	Northwest Vice President
Behnaz Rouhani	Secretary	Eric Matsuoka	West Vice President
David Tannor	Treasurer		
Sophia Georgiakaki	Northeast Vice President		
Dan Fahringer	Mid-Atlantic Vice President		
Nancy J. Rivers	Southeast Vice President		

Also present were: Anne Dudley, Executive Director; and Keven Dockter, Conference Coordinator. April Ström, Southwest Vice President, joined the meeting at 1:30 pm. Later, at 3:50 pm Jane Tanner, Past President, joined the meeting.

President Ham reviewed the reference material. (Attachment A)

President Ham reviewed the rules of conduct.

Motion: Approve the amended meeting's Rules of Conduct. (Attachment B)

Made by Kozak and seconded by Pauley.

Motion approved

Motion: Approve the Agenda provided on the previous pages. (Attachment C)

Made by Rivers and seconded by Beatty.

Motion approved

CONSENT CALENDAR

Officer reports were received and reviewed.

Expenditure Approval Committee report was received and reviewed. (Attachment D)

Tax Review and Audit Committee report was received and reviewed.

Motion: That the attached changes to the PPM that reflect current AMATYC practices for the duties of the VP (PPM 5.7) be approved. (Attachment E)

Motion: That the Index of the PPM be removed.

Motion: That the Bylaws (PPM 1.1) be removed from the PPM and replaced with the following sentence: The AMATYC Bylaws are available on the AMATYC website.

Motion: That the content of List of Position Statements (PPM 15.10.2) be removed and replaced with the following sentence: AMATYC Position Statements are available on the AMATYC website.

Motion: That the content of Strategic Plan (PPM 1.5) be removed and replaced with the following sentence: The AMATYC Strategic Plan is available on the AMATYC website.

Motion: That the Strategic Plan Timeline (PPM 15.6) be removed and replaced with the statement: See PPM 1.5.1 for the Strategic Plan Cycle.

Motion: That the attached internal website description be added to the policy and procedure manual for the internal website (PPM 12.4.4). (Attachment F)

Motion: That the language for Board Committees (PPM 5.8) include the attached description of an ad hoc committee and a task force. (Attachment G)

Motion: That in the PPM section General Financial Policies part 8 (PPM 6.1, number 8) the language is changed as attached. (Attachment H)

Motion: That the Wanda Garner Presidential Award (PPM 2.5.2) be updated to include the method of selection and the nomination form replaced with “Nomination form can be found on the amatyc.org site.” (Attachment I)

Motion: That Application positions (PPM 2.7.2, number 8) be updated as attach. (Attachment J)

Motion: That the reports and motions of the Consent Calendar of the 2018 FBM be approved as written. Made by Fahringer and seconded by Pauley.

Motion approved

ACADEMIC COMMITTEE REPORTS AND MOTIONS

Academic committee chair reports were received and reviewed.

Motion: To endorse the *Fostering Learning* position statement as published. (Attachment K)
Made by Rivers and seconded by Fahringer.

Motion approved

Motion: To endorse the *Addressing Factors Critical to Student Success* position statement as published. (Attachment L)
Made by Pauley and seconded by Matsuoka.

Motion approved

Motion: That the AMATYC Board approves the concept of the ITLC Position Statement titled “AMATYC Recommendations on Distance Education in College Mathematics Courses in the First Two Years.”

(Attachment M)

Made by Rivers and seconded by Fahringer.

Motion approved

Motion: That the Board approves a six-speaker themed session for the Mathematics Intensive Committee for the 2019 conference. Topics will focus on teaching precalculus, calculus, differential equations, and linear algebra, and perhaps various topics in advanced mathematics.

Made by Fahringer and seconded by Beatty.

Motion approved

Motion: That the Board approves the scheduling of a six-speaker Themed Session for the Statistics Committee for the 2019 Conference. Title: Engaging Introductory Statistics Students With Real Data.

Made by Kozak and seconded by Fahringer.

Motion approved

Motion: That the description of the Equity Committee in PPM 9.6.9 be updated, as described in the attachment, effective immediately. (Attachment N)

Made by Fahringer and seconded by Pauley.

Motion approved

Motion: That the Equity Committee be approved for a themed session consisting of 6 speakers for the 2019 AMATYC Annual Conference in Milwaukee.

Made by Rivers and seconded by Beatty.

Motion approved

Motion: That a themed session on Mathematics Pathways occurs at the 2019 AMATYC Conference, in Milwaukee, Wisconsin.

Made by Beatty and seconded by Fahringer.

Motion approved

ANet REPORTS AND MOTIONS

ANet leader reports were received and reviewed.

Motion: That the Board endorse the attached position statement on Best Practices in Employment of Adjunct Faculty as published. (Attachment O)

Made by Rivers and seconded by Pauley.

Motion approved

Meeting suspended at 12:04 pm.

Meeting resumed at 1:30 pm.

DISCUSSION

International Mathematics ANet Position Statement on Mathematics in a Globalized World

Discussed the position statement on Mathematics in a Globalized World. David Tannor, the liaison to the ANet, will relay the comments to Steve Krevisky, the ANet leader.

Motion: That the AMATYC Board endorse the spirit of the attached *Mathematics for Liberal Arts* position statement. (Attachment P)
Made by Rivers and seconded by Ström.

Motion approved

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

Services/Coordinators/Directors/Publications reports were received and reviewed.

Motion: That priority registration for webinars be defined in PPM 3.1.2 Benefits of Individual Membership as described in the attachment. (Attachment Q)
Made by Kozak and seconded by Rivers.

Motion defeated

Motion: That a Webinar Coordinator position be created, as described in the attachment, effective immediately. (Attachment R)
Made by Pauley and seconded by Beatty.

Amended Motion: That a Webinar Coordinator position be created, pending creation and approval of PPM 11.1.5 on webinar coordinator.
Made by Fahringer and seconded by Beatty.

Amendment approved
Motion approved

Meeting suspended for the day at 4:20 pm.

The Professional Development Committee met from 4:30 – 5:30 pm. Julie Gunkelman and Mari Menard attended the meeting via ZOOM.

Monday, November 12, 2018

Meeting resumed at 8:35 am.

Jane Tanner read from AMATYC Reflections 1974-2000 document, a reflection from Sadie Bragg, and then the Board had a moment of silence in her memory.

CONFERENCE

Keven Dockter gave the Conference Coordinator Report, including reports of conference committee members, and local event coordinators (LECs).

Motion: That in PPM 6.6 Chart of Accounts, section 6.6.2 Expenses, the following account number be added effective immediately:

4270 Virtual (Hybrid) Conference

Description: This account covers the cost incurred when streaming live sessions at an AMATYC conference. Among the items included are internet connections, necessary equipment, a CDN (content delivery network) if needed, a streaming webpage, and labor for necessary technicians.

Made by Fahringer and seconded by Rivers

Motion amended: That in PPM 6.6 Chart of Accounts, section 6.6.2 Expenses, the following account be added effective immediately:

Virtual (Hybrid) Conference

Description: This account covers the cost incurred when streaming live sessions at an AMATYC conference. Among the items included are internet connections, necessary equipment, a CDN (content delivery network) if needed, a streaming webpage, and labor for necessary technicians.

Made by Kozak and seconded by Fahringer.

Amendment approved
Motion approved

ORLANDO CONFERENCE

Jim Ham reviewed the AMATYC Board duties during the Orlando conference.

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS (continued)

Continued reviewing the Services/Coordinators/Directors/Publications reports.

Motion: That the goals for the Teacher Preparation Committee be the following:
The AMATYC Teacher Preparation Committee provides a forum to:

1. Examine implications of pre K–12 mathematical and professional standards on the teacher preparation curriculum and courses taught during the first two years of college;
2. Facilitate sharing of curricular resources, best practices, and innovative ideas used in mathematics courses for prospective preK-6 teachers;
3. Provide support and professional development to new and veteran mathematics faculty involved in the education of pre K-6 teachers of mathematics. (Attachment S - PPM 9.6.6)

Made by Tanner and seconded by Georgiakakis.

Motion approved

Motion: That the Teacher Preparation Committee has a themed session for the 2019 Milwaukee Conference program.

Made by Fahringer and seconded by Pauley.

Motion approved

Suspended the meeting at 12:01 pm. for lunch.

The Board returned from lunch at 1:00 pm.

Motion: That the eligibility for Project ACCCESS applicants be increased from the first three years of full-time teaching to the first four years of full-time teaching.

Made by Pauley and seconded by Rivers.

Motion approved

Motion: That the AMATYC Board make an exception to the 6-week criteria of the policy 10.2.2, and approves the concept of the IMPACT proposal submission to the National Science Foundation under the program Improving Undergraduate STEM Education (IUSE), and if awarded, AMATYC agrees to serve as the grant administrator (level 2 support; PPM 10.2.2).

Made by Tanner and seconded by Kozak.

Motion approved

PARKING LOT

Note: Parking Lot is a dedicated time each day for general discussion items. Topics can be added to the Parking Lot during the meeting and can be discussed in any order. An initial list of items in the Parking Lot is included in the Order of Business.

Discussion: The IMPACT group purchased some chocolate with their logo on it and planned to distribute it at several IMPACT-related events at the conference, including the Exhibitor's Hall. To receive approval from the hotel to distribute the candy, the President would be required to sign a contract, absolving the hotel of any liability. After checking the website of the chocolate manufacturer, it was discovered that the chocolate is made at a facility where peanut products are manufactured. As this can be a health hazard to individuals with allergies, the Board decided not to take the risk and will inform the IMPACT group about its decision.

ADMINISTRATIVE COMMITTEES

Administrative committee reports were received and reviewed.

TREASURER/BUDGET

Motion: That the expenditures from the cash account register from Feb 15, 2018 through September 15, 2018 be approved.

Made by Tannor and seconded by Fahringer.

Motion approved

David Tannor gave the Treasurer's Report.

Meeting suspended at 4:30 pm.

The Finance Committee met 4:30-6:00 pm.

Tuesday, November 13, 2018

Meeting started at 8:30 am.

Not present at the meeting was Keven Dockter.

STAFF

In addition to Anne Dudley who was already present, Beverly Vance, Office Director; Christine Shott, Publications Director; and Christy Hunsucker, Accounting Director, joined the meeting for the Office Report.

The Executive Director and Office Reports were received and reviewed.

ADMINISTRATIVE COMMITTEES

Continued receiving and reviewing Administrative committee reports.

AD HOC COMMITTEES/PROJECTS

Ad hoc committee/project reports were received and reviewed.

The Position Statement on Equity in Mathematics was reviewed by the Board. David Tannor will share the suggested edits with the Committee.

Motion: That the AMATYC Board approve the purchase of the OpenConf Hosting Service (\$600) in order for the Conference Proposal Review Task Force to conduct testing of the OpenConf proposal submission and review process.

Made by Fahringer and seconded by Rivers.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 11:36 am. Anne Dudley was asked to stay for the Executive Session.

The board exited the Executive session at 12:06 pm. At that time Secretary Rouhani reported that the Board made the following appointments pending membership verification:

Begin	End	Name	College	Email	Position
1/1/19	12/31/21	Karen Wells	Monroe Community College, Rochester	kwells@monroecc.edu	Editorial Panel, At-large member
1/1/19	12/31/21	Judy Atkinson	Univ of Alaska Fairbanks	jaatkinson@alaska.edu	Editorial Panel, Northwest region
1/1/19	12/31/21	Ed Nichols	Chattanooga State CC	edward.nichols@chattanoogastate.edu	Editorial Panel, Southeast Region
1/1/18	12/31/20	Filippo Posta	Estrella Mountain CC	filippo.posta@estrellamountain.edu	Editorial Panel, Southwest Region
1/1/19	12/31/21	Timothy Mayo	Western Nevada College	Timothy.mayo@wnc.edu	Editorial Panel, West Region
1/1/19	12/31/21	Nancy Sattler	Terra State Community College	nsattler@terra.edu	JCW representative
EOC-18	12/31/19	Christine Mirbaha	Community College of Baltimore County	cmirbaha@ccbcmd.edu	Mid-Atlantic Region representative, Equity Committee
EOC-18	12/31/19	Jennifer Ackerman	Jefferson Community and Technical College	JACKERMAN0006@kctcs.edu	Midwest Region representative, Equity Committee
EOC-18	12/31/19	AJ Anders Stachelek	Hostos Community College, CUNY	astachelek@hostos.cuny.edu	Northeast Region representative, Equity Committee
EOC-18	12/31/19	Ralf (Ronald) Youtz	Portland Community College	ronald.youtz@pcc.edu	Northwest Region representative, Equity Committee
EOC-18	12/31/19	José María Menéndez	Pima Community College	txemiux_m@yahoo.com	Southwest Region representative, Equity Committee
1/1/19	12/31/21	Dennis Ebersole	Northampton CC	debersole@northampton.edu	Grants Coordinator
1/1/19	12/31/21	Sarah Miller	CC of Baltimore County	smiller10@ccbcmd.edu	Roommate Network Director
EOC-18	EOC-21	Damien Adams	Portland CC – Rock Creek	damien.adams1@pcc.edu	Spokane regional rep on Program Review Committee

EOC-18	EOC-21	Ana Jiménez	Pima Community College	aijimenez@pima.edu	Local Events Coordinator for the 2021 Annual AMATYC conference in Phoenix, AZ
1/1/19	12/31/22	Duane Day	Middle Georgia State U	Duane.day@mga.edu	AMATYC/ASA Joint Statistics Committee
EOC -18	EOC-21	Jennifer Travis	Lone Star College	jennifer.1.travis@lonestar.edu	AMATYC News Editor
1/1/19	12/31/21	Todd Stine	Harrisburg Area Community College	tmstine@hacc.edu	AMATYC Exhibit Chair

The Board discussed and approved bonus pay for the staff. The bonus will be equivalent to what other Southwest Tennessee Community College employees received in October, 2018.

Motion: That PPM 7.2.1 be modified to include bonus pay for office staff. (Attachment T)
Made by Tanner and seconded by Tannor.

Motion approved

NEW BUSINESS

Motion: That the Baggage Handling and Tips Policy in PPM 6.9.2.G be updated, as described in the attachment. (Attachment U)
Made by Fahringer and seconded by Georgiakaki.

Motion defeated

Meeting suspended at 12:30 pm for lunch.
Meeting resumed at 1:30 pm.

Motion: That AMATYC will no longer contract with a professional editing service on the *MathAMATYC Educator*.
Made by Tannor and seconded by Pauley.

Motion approved

Motion: That the issues of the *MathAMATYC Educator* be relabeled with the season Fall, Winter, and Spring, rather than the months September, February, May respectively.

That the approximate publication date of the winter issue of the *MathAMATYC Educator* be moved to January 15th.

Made by Rivers and seconded by Tanner.

Motion approved

Motion: That the attached changes to Procedure for email motions (PPM 5.1.3) be changed as attached. (Attachment V)

Made by Fahringer and seconded by Beatty.

Motion defeated

Meeting suspended at 1:55 pm.

The Membership Committee met from 2:00-3:30 pm.

The pre-conference meeting with the hotel staff was held from 2:00 – 3:00 pm. (The President, the President-Elect, the Executive Director, the Treasurer, the Conference Coordinator, the Program Coordinator, the Incoming Conference Coordinator attended this meeting.)

Meeting resumed at 3:30 pm.

Motion: That the expenditure approval committee description (PPM 5.8.2) be modified as attached. (Attachment W)

Made by Kozak and seconded by Georgiakaki.

Motion defeated

Motion: That the Chart of Accounts (PPM 6.6) and the Officer and Chairperson Identification Numbers (PPM 6.7) be removed from the AMATYC policy manual.

Made by Rivers and seconded by Pauley.

Motion postponed until after the Delegate Assembly

Motion: That the attached changes to the PPM that reflect current AMATYC practices be approved. (Attachment X)

Made by Kozak and seconded by Fahringer.

Motion approved

Meeting suspended at 4:30 pm.

The Finance Committee met 4:30 -6:00 pm.

Wednesday, November 14, 2018

April Ström was excused for her National Math Summit presentation.

Meeting started at 8:00 am.

Motion: That in the PPM section Budget Preparation, 5f (PPM 6.5.5f) the language is changed as attached. (Attachment Y)

Made by Kozak and seconded by Georgiakaki.

Motion approved

PARTNERSHIPS/MISCELLANEOUS REPORTS

Partnerships and miscellaneous reports were received and reviewed. In addition, the Board endorsed the spirit of AMATYC's "Journey to Mars."

PARKING LOT

Note: Parking Lot is a dedicated time each day for general discussion items. Topics can be added to the Parking Lot during the meeting and can be discussed in any order. An initial list of items in the Parking Lot is included in the Order of Business.

Discussion: Sunshine Fund

Behnaz Rouhani will revise the Sunshine Fund Guidelines. At the FBM \$300.00 was collected from Board and staff members to replenish the account.

Discussion: Project SLOPE Advisory Board member

Policy requires that a Board member serve on the advisory board of any Level 2 supported grant. Nancy Rivers volunteered to be on the advisory board for Project SLOPE.

Discussion: BIG Math Network

Sarah Pauley volunteered to work with Rachel Levy's BIG Math Network advisory committee.

Discussion: PIC Math

Dan Fahringer will reach out to Michael Dorff to discuss PIC Math and involvement of AMATYC in this project.

Discussion: Difficulty locating Executive Board on the website

Sophia Georgiakaki will reach out to George Hurlburt and ask him to look for a solution so that the Executive Board can be accessed by one click.

Discussion: A hypothetical Math Modeling Question

As part of their ongoing review, the Investments Board posed the following hypothetical question: “For how long would you like to fund the office staff if AMATYC ceased to exist: One, three, six, or twelve months?” The Board settled on six months for the purposes of modeling.

Discussion: Mu Alpha Theta and Gift certificate

Jennifer Pai, the executive director of Mu Alpha Theta, will be giving out a gift card at their booth for a member who has a Mu Alpha Theta chapter at their college. They would not fund the Faculty Math League (FML) this year. It was decided to approach the Foundation, and ask for one gift card (in the amount of \$50 or \$100) to fund the FML this year only. Jane Tanner will follow up with the Foundation. David Tannor will ask the Student Mathematics League Coordinator and the FML Coordinator to seek alternative funding sources for the FML in future years.

Discussion: New Task Forces/Committees

The following new Task Forces/Committees were formed.

- **PPM Ad Hoc Committee**

Members: Kate Kozak (chair), Dan Fahringer, Nancy Rivers, Anne Dudley

This ad hoc committee will address the following:

- Shorter name for the Wanda Garner Student Presidential Scholarship
- Solicitation Committee
- Publicity director and press releases
- Margie Hobbs award
- Changes to email motion (5.1.3)
- Other policy changes, as appropriate

- **Zoom Task Force**

Members: Anne Dudley (chair), April Ström, Jon Oaks, Behnaz Rouhani

This task force will address the following:

- Zoom licenses, budget implications, and policies
- How long a recording should be available before it is deleted

- **Position Statement Ad Hoc Committee**

Members: Dan Fahringer (chair), Eric Matsuoka, Sophia Georgiakaki, David Tannor

This ad hoc committee will address the following:

- Review position statements due for review

- Assign the position statements to be reviewed one at a time to the respective academic committees, ANets, or ad hoc committees
- **Sub-committee Task Force**
Members: Rochelle Beatty (chair), Sarah Pauley, Eric Matsuoka, Jane Tanner

This task force will address the following:

- Review policy related to academic committees, sub-committees, ANets
- Recommend changes to the Board, as appropriate

Discussion: Webinar Coordinator and Professional Development Coordinator Search Committee

Members: Jon Oaks (chair), Eric Matsuoka, Sophia Georgiakaki, Julie Gunkleman, Mari Menard, and Behnaz Rouhani

This committee is tasked with:

- Conducting a search for a Webinar Coordinator and a new Professional Development Coordinator
- Revising the duties and responsibilities of Professional Development Coordinator, Assistant Professional Development Coordinator, Travelling Workshop Coordinator, and the Webinar Coordinator, as appropriate
- Updating policies dealing with these four positions

Note: As specified in policy, the President will be an ex-officio member of all these ad hoc and search committees and task forces.

Discussion: Facebook

The topic of Facebook and its purpose will be given to the Social Media Task Force for further discussion.

Discussion: Planning for ICME-14

The ICME-14 will be in Shanghai in 2020. If the NCTM-sponsored NSF grant is funded, then more information will be shared with the Board about the travel grants.

April Ström joined the meeting at 9:15 am.

The Board met with the Conference Committee beginning at 9:30 am.

Meeting suspended at 10:30 am.

VPs met from 10:30-11:30 am. to coordinate Regional Meetings.

Personnel Committee met during lunch (11:30 am – 12:30 pm).

Meeting resumed at 12:30 pm.

Not present at the afternoon meeting were Anne Dudley and Keven Dockter.

The Board met with the leadership including the IMPACT Leaders, Student Research League Coordinator, Student Math League Test Developer, Legal Counsel, Grants Team, Publications Committee, three ANet leaders, and nine Academic Committee and Sub-committee Chairs.

Meeting suspended at 3:00 pm.

Kate Kozak, President-Elect, led the Board in a Strategic Planning Session (2018-2023) from 3:15 – 5:00 pm.

Meeting resumed briefly on Saturday, November 17, 2018, after the Delegate Assembly at 4:35 pm. The Board reconvened to discuss the following motions.

Motion: That the Chart of Accounts (PPM 6.6) and the Officer and Chairperson Identification Numbers (PPM 6.7) be removed from the AMATYC policy manual.

Made by Rivers and seconded by Pauley.

Motion withdrawn

Motion: That the PPM 6.5 Section 4 (d) be suspended until the AMATYC Board approves the 2019 AMATYC Budget.

Made by Tannor and seconded by Matsuoka.

Motion approved

Motion: That the 2019 Budget be approved.

Made by Tannor and seconded by Kozak.

Motion approved

Motion: That the International Math Education A-Net be approved for a themed session consisting of 6 speakers for the 2019 AMATYC Annual Conference in Milwaukee.

Made by Pauley and seconded by Rivers.

Motion approved

Meeting adjourned at 5:40 pm.


Behnaz Rouhani, Secretary 2018-2019
Date: November 22, 2018

Jim Ham, President 2018-2019
Date: November 22, 2018

ATTACHMENTS

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A	Reference Material A. Meeting Plans B. AMATYC Mission, Vision, Tagline and Value Statements C. AMATYC Strategic Plan (2018 – 2023) D. Acronyms E. Parliamentary Motion Guide F. Policies on Welcoming Environment and Harassment G. 2018-2019 affiliate visits H. Board Liaison Assignments I. Board Committees Assignments J. AMATYC conflict of interest agreement K. Email motion report for FBM 2018	17
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ATTACHMENT A – REFERENCE MATERIAL

	<p align="center">2018 Fall Executive Board Meeting</p> <p align="center">MEETING PLANS</p>
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Lodging: Disney’s Coronado Springs Resort
 1000 West Buena Vista Drive
 Orlando, FL 32830
[\(407\) 939-1000](tel:4079391000)
 Check-In Time: 3:00 PM; Check Out Time: 11:00 AM

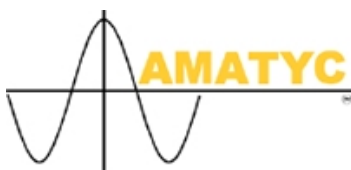
Saturday: Everyone arrives Saturday, November 10, 2018 any time

Board Meeting Room: Cancun

Call to Order – Sunday, November 11, 2018 – 9:00 am

- Board members will need to make breakfast and lunch arrangements “on your own.”
- Water will be provided during the board meetings.
- Coffee, drinks, and snacks will **NOT** be provided in business meetings.

Sunday:	9:00 am - 4:30 pm 4:30 pm - 6:00 pm	Business Session (Lunch noon -1:00 pm) Professional Development Committee
Monday:	8:30 am - 4:30 pm 4:30 pm - 6:00 pm	Business Session (Lunch noon -1:00 pm) Finance Committee Meeting
Tuesday:	8:30 am - 4:30 pm 4:30 pm - 6:00 pm	Business Session (Lunch 12:30 -1:30 pm) Finance Committee Meeting (if needed)
Wednesday:	8:00 am – 5:00 pm 7:00 pm - 7:45 pm 8:00 pm – 11:00 pm	Business Session (Lunch 11:30 am – 12:30 pm) Leadership Recognition (Monterrey 2/3) Leadership Reception (Epcot)
Saturday:	Post-DA up to 7 pm	Board meeting convenes as soon as possible after the Delegate Assembly



AMATYC Mission, Vision, Values

AMATYC Mission Statement: The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to provide high quality professional development, to advocate and collaborate at all levels, and to build communities of learners for all involved in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

AMATYC's Vision: To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

AMATYC's Tagline: *Opening Doors Through Mathematics* (Adopted by the Board on June, 2016)

AMATYC's Core Values

Core Values represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging. (Alphabetical Order, Approved May 2006)

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.



2018-2023 AMATYC Strategic Plan

Approved April 21, 2017

AMATYC will be guided during the years 2018-2023 by this strategic plan consisting of the five priorities below and accompanying initiatives.

Priority I: Advocate for mathematics educators and mathematics students.

- A. Expand the visibility of AMATYC.
- B. Further a common vision by strengthening collaborations with other organizations.
- C. Recruit and retain individuals from under-represented groups into AMATYC membership and leadership.
- D. Attract and retain students into mathematics intensive fields, particularly students from under-represented groups.
- E. Advance seamless course and program articulation.
- F. Develop and maintain standards for mathematics education in the first two years of college.
- G. Educate the public on the AMATYC IMPACT standards and other AMATYC or national initiatives.

Priority II: Provide and promote professional development opportunities to faculty whose primary focus is mathematics in the first two years of college.

- A. Create year-round AMATYC opportunities for professional development utilizing various modalities.
- B. Offer professional development focused on mentoring new faculty teaching mathematics in the first two years of college.
- C. Enhance access to high quality professional development for all mathematics faculty.
- D. Collaborate with other organizations to provide professional development opportunities.

Priority III: Promote research on the teaching and learning of mathematics and statistics in the first two years of college.

- Encourage qualitative and quantitative research focused on student learning for a diverse range of learners.
- Train and support faculty who are interested in conducting research and classroom research.
- Pursue grants and other means of financial support for classroom research on teaching and learning.
- Continue to improve instructional resources based on classroom research.
- Advocate for the continued improvement of placement processes based on program assessment.
- Assist faculty, departments, and colleges to institute innovative practices informed by research.
- Disseminate resources and model practices for research-based teaching and learning.

Priority IV: Improve mathematics and statistics curricula in the first two years of college.

- A. Seek to provide a strong and relevant mathematics curricular experience for all students.
- B. Design and refine pathways for both STEM (Science, Technology, Engineering, and Mathematics) and non-STEM students.

- C. Promote the appropriate instruction and assessment of curricula.
- D. Encourage the appropriate use of technologies to enhance student learning.
- E. Facilitate the communication of successful curricular innovations that improve student learning.

Priority V: Build connections within communities of educators across regions, departments, and institutions.

- A. Enrich relationships with and provide support for AMATYC affiliate organizations.
- B. Support and increase participation in AMATYC's academic committees and AMATYC networks (ANets).
- C. Extend opportunities for local, national, and international networking to those interested in mathematics in the first two years of college.
- D. Promote a diverse community of mathematics educators which recognizes and welcomes the unique contributions of all participants.

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.
AMC	AMATYC Membership Committee
AMPSS	Advancing Mathematics Pathways for Student Success
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.
CAP	MAA Committee on Articulation and Placement
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents and executive directors) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. David Bressoud is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
CIRTL	<i>Center for the Integration of Research, Teaching and Learning</i>
CoWIM	Committee on Women in Mathematics, an AMS Committee
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.
DCMP	Dana Center Mathematics Pathways
FBM	AMATYC's Fall Board Meeting
GAIMME	Guidelines for Assessment and Instruction in Mathematical Modeling Education
GAISE	Guidelines for Assessment and Instruction in Statistics Education
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012, Hamburg, Germany 2016 Shanghai, China 2020)
IMS	Institute of Mathematical Statistics
INFORMS	Institute for Operations Research and the Management Sciences

IP Guide	MAA's Instructional Practices Guide
IUSE	Improving Undergraduate STEM Education (NSF grant program)
JCW	Joint Committee on Women in Mathematical Sciences
JMM	Joint Mathematics Meeting. Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.
JSM	Joint Statistical Meeting
MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC^3	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 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. Bob Doucette is the Executive Director.
NCSM	National Council of Supervisors of Mathematics.
NRC	National Research Council, organized by the NAS in 1916. 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
PPM	AMATYC's Policy and Procedures Manual
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SBM	AMATYC's Spring Board Meeting
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SOA	Society of Actuaries
SPO	AMATYC's Strategic Planning and Orientation meeting
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.
TLC3	Transitioning Learners to Calculus in Community Colleges
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
TPSE Math	Transforming Post-Secondary Education in Mathematics
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 IMO. The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction
UTMOST	Undergraduate Teaching of Mathematics with Open Software and Textbooks (NSF grant)

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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Policy on a Welcoming Environment

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

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

Definition of Sexual Harassment

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

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

Definition of Other Harassment

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

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

Adopted April, 2013

2018 – 2019 Affiliate Visits

	Affiliate Name	2018 Meeting Start Date	Who Plans to Visit in 2018	2019 Meeting Start Date	Who Plans to Visit in 2019
1	AlaMATYC	3/2/2018			
2	ArizMATYC	4/6/2018, 10/5/2018	April	2/8/2019	April
3	ColoMATYC			3/1/2019	Rochelle
4	DelMATYC	5/22/2018	Dan		
5	FTYCMA	2/9/2018	Nancy		
6	GMATYC	2/16/2018	Behnaz	2/15/2019	Behnaz
7	IMACC	4/13/2018		4/11/2019	
8	IMATYC	10/12/2018	Rochelle		Rochelle
9	INMATYC	9/21/2018	Jon		
10	KAMATYC	3/3/2018	Rochelle		
11	KYMATYC	2/23/2018	Jon	2/22/2019	Jon
12	MATYCNJ	4/7/2018			
13	MATYCONN	10/19/2018			
14	MichMATYC	10/12/2018	Jon		David
15	MinnMATYC	5/5/2018	Keven		
16	MMATYC	5/31/2018	Dan		
17	MOMATYC	4/5/2018	Rochelle	4/5/2019	Rochelle
18	NCMATYC	3/8/2018	Nancy		
19	NDMATYC	10/5/2018	Rochelle	10/6/2019	Rochelle
20	NebMATYC				Rochelle
21	NEMATYC	4/6/2018	Sophia		
22	NMMATYC	5/18/2018	April		
23	NYSMATYC	4/13/2018		4/12/2019	SBM
24	OCMA	5/23/2018	Sophia/David		
25	OhioMATYC	4/13/2018			

26	ORMATYC	4/26/2018		4/25/2019	Sarah
27	SOCAMATYC	2/23/2018			
28	TexMATYC	3/2/2018	April	6/7/19	Jim
29	TMATYC	4/6/2018	Nancy		
30	VMATYC	3/23/2018	Dan		
31	WAMATYC	5/17/2018			Sarah
32	WisMATYC	9/29/2018	Jon	9/28/2019	Jon
33	WYMATYC	3/23/2018	Sarah		Sarah

As of September 22, 2018

From SmartSheet



Board Liaison Assignments

2018-2019

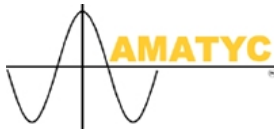
Assignment	Chair/Coordinator/Director	Board Liaison
Affiliate Presidents	45 affiliate presidents	Kate Kozak
Legal Advisor	Peter Georgakis	Jim Ham
AMATYC News	Diane Koenig	Sarah Pauley
AMATYC Project ACCCESS	Christy Hediger	Sarah Pauley
Editing Director	Wendi Morrison	Nancy Rivers
Grants Coordinator	Dennis Ebersole	Sophia Georgiakaki
Historian	Lisa Feinman	Behnaz Rouhani
<i>MathAMATYC Educator</i>	Johanna Debrecht – Editor George Alexander – Assistant Editor Anthony Piccolino– Production Manager	David Tannor
Website Coordinator	George Hurlburt	Sophia Georgiakaki
Mu Alpha Theta	Rita Ralph	Jane Tanner
Professional Development Coordinator	Julie Gunkelman	Jon Oaks
Traveling Workshop Coordinator	Mari Menard	Jon Oaks
Student Mathematics League	Steve Hundert - Coordinator T.J. Duda – Test Developer	Eric Matsuoka
Student Research League	Karen Gaines - Coordinator Holly Ashton – Thesis Defense Coordinator	Jim Ham
AMATYC <i>IMPACT</i> : Mathematics Standards in the First Two Years of College	Julie Phelps - Chair Evan Evans – Standards Digital Coordinator	April Ström
Vice-Presidents (Senior VP)	8 VPs	Dan Fahringer

Academic Committees	Chair	Board Liaison
Developmental Mathematics	Paula Wilhite	Rochelle Beatty
Pathways Joint Subcommittee	Helen Burn	Rochelle Beatty
Innovative Teaching and Learning (ITLC)	Dan Petrak	Sophia Georgiakaki
Mathematics Intensive (MIC)	Bob Cappetta	Dan Fahringer
Placement & Assessment (PAC)	Rachel Bates	Behnaz Rouhani
Research in Mathematics Education in TYC (RMETYC)	Ann Sitomer	April Ström
Statistics	Julie Hanson	Kate Kozak
Data Science Subcommittee	Ambika Silva, Michael Posner	Kate Kozak
Teacher Prep	Mark Kuhlman	Jane Tanner
Mathematics and Its Applications for Careers (MAC)	Stefan Baratto	Eric Matsuoka
Equity Committee	Dorota Zak	Jon Oaks

ANets	Leader	Board Liaison
Division/Department Leadership	Christine Mirbaha	Nancy Rivers
Adjunct Faculty Issues	Judy King	Jon Oaks
International Mathematics	Steve Krevisky	David Tannor

Mathematics for Liberal Arts	Fary Sami	Jim Ham
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Conference Committee	Leader	Liaison
Program Chair	Judy Williams	Keven Dockter
Presider Chair	Darlene Winnington	Keven Dockter
Assistant Conference Coordinator	Honey Kirk	Keven Dockter
Exhibits Chair	Jay Martin	Keven Dockter
Advertising Chair	Nathalie Vega-Rhodes	Keven Dockter
Roommate Network Coordinator	Sarah Miller	Keven Dockter
LEC 2018 - Orlando	Penny Morris	Keven Dockter
LEC 2019 - Milwaukee	Turi Suski	Keven Dockter
LEC 2020 - Spokane	Pete Wildman	Keven Dockter



Board Committee Assignments 2018-2019

Board Standing Committees: Required in By-Laws

Finance Committee

PPM 5.8 The Finance Committee shall be responsible for coordinating and presenting a budget to the Executive Board.

Members: Tannor (Chair), Ham, Kozak, Fahringer, Matsuoka, Dockter, Dudley

Foundation Board

PPM 14.3.1 Manage the affairs of the AMATYC Foundation.

Members: Tanner (Chair), Rivers, Tannor, Cleaves, Ham, Dudley, Ernie Danforth, Bill Steenken, Fred Peskoff

Membership Committee

PPM 5.8.3 The membership committee shall be responsible for marketing and promoting the organization. The membership committee shall assist the office in maintaining accurate membership lists.

Members: Georgiakaki (Co-Chair), Beatty (Co-Chair), Fahringer, Rivers, Oaks, Matsuoka, Pauley, Ström, Tannor, Dudley*, Beverly Vance*

*ex officio

Nominating Committee

PPM 4.3.3 The Nominating Committee recommends a slate of candidates to the Executive Board for consideration at the spring Board meeting of an election year. The report on the nominating process will include the names of all persons considered for each position. In recommending the slate, the Nominating Committee must follow the term limits for each office as defined in the Bylaws.

Members: Tanner (Chair, nv), Crystal Wiggins, Matthew Prager, Eddie Britt, Steve Kifowit, Curtis Mitchell, Jennifer Travis, Timothy Lackner, Froozan Afiat, Nicole Lang, Barbara Leitherer, Chris Oehrlein

Organizational Assessment Committee

PPM 5.8.5 Coordinates the planning and implementation of assessment of AMATYC programs and activities. The Committee reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities.

Members: Kozak (Chair), Chris Yuen, Barbara Leitherer, Beatty, Rouhani, Tannor

Professional Development Committee

PPM 5.8.4 Monitors, coordinates, and evaluates AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.

Members: Oaks (Chair), Pauley, Ström, Beatty, Rouhani, Ham*, Dockter*, Julie Gunkelman*, Mari Menard*
*ex officio

Strategic Planning Committee

PPM 15.6 Assists with scheduled strategic planning sessions at Board meetings. Submits a report for Board consideration at each Board meeting, and submits a report for Delegate Assembly member consideration during the fall conference. Every six years, creates a new strategic plan.

Members: Kozak (Chair), Ham, Tanner, Pauley, Fahringer

Delegate Assembly Committees**Mathematics Excellence Award Committee**

PPM 4.3.2 Recommend a recipient of the AMATYC ME Award to the Executive Board.

Members: Tanner (Chair), Debra Rimkus, Lisa Feinman, Julie Phelps, Kinga Oliver, Zina Stilman, Jennifer Travis, Valerie Harris, Tooraj Gordi

Teaching Excellence Award Committee

PPM 4.3.1 Select the recipients of the AMATYC TE Award in odd-numbered years.

Members: Kozak (Chair), Chris Yuen, David Torain, Debbie Garrison, Kinga Oliver, Melissa Kosch, Elizabeth Gamboa, Barbra Steinhurst, Mary Beard, Brad Pretzer

Delegate Assembly Minutes Approval Committee (2017)

PPM 4.2.3 Approve the minutes of the Delegate Assembly.

Members: Nancy Rivers, Aisha Arroyo, Michael Pemberton, David Favreault, Judy Ackerman, Michelle Duda*

*ex officio

Other Board Administrative Committees in Policy**Investments Board**

PPM 6.12 Provides continuity of oversight of the financial assets of the AMATYC reserve funds and assures that "prudent investor" precepts are developed and followed in managing the financial assets of the AMATYC reserve funds. It is the duty of this board to implement and assure that all aspects of the AMATYC investment policy of the organization are followed with respect to the reserve funds.

Members: Bill Steenken (Chair), Wilson Gräb, Phil Mahler, Ham, Tannor*
*ex officio

Expenditure Approval Committee (EAC)

PPM 5.8.2 Approves over-budget line item expenses between Board Meetings.

Members: Tannor (Chair), Ham, Kozak, Tanner

Institutional Research Board (IRB)

PPM ch.16 Approve, monitors, and reviews biomedical and behavioral research involving humans. The AMATYC IRB is responsible for critical oversight functions for research conducted on human subjects that are *scientific, ethical, and regulatory*.

Members: Dudley (Chair), Ham, Kozak, Ann Sitomer, Ström

Personnel Committee

PPM 5.8.1 Reviews job performance evaluations of AMATYC office staff performed by the Executive Director. Creates and reviews job descriptions for appointed positions. Assists the President as needed in candidate selection. Provides the President with a list of positions that will soon be up for appointment / reappointment.

Members: Rivers (Chair), Ham, Tanner, Kozak, Tannor, Dudley

Tax Review and Audit Committee

PPM 5.8 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 results of the annual audit, answer questions, and consider recommendations from the auditor.

Members: Tannor (Chair), Dudley, Ham, Kozak, Tanner, Christy Hunsucker

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

Members: Dockter (Chair), Jay Martin, Judy Williams, Darlene Winnington, Nathalie Vega-Rhodes, Honey Kirk, Penny Morris, Turi Suski

Other Committees (Ad hoc Committees, Task Forces, Search Committees, Other)**Position Statement on Equity in Mathematics Task Force**

Review the current position statement on "Equal Opportunity in Mathematics."

Members: Oaks (Chair), Damien Adams, Ben Aschenbrenner, Valdez Gant, Liz Hylton, Marilyn Mays, Jose Maria Menendez, Christine Mirbaha, Michael Pemberton, Tannor, Bruce Yoshiwara

Delegate Assembly Task Force

Review and make recommendations about the membership of the Delegate Assembly.

Members: Rivers (Chair), Nicole Lang, Fahringer, Ann DeBoever, Ryan Kasha, Margaret Ehrlich, Paula Wilhite, Joshua Hammond

Going Green Ad Hoc Committee

To monitor and promote AMATYC's going green program by (1) determining the feasibility of replacing some additional AMATYC printed mailings and materials with electronic versions for members who prefer the electronic version; (2) ensuring that members receive their AMATYC publications in the format they

prefer (print or electronic); and (3) promoting the going green program by sending bulk emails, writing newsletter articles, or marketing the program using some other method.

Members: Matsuoka (Chair), Tannor, Dockter, Beverly Vance, Christine Shott, George Hurlburt, Anthony Piccolino

Social Media Task Force

(1) To monitor AMATYC's presence on social media. (2) To identify administrators for each of AMATYC's social media sites. (3) To consider recommendations or policy related to AMATYC's social media sites or presence. These recommendations may include the format of posts, who can post, or types of posts permitted (informational, announcements, general interest, marketing, etc.). (4) To collaborate with all of AMATYC's leaders to develop a planned schedule of social media posts. And (5) To consider working with a consultant to help with the charge.

Members: Oaks (Chair), Pauley, Beatty, Georgiakaki, Nicole Lang, Michael Pemberton

Forms Ad Hoc Committee

(1) To compile a list of AMATYC forms including Board report forms, YM custom forms, SmartSheet forms, etc. (2) To identify the most appropriate format(s) for each form. (PDF, DOC, YM, SmartSheet, multiple). (3) To update forms as appropriate. This may include changing the DOC or PDF form format to online format. (4) To update the internal site so that all forms are up-to-date and easily searchable. And (5) To consider policy changes, if appropriate. For example, the committee may decide to delete all/some (hard copy) forms from the PPM.

Members: Fahringer (Chair), Rivers, Georgiakaki, Oaks, Beverly Vance, George Hurlburt

Conference Proposal Review Process Task Force

Research and consider alternatives to the current conference proposal review process. Create a summary comparing the costs, features, and feasibility of using the different products; Discuss the pros and cons of switching to a blind conference proposal review process. Make a recommendation to the Board on whether or not to switch to a blind review process; If any (immediate or future) changes are proposed to AMATYC's current conference proposal review processes, propose a transition timeline for moving from the current process to the new process; Submit a report for Board review summarizing the committee's work and containing the committee's recommendations. Submit motions, if appropriate, to accomplish the committee's recommendations for Board consideration at a future Board meeting.

Members: Ström (Chair), Dudley, Beverly Vance, George Hurlburt, Judy Williams, Phil Mahler, Oaks, Beatty, Georgiakaki

AMATYC Research Associate Task Force

Review AMATYC Policy 11.7 on the AMATYC Research Associate; Review the SLOPE grant, particularly as it relates to the duties and responsibilities of the research associates; Consider policy changes to the AMATYC Research Associate policy (PPM 11.7), if appropriate; Make a recommendation to the Board.

Members: Megan Breit-Goodwin (Chair), Ann Sitomer, Ström, Tanner

Conference Coordinator Search Committee

To conduct a search and recommend a candidate to the President/Board.

Members: Dudley (Chair), Cleaves, Dockter, Tannor, Beatty

Assistant Program Coordinator Search Committee

To conduct a search and recommend a candidate to the President/Board.

Members: Rivers (Chair), Pauley, Fahringer, Dockter, Vega-Rhodes

Advertising Chair Search Committee

To conduct a search and recommend a candidate to the President/Board.

Members: Rivers (Chair), Pauley, Fahringer, Dockter, Vega-Rhodes

Exhibitor Chair Search Committee

To conduct a search and recommend a candidate to the President/Board.

Members: Rivers (Chair), Pauley, Fahringer, Dockter, Vega-Rhodes

AMATYC News Editor Search Committee

To conduct a search and recommend a candidate to the President/Board.

Members: Pauley (Chair), Kozak, Ström, Christine Shott

AMATYC CONFLICT OF INTEREST AGREEMENT

AMATYC has adopted its conflict of interest policy to assist the Executive Board in carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the organization as a whole.

The Conflict of Interest Policy and Agreement covers interests of a monetary or economic nature and religious, political, corporate or institutional interests which may influence an elected or appointed person's duties and responsibilities in an AMATYC position. The Policy covers instances where there may be a personal benefit or the avoidance of loss or any instances in which there is a personal benefit resulting from information obtained.

As an elected or appointed leader or staff member of AMATYC, I understand that a conflict of interest is any situation in which a personal interest of mine may be incompatible or in conflict with my responsibility in my AMATYC position or my membership in another organization may, or may be perceived, to influence me carrying out my duties and responsibilities.

I accept that conflicts of interest may be real – that is, an interest that may influence my AMATYC duties and responsibilities; or potential, in that it could influence; or apparent, where there are reasonable grounds to believe there may be a conflict even if, in fact, there is none.

To avoid real, potential or apparent conflict of interest situations, I agree that I will:

- declare a conflict of interest and the nature of the conflict, at the earliest opportunity to the AMATYC Executive Board or President
- ensure the conflict is recorded
- if unsure whether there is a conflict, raise the potential or apparent conflict with the President and Executive Board for its decision and refrain from voting

Where a conflict does exist, I agree to:

- withdraw from the discussion while the matter is being discussed and/or voted upon
- not attempt in any way before, during or after the meeting to influence the voting
- not discuss anything in relation to any decision taken on the matter outside of the meeting

As an AMATYC leader or staff member, I understand and accept that if I violate the above Policy in any way that the Executive Board may exercise one of the following options:

- issue me a verbal or written reprimand
- request that I resign
- recommend to the President that my appointment be rescinded

I _____ hereby agree to abide by the AMATYC Conflict of Interest Policy
(AMATYC Leader/Staff Printed Name)
at all times in exercising my responsibilities as an AMATYC leader or staff member.

Signature of AMATYC Leader or Staff Member _____

Date _____

Disclosure of Current activities AMATYC Conflict of Interest

Please provide the information requested below regarding **relevant** organizational/business affiliations, grant involvement, publications, and additional information (if any). Information is "relevant" if it is related to -- and might reasonably be of interest to others concerning -- your knowledge, experience, and personal perspectives regarding the AMATYC position and any potential source of bias or conflict..

I. ORGANIZATIONAL AFFILIATIONS. Report your relevant business relationships (as an employee, owner, officer, director, consultant, author etc.) and your relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups, etc.).

III. GRANT SUPPORT. Report relevant information regarding both public and private sources of grant support (other than your present employer), including sources of funding, equipment, facilities, etc.

IV. PUBLICATIONS. List any professional publications or other publications related to the teaching mathematics.

V. ADDITIONAL INFORMATION. If there are relevant aspects of your background or present circumstances not addressed above that might reasonably be construed by others as affecting your judgment in matters related to your AMATYC position for which you have been invited to serve, and therefore might constitute an actual or potential source of bias, please describe them briefly.

Signature of AMATYC Leader or Staff Member _____

Date _____

Email motions and other Board actions since SBM 2018

Submitted by Behnaz Rouhani, AMATYC Board Secretary 2018-2019

5/13/2018 SBM 2018 Minutes

Email Motion #3: That the 2018 SBM minutes be approved as submitted. (Passed, May 21, 2018)

7/13/2018 SCC 2018 Minutes

Email Motion #4: That the 2018 SCC minutes be approved as submitted. (Passed, July 23, 2018)

7/25/2018 Presider Chair

Email Motion #5: That the AMATYC position “Presider Chair” be renamed “Assistant Program Coordinator” effective January 1, 2019. (Passed, August 2, 2018)

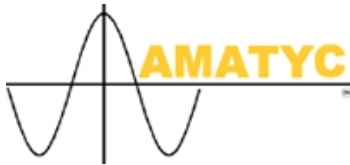
8/15/2018 AMATYC IMPACT

Email Motion #6: That the AMATYC Board approve the use of (1) a free, open-source content management system that will link to the AMATYC’s website and (2) a domain for the AMATYC IMPACT Live! website to be housed on the current AMATYC server. (Passed, August 23, 2018)

10/26/2018 Appointments

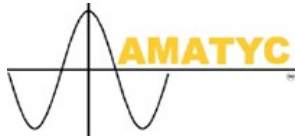
Conference Call Motion # 4: The Board met in Executive Session via Zoom conference and approved the following motions:

1. That Crystal Wiggins of Northwestern CT Community College, cwiggins@nwcc.edu, be appointed Advertising Chair to complete the currently vacated term. The term will begin January 1, 2019 and end December 31, 2020.
2. That Tim Britt of Jackson State Community College, tbritt@jscc.edu, be appointed Assistant Program Coordinator to complete the vacated term. The vacated term will begin January 1, 2019 and end December 31, 2019. This position can then be held for three, 3-year terms.
3. That Turi Suski (suski@fvtc.edu) of Fox Valley Technical College be appointed Conference Coordinator starting January 1, 2020 for a five-year term (ending December 31, 2024) and that the transition plan allows her to receive financial support to come to Orlando two days early, remain LEC for Milwaukee, receive travel and \$3000/semester release time (\$6000 total release time) in 2019 to shadow the current Conference Coordinator, and that the current Conference Coordinator receive travel and \$6000/semester (\$12000 total release time) in 2020 to mentor Turi Suski. (All appointments are valid pending AMATYC membership verification)

ATTACHMENT B**AMATYC Fall Board Meeting****November 11-14, 2018****Disney's Coronado Springs Resort, Orlando, FL****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 **Sarah Pauley**.
- C. Motions submitted after the deadline (September 15th) 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 the "thumbs up" or "thumbs down" 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, if appropriate. **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.
 - 1. Items relating to Conference: **David Tannor** and **Rochelle Beatty** (Report to the Keven at the end of FBM.)
 - 2. Items relating to Budget: **Dan Fahringer** and **Eric Matsuoka**. (Report to the David at the end of FBM).
 - 3. Items relating to the Office: **Sophia Georgiakaki** and **April Strom**. (Report to Anne at the end of FBM).

4. Items relating to VPs: **Nancy Rivers** and all VPs.
 5. Items to address at a future board meeting: **Jane Tanner** and **David Tannor**. (Report to the President at the end of FBM.)
 6. Items related to the PPM: **Kate Kozak**
- G. Draft minutes will be available electronically each evening beginning Sunday evening, unless otherwise specified by Behnaz. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day(s) for completeness and accuracy of motions and return comments electronically to Behnaz by the following morning.
- Sunday's Minutes: **Kozak, Beatty, & Rivers**
- Monday's Minutes: **Fahringer, Georgiakaki, & Matsuoka**
- Tuesday's Minutes: **Pauley, & Strom**
- Wednesday's Minutes: **Tannor, Tanner, & Kozak**
- H. Rules of Conduct Additions
- Motions related to extended time will not be recorded in the minutes.
 - Motions that do not make it to the floor will not be noted in the minutes.
 - Motions that were discussed but withdrawn will be noted in the minutes.
 - Instances when gavel is passed back and forth are not mentioned in the minutes.
 - Attachments to the motions that are approved by the Board, but require slight modifications, will be edited by the person who wrote the motion and he/she will send the clean copy as well as one with track changes to the secretary after the board meeting.
 - Attachments of the withdrawn motions, will not be included in the minutes.

ATTACHMENT C

**Order of Business – Meeting Agenda
AMATYC Executive Board
Fall Board Meeting (FBM) 2018**

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

Sunday:	4:30 pm – 6:00 pm	Professional Development Committee
Monday:	8:30 am - 9:30 am	Conf. Coordinator's Report (Sections G & GG)
	3:30 pm - 4:30 pm	Treasurer's Report
	4:30 pm - 6:00 pm	Finance Committee Meeting
Tuesday:	8:30 am - 9:30 am	Office Staff Report
	2:00 pm – 3:00 pm	Pre-conference Meeting (VPs, Secretary & PP do not attend)
	2:00 pm – 3:30 pm	Membership Committee Meeting
	4:30 pm - 6:00 pm	Finance Committee Meeting (if needed)
Wednesday:	9:30 am – 10:30 am	
	10:30 am – 11:30 am	Meet with the Conference Committee
	11:30 am – 12:30 pm	VPs Meeting to Coordinate Regional Meetings
	12:30 pm – 2:45 pm	Personnel Committee (Lunch) Meeting
	2:45 pm – 3:00 pm	Meet with Leadership (See Section GG)
	3:00 pm – 3:15 pm	Break
	3:15 pm – 5:00 pm	Board liaisons meet with leaders individually
	5:00 pm – 5:15 pm	Strategic Planning
		Quick Wrap-up

Parking Lot: Every day during FBM there may be time to discuss items raised in board reports or by AMATYC members. Discussion items may be added to the Parking Lot during the meeting. Items in the Parking Lot can be discussed in any order. An initial list is included in Section O in this order of business. If appropriate, some Parking Lot items will be discussed in Executive Session.

Reports (R) – 5 minutes

Discussion (D) – 10 minutes

Motions (M) – 15 minutes

Page	Agenda Item	Who?	Notes
	Call to Order	Ham	
Section A: Meeting Plan, Rules of Conduct, Agenda, Reference Materials			
A1	Meeting Plans	Ham	
A2	AMATYC Mission, Vision, Core Values	Ham	
A3	AMATYC Strategic Plan (2018-2023)	Ham	
A4-A5	Acronyms	Ham	
A6	Brief Robert's Rules of Order (Parliamentary Motions Guide)	Ham	
A7	Policy on a Welcoming Environment	Ham	
A8	Affiliate Visits (2018-2019)	Ham	
A9	Board Liaison Assignments	Ham	
A10-A14	Administrative/Ad Hoc/Other Committees	Ham	
A15-A16	Conflict of Interest	Ham	
A17	Email Motions since SBM 2018	Ham	
A18-A19	Rules of Conduct	Ham	
A20	(M) Adopt Rules of Conduct	Ham	
A21-A27	Order of Business	Ham	
A28	(M) Adopt Order of Business	Ham	
B. Consent Calendar Reports, Board Member Reports			
B1-B2	President	Ham	
B3-B4	President-Elect	Kozak	
B5-B6	Past President	Tanner	
B7	Secretary	Rouhani	
B8	Treasurer	Tannor	

B9	Northeast VP	Georgiakaki	
B10	Mid-Atlantic VP	Fahringer	
B11-B12	Southeast VP	Rivers	
B13-B14	Midwest VP	Oaks	
B15	Central VP	Beatty	
B16	Northwest VP	Pauley	
B17	West VP	Matsuoka	
B18-B19	Southwest VP	Ström	
C. Consent Calendar- Motions/Reports			
C1	EAC Report	Tannor	
C2	Tax and Audit Review Committee Reports; Federal IRS Documents Review	Tannor	
C4-C59	(M) PPM Minor Changes (Current Practice)	Kozak/Dudley	
C60-C73	(M) Regional Vice President (PPM 5.7)	Kozak/Dudley	
C74-C76	(M) Remove Index from the PPM	Kozak/Dudley	
C77-C78	(M) Bylaws in the PPM (PPM 1.1)	Kozak/Dudley	
C79-C80	(M) Position Statements in PPM (PPM 15.10.2)	Kozak/Dudley	
C81-C83	(M) Strategic Plan in the PPM (PPM 1.5)	Kozak/Dudley	
C84-C86	(M) Sample SP Timeline in the PPM (PPM 15.6)	Kozak/Dudley	
C87-C88	(M) Internal Site Description (PPM 12.4.4)	Kozak/Dudley	
C89-C90	(M) Defining Committee Types (PPM 5.8)	Kozak/Dudley	
C91-C92	(M) Annual Audit (PPM 6.1.8)	Kozak/Dudley	
C93-C94	(M) Complimentary Registrations (PPM 6.5.5f)	Kozak/Dudley	
C95-C97	(M) Wanda Garner Scholarship (PPM 2.5.2)	Kozak/Dudley	
C98-C100	(M) Application Positions (PPM 2.7.2)	Kozak/Dudley	
C101	(M) Approve Consent Calendar Reports/Motions	Ham	
D. Academic Committee Reports & Motions			

D1-D8	(R) Developmental Mathematics (DMC)	Wilhite/ Beatty	
D10-D11	(D) Position Statement: <i>Fostering Learning</i>	Wilhite/ Beatty	

D9-D11	(M) Position Statement: <i>Fostering Learning</i>	Wilhite/ Beatty	
D13-D14	(D) Position Statement: <i>Addressing Factors Critical to Student Success</i>	Wilhite/ Beatty	
D12-D14	(M) Position Statement: <i>Addressing Factors Critical to Student Success</i>	Wilhite/ Beatty	
D15-D17	(R) Innovative Teaching and Learning (ITLC)	Petrak/ Georgiakaki	
D19-D21	(D) Position Statement: <i>Distance Education in College Mathematics</i>	Petrak/ Georgiakaki	
D18-D21	(M) Position Statement: <i>Distance Education in College Mathematics</i>	Petrak/ Georgiakaki	
D22-D23	(R) Placement and Assessment (PAC)	Bates/ Rouhani	
D24-D25	(R) Mathematics Intensive (MIC)	Cappetta/ Fahringer	
D25a	(M) MIC Themed Session	Cappetta/ Fahringer	
D26-D28	(R) Mathematics and its Applications for Careers (MAC)	Baratto/ Matsuoka	
D29-D33	(R) Research in Mathematics Education for Two-Year Colleges (RMETYC)	Sitomer/ Ström	
D34-D39	(R) Statistics	Hanson/ Kozak	
D40	(M) Themed Session: Statistics	Hanson/ Kozak	
D41-D44	(R) Teacher Preparation	Kuhlman/ Tanner	
D45-D46	(M) Teacher Prep Change in Goals (PPM 9.6.6)	Kuhlman/ Tanner	

D47	(M) Themed Session: Teacher Prep	Kuhlman/ Tanner	
D48-D50	(R) Equity Committee	Zak/Oaks	
D51-D52	(M) Change in Committee Description (PPM 9.6.9)	Zak/Oaks	
D53	(M) Themed Session: Equity	Zak/Oaks	
D54-D57	(R) Pathways Joint Subcommittee	Burn/ Beatty	
D58	(M) Themed Session: Pathways Joint Subcommittee	Burn/ Beatty	

DD. ANet Reports and Motions

DD1-DD3	(R) Division/Department Leadership	Mirbaha/ Rivers	
DD4-DD8	(R) Adjunct Faculty Issues	King/Oaks	
DD10-DD11	(D) Position Statement: <i>Best Practices in Employment of Adjunct Faculty</i>	King/Oaks	
DD9-DD11	(M) Position Statement: <i>Best Practices in Employment of Adjunct Faculty</i>	King/Oaks	
DD12-DD13	(R) International Mathematics	Krevisky/ Tannor	

DD14-DD16	(D) Position Statement: <i>Mathematics in a Globalized World</i>	Krevisky/ Tannor	
DD17-DD18	(R) Mathematics for Liberal Arts	Sami/Ham	
DD20-DD22	(D) Position statement, <i>Mathematics for Liberal Arts</i>	Sami/Ham	
DD19-DD22	(M) Position statement, <i>Mathematics for Liberal Arts</i>	Sami/Ham	

E. Services / Coordinators/ Directors / Publications / Grants

E1	(R) Editing Director	Morrison/ Rivers	
E2	(R) <i>AMATYC News</i> Editor	Koenig / Pauley	

E3-E5	(R) <i>MathAMATYC Educator</i> Editor	Debrecht/ Tannor	
E6-E10	(R) <i>MathAMATYC Educator</i> Assistant Editor	Alexander/ Tannor	
E11	(R) <i>MathAMATYC Educator</i> Production Manager	Piccolino/ Tannor	
E12-E15	(R) Website Coordinator	Hurlburt/ Georgiakaki	
E16	(R) Historian	Feinman/ Rouhani	
E17-E18	(R) SML Coordinator	Hundert/ Matsuoka	
E19	(R) SML Test Developer	Duda/ Matsuoka	
E20-E22	(R) SRL Coordinator	Gaines/ Ham	
E23-E24	(R) SRL Thesis Defense Coordinator	Ashton/ Ham	
E25-E34	(R) Professional Development Coordinator	Gunkelman/ Oaks	
E35-E38	(R) Traveling Workshop Coordinator	Menard/ Oaks	
E39-E41	(M) Priority Registration for Webinars (PPM 3.1.2)	Gunkelman/ Oaks	
E42-E44	(M) Create Webinar Coordinator Position	Gunkelman/ Oaks	
E45-E50	(M) Update PDC duties (PPM 11.1.2)	Gunkelman/ Oaks	
E51-E52	(R) Mu Alpha Theta	Perry/ Tanner	
E53	(R) Project ACCCESS Coordinator	Hediger/ Pauley	
E54	(M) ACCCESS Eligibility Requirement Change	Hediger/ Pauley	
E55-E58	(R) Mathematics Standards Chair (IMPACT)	Phelps/ Ström	
E59-E60	(R) Standards Digital Coordinator (IMPACT Live!)	Evans/ Ström	

E61-E63	(M) Level 2 Support – IMPACT NSF Grant	Phelps/ Ström	
E64-E65	(R) Grants Coordinator	Ebersole/ Georgiakaki	
E66-E79	(R) Project SLOPE	Breit- Goodwin/ Tanner	
E80-E83	(R) CIRTIL Includes & UCB Early Career PD grants	Watkins/ Tanner	
E84	(R) StatPrep	Kozak	
F. Staff: Tuesday, 8:30 – 9:30 a.m.			
F1-F2	(R) Executive Director	Dudley	
F3-F7	(R) Office Report	Dudley/ Vance/ Shott/ Hunsuker	
F8	(R) Membership Report	Dudley/ Vance	
G. Conference: Monday, 8:30 a.m. – 9:30 a.m.			
G1-G12	(R) Conference Coordinator	Dockter	
G13-G14	(R) Assistant Conference Coordinator	Kirk/ Dockter	
G15-G22	(R) Program Coordinator	Williams/ Dockter	
G23	(R) Presider Chair Report	Winnington/ Dockter	
G24-G25	(R) Exhibitor Chair	Martin/ Dockter	
G26-G27	(R) Advertising Coordinator	Vega-Rhodes/ Dockter	
G28-G29	(R) 2018 LEC - Orlando	Morris/ Dockter	
G30-G33	(R) 2019 LEC - Milwaukee	Suski/ Dockter	

G34	(R) 2020 LEC - Spokane	Wildman/ Dockter	
G34a	Spokane Conference Logo	Wildman/ Dockter	
G35-G36	(M) Conference Coordinator Support for Summit	Suski/ Dockter	
G37	(M) Virtual Conference Budget Account Number	Suski/ Dockter	

GG. Orlando Conference: Monday, 8:30 a.m. – 9:30 a.m.

GG1-GG3	Board Duties in Orlando	Ham	
GG4	Exhibit Hall Visits	Ham	
GG5	Wednesday Afternoon Meetings with Leaders	Ham	
GG6	Delegate Assembly Minutes Committee Nomination Form	Ham	
GG7	Mathematics Excellence Committee Info Sheet	Tanner	
GG8	Mathematics Excellence Committee Nominee	Tanner	

H. Administrative Committees

H1	(R) Nominating Committee	Tanner	
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H2-H3	(R) ME Award Committee	Tanner	
H4	(R) TE Award Committee	Kozak	
H5-H8	(R) Professional Development Committee	Oaks	
H9-H10, H10a	(R) Foundation	Tanner	
H11-H13	(R) Organizational Assessment Committee	Kozak	
H14-H16	(R) Past Presidents Advisory Board	Tanner	
H17	(R) Membership Committee	Georgiakaki/ Beatty	
H18-H23	(R) Delegate Assembly Minutes Committee	Rivers	

I. Treasurer/Budget: Monday, 3:30 – 4:30 p.m.**

I1	(M) Approval of Cash Account Register	Tannor	
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I3-I6	Chart of Accounts	Tannor	
I7-I15	2018 Approved Budget	Tannor	
I16-I23	(R) 2017 Financials/ Balance Sheet	Tannor	
I24-I25	Foundation Financials	Tannor	
I26-I38	(R) History of Income and Expenses	Tannor	
I39-I40	Investments Board Report	Tannor	
I41	(R) Investments Account History – Fund 1	Tannor	
I42	(R) Foundation Investments Account History – Fund 2	Tannor	
I43	Contract Agreements and Obligations	Tannor	
I44	Conference Contracts	Tannor	
I45	Insurance Policies	Tannor	
I46	2018 Insurance Premiums	Tannor	
I47-I53	(D) 2019 Draft Budget	Tannor	
I54	(D) 2019 Foundation Draft Budget	Tannor	
J. Ad hoc Committees / Projects			
J1a-J1f	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Tanner / Mays / Sattler	
J2	(R) Going Green Ad Hoc Committee	Matsuoka	
J3-J4	(R) Social Media Task Force	Oaks	
J5-J9	(R) Delegate Assembly Task Force	Rivers	
J10	(R) Review of Equal Opportunity Position Statement Task Force	Oaks	
J12-J14	(D) Position statement, <i>Equity in Mathematics</i>	Oaks	
J11-J14	(M) Position statement, <i>Equity in Mathematics</i>	Oaks	
J15-J19	(R) Forms Ad Hoc Committee	Fahringer	
J20-J21	(R) Research Associate Task Force	Ström /Tanner	
J22-J24	(R) Conference Proposal Review Task Force	Ström	

J25-J26	(M) Purchase OpenConf Hosting Service	Ström	
K. Strategic Planning: Wednesday, 3:15-5:00 p.m.			
K1-K7	Strategic Planning	Kozak/ All	
K8-K10	Strategic Planning Plan: Wed. 3-5 pm	Kozak	
L. Executive Session			
L1-L2	(R) Personnel Committee	Rivers	
L3	(R) Advertising Chair Search Committee	Rivers	
L4	(R) Assistant Program Coordinator Search Committee	Rivers	
L5-L6	(M) Consent Appointments	Ham	
L7	(D) Executive Session Parking Lot	All	
L8	(M) Approve Staff Bonuses	Dudley	
L9-L10	(M) Automatic Staff Bonuses (PPM 7.2.1)	Dudley	
M. New Business			
M1-M2	(M) Baggage Handling and Tips Policy	Oaks / Fahringer	
M3	(M) End Professional Editing Service	Debrecht/ Tannor	
M4-M8	(M) Relabel Journal Months to Seasons	Debrecht/ Tannor	
M9-M14	(M) Email Motions (PPM 5.1.3)	Kozak / Fahringer	
M15-M16	(M) Name change for EAC (PPM 5.8.2)	Kozak / Dudley	
M17-M31	(M) Remove Chart of Accounts and Officer ID listing from PPM (PPM 6.6 & 6.7)	Kozak / Dudley / Strom	
M32-M35	(M) Remove Current Fees and Dues from PPM (PPM 6.10)	Kozak / Dudley	

N. Partnerships/ Miscellaneous Reports			
N1	Carnegie/WestEd	FYI	
N2-N3	Dana Center	FYI	
N4-N16	(D) AMATYC's "Journey to Mars"	Ham	
O: Parking Lot / Motion to Adjourn			
O1-O2	Parking Lot Discussion Items	All	
O3	(M) Motion to Adjourn	Fahringer	

** Supplements to the Treasurer's Report are available in the Treasurer's folder in Dropbox

Updated November 8, 2018

ATTACHMENT D

**Expenditure Approval Committee (EAC)
David Tannor, Treasurer
FBM 2018**

Members of the 2018-2019 EAC committee: January 1, 2018 through Dec 31, 2019: David Tannor, Kate Kozak, Jim Ham, and Jane Tanner

EAC Approvals from Feb 15, 2018 and Sept 18, 2018

March 16, 2018: That up to \$500 in allowable travel expenses be approved for Cheryl Cleaves to attend the AMATYC Spring Executive Board Meeting in Memphis on April 12-17, 2018, and that \$1,250 in salary (budget line item 3037) be approved for Cheryl Cleaves to serve in an advisory role to the AMATYC Executive Director for the period March 16 - April 16.

April 6, 2018: That the treasurer be allowed to tap \$519 from the treasurer's reassigned time for losses in job wages.

April 19, 2018: A request for an additional \$500 for the website redesign to run a mock-up for review

August 22, 2018: Request in the amount of \$892 to purchase a new copy/scan/fax machine.

September 7, 2018: A \$1000 request to support Conference Coordinator for his extra work in planning the 2018 Math Summit and programming the app.

ATTACHMENT E

5.7 Regional Vice-President

Term of Office

The Regional Vice-President is elected to office by the membership, in accordance with the procedures detailed by the Nominating Committee. The term of office is two years, beginning January 1st after election. The term limit is three consecutive terms in the same office.

If a Regional Vice-President is no longer a member of the region he/she represents, he/she must resign. If a Regional Vice-President moves from his/her region, the process of filling the vacancy is as follows.

If the election period has begun, wait until the election results have been verified and appoint the Regional Vice-President-elect to serve the remainder of the term.

Otherwise, the AMATYC President appoints a replacement after input from the regional affiliate presidents. In both cases Executive Board approval is needed. [<SBM 2009>](#)

General Duties

- 1 Incoming Regional Vice-Presidents are encouraged to attend any part of the Fall Executive Board meeting, if possible, and must attend an orientation session during the conference to be briefed for the coming term.
- 2 Regional Vice-Presidents are required to attend all parts of the Strategic Planning and Orientation meeting, Spring Executive Board meeting and Fall Executive Board meeting. [<FBM 2018>](#)
- 3 The incoming Regional Vice-President will be furnished with the following information:
 - a A directory of delegates and campus representatives within the region.
 - b Access to sample letters and forms assembled by the Regional Vice-Presidents, as well as a copy of major and regular correspondence used within the region during the term of office.
 - c All records relating to the region.
- 4 The Regional Vice-President will:
 - a Communicate touchpoints with regional members approximately six times per year. [<FBM 2018>](#)
 - b Promote and coordinate AMATYC activities by:
 - Furnishing the nominating committee with the names of possible candidates for officers of AMATYC.
 - Soliciting advertising, reviewers, and articles for the *MathAMATYC Educator*.

- Sharing pertinent information and newsletters with Executive Board members.
- c Serve as liaison for an assigned committee, coordinator, editor, or director.
 - Attend meetings of the liaison assignment at the Conference or find a substitute.
 - Communicate with liaison assignment(s) on a regular basis.
 - Remind liaison assignment(s) of deadlines, including to turn in Board reports, and *AMATYC News* articles.
 - Present motions on behalf of liaison assignment(s).
 - Report Board actions back to liaison assignment(s).
- d Represent AMATYC at meetings including affiliate conferences.
- e Represent AMATYC on projects with other organizations.
- f Perform all duties as outlined in the Policy and Procedures Manual.

Board Meeting Duties

1. Send in reports to the President for agenda by deadline.
2. Solicit items for the agenda from affiliates and liaison assignments.
3. Prepare motions as needed.
4. Read agenda and board packet before the start of the meeting. <FBM 2018>
5. Handle special assignments designated by the President.
6. Participate on committees.
7. Participate in discussions and voting during the meetings per the order of conduct of the meeting. <FBM 2018>

Delegate Assembly Duties

- 1 Appoint and support state/province delegates
 - a Appointment
 - In the spring of even-numbered years, update the list of the names and the number of two-year colleges by state and province. The state count of two-year colleges will be defined as in Article VII of the AMATYC Bylaws. Forward the list by August 1 to the President for

inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers determine the number of state/province delegates for each state/province for the two years following the Board meeting.

- In the spring of odd-numbered years, appoint at least two state/province delegates from each state and province by April 1 per the bylaws.

b Support

- Write to the delegates' immediate supervisor and his/her president to announce the appointment.
- Help delegates develop and maintain a list of campus representatives
- Furnish delegates with information which can be passed on to the campus representatives. This would include, but not be limited to, such things as conference flyers, membership application forms, bylaws, President's reports, upcoming position statements, and other information for the Delegate Assembly as it becomes available.
- Send letters to prospective state/province delegates outlining their duties.

2 Support affiliate delegates

- a In the spring of even-numbered years, determine the number of affiliate members who are also AMATYC members for each affiliate, effective June 30, and send these numbers to the President for inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers are used to determine the number of affiliate delegates for the two years following the fall Board meeting in even-numbered years.
- b After the Fall Board Meeting in even-numbered years, notify each affiliate of the number of delegates to which the affiliate is entitled for the next two years, and request that the affiliate make the appointments and forward the names to the Regional Vice-President.

3 Report and recruit delegates

- a By September 1 each year, send the Secretary a current list of state/province and affiliate delegates including affiliate presidents. The Secretary shall use this list in mailing out all Delegate Assembly materials.
- b Verify that the "Call for State and Province Delegates" is published in Issue #4, articles due August 15 of the *AMATYC News* during even-numbered years.

4 Assist during the Delegate Assembly

- a Assure that delegate ballots, and information verification forms are distributed to delegates prior to the opening of the Delegate Assembly.

- b Collect information verification forms at the Delegate Assembly and give the forms to the Secretary before the start of the Delegate Assembly.
- c Assist in collecting ballots at the Delegate Assembly.
- d Turn in to the AMATYC Office personnel region signs, left-over delegate ribbons if possible, and other materials that are stored for the next conference.

Conference Duties

1. Assist the conference committee in this capacity:
 - a. Submit to the Program Coordinator the names of persons who are effective speakers.
 - b. Assist the Program Coordinator and Local Events Coordinator at the annual conference to help ensure a successful conference.
2. When the annual conference is in the Regional Vice-President's region, develop a mailing list of department chairs for colleges within a reasonable driving distance of the annual conference. The AMATYC Office will send specially developed conference information to everyone on the list for distribution to all instructors.
3. The Regional Vice-President in whose region the AMATYC annual conference will occur should attend the affiliate meeting of the host affiliate preceding the conference or find a substitute if possible. In the case of multiple host affiliates, the Regional Vice-President will determine which one to visit under this policy.
4. Be visible during the conference in the following ways:
 - a. Be available in the registration areas at peak times to welcome conference attendees.
 - b. Greet, meet, and interact with as many attendees as possible, particularly those who are attending by themselves.
 - c. Attend the Thursday Keynote Session, Regional Breakfast/Luncheon, Affiliate President Luncheon, Saturday Awards breakfast session, and Delegate Assembly. [<FBM 2018>](#)
 - d. Attend, chair or preside at sessions as assigned by the President.
 - e. Attend all social functions sponsored by AMATYC.
 - f. Attend forums when possible.
 - g. Attend all sessions sponsored by your liaison assignment(s), including the committee or ANet meeting. In the cases of conflict, a substitute can attend instead. [<FBM 2018>](#)

- h. Visit the Exhibit Hall, speaking with vendors, especially those to which you have been assigned by the president. <FBM 2018>
- 5. Chair a regional meeting of all registrants from the region.
 - a. Develop or revise agenda or other communication for the regional meeting, and bring copies to the conference for distribution.
 - b. Discuss any position statements that are being discussed at the Delegate Assembly.
 - c. In odd-numbered years, select a representative to serve on the Teaching Excellence Award Committee.
 - d. In odd-numbered years, select one affiliate president, one delegate (who is not an affiliate president), and one member-at-large as the region's slate of candidates for the Nominating Committee.
 - e. In even-numbered years, select a regional representative to serve on the Mathematics Excellence Award Committee.
 - f. Solicit nominations for both the Teaching Excellence Award (given in even-numbered years), and the Mathematics Excellence Award (given in odd-numbered years.)
 - g. Publicize next year's AMATYC conference and encourage attendees to visit the AMATYC website to submit proposals or volunteer to serve as presiders.
- 6. Be alert for potential exhibitors . <FBM 2018>

Affiliate Duties

- 1. Become a member of regional affiliates.
- 2. Try to visit each regional affiliate at least once during the two-year term.
- 3. As directed by the editor of the *AMATYC News*, facilitate the *Focus on Affiliates* article for your region. <FBM 2018>
- 4. Collect affiliate meeting information and change in affiliate officers. Share this information with the AMATYC office, the AMATYC News, and the AMATYC website using online form. <FBM 2018>
- 5. Encourage members to submit proposals to present and/or preside at the conference.
- 6. Write articles for affiliate newsletters when applicable.
- 7. Work with affiliate presidents:

1. Solicit input from affiliates concerning Board meeting agenda items.
 2. Send a summary of Board meeting actions that pertain to affiliate presidents.
 3. Remind affiliates of any upcoming deadlines.
8. Attempt to obtain affiliates in states where none exist.

Membership Duties

1. Organize a biannual membership drive that includes: Serve on the AMATYC Membership Committee.
2. Promote new individual and institutional memberships in the following ways:
 1. Arrange for AMATYC brochures and materials, which are available from the office, and letters of invitation to membership to be placed into every packet for attendees at affiliate meetings.
 2. Write articles and editorials for affiliate newsletters to keep the AMATYC name before faculty who teach mathematics in the first two years of college. <FBM 2018>
 3. Keep in regular communication with state and affiliate delegates. <FBM 2018>
 4. Identify key people and solicit their help within the AMATYC organization. <FBM 2018>
 5. Send letters and brochures to affiliate members who are not AMATYC members.
 6. Send an email to former AMATYC members whose memberships have lapsed.

ATTACHMENT F

PPM 12.4.4

The internal website, which currently has the web address of <http://internal.matyc.org/>, is used to post the PPM manual, forms, board information, links to other forms, tips, and a private section that includes previous year board packets. <FBM 2018>

ATTACHMENT G

5.8 Board Committees

An ad hoc committee is a committee that consists mostly of executive board members and ends at the end of the executive board's term that created the committee or earlier if the job is completed. A task force can consist of executive board members and others that would have a vested interest in the task. A task force is charged to work until the task is completed. [<FBM 2018>](#)

ATTACHMENT H

6.1 General Financial Policies <SBM 2017>

8. A financial audit will be performed in every year on the financial records of the previous year. The Board will receive and review the Auditor's Report at the Board meeting following the report's completion. <FBM2018>

ATTACHMENT I

2.5.2 Wanda Garner Presidential Student Scholarship

2.5.2.1 Definition

Purpose of the Award

The purpose of the **Wanda Garner Presidential** Student Scholarship is to encourage the study of mathematics, mathematics education, or statistics by students enrolled in institutions of higher education.

Criteria

1. Each affiliate may submit one nomination from a student attending a qualifying institution. To be a qualifying institution, the institution must employ at least one member in good standing of AMATYC.
2. The student must be nominated by an AMATYC member who is an employee of the qualifying institution.
3. The student must have an overall GPA of at least 3.0.
4. The nominated students must be majoring in mathematics, mathematics education, or statistics, and enrolled full-time at the nominating institution during the spring semester preceding the Annual AMATYC conference when the award will be announced.

Nomination

Nomination form is found on the AMATYC website. [<FBM2018>](#)

Method of Selection

1. A letter will be sent by the AMATYC president to the affiliate presidents each year in the spring notifying them of the scholarship.
2. Each affiliate will notify their membership and determine the affiliate nominee. The nomination form must be received by the AMATYC President by October 15.
3. The scholarship recipient will be determined by a random draw. The drawing will take place at the Fall Board Meeting of the Executive Board.
4. The scholarship recipient's name will be announced at the affiliate president's luncheon and the scholarship money will be sent to the recipient after the Annual AMATYC conference.

ATTACHMENT J

2.7.2 Application Positions

1. Appoint selection committee and chair
2. Call for applications in the *AMATYC News*
 1. Position expectations
 2. Deadline or until position is filled
 3. Request vita and cover letter
 4. Consider requesting letter of support or recommendation depending on the position
 5. Letter of support from individual's supervisor for time-intensive positions
3. Committee reviews application materials. If conducted via email, members should begin process independently by sending the Chair a list of strengths and weaknesses for each candidate. *<SBM 2010>*
 1. Chair sends compiled lists without attribution to committee members.
 2. Discussion continues until one candidate emerges. The Presidents may be consulted if the committee needs additional input. This input should be in the form of strengths and weaknesses.
 3. If one candidate does not emerge, the committee may consider a conference call with the top candidates.
 4. If there are no candidates, or a qualified candidate does not emerge, the search will continue until there is a qualified candidate. People in leadership positions should personally encourage members who are thought to possess the qualifications to apply. The appropriate materials will then be required to be sent to the search committee.
4. Confirmation of membership
5. Recommendation to the Board includes name, contact information, and supporting reasons.
6. Board approval
7. President informs the appointee by phone or email with a following letter that details the responsibilities/expectations and support, if any, associated with a position and acceptance form.
8. President or designee sends other applicants a letter or email informing them of the resolution of the process.
9. Announcement in the next *AMATYC News*.

ATTACHMENT K

Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES on **Fostering Learning**

WHEREAS, Learning is an active, contextualized process of building concepts in addition to acquiring knowledge;

WHEREAS, Learners can improve their ability to learn regardless of their current level of achievement;

WHEREAS, All educators of mathematics have a responsibility to create and implement high-quality learning environments, design understandable and coherent curriculum, build learning skills, and facilitate learning;

WHEREAS, A quality learning environment is characterized by respect, trust, openness, high expectations, support for risk-taking, a willingness to challenge performance, continuous assessment, and a growth-oriented mindset for everyone;

NOW, THEREFORE, It is the position of AMATYC that the following should be endorsed as standard best practices:

- Learners should work in communities or teams to increase their knowledge and/or learning skills through collaborative and cooperative activities;^{1, 2, 3}
- Educators should be provided with opportunities for professional growth and development to aid them in implementing and maintaining instructional strategies that produce a growth mindset, promote critical thinking, and nurture continuous improvement;^{4, 5, 6}
- Institutions of education that promote exemplary learning experiences require a culture of higher expectations and standards, greatly-increased student effort, and extensive learning assessment that is timely, formative, summative, standard-based, and transparent.^{7, 8}

Learning and teaching practices continue to evolve through action research by educational innovators who test and share their best practices.

¹ American Mathematical Association of Two-Year Colleges (AMATYC) (2018). *IMPACT: Improving Mathematical Prowess And College Teaching* (Memphis, TN: AMATYC), 34-37.

² *IMPACT*, 44-47.

³ *IMPACT*, 56-57.

⁴ *IMPACT*, 48-50.

⁵ *IMPACT*, 58.

⁶ *IMPACT*, 91-94.

⁷ *IMPACT*, 34-37.

⁸ Academy of Process Educators, "Culture of Success," *International Journal of Process Education* Volume 8, Issue 1 (February 2016): 49-58.

ATTACHMENT L

Resolution of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES on **Addressing Factors Critical to Student Success**

The primary emphasis of most developmental mathematics programs is to expand conceptual best practices that are prerequisite to college mathematics. However, there are other constructs that often interfere with a student's ability to learn mathematics.

One of the goals of a developmental mathematics program should be to improve the ability of students to learn mathematics; therefore, constructs that interfere with learning should be addressed.

Therefore, AMATYC recommends the following should be endorsed as standard best practices in a developmental mathematics program:

- Minimize the time lapse between mathematics courses in college studies and emphasize an early start to these studies.
- Emphasize the importance of number sense and computational fluency, especially with rational numbers.
- Stress the benefits of review and implement review modules prior to placement assessment.
- Implement instruction of the attributes of study skills, such as time management and motivation.
- Increase mathematics self-efficacy to reduce mathematics anxiety.
- Offer support systems to students to create social relationships, clarify goals, increase commitment, promote college know-how, and make college life feasible.⁹
- Prioritize the ability to solve problems and read mathematics in the curriculum.
- Emphasize and assess a balance of both conceptual understanding and procedural skills.
- Support risk-taking so students learn that failure can lead to successful problem solving.
- Give frequent assessments and encourage self-assessment and reflection.
- Create a classroom environment that fosters a growth-oriented mindset.
- Accentuate the value of class attendance in maximizing student achievement.
- Bridge the gap for under-represented student populations by acknowledging and addressing the disparity in privilege and the inequitable access to resources required for mastery in mathematics.¹⁰

Faculty should receive full institutional support for implementing the above best practices.

The goal of maximizing students' successful attainment of skills^{11, 12} critical to expand career options and to promote good citizenship can be realized with enhanced basic mathematics skills, greater self-efficacy, improved self-regulated learning, and increased persistence.^{13, 14}

⁹ M. Karp, "A Holistic Conception of Nonacademic Support: How Four Mechanisms Combine to Encourage Positive Student Outcomes in the Community College," *New Directions for Community Colleges*, no. 175; Wiley Periodicals Inc. (Fall 2016): 33-42.

¹⁰ *IMPACT*, 10-14.

¹¹ *IMPACT*, 53.

¹² *IMPACT*, 89-90.

¹³ *IMPACT*, 20-26.

¹⁴ *IMPACT*, 31-34.

ATTACHMENT M

(Working Draft 11/1/17)

Position Statement

AMATYC RECOMMENDATIONS ON DISTANCE EDUCATION IN COLLEGE MATHEMATICS COURSES IN THE FIRST TWO YEARS

Distance Education (DE) is any instruction occurring without face-to-face contact with the instructor. The American Mathematical Association of Two-Year Colleges (AMATYC) recognizes DE mathematics courses are becoming more prevalent in the first two years of college. While Distance Education can facilitate the mission and goals of an institution, and technology is readily available to implement a variety of synchronous and asynchronous DE strategies, institutions must maintain high standards and use research-based practices when designing Distance Education courses. To this purpose AMATYC makes the following recommendations.

Planning, support, and maintenance

While Distance Education courses provide students with learning opportunities that may not have previously existed, these courses may not be appropriate for all students or all instructors. Distance Education requires alternative teaching and learning methods. Special attention must be directed to the needs and abilities of both students and faculty. Colleges should therefore provide the following:

- Ongoing training and support for faculty and students as an integral part of the DE program.
- Proper infrastructure, including accessible testing centers and well-trained support staff for the Learning Management System (LMS) and other DE-specific systems.
- Funding for innovative tools and practices.
- Equivalent supports for students in DE courses as compared to students in on-campus courses (e.g., online orientation, tutoring, advising, and counseling).

Expectations for students

Students enrolled in Distance Education mathematics classes must be active learners who are strongly motivated and self-disciplined. They need to participate and interact in class activities regularly and turn in course assignments on time. Communication of these vital expectations is incumbent upon the instructor and the college.

Instructional design

Course design should be informed by a wide variety of resources and best practices for Distance Education. Well-designed Distance Education mathematics courses will have these attributes:

- Course objectives and instructor expectations are clearly communicated.
- Assessments measure student achievement of the learning objectives.
- A variety of activities and instructional materials promoting engagement with the content,

other students, and faculty are included.

- Course design addresses the established course competencies with the quality and mathematical rigor appropriate to the course
- Consideration is given to how the course tools and activities support the learning objectives.
- Frequent and substantive student-to-student, student-to-teacher, and student-to-content interactions are evident throughout the course.

Access

Since mathematics is an integral part of so many programs of study, it is especially important that all students who could benefit from distance education opportunities in mathematics have access to them. Efforts should be made to maximize student access to DE mathematics courses and all such courses should be ADA compliant to ensure they are fully accessible by all students enrolled in the course.

Standards and Integrity

Mathematical thinking and processes aid in the problem-solving skills needed for success in many courses and disciplines. To this end, Distance Education courses must maintain the same rigor and scope of work as any other mathematics course. Security measures such as proctoring of exams, as outlined in the AMATYC Position Statement on Proctored Testing, should be implemented.

Innovative Teaching and Learning Committee

Adopted Fall 2002 / Revised Fall 2017

References

American Mathematical Association of Two-Year Colleges (AMATYC) (2012). *Position Statement: Proctored Testing for Courses Taught at a Distance*. Memphis, TN: AMATYC.

Center for Applied Special Technology (CAST) (2011). *Universal Design for Learning Guidelines, Version 2.0*. Wakefield, MA: CAST.

International Association for K-12 Online Learning (iNACOL) (2011). *National Standards for Quality Online Courses, Version 2*. Vienna, VA: iNACOL.

Online Education Initiative (OEI) (2016). *OEI Course Design Rubric*. Sacramento, CA: California Community Colleges Chancellor's Office.

Online Learning Consortium (OLC) (2016). *OLC Quality Scorecard for the Administration of Online Programs*. Newburyport, MA: OLC.

Quality Matters (QM) (2015). *Course Design Rubric Standards, 2nd edition*. Annapolis, MD: Quality Matters.

State University of New York (SUNY) & **Open SUNY Center for Online Teaching Excellence (2013)**. *Open SUNY Course Quality Review (OSCQR) Rubric and Process*. Albany, NY: SUNY.

ATTACHMENT N

9.6.9 Equity Committee

The purpose of the Equity Committee is to increase mathematics achievement for diverse learners. The committee:

- educates about equitable classroom practices and fosters a dialogue on how to improve them;
- provides opportunities to learn about and discuss structural inequality and organizational change;
- increases awareness about issues of diversity within AMATYC membership and leadership; and
- works collaboratively with other AMATYC committees, Project ACCCESS, and ANets to promote equity.

ATTACHMENT O

Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES on **Best Practices in Employment of Adjunct Faculty**

Adjunct faculty, sometimes called part-time or contingent faculty, are employed by institutions of higher learning for a variety of reasons. Many adjunct faculty bring special expertise or real-world experience to the classroom, making the content relevant to students. Adjunct faculty also provide students with options for instructional methodology and content perspectives. Institutionally, the use of adjunct faculty reduces the cost of instruction per credit hour while giving flexibility in hiring to meet the unpredictability in student enrollment, budgets, and content demands.

The advantages an institution receives from the use of adjunct mathematics faculty can be increased when adjunct faculty are given adequate departmental and institutional support. In order for colleges who employ adjunct faculty to reach the ultimate goal of student success, AMATYC recommends the following best practices:

- Integrate adjunct faculty by inviting and encouraging them to participate in the department and its functions.
- Foster mutual respect between full-time faculty and adjunct faculty.
- Foster networking and open communication between adjunct faculty, their peers, and their supervisors with regard to workload, courses taught, and schedule.
- Provide sufficient office support services, such as supplies, desks, filing cabinets, phones, computer access, and adequate office space; ideally this should include confidential meeting space.
- Provide in-house professional development opportunities for adjunct faculty in order to properly institute curricular change and improve methodology.
- Encourage participation in and provide adequate funds for professional development to adjunct faculty, including opportunities through AMATYC and its affiliates.
- Solicit input from adjunct faculty relative to issues within the department.
- Supervise adjunct faculty, including observation of new adjunct faculty at least once during their first term of employment.
- Conduct student, peer, and administrative evaluations regularly.
- Provide mentoring opportunities for adjunct faculty in the first term of employment and on a continuing basis.
- Regularly recognize outstanding teaching by adjunct faculty.

Coupled with these best practices, and in partnership with the college, AMATYC recommends that adjunct faculty strive to reach the ultimate goal of student success by meeting the following expectations:

- Become actively involved in the department by attending meetings and participating in committees that deal with topics such as course materials, curricular changes, and more.
- Seek to improve teaching skills through continued professional development funded by the college, including opportunities through AMATYC and its affiliates.
- Be available and accessible on campus or electronically.
- Be an active and cooperative team member.

ATTACHMENT P

Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES on **Mathematics for Liberal Arts**

Mathematics for Liberal Arts (MLA) courses are general education quantitative literacy courses that provide mathematical skills and perspectives to enhance the role of students as citizens, workers, and consumers. This position statement integrates the position and recommendations of the American Mathematical Association of Two-Year Colleges (AMATYC) for general education mathematics courses as outlined in its *Crossroads*, *Beyond Crossroads*, and *IMPACT* publications.

Rationale

In *Crossroads* and *Beyond Crossroads*, AMATYC lists quantitative literacy as essential outcome of all mathematics courses.^{1,2} In its *Liberal Education & America's Promise* (LEAP) campaign, the Association of American Colleges & Universities (AAC&U) lists quantitative literacy among its “Essential Learning Outcomes” supporting student success in the 21st century.³ Historically, MLA courses have served students in non-algebraically intensive majors and are referred to as mathematical survey courses. The increasing importance of quantitative literacy to more programs of study, combined with the national Mathematics Pathways movement, has resulted in MLA courses now being more explicitly focused on developing quantitative literacy skills. One of three mathematics pathways identified in AMATYC’s *IMPACT* is Quantitative Literacy.⁴ Since MLA courses will serve as the capstone courses for this pathway, AMATYC presents the following recommendations:

Course Purpose

MLA courses should be designed with the goal of increasing students’ quantitative and logical aptitude. MLA courses should assist students in realizing the relevance of mathematics and developing an appreciation for the field.

Course Topics and Approach

Content should be useful and meaningful for students and relate to real world applications. The focus should be placed on conceptual understanding through modelling, interpretation and real world connections. Topics should be covered in appropriate depth and slowly enough so that students gain a sense of mastery. Technology should be utilized in order to reduce the computational burden and to allow time for broad exploration of the concepts.

Engagement

“Developing Intellectual Curiosity and Motivation in Learning Mathematics” for both students and faculty is one of the four pillars of AMATYC’s *IMPACT*.⁵ MLA courses should engage students in the learning process by incorporating active learning strategies and exploration through activities and projects that are of general interest to students. Faculty should be encouraged and supported by professional development opportunities to use best educational practices in creating a productive and dynamic learning environment.

40 [Student Audience](#)

41 While MLA courses are a suitable option for students in non-algebraically intensive majors, all students
42 in their first two years of college should have access to quantitative literacy courses. Moreover, in the
43 *CUPM Curriculum Guide 2004* the Mathematical Association of America (MAA) recommends
44 encouraging students in non-algebraically intensive majors to take at least one additional course in the
45 mathematical sciences above their minimal degree requirement.⁶

¹ American Mathematical Association of Two-Year Colleges (AMATYC) (1995). *Crossroads in Mathematics: Standards for Introductory College Mathematics Before Calculus* (Memphis, TN: AMATYC), 40-41.

² American Mathematical Association of Two-Year Colleges (AMATYC) (2006). *Beyond Crossroads: Implementing Mathematics Standards in the First Two Years of College* (Memphis, TN: AMATYC), 39-41.

³ Association of American Colleges & Universities (AAC&U) (2007): *College Learning for the New Global Century: A Report from the National Leadership Council for Liberal Education & America's Promise* (Washington, DC: AAC&U), 3.

⁴ American Mathematical Association of Two-Year Colleges (AMATYC) (2018). *IMPACT: Improving Mathematical Prowess And College Teaching* (Memphis, TN: AMATYC), 3.

⁵ *IMPACT* 43-53.

⁶ Mathematical Association of America (MAA) (2004): *Undergraduate Programs and Courses in the Mathematical Sciences: CUPM Curriculum Guide 2004* (Washington, DC: MAA), 28.

ATTACHMENT Q

3.1.2 Benefits of Individual Membership

1. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees, and be appointed as a delegate in the Delegate Assembly. Other benefits include: subscriptions to the *AMATYC News* and *MathAMATYC Educator* journal, priority seating in AMATYC webinars, and qualifying for member conference registration rates.
2. A lifetime member is entitled to all the privileges of a regular member.
3. Adjunct, retired, and student members have the right to nominate candidates for office and serve on committees, but do not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly. Other benefits include: subscription to the *AMATYC News*, priority seating in AMATYC webinars, and qualifying for member conference registration rates. Student members also receive the *MathAMATYC Educator*.
4. Individuals who are eligible for adjunct or retired membership may choose to complete the proper forms and pay the established dues to become a regular member to obtain all the privileges of a regular member.
5. The representative of an institutional member has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership positions, serve on committees, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.
6. Members will receive access to all past Student Mathematics League tests that are available on the AMATYC website.
7. The online version of the *MathAMATYC Educator* becomes a member benefit of the Retired, Adjunct, and Associate memberships, effective May 1, 2015.
8. Members will receive priority registration for all live webinars. Priority registration is defined as early registration privileges for at least one week before the live webinar, at which point registration will be open to the public.

ATTACHMENT R

11.1.5 Webinar Coordinator

Description

The Webinar Coordinator serves a major role in the promotion of professional development opportunities for AMATYC members and works closely with the Professional Development Coordinator, the Professional Development Committee, the Board liaison, and the AMATYC Office to coordinate professional development opportunities for two-year college math instructors.

Work closely with the Executive Board as an ex officio member of the Professional Development Committee.

Appointment Process

The Webinar Development 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 end 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 Executive Board.

Qualifications

- 1 AMATYC member with a Regular or Life membership.
- 2 Good written and verbal communication skills.
- 3 Good technology skills.
- 4 Experience in program evaluation.
- 5 Well organized and able to work on a regular schedule.
- 6 Ability to respond to requests for professional development promptly.
- 7 Ability to work with colleagues and to provide leadership and vision.
- 8 Ability to take direction from and work with others cooperatively.
- 9 Experience promoting and marketing educational programs and activities.
- 10 Experience collaborating with educational organizations and corporate entities.

Duties

1. Work closely with the Executive Board as an ex officio member of the Professional Development Committee.
2. Work closely and have regular communication with the Professional Development Coordinator regarding both current and future webinars.
3. Work with the Professional Development Coordinator to identify and recruit webinar speakers. In the case of webinars, all webinars need not necessarily have a sponsoring committee. All

webinar speakers will be offered a stipend that comes from the webinar budget; it is the speaker's decision to decline the honorarium. If a webinar has more than one speaker, the standard honorarium will be split among the speakers. Serve as the liaison between the speaker and the sponsoring committee, if applicable.

4. Maintain regular contact with the AMATYC Office regarding webinars, including providing the Office with information for e-mail blasts before each webinar.
5. Review and evaluate existing webinar procedures.
6. Update the training materials for webinar presenters and assist in making sure the webinar presenters are properly trained. Hold a practice session with webinar presenters before each webinar.
7. Ensure that all AMATYC webinars are moderated, including introducing the webinar speaker, engaging participants throughout the webinar, and working with the webinar speaker to conduct polls.
8. Compile survey data after each webinar and send out certificates of participation to attendees.
9. Make recommendations to the Professional Development Coordinator concerning any software and applications that AMATYC should acquire to conduct future webinars.
10. Assist AMATYC's efforts to provide members with access to professional development information and to archive past webinars.
11. Provide the AMATYC Website Coordinator with updated information on past, current and future webinars, including ensuring that the webinars page on the AMATYC website is updated and all webinars are archived properly.
12. Meet with the Professional Development Coordinator at the annual conference.
13. Work closely with the Executive Board liaison.
14. Prepare written Board reports twice annually (2/15 and 9/15) using the format provided by the Board.
15. Perform other duties necessary to conduct successful webinars.

ATTACHMENT S

PPM 9.6.6 Teacher Preparation

The AMATYC Teacher Preparation Committee provides a forum to:

1. Examine implications of preK–12 mathematical and professional standards on the teacher preparation curriculum and courses taught during the first two years of college;
2. Facilitate sharing of curricular resources, best practices, and innovative ideas used in mathematics courses for prospective preK-6 teachers;
3. Provide support and professional development to new and veteran mathematics faculty involved in the education of preK-6 teachers of mathematics.

ATTACHMENT T

7.2.1 Office Personnel Policies

1. AMATYC policy with respect to salaries for its employees is to support its employees at least at the same level as Southwest Tennessee Community College employees. This means that they will receive the same bonuses, cost of living increases, and longevity increases as are accorded Southwest Tennessee Community College's staff. Currently Southwest Tennessee CC does not have a process for merit raises.
2. The Executive Director will promptly send the President and Treasurer any documentation of bonuses, cost of living increases, and longevity increases when they are authorized. As required, the AMATYC President sends a letter authorizing these increases for AMATYC employees.

ATTACHMENT U

PPM 6.9.2.G

Baggage Handling and Tips

Tips are reimbursed up to \$5 per person per hotel night stay. These include fees and tips given to porters, baggage carriers, hotel staff, or transportation staff (e.g., a shuttle driver, taxi driver, or rideshare/App driver). Tips for meals are covered in the per diem. Receipts are not required.

ATTACHMENT V

5.1.3 Procedures for Motions <FBM 2008><FBM 2010> <FBM 2018>

Motions

1. Motions require two signatures. One must be a member of the Executive Board, the conference coordinator, or the Executive Director.
2. Motions must use the motion form found on the internal AMATYC website.

Voting

1. Only Board members are eligible to vote. For Executive Session email motions, any Board member who is excluded from the discussion is ineligible to vote.
2. The President votes only to break a tie.
3. Board members shall vote "Yes", "No."
4. The President and Secretary will keep track of the votes, and verify tallies after the conclusion of the voting period.

Email Motions:

A. Purpose

1. All rules for motions apply to email motions.
2. Email motions are used in between regular Board meetings to allow the Board to approve motions that are determined to be time-sensitive and cannot be postponed to the next regular Board meeting.
3. Email motions may also be used to conclude business from the previous regular Board meeting.
4. The President, in consultation with the Past-President and President-Elect, determines when an email motion is needed.

B. Procedures and Timeline

1. The Secretary sends out the email motion to all Board members, Executive Director, , and Conference Coordinator. Executive Session email motions are only sent to the individuals who would normally be invited by the President to attend executive sessions at a regular Board meeting (see Policy and Procedures Manual section 5.1.1)
2. The email motion will contain the original motion, rationale, and budget implications, as well as the time periods for discussion and voting.
3. The Secretary will ask Board members to confirm receipt of the email motion.
4. The discussion period will begin immediately after distribution of the email motion, and end at 5:00 pm Pacific four days following the distribution of the motion. The number of days for the

discussion period will be increased as many days as needed so that the ending date falls on a business day.

5. The voting period will begin at 12:01 am Eastern on the first business day following the end of the discussion period, and end at 5:00 pm Pacific in three business days.

6. Any Board member may send in an early vote if circumstances prevent them from sending in their vote during the voting period.

7. After the end of the voting period, the Secretary will announce the vote results, including a tally of votes submitted. The announcement will be sent to all Board members, Executive Director, and Conference Coordinator.

8. The motion passes if "Yes" votes outnumber "No" votes (see 5.1.3.6 for voting options).

9. The Secretary will include a listing of all email motions (including email motions that were withdrawn) and the approval dates in a report for the next regular Board meeting.

10. Only one email main motion shall be considered in each email session/meeting. Each email session shall be considered a separate email meeting. If more than one email main motion is to be considered, the President shall originate a separate email session for each email motion. Each email session shall be titled with a unique title which will include the motion title. The President shall insure that discussion pertains to only one motion.

11. Separate email sessions/meetings may overlap in the same time frame. Each email session shall be considered a separate email meeting.

12. No e-mail motions will be entertained between January 1 of even numbered years and the Strategic Planning and Orientation (SPO) meeting of that year. <SBM 2016>

C. Quorum

1. The number of confirmations necessary for a quorum is 50% of the Board members who were sent the email motion.

2. If a quorum is not achieved within 48 hours of the initial distribution of the email motion, the motion will be considered invalid, and will be withdrawn by the President.

D. Discussion

1. Discussion will be primarily by email sent to the distribution list for the email motion.

2. A teleconference can be scheduled at the request of at least two Board members. The request for a teleconference must be made no later than the fourth day of the discussion period. If the teleconference cannot be scheduled during the discussion period, the President, without objection, may extend the discussion period up to seven days after the original discussion deadline.

3. Any Board member may make a motion to extend the discussion period. This motion must be seconded by another Board member. Without objection, the President may extend the discussion period as stated in the motion. The maximum extension allowed is seven days after the original discussion deadline.

E. Amendments

1. A maximum of one amendment may be approved for any email motion. If, during a motion's discussion period, it is determined that the motion will require more than one amendment, the motion should be withdrawn. A new motion may be presented for an email vote if the President determines it is needed based on the criteria above.

2. Any Board member may make a motion to amend the original motion. This motion must be seconded by another Board member. The amendment motion will have a discussion period of seven days, followed by a voting period of three business days. All the policies that apply to the original email motion will apply to the amendment motion.

3. If the amendment is approved, the amended motion will be sent out by the Secretary to all individuals on the distribution list for the original email motion. The amended motion will have a discussion period of four days, followed by a voting period of three business days. All the policies that apply to the original email motion will apply to the amended motion.

4. No amendment to an amendment of a motion can be offered. If an amendment needs to be amended, it is expected that the initial amendment will be withdrawn, at which point a new amendment may be offered.

ATTACHMENT W**PPM 5.8.2****Exception Approval Committee (EAC)**

The President, President-Elect, Past-President, and Treasurer form an Exception Approval Committee to approve over-budget line item expenses between Board Meetings and exceptions to policy that are time sensitive. If the exception involves any of these officers, that officer will decline to vote on the issue. 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 expenditures require approval of the entire Executive Board. Suspending policy can only be a one-time exception otherwise a motion must be presented to the entire board to change the policy.

ATTACHMENT X

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. Previous versions will be archived on the internal site. Please report any errors or suggestions to the AMATYC Secretary. <SBM 2017>

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 (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>

The President-Elect shall serve as the Editor of each new edition of the Policy and Procedures Manual and collaborate with the Secretary and AMATYC office to prepare the new edition. No other formal board approval is needed for the revision, as updates should reflect actions already taken by the board. <FBM 2018>

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 Policy and Procedures Manual will be updated at least twice each year after the Spring and Fall Board meeting. Each new edition of the Policy and Procedures Manual will be posted online on the internal website as an electronic, downloadable file. <FBM 2018>

The following AMATYC individuals are responsible for proofing the various chapters of each new edition of the "AMATYC Policy and Procedures Manual".

Preface	Secretary
About AMATYC	Secretary

General Policies	Secretary
Membership and Marketing	Lead Regional Vice-President
Delegate Assembly	Secretary
Executive Board	President-Elect
Financial Policies	Treasurer
National Office	Executive Director Office Director
Conference	Conference Coordinator
Academic Committees	President-Elect
Services	Secretary
Professional Development	Secretary
Publications	Secretary
Affiliates	President-Elect
Foundation	Foundation Chair
Appendix	Secretary

2.5 Awards and Plaques

See 6.1 section 5 for policy on board members receiving awards and nominating others for awards. <FBM 2018>

[2.5.1 Plaque Requisites](#)

[2.5.2 Wanda Garner Presidential Student Scholarship](#)

[2.5.3 Herb Gross Presidential Award](#)

[2.5.4 Recognition of Long-term and Lifetime Members](#)

[2.5.5 The Leila and Simon Peskoff Award](#)

[2.5.6 The Margie Hobbs Award](#)

2.10 Questionnaires or Surveys <FBM 2016>

2.13 Miscellaneous Policies

1. The official colors of AMATYC are black and gold.

- a. AMATYC should register (service mark) its logo.
 - b. AMATYC should register (trademark) associated goods in commerce.
2. In all AMATYC publications and forms regional information should be listed in numerical order as listed in the Bylaws Article XI Section 1.
3. In making appointments, AMATYC officers, committee chairs, and other functionaries should endeavor to provide for balanced representation with regard to ethnicity, gender, and geography. These appointments include committee chairs, members of standing committees, delegates, editorial panels, and members of other delegations of national scope. It is assumed that conference committees will be predominantly from the locale of the conference. Affiliate organizations are urged to follow these guidelines.
4. ERIC (Education Resources Information Center) is included in the AMATYC data base for a library subscription as a life member.
5. AMATYC merchandise purchased from the AMATYC online store by Board members or AMATYC office staff for AMATYC events (door prizes, gifts, etc.) will have the AMATYC commission waived. [<SBM 2007>](#)

3.2.2 Benefits of Institutional Membership

- Two complimentary job ads for faculty or administrative positions on the AMATYC Website [<SBM 2014>](#)
- Access to the AMATYC Leadership Database.
- One complimentary discount conference registration to the annual AMATYC conference.
- Receipt of AMATYC publications: *MathAMATYC Educator* (published three times per year), the *AMATYC News* (published four times per year), and position statements.
- Announcements about professional development opportunities for mathematics faculty teaching in the first two years of college, including institutes, workshops and conferences.
- Complimentary membership in (1) the AMATYC Student Mathematics League and (2) one team for the AMATYC Student Research League. [<FBM 2018>](#)
- Access to all past Student Mathematics League tests that are available on the AMATYC website.

5.1 General Board Policies

1. The Fall Executive Board meeting schedule is travel on Saturday; full day meetings on Sunday and Monday; half-day meeting on Tuesday, with remainder of day for subcommittee meetings; full day meetings Wednesday with committee chairs. Thursday through Sunday, the Board will attend conference activities.

2. Members of the Executive Board can hold only one position at a time for the organization unless the Executive Board gives special approval.

5.1.5 Conference Responsibilities (Exec Board)

The Executive Board is primarily responsible for decision making for AMATYC conference policy.

Adhering to the master time-table will ensure smooth functioning for upcoming conferences.

Responsibilities are to be performed by the Board proper, as well as by individuals within the Board. The following are Board duties: (Year C represents the year of the future conference.)

1. Participate in the city and hotel selection as outlined in the Conference section of the Policy and Procedures Manual. (Conference, years C-7 and C-6)
2. Approve a Local Events Coordinator. The appointment of co-chairs is discouraged. However, if co-chairs are appointed, one person should be designated as the contact person and all communications and reimbursements should flow through that person. All co-chairs and their institutions should be published in all publications. (Conference, year C-3)
3. Approve recommendation of the Conference Site Visitation Team of the cities which will be visited. (Summer Conference Call, year C-6) [<FBM 2018>](#)
4. Appoint Conference Coordinator, Program Coordinator, Local Events Coordinator, Exhibits Chair, Advertising Chair, Presider Chair and Program Proposal Review Committee.
5. Register for the conference by the discount registration deadline. Reimbursement policies do not include conference registration.
6. Make personal flight reservations according to policy.
7. Be present and act as greeters at all general sessions and social functions sponsored by AMATYC at the conference. Availability of Executive Board members is important during conference time. Attend as many sessions and workshops as schedule permits.
8. An AMATYC board member shall not be a speaker or presider at the annual AMATYC conference for any presentation published in the conference miniprogram and/or program, other than sessions outlined in the duties listed in the Policy and Procedures Manual or requested by the AMATYC President or Board. Exceptions can be made by the AMATYC Board or President. Such exceptions could be a reviewed session or be included in the count of "non-reviewed" presentations.
9. Visit exhibits and express AMATYC's appreciation to exhibitors.
10. Make specific decisions for the future conferences: (Fall Board Meeting, C-1).
 - a. Determine fees for discount registration of members and non-members, registration for members, non-members, student (associate) members, and students. This information should be included in the Spring flyer to be mailed in April but NOT in the December postcard. Determine fees for single-day registration.

- b. Approve conference committee chairpersons appointments made by the President or President-Elect and approve the appointment of the Local Events Coordinator for next conference in sequence. (Fall Board Meeting, C-3)
 - c. Establish advertising charges for conference program. (C-2)
 - d. Establish exhibit fees to be charged for exhibit booths.
 - e. Establish policy for free or reduced fees for display space for other mathematics organizations or governmental agencies.
 - f. Approve honorarium and expenses reimbursement of the keynote speaker, breakfast speaker, and other invited speakers as outlined in Financial Policies section of the Policy and Procedures Manual.
 - g. Approve conference reimbursement policy as outlined in the Financial Policies section of the Policy and Procedures Manual.
 - h. Approve a priorities list of prospective keynote and breakfast speakers as far in advance as reasonable and possible, ideally 18 months to two years. Conference committee may provide suggestions (Spring Board Meeting, Year C-2).
 - i. Be prepared to schedule a last minute keynote or breakfast speaker in case of last-minute unavailability of scheduled speaker.
11. Approve conference details according to the master timeline. This should include, but not be limited to, a review of the following: (Spring Board Meeting, C-1)
- 1. Make preliminary approval of proposed conference budget.
 - 2. Establish policy for hotel master account (such as the nights that are to be covered by complimentary rooms and how the hotel master account will be used.)

5.1.6 Academic Committee Responsibilities

- 1. Evaluate present goals of all committees. Request the liaison officer for the committee to assist in setting new goals, and offer dates of completion of goals that would be consistent with Board policy.
- 2. Evaluate each AMATYC committee on a yearly basis. This should be done in collaboration with the committee chair. If the goals and/or projects are not being completed according to schedule, new avenues should be explored.
- 3. Disband the AMATYC committee whenever it is no longer needed.
- 4. Approve the budget for each committee as part of the budgeting process.
- 5. Select committee chairs for renewable two-year terms.

6. Conduct training and orientation for all incoming and returning academic committee chairs at the conference prior to which they take office. The purpose of this training is to inform/remind them of their role in conducting the business of AMATYC, organizational requirements and expectations including those around reporting and conference, support, budget issues, etc. This training shall be conducted in a manner designated by the President-Elect (incoming President).
7. The AMATYC President may appoint a liaison officer for each committee. Each liaison officer should work closely with the AMATYC committee chair and report to the Board on the effectiveness of his/her assigned committee and its leadership.

5.3 President-Elect

Term of Office

The President-Elect is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning on January 1 in the even year and ending on December 31 of the following year. The President-Elect automatically succeeds the President at the end of his/her term.

General Duties

1. Act as president in the absence of the President.
2. Plan and facilitate Strategic Planning discussions at the Strategic Planning and Orientation and spring and fall Board meetings, in consultation with the President.
3. Serve as a member of the Personnel Committee.
4. Proofread the election ballots prepared by the chair of the Nominating Committee.
5. Serve as chair of the Organizational Assessment Committee and Strategic Planning Committee.
6. Serve on Tax Review and Audit Committee.
7. Serve as a member of the Expenditure Approval Committee. <FBM 2018>

Conference Duties

1. Carry out the duties of the President-Elect as outlined in the master conference timetable.
2. Work with the Conference Coordinator and professional conference planning company on the site inspection visit for future conferences. <FBM 2018>
3. Review all contracts related to the site selection process.
4. Solicit keynote and breakfast speaker information from the Executive Board, Executive Director, Conference Coordinator, Conference Committee, Local Events Coordinator, academic committee chairs, academic subcommittee chairs, and affiliate presidents. At the Spring Board Meeting in year C-2, identify and rank at least three

potential speakers for each year C conference keynote for Executive Board consideration. <FBM 2016>

5. Invite keynote and breakfast speakers for conferences over which the President-Elect will preside.
6. Coordinate an affiliate sharing session at each annual conference by inviting at least two AMATYC affiliate presidents to plan and facilitate the discussion session at the conference.
7. Organize the affiliate presidents' function in collaboration with the President. The President-Elect will invite the affiliate presidents, the AMATYC Secretary, the regional vice-presidents, and others who will contribute at the meeting. <SCC 2017>
8. Attend the Delegate Assembly. <FBM 2008>
9. Report to the Delegate Assembly, on behalf of the site visitation team and the Board, the cities to be visited for the next future conference being planned. The President-Elect may assign this duty to the Conference Coordinator or other designee.
10. Present the list of AMATYC endorsements to the Board for review at the spring Board meeting in even-numbered years.
11. As part of the strategic planning process, the President-Elect may hold one or more focus sessions for invited AMATYC members at the annual conference.

Office/Budget Duties

1. Coordinate with the AMATYC office the purchase of technology equipment or software, up to a maximum expenditure of \$2000. This equipment and software is to be used by the President-Elect in the performance of his/her duties and becomes the property of that person at the completion of his/her term as Past-President. It is expected that the President-Elect have a laptop computer, and that all equipment purchased for the President-Elect by AMATYC will be available for use during the conference, Board meetings, and other AMATYC events.
2. **Meet with the AMATYC Executive Director and Office Staff at the AMATYC office for an orientation. This orientation may be held before the Strategic Planning and Orientation meeting.**
3. Sign checks on the AMATYC checking account, as appropriate.

Publications Duties <FBM 2008>

1. Direct one or more Regional Vice-Presidents during the summer and fall of odd-numbered years to compile an electronic document which contains sample letters and forms useful to Regional Vice-Presidents. This information shall be distributed to all incoming Regional Vice-Presidents at the new officers' session at the annual conference.

2. Proofread various AMATYC publications and other materials prepared for distribution to the membership. <FBM 2015>
3. Review with appropriate persons recommended changes in the AMATYC Policy and Procedures Manual and chair the periodic review of the manual at the beginning of even numbered years.
4. Remind the AMATYC leadership to provide the AMATYC office with a dated copy of all forms used as revised. A cover letter should be included describing the usage of the form and its distribution.

Liaison/Committee Duties

1. Serve as the Board liaison for AMATYC affiliate organizations.
2. Write a news update to all affiliate presidents four times a year, to keep affiliates abreast of current information which may have an impact on them or their state.
3. Serve as chair of the Teaching Excellence Award Committee. Remind Regional Vice-Presidents to elect a member for this committee during the regional meeting held at the annual conference in odd-numbered years. Secure and present the awards.
4. Direct any position statement that has not been reviewed within the past 5 years back to the appropriate committee for possible revisions.
- 5. Attend meetings and accompany the President and Executive Director on Washington visits to contacts of NCTM, MAA, NSF, US Department of Education and other organizations during odd-numbered years.**

Duties Just Prior To End Of Term

The following duties are to be performed after the results of the election and prior to assuming the office of President.

1. Write appropriate letters notifying the supervisors of the new Board members of their election to office.
2. Request that each outgoing officer begin copying the incoming officer in that office on all routine correspondence, including email, as soon as the election results are official.
3. Send the link to the AMATYC internal website with emphasis on the AMATYC Policy and Procedures Manual to newly elected officers as soon as the election results are official. <FBM 2018>
4. Send copies of the minutes of the most recent spring Board meeting to all newly elected officers before the fall Board meeting.
5. Send copies of the rough draft of the fall Board meeting minutes to the incoming officers as well as the ones who are continuing office.

6. Invite newly elected Board members to Board sessions at the fall meeting as visitors. Coordinate with the President to be sure incoming Board members receive copies of the fall Board agenda in advance of the meeting.
7. Contact each outgoing officer, academic committee chair, and appointee with a request that the outgoing person individually contact the incoming person in that position to turn over all pertinent information. Suggest to the outgoing person that they arrange a meeting with the incoming person during the conference. <FBM 2018>
8. Schedule and conduct a briefing session at the conference with all incoming and returning officers. Contact academic committee chairs and board members with specifics about the Strategic Planning and Orientation session.

5.4 Immediate Past President

Term of Office

The term limit for the Immediate Past President is one full elected term in the same office (January 1 in an even numbered year to December 31 in the next odd numbered year). The President automatically succeeds the Immediate Past President at the end of the President's term. The Immediate Past President may not be elected as President-Elect.

The Immediate Past President shall be awarded a lifetime membership upon completion of that person's term as Immediate Past President. <SBM 2013>

General Duties

1. Administer the election procedures as outlined in the Policy and Procedures manual.
2. Sign checks on the AMATYC checking account, as appropriate.
3. Accompany the President and President-Elect on Washington visits to contacts of NCTM, MAA, NSF, US Department of Education and other organizations, as appropriate. <FBM<20018>
4. Perform all duties as outlined in the Policy and Procedures manual.

Conference Duties

1. Attend the affiliate presidents' function.
2. Attend all conference planning meetings.
3. Attend the Delegate Assembly. <FBM 2008>
4. Attend the closing general business session.

Committee/Chair Duties

1. Serve as chair of the Nominating Committee.

2. Serve as chair of the Past Presidents Advisory Council.
3. Serve as chair of the Mathematics Excellence Award Committee.
4. Serve on the Strategic Planning Committee.
5. Serve as a member of the Personnel Committee.
6. Serve on the AMATYC Foundation. <FBM 2018>
7. Serve as a member of the Expenditure Approval Committee.
8. Serve on the Tax Review and Audit Committee <FBM 2018>

5.5 Secretary

Term of Office

The Secretary is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning January 1 in even-numbered years and ending December 31 of the next odd numbered year. The term limit is three consecutive terms in the same office.

General Duties

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board. In case of emergency when the secretary cannot take minutes, the secretary in consultation with the Executive Director will make arrangements for the minutes to be taken. <FBM 2018>
2. Distribute and receive all mail and email ballots at the direction of the President. Report results to the President.
3. Review the AMATYC History annually, and provide feedback to the Historian.
4. Post the minutes of the AMATYC SPO, SBM, FBM, and Delegate Assembly on the AMATYC website, beginning with the 2012 SPO minutes, and the board motions, beginning with the 1991 list of motions.
5. Maintain a Sunshine Fund to send congratulations or condolences to board members, staff, and leadership with money collected from Board members. <FBM 2018>

Board Meeting Duties

1. Distribute a rough draft of the Executive Board minutes within 30 days of the conclusion of the Board meeting and a final version within 60 days. Approval of these minutes should be by email. The Executive Board members present and seated at an Executive Board meeting shall constitute a minutes approval committee for that meeting. The chair of the committee shall be the Secretary seated at that meeting. That individual is responsible for initiating and tracking

this approval process and informing the current Secretary and President that the minutes were approved.

2. After approval of the minutes, a dated original, which includes all attachments, shall be signed by the President and the current Secretary and shall be sent to the AMATYC office to become a part of the official records of the organization. The Secretary shall maintain copies of all previous minutes of the association and provide the AMATYC Office with a set of official minutes and attachments of every meeting. The approved minutes of each AMATYC Board meeting shall be distributed in unalterable electronic format to the AMATYC leadership, including the conference coordinator.
3. Assist with the Delegate Assembly agenda and prepare supplemental delegate materials as directed by the President. <FBM 2018>
4. From the official minutes and the assistance of others as assigned by the President, compile an addendum for the Policy and Procedures Manual after each Board meeting. The addendum will consist of all changes that were approved by the Executive Board along with page numbers and placement information for the changes. Forward the addendum to the President-Elect, Treasurer, Conference Coordinator, and Executive Director for review before electronic publishing. For the first revision before the change of offices, the President-Elect shall assist the Secretary with the Policy and Procedures manual revisions.

Delegate Assembly Duties

1. In collaboration with the Regional Vice-Presidents and the Office, the secretary will maintain an updated list of delegates. <FBM 2018>
2. Make sure that all past presidents are delegates in their appropriate regions. <FBM 2018>
3. In collaboration with the Office and regional Vice-Presidents certify that the master delegate list is correct and complete. Authorize the posting on the website the delegate packets containing the Delegate Assembly agenda and other materials as specified by the President to all delegates at least 30 days prior to the annual meeting of the Delegate Assembly. <FBM 2018>
4. The Office will prepare delegate ballots which contain four generic ballots to be used for action items listed on the agenda, and an information verification form. The secretary gives these ballots to the Regional Vice-Presidents for distribution to their delegates prior to the Delegate Assembly meeting. Vice-presidents will assist in collecting ballots and two Vice-presidents and a delegate will serve as tellers to count ballots, as needed. <FBM 2008> <FBM 2018>
5. The Secretary will see that the delegate form tops are delivered to the Office Personnel at the Registration Desk after the delegate assembly so that delegate attendance can be verified. This is to ensure that only those with voting privileges actually vote at the Delegate Assembly. <FBM 2018>
6. Record minutes of the Delegate Assembly and supply a draft copy of the minutes to the Delegate Assembly Minutes Approval Committee by email. <FBM 2018>

7. After approval by the Delegate Assembly Minutes Approval Committee, ensure that a signed set of official Delegate Assembly minutes is sent to the AMATYC office to be filed and posted on the AMATYC website. <FBM 2018>

Conference Duties

1. Attend and record attendance at the affiliate presidents' function.
2. Attend and record the minutes of the Closing/General Business Session. Distribute these minutes with the minutes of the Fall Board meeting.

5.6 Treasurer

Term of Office

The Treasurer is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is four years beginning on January 1 of the even year and ending four years later on December 31. The term limit is two consecutive terms in the same office.

Guidelines for Personnel Change

The following are guidelines for transferring the activities and equipment associated with the AMATYC Treasurer's position when a new treasurer takes office.

1. The budget in the first year should reflect travel expenses for the newly elected treasurer to attend an orientation at the AMATYC office.

General Duties

The office will assist the Treasurer with many aspects of the duties of the position, so it will be important for the Treasurer, Executive Director, and the office staff to work closely together.

1. Update the Financial Policies section of the "AMATYC Policy and Procedures Manual" after each Board meeting by reviewing the addendum prepared by the Secretary. Other changes that do not require Board approval should be sent to the Secretary for inclusion in the addendum.
2. Annually, the Executive Director, in consultation with the Treasurer, the Accounting Director and Legal Advisor, reviews the adequacy of the insurance policies and brings recommendations for any adjustments to the Board. A review of insurance coverage is included in the Treasurer's report at the Spring Board Meeting.
3. Present an overview of AMATYC's insurance coverage at the Strategic Planning Orientation, and briefly explain how the coverage impacts the Board.
4. Proofread and verify any financial reference in all AMATYC publications and forms, including the membership brochure.
5. Regularly notify AMATYC leadership on policy for reimbursement.
6. Chair the Tax Review and Audit Committee.

7. Chair the Finance Committee.
8. Serve on the Investments Board. <FBM 2018>
9. Serve on the Foundation Board.

Financial Duties

1. Coordinate the maintenance of all financial records, funds, receipts, approve disbursements of the association, and keep accurate records of the same.
2. 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.
3. 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.
4. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
5. 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.
6. Prepare the annual conference budget to ensure a surplus each year for AMATYC
7. Maintain AMATYC Investments in accordance with AMATYC investment policy. The AMATYC Treasurer, with direction from the AMATYC Investments Board, may reallocate AMATYC funds according to the guidelines stated in AMATYC investment policy. However, in order to withdraw funds from any of the AMATYC investment accounts, a written request signed by any two of the following officers is required: President, President-Elect, Treasurer, and Past President. <FBM 2018>
8. Review AMATYC's monthly investment statements for accuracy of record keeping. <FBM 2018>
9. Review the Cash Disbursement Journal monthly to check for accuracy.
10. Receive the bank statement and associated documents, and review the checking account monthly.
11. 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 AMATYC's investment accounts, 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. <FBM 2018>

12. 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.
13. 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.
14. Prepare any grant related financial reports, with the assistance of the office staff.
15. Act as a signatory on all AMATYC financial accounts as appropriate. Serve as a member of the Expenditure Approval Committee.
16. Chair the Tax Review and Audit Committee.

Reimbursement Procedure

1. The Treasurer receives all requests for reimbursement, except for routine bills that the Treasurer may pre-approve. These exceptions are referred to as office check disbursement forms, and are sent to the Treasurer for review after the check has been issued.
2. 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 should notify the person submitting the request of the changes prior to submitting the documentation to the Accounting Director for payment.

3. 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.
4. The Treasurer and Executive Director approve 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. 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.
6. 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.
7. 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.

Yearly Timeline

January

- Coordinate the preparation of the final financial report for previous year's conference before the Spring Board meeting.
- Prepare updated reimbursement form using current year IRS mileage rate and provide to office for posting on the internal website and send to appropriate AMATYC leaders.
- In odd years, use the Consumer Price Index - All Users to calculate dues increases. Include this information in the Spring Board agenda for Board consideration.
- Begin budgetary process for next year - January 15.

February

- In preparation for next year's budget, consult all budget managers.
- Prepare an article for the *AMATYC News* announcing dues increase in even-numbered years if appropriate.

March

- Have the auditor prepare the IRS Form 990, in conjunction with the AMATYC Office (based on auditor's availability, this may be delayed until May when an IRS extension is filed).
- Have the office prepare the NYS Form and include a copy of the IRS 990 with it.
- Continue to develop the budget proposal for next year.

April

- Submit next fiscal year proposed budget for Executive Board review at the spring Board meeting.
- Submit a preliminary financial report for previous year at spring Board meeting.

November or December

- Submit balanced budget proposal to Board for next year for adoption during fall Board meeting - October/November.
- After budget has been approved, send notices to all budget managers of their budgetary allotment. Also send a current reimbursement form.
- Submit final audited financial report for previous year at the Fall Board Meeting.

Conference Duties

1. Review all conference contract proposals and contracts and make suggestions to the Conference Coordinator.

2. Bring a copy of the hotel contract to the conference for reference.
3. Approve the design of the registration form for the annual conference.
4. Together with the Conference Coordinator, arrange the master account with the appropriate conference facilities (e.g. hotel, convention center) with signatory rights given to the President, Executive Director, Conference Coordinator, and Treasurer. All AMATYC leadership and guests entitled to single room reimbursement should be placed on the master hotel account for room and tax only. Single room rate only will be placed on the master hotel account. If there is a difference in cost of a single and double room, guest is expected to pay the difference.
5. Together with the Conference Coordinator, verify that the proper number of complimentary rooms is credited to AMATYC's account.
6. Review the Meeting Event Guide with the President, the Conference Coordinator, and the Executive Director during its creation.
7. Meet with the hotel personnel, President, Conference Coordinator, and Executive Director at the beginning of the conference to review the Meeting Events Guide.
8. Together with the Executive Director and the Conference Coordinator, meet with the hotel staff regarding payment of the bill at the beginning and conclusion of the conference.
9. Notify persons eligible for conference reimbursement (including breakfast and keynote speakers) of the specific policies and procedures.
10. In odd-numbered years, conduct a meeting with academic committee chairpersons, editors, and other budget managers to discuss financial policies.
11. Attend Delegate Assembly. [<FBM 2008>](#)
12. Give Treasurer's report at the Delegate Assembly and the Closing/General Business Session.
13. Prepare a financial report on the conference for the spring Executive Board meeting.

5.8.3 Membership Committee

Membership

The membership committee is composed of the eight Regional Vice-Presidents of AMATYC the Treasurer, and the AMATYC Office Director, chaired by one or two Regional Vice-President(s), selected by the President. The Executive Director is an ex officio member of this committee. [<FBM 2018>](#)

Purpose

1. The membership committee shall be responsible for marketing and promoting the organization. This includes, but is not limited to:

- a. Planning targeted membership drives
 - b. Initiating membership promotional activities
 - c. Arranging for sale of memorabilia
 - d. Reviewing the membership reports received from the Office [<FBM 2008>](#)
 - e. Facilitating distribution of flyers and brochures
 - f. Welcoming members to the annual conference at registration
 - g. Being visible to conference exhibitors
2. The membership committee shall assist the office in maintaining accurate membership lists by:
- a. Reviewing regional lists and correcting typographical and other obvious errors
 - b. Updating the full-time faculty prospective member lists
 - c. Informing the office of any name or address changes of colleges
 - d. Coordinating membership projects with the office
 - e. Holding a joint meeting at the Spring Board Meeting with the office staff member who is primarily charged with maintaining membership lists and generating membership reports.

7.2.2 Executive Director [<Email 2017>](#)

The Executive Director is the representative of the Board and is responsible for ensuring the smooth and efficient operation of the office and, in conjunction with the AMATYC President, is responsible for the successful operation of the organization. The Executive Director is responsible for implementing Board policy and directing the work of the staff.

Appointment Process

The Executive Director is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is five years with an initial term of two years from the date of initial appointment. The starting date of each term is January 1 and the ending date December 31. There is no term limit for this position. At the discretion of the Board, if the incumbent wishes to continue for another term, this position will not be advertised. [<FBM 2007>](#)

Minimum Qualifications

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

Desired Qualifications

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

This position will require travel on a regular basis to the AMATYC national office in Memphis, to Washington DC, and to other locations as needed. The successful candidate will have a working knowledge of electronic communications.

Duties

1. Oversee the operation of the organization.
2. Maintain awareness of mathematics education issues in two-year colleges.
3. Ensure ongoing, effective communications among members.
4. Participate with others in the proofreading of all publications and communications from AMATYC.
5. Implement Board policy and activities that support Board initiatives, and recommend initiatives to the Board.
6. Represent AMATYC at meetings/conferences/events throughout the country, as designated by the President. The President may or may not attend these meetings. The Executive Director's role at these meetings is to gather information useful to AMATYC, to be a visible AMATYC presence, and to build relationships with representatives of these organizations/agencies.
7. Communicate and collaborate with executive directors of other professional mathematics organizations to network, gather information, and share concerns.
8. Attend AMATYC Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting member.
9. Attend the AMATYC annual conferences.
10. Serve as an ex-officio member of the AMATYC Foundation Board and work to establish and maintain relationships with outside funding sources, public and private.
11. Submit Board reports for the Fall and Spring Board meetings, submit a monthly report to the President to be placed on file in the office, and brief the three Presidents on important items as necessary.
12. Perform other duties as assigned by the AMATYC President.

13. Serve as general liaison with Southwest Tennessee CC.
14. Serve on the Finance Committee.
15. Assist the President as needed and as requested with routing as well as major organization projects and with business requiring office assistance.
16. Prepare written reports and motions for all Executive Board meetings. Participate in these meetings as a nonvoting advisor, keeping track of all office related decisions. Ensure that appropriate equipment and office supplies are made available where Board meetings are held.
17. Update the Office portion of the Policy and Procedures manual as necessary before the change of officers. Changes that do not require Board approval should be sent to the Secretary for inclusion in the addendum.
18. Be responsible for data and document security.
19. Ensure that names and signatures on all AMATYC financial accounts are transferred after the change of Executive Board officers. Since old and new officers are sometimes required to sign the forms, the signature forms should be secured prior to the conference and brought to the conference for signatures.
20. With the approval of the President, sign and forward contracts for entities other than Southwest Tennessee Community College.
21. Serve as the Sponsored Research Office (SRO) for grant proposal submissions and grant reports, at the direction of the President.
22. In conjunction with the President, place an ad in the AACC convention issue of the Community College Times advertising the AMATYC Conference and the Traveling Workshops. The Executive Director and Conference Coordinator, in conjunction with the President, will also send AACC, by July 1st of each year, a conference announcement to be posted on the AACC website. (It is expected that this announcement does not involve a fee.)
23. In conjunction with the President, place an ad in the mid-August issue of the Community College Times advertising the AMATYC Conference and the Traveling Workshops.
24. Handle routine correspondence and communications with outside agencies, as directed by the President. <FBM 2018>

15.1 Appointments <FBM 2018>

Contact the office for the list of current appointments.

15.2 Businesses

[This section has been removed from the PPM](#)

15.3 Endorsements

2016 GAISE (Guidelines for Assessment and Instruction in Statistics Education) College Report - endorsed April 2017 (no review required)
<FBM 2018>

15.4 Conference History

Past Conferences

Year	Dates	City/Hotel	President	Local Events Coordinator
1974	April 24 - 27	New York	Organizational meeting	(Convener) Phil Cheifetz
1975	October 29 – November 1	Chicago Sheraton	Herbert Gross	William Drezdon
1976	October 26 - 30	San Francisco	Clarice Sparkman	Charles Miller Jack Tar
1977	October 11 - 15	Atlanta Peachtree Plaza	Joseph Cicero	Tom Thomson
1978	October 10 - 14	Houston Stouffer's, Greenway Plaza	Phil Cheifetz	Alice Hagood
1979	October 17-20	San Diego Town & Country	Mike Colchiski	Elizabeth Otten
1980	October 9-13	Washington, D.C. Sheraton Arlington	William Drezdon	Josephine Gervase
1981	October 7 - 11	New Orleans Hyatt Regency	James Baldwin	Gail Jones
1982	November 11 - 14	Las Vegas Aladdin	James Baldwin	Shirley Trembley
1983	November 10 - 13	Orlando Ramada Court of Flags	James Baldwin	Bill Jordan
1984	October 25 - 28	New York Vista	Amber Steinmetz	Allen Angel
1985	October 31 – November 3	Memphis Hyatt Regency	Amber Steinmetz	Cheryl Cleaves Margie Hobbs
1986	November 13 - 16	San Francisco Holiday Inn, Golden Gateway	Stephen Rodi	Hal Andersen

1987	October 29 – November 1	Kansas City Hyatt Regency	Stephen Rodi	Forrest G. Lowe
1988	October 19-21	Calgary, Alberta, Canada Palliser	Karl Smith	Shao Mah Steven Terry
1989	October 26 – 29	Baltimore Hyatt Regency	Karl Smith	Barbara Gale
1990	October 18 - 21	Dallas Fairmont	Dale Ewen	Eddie Robinson Tommy Thompson
1991	November 7 - 10	Seattle Westin	Dale Ewen	Vicky Ringen
1992	November 5 - 8	Indianapolis Westin	Karen Sharp	Lucreda Hutton
1993	November 18 - 21	Boston Sheraton	Karen Sharp	Jack Keating Helene Savicki
1994	November 3 - 6	Tulsa Marriott	Marilyn Mays	Audrey Rose
1995	November 9 - 12	Little Rock Excelsior	Marilyn Mays	Travis Thompson
1996	November 14 – 17	Long Beach Hyatt Regency, ITT Sheraton	Wanda Garner	Melanie Branca Marilyn McBride
1997	November 13 - 16	Atlanta Hyatt Regency Atlanta	Wanda Garner	Linda Boyd Linda Exley
1998	November 5 - 8	Portland, OR Oregon Convention Center DoubleTree Hotel + 3 overflow hotels	Sadie Bragg	Dick Clark

1999	November 18 - 21	Pittsburgh, PA D. L. Lawrence Convention, DoubleTree Hotel, Marriott Hotel (overflow)	Sadie Bragg	Rob Farinelli
2000	November 9 - 12	Rosemont, IL (Chicago) Hyatt Regency Hotel + 2 overflow hotels	Susan Wood	Marvin Johnson
2001	November 15 - 18	Toronto, Ontario, Canada Sheraton Centre	Susan Wood	Paul Balog
2002	November 14 - 17	Phoenix, AZ Hyatt Regency, + 1 overflow hotel	Phil Mahler	Anne Dudley
2003	November 13 - 16	Salt Lake City, UT Grand America Hotel, Little America Hotel	Phil Mahler	Joe Gallegos
2004	November 18 - 21	Orlando, FL Renaissance Orlando Resort	Judy Ackerman	Cliff Morris
2005	November 10 - 13	San Diego, CA Town and Country Resort	Judy Ackerman	Peg Hovde
2006	November 2 - 5	Cincinnati, OH Hyatt, Millenium	Kathy Mowers	Jan Hoeweler
2007	November 1 - 4	Minneapolis, MN Hyatt, Millenium	Kathy Mowers	Pat Roux Keven Dockter
2008	November 20 - 23	Washington, D.C. Washington Hilton	Rikki Blair	Judy Williams
2009	November 12 - 15	Las Vegas, NV	Rikki Blair	Jim Matovina

		Riviera		
2010	November 11 - 14	Boston, MA Marriott Copley Place	Rob Farinelli	Jack Keating
2011	November 10 - 13	Austin, TX Hilton	Rob Farinelli	Helen Kirk
2012	November 8 - 11	Jacksonville, FL Hyatt Regency Riverfront	Jim Roznowski	Jerrett Dumouchel
2013	October 31 - November 3	Anaheim, CA Marriott	Jim Roznowski	Carol Murphy
2014	November 13-16	Nashville, TN Gaylord Opryland Resort and Convention Center	Nancy Sattler	Tim Britt
2015	November 19-22	New Orleans, LA Sheraton New Orleans	Nancy Sattler	Jeff Hughes
2016	November 17-20	Denver, CO Sheraton Denver Downtown	Jane Tanner	Erica Hastert
2017	November 9 - 12	San Diego, CA Sheraton San Diego Hotel and Marina	Jane Tanner	Tammi Marshall
2018	November 15 - 18	Orlando, FL Coronado Springs Resort & Convention Center, Walt Disney World	Jim Ham	Penny Morris
2019	November 14 - 17	Milwaukee, WI Hilton Milwaukee Hyatt Regency Milwaukee Wisconsin Center	Jim Ham	Turi Suski

2020	November 12-15	Spokane, WA Spokane Convention Center	Kathryn Kozak	Pete Wildman
2021	October 28-31	Phoenix, AZ Sheraton Grand Phoenix	Kathryn Kozak	Ana Jimenez
2022	November 17-20	Toronto, Canada Sheraton Centre Toronto		
2023	November 9-12	Omaha, NB Hilton Omaha Omaha Marriott Downtown at the Capitol District CenturyLink Convention Center		
2024	November 13-17	Atlanta, GA Hilton Atlanta		
2025				
2026	November 19-22	Orlando, FL Hilton Orlando Buena Vista Palace Disney Springs Area		

ATTACHMENT Y

PPM 6.5.5f

5. General

f. The President is permitted to extend complimentary registration to up to 12 official representatives of other professional organizations, college officials or others at the President's discretion. [*<SBM 2008>*](#) [*<FBM 2018>*](#)