

SBM 2020 Minutes – Friday, April 17, 2020

**AMATYC 2020 Spring Executive Board Meeting
Virtual via Zoom**

Friday, April 17, 2020

(Note: all times given are Eastern Daylight Time)

The meeting was called to order at 11:03 am by President Kate Kozak. The following members of the Executive Board were present:

Kate Kozak	President	Alvina Atkinson	Southeast Vice President
Jim Ham	Past President	Jon Oaks	Midwest Vice President
Laura Watkins	President-Elect	Dale Johanson	Central Vice President
Nancy Rivers	Secretary	April Ström	Southwest Vice President
Barbra Steinhurst	Treasurer	Sarah Pauley	Northwest Vice President
Sophia Georgiakaki	Northeast Vice President	Eddie Tchertchian	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator; Keven Dockter, Past Conference Coordinator

President Kozak reviewed the reference material s. (Attachment A)

President Kozak reviewed the Rules of Conduct.

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

Made by Ham and seconded by Georgiakaki.

Motion approved

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

Made by Pauley and seconded by Watkins.

Motion approved

Consent Calendar

Officer reports were received and reviewed.

Expenditure Approval Committee and Federal IRS Documents Review and Audit Review Committee reports were received and reviewed. (Attachment D)

Motion: That the attached changes be made to Delegate Assembly Seating (PPM 4.2.1). (Attachment E)

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Motion: That the reports and motions of the Consent Calendar of the 2020 Spring Board Meeting be approved as written.

Made by Ham and seconded by Watkins.

Motion approved

ACADEMIC COMMITTEES

Academic committee chair reports were received and reviewed.

Motion: That the goals of the PAC committee be added to the Placement/Assessment policy (PPM 9.6.5) (Attachment F)

Made by Watkins and seconded by Georgiakaki.

Motion approved

Motion: That the AMATYC Executive Board endorse the spirit of the attached Equity in Mathematics Position Statement. (Attachment G)

Made by Rivers and seconded by Georgiakaki.

Motion approved

ANets

ANet leader reports were received and reviewed.

Motion: That the AMATYC Board endorse the revisions of the attached position statement entitled, *The Academic Preparation of Mathematics Faculty Teaching in the First Two Years of College*. (Attachment H)

Made by Atkinson and seconded by Tchertchian.

Motion to Amend: That the AMATYC Board endorse the spirit of the attached position statement titled, *The Academic Preparation of Mathematics Faculty Teaching in the First Two Years of College*.

Made by Ham and seconded by Pauley.

Amendment approved

Amended Motion approved

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SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

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

Meeting suspended at 2:30 pm.

Meeting resumed at 3:02 pm.

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

Strategic Planning

Laura Watkins, President-Elect, led the Board in a Strategic Planning Session (2018-2023) from 5:11 – 6:10 pm

Meeting suspended at 6:10 pm.

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Meeting resumed at 11:00 am

CONFERENCE

Keven Dockter and Turi Suski gave the Conference Coordinator Report, including reports of ~~C~~onference ~~C~~ommittee members and LECs (Local Event Coordinators).

OTHER CONFERENCE

The 2019 Milwaukee Conference Evaluation Summary and Experient Post-~~C~~onference Report were received and reviewed.

TREASURER/BUDGET (1:15 – 2:30 pm)

Motion: That the expenditures from the cash account register from September 15, 2019 through February 15, 2020 be approved.

Made by Steinhurst and seconded by Ham.

Motion approved

Barbra Steinhurst gave the Treasurer's Report.

ADMINISTRATIVE COMMITTEES

Several administrative committee reports were reviewed and received.

Meeting suspended at 2:35 pm

Meeting resumed at 3:15 pm

Additional administrative committee reports were reviewed and received.

FALL CONFERENCE PLANNING DISCUSSION with KEN SIEN (4:03 – 5:34 pm)

Ken Sien, consultant from AMATYC's conference planning company, Experient, joined the Board for a discussion about planning a conference during a pandemic. The Board agreed to closely monitor the pandemic, meet with AMATYC's Spokane partners, and continue to plan for the Spokane conference.

The remaining administrative committee reports were reviewed and received.

Meeting suspended at 5:46 pm.

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Meeting resumed at 11:00 am

AD HOC COMMITTEES/PROJECTS

Ad hoc and other committee (Task Forces and Search Committees) reports were received and reviewed.

Motion: That the Board approve the (attached) policy revisions related to the Student Mathematics League Test Development Team (PPM 10.1.5, Term of Office section only) effective immediately. (Attachment I)

Made by Georgiakaki and seconded by Tchertchian.

Motion defeated

Motion: That PPM 8.10.7 Program Coordinator be updated as attached. (Attachment J)

Made by Rivers and seconded by Georgiakaki.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 12:47 pm. Anne Dudley, Keven Dockter and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 2:47 pm. At that time, Secretary Rivers reported out the following:

- The Board made the following appointments, pending membership verification:

Term Begins Term Ends	Appointee's Name, College & Email	Position/Region	Committee/Position
01/01/2021 – 12/31/2023	Crystal Wiggins, Northwestern CT CC, cwiggins@nwcc.commnet.edu	Advertising Chair	Conference Committee
EOC - 2020 – EOC - 2022	Mary Beth Tsai, Wake Technical CC, mbtsai@waketech.edu	At-Large Rep	Conference Program Committee
EOC 2020 – EOC 2022	Patty Zabel, Onondaga CC, zabelp@sunycc.edu	Toronto Conference Regional Rep	Conference Program Committee

07/01/2019 – 06/30/2021	Holly Ashton, Pikes Peak CC, Holly.Ashton@ppcc.edu	Student Research League Thesis Defense Coordinator	
07/01/2019 – 06/30/2021	Karen Gaines, St Louis CC – Meramec, gaines59@charter.net	Student Research League Coordinator	
01/01/2021 – 12/31/2023	Mari Menard, Lone Star College – Kingwood, Mari.M.Menard@lonestar.edu	Traveling Workshop Coordinator	
01/01/2020 – 12/31/2021	Linda Dart-Kathios, Middlesex CC, KathiosL@middlesex.mass.edu	Northeast Regional Rep	Teacher Preparation Committee
01/01/2020 – 12/31/2021	Cyndee Edinger, Central New Mexico CC, cediger@cnm.edu	Southwest Regional Rep	Teacher Preparation Committee
01/01/2020 – 12/31/2021	Debra Ward, Utah Valley University, debra.ward@uvu.edu	West Regional Rep	Teacher Preparation Committee
01/01/2020 – 12/31/2023	Marilyn Mays, emays.edu@gmail.com	Representative	Joint Committee on Women in the Mathematical Sciences
01/01/2020 – 12/31/2021	Christopher Sabino, Harold Washington College, csabino@ccc.edu	Midwest Regional Rep	Developmental Math Committee
01/01/2020 – 12/31/2021	Katrina Keating, Diablo Valley College, kkeating@dvc.edu	West Regional Rep	Developmental Math Committee
01/01/2020 – 12/31/2021	Tami Tacker, Purdue University Global, TTacker@purdueglobal.edu	At Large Regional Rep	Math and Its Applications to Careers Committee

- The Board selected the recipient of the 2020 Mathematics Excellence Award.

Rikki Blair was selected by the Executive Board as the 2020 Mathematics Excellence Award recipient. The Board would like to thank the 2020 Mathematics Excellence Award Committee for their work over the past year.

- The Board identified potential keynote speakers for the 2022 Annual Conference in Toronto, Ontario, Canada.
- The Board discussed the Payment Protection Plan of the CARES Act. The Board voted to investigate and, if appropriate, pursue the protection offered by the act.

Meeting suspended at 2:50 pm

Meeting resumed at 3:30 pm

NEW BUSINESS

Motion: That \$1000 be allocated to support the Fourth National Mathematics Summit (NMS) to be held on February 23 & 24, 2021 prior to the National Organization for Student Success (NOSS, formerly NADE) conference.

Made by Kozak and seconded by Ebersole.

Motion approved

The Board went into Executive Session at 3:43 pm. Turi Suski and Anne Dudley were asked to stay for the Executive Session.

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The Board exited Executive Session at 4:00 pm. At that time, Secretary Rivers reported out the following:

That \$1000 will be allocated to support travel for Nancy Sattler, co-chair of the Fourth National Mathematics Summit (NMS) to be held on February 23 & 24, 2021, prior to the National Organization for Student Success (NOSS, formerly NADE) conference.

Motion: That the Board approve the (attached) policy revisions related to the Wanda Garner Presidential Student Scholarship (PPM 2.5.2) effective immediately. (Attachment K)

Made by Ham and seconded by Pauley.

Motion approved

Motion: That the attached changes be made to **Organizational Charts** (PPM 1.6)

Made by Ham and seconded by Watkins.

Motion to Amend: That the attached changes be made to **Organizational Charts** (PPM 1.6). This includes adding “Historian (12.6.1)” to the 1.6.2 Chart. (Attachment L)

Made by Johanson and seconded by Tchertchian.

Amendment approved
Amended Motion approved

Motion: That the Board approve attached policy changes to President (PPM 5.2), Executive Director (PPM 7.2.2), Treasurer (PPM 5.6), Externally-Funded Grant management Policy for Level 2 Projects (PPM 10.2.2), Grants Coordinator (PPM 10.2.3), and Glossary of Terms for Grants (PPM 10.2.4) effective immediately. (Attachment M)

Made by Ebersole and seconded by Georgiakaki.

Motion approved

Motion: That the attached changes be made to Website Coordinator (PPM 12.4.2). (Attachment N)

Made by Ham and seconded by Pauley.

Motion approved

Motion: That the Chart of Accounts (PPM 6.6) be removed and replaced with the following sentence: The AMATYC Chart of Accounts is available on the AMATYC internal website. (Attachment O)

Made by Steinhurst and seconded by Tchertchian.

Motion defeated

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The Board went into Executive Session at 5:15 pm. Turi Suski and Anne Dudley were asked to stay for the Executive Session. Treasurer, Barbra Steinhurst, was excused from Executive Session.

The Board exited Executive Session at 5:17 pm. At that time, Secretary Rivers reported out the following:

That the AMATYC Board approve allocated compensation for the position of Treasurer to be dispersed directly to the Treasurer for the budget year 2020.

Treasurer, Barbra Steinhurst, rejoined the Spring Board Meeting.

Motion: That the Board approve the (attached) policy revisions related to the Delegate Assembly delegate composition (PPM 4.1.1) effective immediately. (Attachment P)

Made by Ham and seconded by Rivers.

Motion approved

Motion: That the AMATYC Executive Board approve the attached “AMATYC Professional Development Survey” for use on the Professional Development page on the AMATYC website, effective immediately.

Made by Oaks and seconded by Pauley.

Motion to Amend: That the AMATYC Executive Board approve a survey for use on the Professional Development page on the AMATYC website, effective immediately.

Made by Ham and seconded by Pauley.

Amendment approved
Amended Motion approved

Motion: That AMATYC funds registration fees, up to \$1,300 total, for the Conference Coordinator, Program Chair, Assistant Conference Coordinator, Assistant Program Coordinator, and Exhibits Chair to attend virtual conferences through October 2020.

Made by Steinhurst and seconded by Ham.

Motion to Amend: That AMATYC funds registration fees, up to \$1,300 total, for members of the Conference Committee to attend virtual conferences through October 2020.

Made by Georgiakaki and seconded by Atkinson.

Amendment defeated

Motion to Amend: That AMATYC funds registration fees, up to \$1,300 total, for the Conference Coordinator, Program Chair, Assistant Conference Coordinator, Assistant Program Coordinator, Advertising Chair, Outgoing Conference Coordinator, and Exhibits Chair to attend virtual conferences through October 2020.

Made by Watkins and seconded by Tchertchian.

Amendment approved
Amended Motion approved

Meeting suspended at 6:03 pm

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Meeting resumed at 11:02 am

Motion: That effective with the 2021 annual conference, the full conference discount registration rate remain at \$375.

Made by Steinhurst and seconded by Rivers.

Motion approved

Motion: That the institutional member dues remain \$530 for the period July 1, 2021 through June 30, 2022.

Made by Watkins and seconded by Ham.

Motion approved

Motion: That the Board approve the (attached) policy revisions related to the AMATYC Student Mathematics League (PPM 10.1.2, Individual Prizes and Glenn Smith Team Award only) effective immediately. (Attachment Q)

Made by Pauley and seconded by Tchertchian.

Motion to Amend: To change the attached revisions of PPM 10.1.2:

- In the second paragraph of “Individual Prizes”, next to the last sentence be amended to read “In the event the student can obtain non-AMATYC funding to attend the awards ceremony, the students should be given a complimentary student conference registration and, if appropriate, a complimentary meal.”
- The added paragraph of “Glenn Smith Team Award” should be amended to read “In the event students from the winning team can obtain non-AMATYC funding to attend the awards ceremony, these students should be given a complimentary student conference registration and, if appropriate, a complimentary meal.”

Made by Watkins and seconded by Georgiakaki.

Amendment Approved
Amended Motion approved

Motion: That the Board approve the (attached) policy revisions related to the AMATYC Student Research League (PPM 10.8.2, Sub section J) effective immediately. (Attachment R)

Made by Ham and seconded by Watkins.

Motion approved

The Board entered Executive Session at 11:41 am. Turi Suski and Anne Dudley were asked to remain.

The Board exited Executive Session at 11:51 am. At that time, Secretary Rivers reported out the following:

That Steve Blasberg (West region – 1st term) and Nicholas Gardner (Northwest region – 1st term) be appointed to the SML Test Development team from 3/31/2020 – 3/30/2023, pending membership verification.

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OFFICE/STAFF REPORT (12:00 – 1:04 pm)

Beverly Vance, Office Director; Christine Shott, Publications Director; Christy Hunsucker, Accounting Director; and Angela Poulin, Office Clerk, joined the meeting for the Office Report.

The Executive Director and Office Reports as well as the Membership Report were received and reviewed.

PARTNERSHIPS/MISCELLANEOUS REPORTS

Partnerships and miscellaneous reports were reviewed.

PARKING LOT:

Note: Parking Lot is a dedicated time for general discussion items. Topics can be added to the Parking Lot during the meeting and can be discussed in any order.

Discussion: Affiliate Scholarship Program

The Board discussed the history of the Affiliate Scholarship program and recognized member concerns that were shared at the 2019 Delegate Assembly. The Board also discussed the pros and cons of the Affiliate Scholarship program and brainstormed ways to improve the program.

It was decided that an ad hoc committee would be established to study and make recommendations related to the scholarship program.

Discussion: AMATYC's involvement in the Joint Mathematics Meetings (JMM)

The executive directors and officers of AMATYC and the American Mathematical Society (AMS) have been discussing the possibility of AMATYC's involvement at the annual JMM. A draft document from AMS showing possible levels of involvement with JMM was reviewed.

It was decided that AMATYC would not be involved in JMM at any of the possible levels at this time. Executive Director, Anne Dudley, will reach out to the Executive Director of the AMS to inform her of the Board's decision and to let her know that AMATYC is open to discussing other opportunities for collaboration between the two organizations in the future.

Discussion: AMATYC 50th anniversary.

The 50th anniversary of AMATYC will be in 2024 and will be celebrated at our 50th conference in Atlanta, Georgia. Now is the time to begin preparations for this celebration as the local events coordinator for the AMATYC Annual Conference in Atlanta is to be appointed this year. A task force will be established to spearhead this effort. It was suggested that this task force include the AMATYC Historian and the Conference Coordinator.

Discussion: Planting Trees.

John Pazdar shared via email an idea that AMATYC might promote to our affiliates the idea of planting a tree on the college campus that hosts their affiliate conference. The Board discussed the idea. As AMATYC would not be providing the trees, nor working with the colleges to obtain permission from the various colleges to plant a tree, it was recommended that the idea would be shared by Laura Watkins with the affiliate presidents, either in an email or during the Affiliate Presidents' Luncheon during the annual conference.

Discussion: Treasurer's Computer.

The AMATYC Secretary and Treasurer pass their computers to their successor at the end of their last term of office. AMATYC purchases a new computer for these two positions roughly every six years. The Board was asked for guidance on what to do with an older treasurer's computer since the current treasurer prefers to use her own computer. The Board provided guidance on the specific situation and recommended that the PPM Revision Committee review the related policy dealing with officer computers provided by AMATYC.

Discussion: Crisis Plan.

AMATYC has a crisis plan, but it hasn't been reviewed since its creation in 2013. An ad hoc committee will be formed to examine and, if appropriate, recommend changes to the policy (PPM 2.16).

Meeting suspended at 2:58 pm

Meeting resumed at 3:35 pm

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Laura Watkins, President-Elect led the Board in a second Strategic Planning Session (2018-2023) from 3:35 – 4:30 pm.

PARKING LOT (continued)**Discussion: Voting Rights of Members with Adjunct or Retired Memberships**

The Board recognized member concerns about adjunct and retired member voting rights and other benefits that were shared at the 2019 Delegate Assembly. Voting rights in AMATYC elections and other benefits are based on AMATYC membership type, and not one's professional title. The AMATYC bylaws prohibit those with retiree or adjunct memberships to vote in AMATYC elections and serve in leadership positions. However, those with retired or adjunct memberships can opt to purchase regular individual membership and thus would have the right to vote. A task force will be established to examine the costs and privileges of each membership type and, if appropriate, recommend changes.

Discussion: Publicity Policy.

AMATYC's Publicity policy (PPM 10.3) has not been reviewed in many years. In addition, AMATYC has not had a Publicity Director in many years. The possibility of resurrecting this position was discussed. Laura Watkins will look into the history of the Publicity Director position.

Discussion: Policy Exception Committee.

AMATYC has an Expenditure Approval Committee (EAC) that approves unanticipated or over-budget items under \$5,000. Over the years some board members have proposed the creation of a committee to approve minor or one-off policy deviations, so that the entire board would not need to meet. Given that Zoom meetings make it easier to convene meetings, a quorum would be easily reached. There was not enough support for a committee of this nature at this time.

Motion: To adjourn the 2020 AMATYC Spring Board Meeting.

Made by Atkinson and seconded by Johanson.

Motion approved

Meeting adjourned at 5:39 pm.

The Finance Committee met from 11:00 – 2:00 pm on Tuesday, April 21, 2020 to work on the first draft of the 2021 budget.

Nancy Rivers, Secretary 2020-2021
Date: April 27, 2020

Kate Kozak, President 2020-2021
Date: April 22, 2020

ATTACHMENTS

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ATTACHMENT A – REFERENCE MATERIAL



AMATYC 2020 Spring Executive Board Meeting Plan Virtual April 17–21, 2020

MEETING PLAN

Virtual meeting: Zoom Link: <https://zoom.us/j/405403401>

Friday:

Meeting 8:00 a.m. PDT (9 MDT, 10 CDT, 11 EDT) – 3:00 p.m. PDT (4 MDT, 5 CDT, 6 EDT)

- Meal break, noon to 12:30 pm PDT (1 TO 1:30 MDT, 2 TO 2:30 CDT, 3 TO 3:30 EDT)
- **Strategic Planning, Friday, 2:00 – 3:00 p.m. PDT (3 – 4 MDT, 4 – 5 CDT, 5 – 6 EDT)**

Saturday:

Meeting 8:00 a.m. PDT (9 MDT, 10 CDT, 11 EDT) – 3:00 p.m. PDT (4 MDT, 5 CDT, 6 EDT)

- **Treasurer's Report, Saturday, 9:00 – 11 a.m. PDT (10 a.m. – 12 p.m. MDT, 11 a.m. – 1 p.m. CDT, 12–2 p.m. EDT)**
- Meal break, noon – 12:30 pm PDT (1 – 1:30 MDT, 2 – 2:30 CDT, 3 – 3:30 EDT)
- **Fall Conference Planning Discussion with Ken Sien, 1 – 2 p.m. PDT (2 – 3 MDT, 3 – 4 CDT, 4 to 5 EDT)**

Sunday:

Meeting 8:00 a.m. PDT (9 MDT, 10 CDT, 11 EDT) – 3:00 p.m. PDT (4 MDT, 5 CDT, 6 EDT)

- Meal break, noon to 12:30 – PDT (1 – 1:30 MDT, 2 – 2:30 CDT, 3 – 3:30 EDT)

Monday:

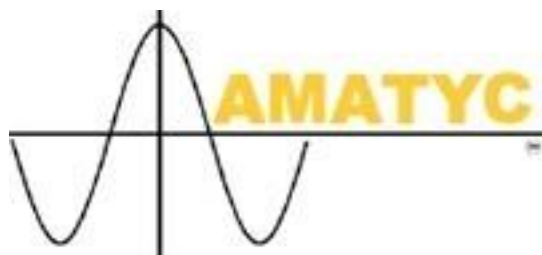
Meeting 8:00 a.m. PDT (9 MDT, 10 CDT, 11 EDT) – 3:00 p.m. PDT (4 MDT, 5 CDT, 6 EDT)

- **Office Report, Monday, 9:00 – 10:00 a.m. PDT (10 – 11 MDT, 11 a.m. – 12 p.m. CDT, 12 – 1 p.m. EDT)**
- Meal break, noon – 12:30 pm PDT (1 – 1:30 MDT, 2 – 2:30 CDT, 3 – 3:30 EDT)
- **Strategic Planning, Monday, 12:30 – 1:30 p.m. PDT (1:30-2:30 MDT, 2:30-3:30 CDT, 3:30-4:30 EDT)**

Tuesday:

- **Finance Committee Meeting, Tuesday, 8:00 a.m. PDT (9 MDT, 10 CDT, 11 EDT) – 10:30 a.m. PDT (11:30 MDT, 12:30 p.m. CDT, 1:30 p.m. EDT)**

Zoom link: <https://zoom.us/j/262514844>



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)

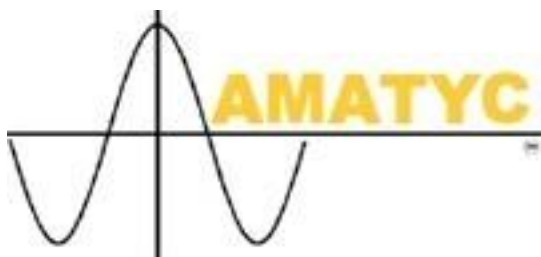
AMATYC's Vision: To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

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.

- A. Encourage qualitative and quantitative research focused on student learning for a diverse range of learners.
- B. Train and support faculty who are interested in conducting research and classroom research.
- C. Pursue grants and other means of financial support for classroom research on teaching and learning.
- D. Continue to improve instructional resources based on classroom research.
- E. Advocate for the continued improvement of placement processes based on program assessment.
- F. Assist faculty, departments, and colleges to institute innovative practices informed by research.
- G. 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
ACCC ESS	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 ACCCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMC	AMATYC Membership Committee
AMPS S	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.
CCSS M	Common Core State Standards for Mathematics
CIRTL	<i>Center for the Integration of Research, Teaching and Learning</i>
CoWI M	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
GAIME	Guidelines for Assessment and Instruction in Mathematical Modeling Education
GAISE	Guidelines for Assessment and Instruction in Statistics Education
HL	Higher Logic, the platform that hosts my.AMATYC.org

ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012, Hamburg, Germany 2016 Shanghai, China 2020)
IMS	Institute of Mathematical Statistics
IMPACT	Improving Mathematical Prowess and College Teaching
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.
MAC³	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics 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, renamed NOSS
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.
NOSS	National Organization for Student Success
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.
SLOPE	Scholarly Leaders Originating as Practicing Educators in Two-Year College Mathematics

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)
YM	YourMembership.com. AMATYC association management (online database) and web hosting service

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

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

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	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

Jim Slaughter, Certified Professional Parliamentarian-Teacher & Professional Registered Parliamentarian

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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.]

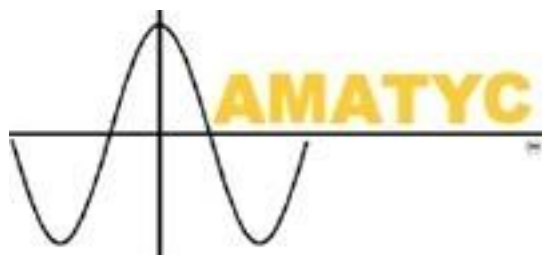
Adopted April, 2013

2020-2021 Affiliate Visits

Affiliate Name	2020 Meeting Start Date	Who Plans to Visit in 2020	2021 Meeting Start Date	Who Plans to Visit in 2021
AlaMATYC	04/03/20 (Postponed)			
ArizMATYC	10/02/20 (Was 04/17/20)	April Strom		
CMC^3				
CMC^3 South				
ColoMATYC	03/13/20	Dale Johanson		
DelMATYC	05/21/20	Dennis Ebersole		
FTYCMA	02/21/20	Alvina Atkinson		
GMATYC	02/07/20	Alvina Atkinson		
IMACC	04/02/20			
IMATYC				
INMATYC	04/04/20 (virtual)			
KAMATYC				
KYMATYC	02/28/20	Jon Oaks		
La-MsMATYC				
MATYCNJ	04/18/20			
MATYCONN				
MichMATYC	04/03/20			
	10/02/20	Jon Oaks		
MinnMATYC	04/24/20 (Cancelled)			
MMATYC	05/28/20	Dennis Ebersole		
MOMATYC	04/02/20			
NCMATYC	03/12/20 (Cancelled)			
NDMATYC				
NebMATYC	04/03/20 (Cancelled)			
NEMATYC	04/04/20 (Cancelled)			
NMMATYC	04/03/20			
NYSMATYC	04/17/20 (Cancelled)		04/16/21	Sophia Georgiakaki
OCMA	05/20/20			
OhioMATYC	04/03/20			
ORMATYC	04/23/20			
PSMATYC	04/11/20			
SOCAMATYC	02/29/20	Nancy Rivers		
TexMATYC	02/27/20	April Strom		
TMATYC				
VMATYC				
WAMATYC	04/30/20			
WisMATYC	09/26/20	Jon Oaks	09/25/21	Jon Oaks
WVMATYC	04/04/20 (Cancelled)			
WYMATYC	04/03/20 (Cancelled)			

As of December 29, 2019

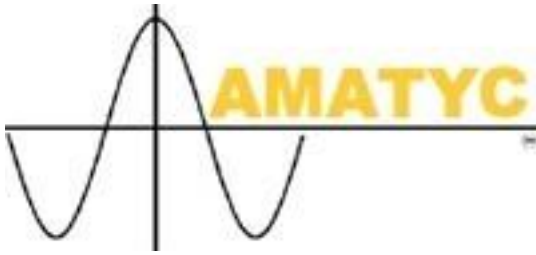
Revised from SmartSheet



Board Liaison Assignments 2020-2021

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents	44 affiliate presidents	Laura Watkins
AMATYC Legal Advisor	Peter Georgakis	Kate Kozak
AMATYC Office (office@amatyc.org)	Beverly Vance, Christy Hunsucker, Christine Shott	Anne Dudley
AMATYC News	Jennifer Travis	Sarah Pauley
AMATYC Project ACCESS	Lisa Feinman	Barbra Steinhurst
Editing Director	Vicky Mayfield	Nancy Rivers
Grants Coordinator	Megan Breit-Goodwin	Dennis Ebersole
Historian	Chris Ward	Dale Johanson
MathAMATYC Educator	Johanna Debrecht- Editor George Alexander – Assistant Editor Wendi Morrison– Production Manager	Jim Ham
Website Coordinator	George Hurlburt	Sophia Georgiakaki
Mu Alpha Theta	Rita Ralph	Nancy Rivers
Professional Development	Behnaz Rouhani – Coordinator Pat Riley – Webinar Coordinator Mari Menard – Traveling Workshop Coord.	Jon Oaks
Student Mathematics League	Steve Hundert - Coordinator T.J. Duda – Test Developer	Eddie Tchertchian
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	Sarah Pauley
Academic Committees	Chair	Board Member
Developmental Mathematics	Kathryn Van Wagoner	Alvina Atkinson
Pathways Joint Subcommittee	Helen Burn	Alvina Atkinson
Equity	Anders (AJ) Stachelek	Nancy Rivers
Innovative Teaching and Learning (ITLC)	Jennifer Ackerman	Eddie Tchertchian
Mathematics and Its Applications for Careers (MAC)	Carol Hannahs	Dale Johanson
Mathematics Intensive (MIC)	Robert Cappetta	Dennis Ebersole
Placement & Assessment (PAC)	Rachel Bates	Kate Kozak
Research in Mathematics Education in TYC (RMETYC)	Ann Sitomer	April Ström
Statistics/ ASA/AMATYC Joint Committee	Julie Hanson	Sophia Georgiakaki
Teacher Prep	Mark Kuhlman	Sarah Pauley
ANets	Leader	Board Member
Division/Department Leadership	Christine Mirbaha	Alvina Atkinson
Adjunct Faculty Issues	Jonathan Bonafiel	Jon Oaks
International Mathematics	Barbara Leitherer	Laura Watkins

Mathematics for Liberal Arts	Froozan Afiat	Jim Ham
Other AMATYC Activities	Leader	Board Member
Investments Board	Bill Steenken	Barbra Steinhurst, Jim Ham
Nursing Math: Dana Center, MAA Collab.	Beth Kelch	Kate Kozak
Mars Project	Karen Gaines, Janet Tarjan	Kate Kozak



Board Committee Assignments 2020-2021

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: Barbra Steinhurst (Chair), Laura Watkins, Kate Kozak, Jon Oaks, Alvina Atkinson, Turi Suski, Anne Dudley

Foundation Board

PPM 14.3 Manage the affairs of the AMATYC Foundation.

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Members Jim Ham (Chair), April Ström, Barbra Steinhurst, Cheryl Cleaves, Kate Kozak, Anne Dudley, Ernie Danforth,
: Bill Steenken, Fred Peskoff

Membership Committee

PPM 5.8 The membership committee shall be responsible for marketing and promoting the organization. The membership committee shall assist the office in maintaining accurate membership lists.

Member Sophia Georgiakaki (Chair), Dennis Ebersole,

s: Alvina Atkinson, Jon Oaks, Dale Johanson, April Ström, Sarah Pauley, Eddie Tchertchian, Barbra Steinhurst, Anne 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: Jim Ham (Chair, nv) (jimham@amatyc.org); Chair, Behnaz Rouhani (brouhani@gsu.edu), Member-at-large; Rochelle Beatty (rbeatty@kckcc.edu); Member-at-large, Julie Gunkelman (jagunkel@oaklandcc.edu), Member-at-large; Dona Boccio (dboccio@qcc.cuny.edu), Northeast Regional Rep; Christine Mirbaha (cmirbaha@ccbcmd.edu), Mid-Atlantic Regional Rep; Penny Morris (pmorris@polk.edu), Southeast Regional Rep; Florian Haiduc (fhaiduc@starkstate.edu), Midwest Regional Rep; Nicole Lang (nlange@nhcc.edu), Central Regional Rep; Luke Audette (lkaudette@gmail.com), Northwest Regional Rep; Paula Wilhite (pwilhite@ntcc.edu), Southwest Regional Rep; Shane Tang (Shane.Tang@slcc.edu), West Regional Rep

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: Laura Watkins (Chair), Eddie Tchertchian, Nancy Rivers, Barbara Leitherer, David 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: Jon Oaks (chair), Dennis Ebersole, Sarah Pauley, Nancy Rivers, Kate Kozak*, Turi Suski*, Professional Development Coordinator*, Mary Menard*, Pat Riley*

*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: Laura Watkins (Chair), Jim Ham, Kate Kozak, Sarah Pauley, Alvina Atkinson

Delegate Assembly Committees

Mathematics Excellence Award Committee

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

Members: Jim Ham (Chair), 8 regional reps elected at the 2020 conference

2018-2020 committee:

Tanner (Chair), Patty Zabel (Northeast), Lisa Feinman (Mid-Atlantic), Anne Magnuson (Southeast), Paul McCombs (Midwest), Mike Lueke (Central), Anne Reynolds-Garza (Southwest), Peter Wildman (Northwest), Reina Ojiri (West)

Teaching Excellence Award Committee

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

Members: Laura Watkins (PE, Chair), Chris Yuen (Northeast), Chris Ward (Mid-Atlantic), Debbie Garrison (Southeast), Diane Koenig (Midwest), Susan Bornsen (Central), Patrick Kimani (Southwest), Kendall Jacobs (Northwest), Spencer Bartholomew (West), Pat Barrientos (Adjunct)

Delegate Assembly Minutes Approval Committee

PPM 4.2.3 Approve the minutes of the Delegate Assembly.

Members: 2019 committee: Chair: **Sophia Georgiakaki**, Northeast Vice

President; GeorgiS@tompkinscortland.edu, State Delegate:

Matthew Westerhoff (MA); mwesterhoff@nvcc.edu, Affiliate Delegate:

Frank Marfai (SW); frank.marfai@phoenixcollege.edu, Affiliate President: **Sarah**

Sexton (C); ssexton11@stlcc.edu, AMATYC Past President: **Nancy**

Sattler (MW); nsattler@terra.edu, **Behnaz Rouhani**, AMATYC Secretary, will serve in an ex officio capacity; brouhani@gsu.edu

2020 committee: Appointed at the 2020 conference, Sophia Georgiakaki

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), Phil Mahler, Judy Ackerman, Jim Ham, Anne Dudley*, Barbra Steinhurst*
*ex officio

Expenditure Approval Committee (EAC)

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

Members: Barbra Steinhurst (Chair), Kate Kozak, Jim Ham, Laura Watkins

Institutional Review 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: Anne Dudley (Chair), Laura Watkins, Kate Kozak, Ann Sitomer, April 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: April Ström (Chair), Jim Ham, Laura Watkins, Kate Kozak, Barbra Steinhurst, Anne Dudley,

Social Networking Committee

PPM 11.10 The Professional Networking Committee shall provide assistance and input into AMATYC's presence on social media.

Members: Eddie Tchertchian (chair), Dale Johanson , Sophia Georgiakaki, Nicole Lang, Michael Pemberton,

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: Barbra Steinhurst (Chair), Anne Dudley, Jim Ham, Kate Kozak, Laura Watkins, Christy Hunsucker

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

Members: Turi Suski (Chair), Judy Williams, Todd Stine, Michael Pemberton, Nathalie Vega-Rhodes, Crystal Wiggins, Pete Wildman, Ana Jimenez, Sarah Miller

Other Committees (Ad hoc Committees, Task Forces, Search Committees, Other)

Committee
AMATYC Research Associate Task Force – Megan Breit-Goodwin (Chair), Ann Sitomer, April Ström, David Tanner, Jane Tannor
Subcommittees Task Force – Rochelle Beatty (chair), Eric Matsuoka, Sarah Pauley
Preconference Event Task Force – Eric Matsuoka (Chair), Rochelle Beatty, April Strom, Sarah Pauley, Anne Dudley, Keven Dockter, Paula Wilhite
Academic Committee Representatives Task Force – Daniel Fahringer (chair), Jon Oaks, Eric Matsuoka, Anne Dudley, Julie Hanson, Mark Kuhlman

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 January 1, 2020

Submitted by Nancy Rivers, AMATYC Board Secretary 2020-2021

1/16/2020 SPO Minutes

Email Motion #1: That the 2020 SPO minutes be approved as submitted. (Passed, January 25, 2020)

Email Motion #2: That the Board approve the creation of the position of Online Community Coordinator (PPM 11.1.6) in support of my.AMATYC.org, effective immediately, and the attached changes to Conference Reimbursements (PPM 6.9.3). (Passed, February 28, 2020)

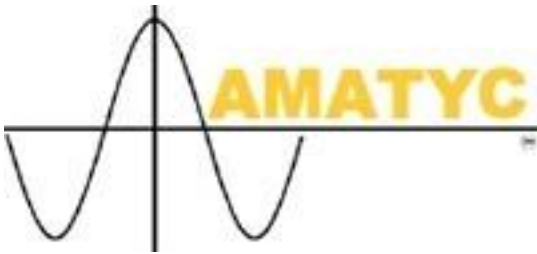
Sunshine Fund

Balance as of Jan. 1, 2020 \$441.00

Card Pat Riley, Mar. 10, 2020 -\$3.76

Balance as of Apr. 15, 2020 \$437.24

ATTACHMENT B – RULES OF CONDUCT



RULES OF CONDUCT **AMATYC Strategic Planning and Orientation (SPO)** **January 10-12, 2020** **Virtual**

- A. Robert's Rules of Order are used. The parliamentarian is **Sarah Pauley**.
- B. Additions or deviations to Robert's Rules:
- Motions submitted after the deadline (December 31) must have at least one co-sponsor.
 - 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 withdrawn motions will not be included in the minutes.
- C. The following time limits will be applied unless otherwise noted:
- | | |
|---|--|
| Reports (R) - 5 minutes | Times on individual items may be extended by a |
| Discussion items (D) – 10 minutes | majority vote of the Board. Some items in the agenda |
| Motions involving discussion (M) – 15 minutes | may have different values assigned than listed here. |
| | The timekeeper is Dennis Ebersole |
- 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: **Sarah Pauley** and **Dale Johanson** (Report to Turi and Keven at the end of SBM.)
 2. Items relating to Budget: **Jon Oaks** and **Alvina Atkinson**. (Report to Barbra Steinhurst at the end of SBM.)
 3. Items relating to the Office: **Sophia Georgiakaki** and **Eddie Tchertchian**. (Report to Anne Dudley at end of SBM.)
 4. Items relating to VPs: **April Strom** and all VPs.
 5. Items to address at a future board meeting: **Jim Ham** and **Barbra Steinhurst**. (Report to the President at the end of SBM.)
 6. Items related to the PPM: **Laura Watkins**.

G. Draft minutes will be available electronically each evening beginning Friday evening, unless otherwise specified by Nancy Rivers. 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 Nancy by the following morning.

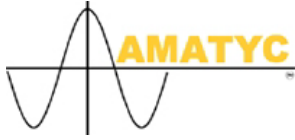
Friday's Minutes: **Ham, Johanson, & Georgiakaki**

Saturday's Minutes: **Watkins, Strom, & Tchertchian**

Sunday's Minutes: **Oaks, Pauley, & Ebersole**

Monday's Minutes: **Atkinson, Steinhurst, Watkins**

ATTACHMENT C – MEETING AGENDA



Order of Business – Meeting Agenda AMATYC Executive Board Spring Board Meeting (SBM) 2020

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

Parking Lot: during SBM 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	Kozak	
Section A: Meeting Plan, Rules of Conduct, Agenda, Reference Materials			
A1	Meeting Plans	Kozak	
A2	AMATYC Mission, Vision, Core Values	Kozak	
A3	AMATYC Strategic Plan (2018-2023)	Kozak	
A4-A5	Acronyms	Kozak	
A6	Brief Robert's Rules of Order (Parliamentary Motions Guide)	Kozak	
A7	Policy on a Welcoming Environment	Kozak	
A8	Affiliate Visits (2020-21)	Kozak	
A9	Board Liaison Assignments	Kozak	
A10-A12	Administrative/Ad Hoc/Other Committees	Kozak	
A13-A14	Conflict of Interest	Kozak	
A15	Email Motions since SPO 2020	Kozak	
A16	Rules of Conduct	Kozak	
A17	(M) Adopt Rules of Conduct	Kozak	
A18-A23	Order of Business	Kozak	
A24	(M) Adopt Order of Business	Kozak	
B. Consent Calendar Reports, Board Member Reports			
B1-B2	President	Kozak	
B3-B4	President-Elect	Watkins	
B5-B6	Past President	Ham	
B7-B9	Secretary	Rivers	
B10-B11	Treasurer	Steinhurst	
B12-B13	Northeast VP	Georgiakaki	
B14-B15	Mid-Atlantic VP	Ebersole	
B16-B17	Southeast VP	Atkinson	

B18-B20	Midwest VP	Oaks	
B21-B22	Central VP	Johanson	
B23-B24	Southwest VP	Ström	
B25-B26	Northwest VP	Pauley	
B27-B28	West VP	Tchertchian	
C. Consent Calendar- Motions/Reports			
C1	EAC Report	Steinhurst	
C2-C4	(M) Delegate Assembly Seating (PPM 4.2.1)	Dudley	
C5-C7	(M) SML (PPM 10.1.2)	Watkins	
C8-C9	(M) SRL (PPM 10.8.2)	Ham	
C10	(M) Consent Reports and Motions	Kozak	
D. Academic Committee Reports & Motions			
D1-D4	(R) Developmental Mathematics (DMC)	Wagoner/ Atkinson	
D5-D8	(R) Pathways Joint Subcommittee	Burn/ Atkinson	
D9-D11	(R) Innovative Teaching and Learning (ITLC)	Ackerman/ Tchertchian	
D12-14	(R) Mathematics and its Applications for Careers (MAC)	Hannahs/ Johanson	
D15-D16	(R) Mathematics Intensive (MIC)	Cappetta/ Ebersole	
D17-D20	(R) Placement and Assessment (PAC)	Bates/ Kozak	
D21-D22	(M) Placement and Assessment Goals (PPM 9.6.5)	Bates/ Kozak	
D23-D27	(R) Research in Mathematics Education for Two-Year Colleges (RMETYC)	Sitomer/ Ström	
D28-D34	(R) Statistics	Hanson/ Georgiakaki	
D35-D38	(R) Teacher Preparation	Kuhlman/ Pauley	
D39-D42	(R) Equity Committee	Stachelek/ Rivers	
D43-D47	(M) Endorse the Spirit of the Equity in Mat Ed PS	Stachelek/ Rivers	
DD. ANet Reports and Motions			
DD1-DD4	(R) Division/Department Leadership	Mirbaha/ Atkinson	
DD5-DD20	(M) Endorse revisions to existing AMATYC position statement	Mirbaha/ Atkinson	
DD21-DD22	(R) Adjunct Faculty Issues	Bonafiel/ Oaks	
DD23-DD26	(R) International Mathematics	Leitherer/ Watkins	
DD27-DD29	(D) Mathematics and Global Learning Position Statement	Leitherer/ Watkins	
DD30-DD31	(R) Mathematics for Liberal Arts	Afiat/ Ham	

E. Services / Coordinators/ Directors / Publications / Grants			
E1-E2	(R) Editing Director	Mayfield/ Rivers	
E3-E7	(R) <i>AMATYC News</i> Editor	Travis / Pauley	
E8-E10	(R) <i>MathAMATYC Educator</i> Editor	Debrecht/ Ham	
E11-E13	(R) <i>MathAMATYC Educator</i> Assistant Editor	Alexander/ Ham	
E14-E15	(R) <i>MathAMATYC Educator</i> Production Editor	Morrison/ Ham	
E16-E22	(R) Website Coordinator	Hurlburt/ Georgiakaki	
E23	(R) Historian	Ward/ Johanson	
E24-E25	(R) SML Coordinator	Hundert/ Tchertchian	
E26-E27	(R) SML Test Developer	Duda/ Tchertchian	
E28	(R) SRL Coordinator	Gaines/ Ham	
E29	(R) SRL Thesis Defense Coordinator	Ashton/ Ham	
E30-E31	(R) Professional Development Coordinator	Rouhani/ Oaks	
E32-E35	(R) Webinar Coordinator	Riley/ Oaks	
E36-E40	(R) Traveling Workshop Coordinator	Menard/ Oaks	
E41	(R) Mu Alpha Theta	Ralph/ Rivers	
E42-E44	(R) Project ACCESS Coordinator	Feinman/ Steinhurst	
E45-E45d	(R) Mathematics Standards Chair (IMPACT)	Phelps/ Ström	
E46-E49	(R) Standards Digital Coordinator (IMPACT Live!)	Evans/ Ström	
E50-E52	(R) Grants Coordinator	Breit-Goodwin / Ebersole	
E53-E56	(R) Project SLOPE Grant	Breit-Goodwin	
E57-E58	(R) UC Boulder Early Career PD Grant	Watkins	
E59-E60	(R) CIRT/Aspire Includes Grant	Watkins	
E61-E62	(R) AI@CC Grant	Watkins	
E63	(R) StatPrep Grant	Kozak	
E64-E65	(R) UTMOST Grant	Mesa	
F. Staff: Monday, 9:00 a.m. -10:00 a.m.			
F1-F2	(R) Executive Director	Dudley	
F3-F7	(R) Office Report	Dudley/ Vance/ Shott/ Hunsucker	
F8*	(R) Membership Report	Dudley/ Vance	

G. Conference			
G1-G10	(R) Conference Coordinator	Suski	
G11-G13	(R) Assistant Conference Coordinator	Vega-Rhodes/ Suski	
G14-G19	(R) Program Coordinator	Williams/ Suski	
G20	(R) Assistant Program Coordinator Report	Pemberton/ Suski	
G21-G25	(R) Exhibitor Chair	Stine/ Suski	
G26-G27	(R) Advertising Coordinator	Wiggins/ Suski	
G28-G31	(R) 2020 LEC - Spokane	Wildman/ Suski	
G32-G34	(R) 2021 LEC - Phoenix	Jimenez/ Suski	
G35-G37	(R) 2022 LEC – Toronto	Morison/ Suski	
GG. Milwaukee Conference			
GG1-GG5	Milwaukee Evaluation	Wildman	
GG6-GG20	Post Event Report	Carroll/ Sien	
H. Administrative Committees			
H1	(R) Nominating Committee	Ham	
H2	(R) ME Award Committee	Ham	
H3	(R) TE Award Committee	Watkins	
H4-H7	(R) Professional Development Committee	Oaks	
H8	(R) Foundation	Ham	
H9	(R) Organizational Assessment Committee	Watkins	
H10	(R) Past Presidents Advisory Board	Ham	
H11-H14	(R) Membership Committee	Georgiakaki	
H15-H25	(R) Delegate Assembly Minutes	Georgiakaki	
H26	(R) Social Networking Committee	Tchertchian	
I. Treasurer/Budget: Saturday, 9:00 a.m. – 11:00 a.m.			
I1-I2	(M) Approval of Cash Account Register	Steinhurst	
I3-I26	2020 Treasurer's Report	Steinhurst	
I27-I33	2021 Draft Budget	Steinhurst	
I34-I37	Investments Board Report	Steinhurst/ Steenken	
J. Ad hoc Committees			
J1-J2	(R) Research Associate Task Force	Breit-Goodwin/ Ström	
J3-J4	(R) PPM Revision Committee	Watkins	
J5-J6	(M) SML Test Development Team (OOM 10.1.5)	Watkins	
J7	(R) Program Coordinator Search Committee	Rivers	
J8-J15	(M) Program Coordinator (PPM 8.10.7)	Rivers	
J16	(R) Online Community Coordinator Committee	Watkins	
J17	(R) Subcommittee Task Force	Beatty/Pauley	
J18-J19	(R) Preconference Event Task Force	Matsuoka/ Ström	
J20	(R) Academic Committee Regional Rep Task Force	Fahringer/ Oaks	
J21-J30	(M) Academic Committee (PPM 9.1-9.6)	Fahringer/ Oaks	
J31	(R) PDC and Webinar Coordinator Search committee	Oaks	
K. Strategic Planning			
K1-K19	Strategic Planning Action Items	Watkins/ All	
K20	Strategic Planning at SBM 2020	Watkins/ All	

L. Executive Session			
L1	(R) Personnel Committee	Ström	
L2-L3	(M) Consent Appointments	Kozak	
L4	(M) Nominating Committee	Ham	
L5	(M) ME Awardee	Ham	
L6-L28	(M) Keynote Speaker at Toronto Conference	Watkins	
L29	(D) Executive Session Parking Lot	All	
M. New Business			
M1	Motion to Support NMS	Kozak	
M2	Motion to Support Sattler travel to NMS	Kozak	
M3-M5	Motion Wanda Garner SPS (PPM 2.5.2)	Ham	
M6-M9	Motion Organizational Charts (PPM 1.6)	Dudley	
M10-M34	Motion Negotiated Indirect Cost Changes (PPM 5.2, 7.2.2, 5.6, 10.2.2, 10.2.3, 10.2.4)	Ebersole	
M35-M36	Motion Website CoordinatorAD (PPM 12.4.2)	Dudley	
M37-38	Motion Chart of Accounts (Motion PPM 6.6)	Steinhurst	
M39	Motion Compensation for Treasurer	Ström	
M40-42	Motion PPM 4.1.1 Delegate Composition	Ham	
M43-44	Motion Professional Development Survey	Oaks	
M45	Motion for Conference Planning Virtual Conferences	Steinhurst	
M46	Motion to Approve 2021 Conference Discount Registration	Steinhurst	
M47	Motion to Approve 2021 Institutional Member Rate	Steinhurst	
M48-50	(M) SML (PPM 10.1.2)	Watkins	
M51-52	(M) SRL (PPM 10.8.2)	Ham	
M53-54	(M) Consent Appointments	Tchertchian/ Duda	
N. Partnerships/ Miscellaneous Reports			
N1-N4	(R) Launch Years – Dana Center	Kozak	
N5	(R) Nursing Math Guidelines – Dana Center Collaboration	Kozak/ Kelch	
N6	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Kozak / Sattler	
N7-N8	(D) AMATYC's "Journey to Mars"	Kozak/ Gaines	
N9-N10	(R) National Mathematics Summit	Kozak/ Sattler	
N11-N19	(D) JMM Partnership Descriptions (DRAFT)	Dudley	
O: Parking Lot / Motion to Adjourn			
O1	Parking Lot Discussion Items	All	
O2	(M) Motion to Adjourn	Kozak	

* Report yet to be received

** Additional documents are available in a folder in Dropbox

Updated February 24, 2020

ATTACHMENT D – EXPENDITURE APPROVAL COMMITTEE REPORT

Expenditure Approval Committee (EAC) and Tax and Audit Reports Barbra Steinhurst, Treasurer SBM 2020

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

Members of the 2020-2021 EAC committee: January 1, 2020 through Dec 31, 2021: Barbra Steinhurst, Kate Kozak, Jim Ham, and Laura Watkins

EAC Approvals from FBM2019 to December 31, 2019

- No EAC Approvals.

EAC Approvals from January 1, 2020 to February 15, 2020

- EAC approved reimbursement to treasurer for purchase of software license. EAC questioned necessity of approval, as budget line had sufficient funds in general/office, though no funds were assigned to treasurer position.

Federal IRS Documents Review and Audit Review Committee Report Barbra Steinhurst, Treasurer

The audit report and IRS documents are pending. These will be completed and reviewed by the committee for board approval during the Summer Conference call report.

ATTACHMENT E – PPM 4.2.1

4.2.1 Delegate Assembly Seating

Delegates will be seated by region, as shown in the tables below. (Region 1 - Northeast, Region 2 - Mid-Atlantic, Region 3 - Southeast, Region 4 - Midwest, Region 5 - Central, Region 6 - Southwest, Region 7 - Northwest, Region 8 - West)

2020			2021			2022			2023		
Front			Front			Front			Front		
8		3	3		7	7		2	2		4
7		2	2		4	4		1	1		6
4		1	1		6	6		5	5		8
6		5	5		8	8		3	3		7

2024			2025			2026			2027		
Front			Front			Front			Front		
4		1	1		6	6		5	5		8
6		5	5		8	8		3	3		7
8		3	3		7	7		2	2		4
7		2	2		4	4		1	1		6

The rotation order shall be 8, 3, 7, 2, 4, 1, 6, 5.

ATTACHMENT F – PLACEMENT AND ASSESSMENT COMMITTEE GOALS

9.6.5 Placement/Assessment

The focus of this committee is to serve as a resource for the AMATYC membership on issues related to placement, assessment of student outcomes, and assessment of mathematical programs. Goals include:

- To promote opportunities for educators to gain a deep understanding of best practices in placement and assessment implemented as per the standards recommended by the AMATYC.
- To encourage mathematics educators in conducting professional development focused on building familiarity and understanding of the core standards of placement and assessment practices by examining strategies, models and contexts that support their implementation.
- To maintain and update position statements on issues related to assessment and placement.
- To lead in the development of evidence-based mathematics placement and assessment instruments.

ATTACHMENT G – EQUITY IN MATHEMATICS POSITION STATEMENT

Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES: Equity in Mathematics

AMATYC's core values acknowledge the rights of all students to have access to high quality mathematics education in ways that maximize their individual potential. Thus, AMATYC rejects all forms of discrimination and embraces a strong commitment to equity in mathematics education by:

- Supporting and celebrating a multitude of diverse experiences and cultural backgrounds,
- Recruiting and providing support to retain underrepresented groups in its membership and leadership,
- Ensuring diverse perspectives among its conference presenters and speakers, and
- Facilitating professional development that focuses on equity in mathematics education.

Rationale:

Inequity in mathematics education in the first two years of college exists and limits students' achievement. In order to ensure that all students receive a fair and equitable educational experience, the existence of inequities must be acknowledged.¹ Explicit and implicit biases range from subtle microaggressions to open discrimination, both inside the classroom and at the institutional level.^{2,3} Decisions regarding curriculum and assessment practices offer disproportionate success to certain student groups.^{4,5} Even more apparent is the stratification of access to resources due to socioeconomic status, with underprivileged students experiencing less overall support and a lower chance of academic success. At the institutional level, a lack of inclusivity and inequitable hiring practices disadvantage underrepresented faculty and staff and negatively affect students' success. Furthermore, policies and procedures that dictate course sequencing, design, and placement also disadvantage underrepresented students.

Recommendations for Faculty

To improve equity in mathematics, faculty should consider the following ways to humanize student learning while maintaining high expectations.

- Provide support for the cognitive and affective needs of each student.
- Increase student participation through the use of active and collaborative learning techniques with relevant examples.
- Counteract implicit bias, stereotype threat, and racial microaggressions and increase marginalized students' sense of belonging.
- Recognize that all students are unique individuals with distinct stories, aspirations, prior knowledge, and challenges.

Recommendations for Institutions

Equity reform in mathematics teaching requires institutional change, such as the following:

- Collect data that is disaggregated, longitudinal and includes quantitative and qualitative components and use it to improve the retention and success of underrepresented students.
 - Create multiple pathways for students in different areas of study
 - Include co-requisite models for remedial mathematics education
- Design equitable hiring practices with clear criteria for hiring before the process begins, inclusion of underrepresented faculty in the hiring process, and actively recruiting more diverse candidates.
- Provide professional development around equity in mathematics education for faculty and staff that advances best practices in the classroom.

- Establish high quality student support services that include appropriate support for students with different abilities

While every college structure is unique, faculty, administration, staff, and organizations can have a positive impact on equity in mathematics education. While the list above is not comprehensive, it does serve as a guide for ways to begin to increase equity in mathematics education at community colleges.

¹ F. Harris III & E. M. Bensimon, "The equity scorecard: A collaborative approach to assess and respond to racial/ethnic disparities in student outcomes," *New Directions for Student Services*, 120 (2007): 77-84.

² P. Caplan & J. Ford, "The Voices of Diversity: What Students of Diverse Races/Ethnicities and Both Sexes Tell Us About Their College Experiences and Their Perceptions About their Institutions' Progress Toward Diversity," *Aporia*; 6(4); (2014): 30-69.

³ D. W. Sue, C. M. Capodilupo, G. C. Torino, J. M. Bucceri, A. M. B. Holder, K. L. Nadal, & M. Esquilin, "Racial microaggressions in everyday life: Implications for clinical practice," *American Psychologist*, 62(4); (2007): 271-286.

⁴ D. Miller-Jones & B. Greer, "Conceptions of assessment of mathematical proficiency and their implication for cultural diversity," *Culturally Responsive Mathematics Education*, Eds. Greer, B. et al; (2009).

⁵ Mathematical Sciences Education Board (1993): *Measuring What Counts: A Conceptual Guide for Mathematical Assessment* (Washington, DC: National Academy Press): 91-111.

ATTACHMENT H – THE ACADEMIC PREPARATION OF FACULTY TEACHING MATHEMATICS IN THE FIRST TWO YEARS OF COLLEGE

THE ACADEMIC PREPARATION OF FACULTY TEACHING MATHEMATICS FACULTY IN THE FIRST TWO YEARS OF COLLEGE AT TWO-YEAR COLLEGES

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

Statement of Purpose

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

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

Guiding Principles

Two questions have guided the preparation of this report:

1. What are the characteristics of effective mathematics faculty?
2. How can these characteristics be fostered and extended through academic preparation and continuing professional development?

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

Effective mathematics faculty ~~have a breadth and depth of mathematical knowledge. know a great deal of mathematics and~~ They understand the interconnections among its various branches, as well as applications to other disciplines. They ~~are~~ continually developing their knowledge and understanding of mathematics, ~~of~~ teaching, and ~~of~~ how students learn. They are independent learners who can adapt and contribute to changes in collegiate mathematics curriculum and instruction. Effective mathematics faculty are active professionals ~~who promote and maintain collegial relationships and are contributing team members that mentor their colleagues.~~ They belong to and participate in professional organizations, ~~such as the American Mathematical Association of Two-Year Colleges (AMATYC) and its affiliates; they~~ read journals, attend professional meetings, and engage in other professional activities.

Guidelines for Formal Preparation

Mathematics ~~programs curricula~~ at ~~two-year colleges~~ reflect diverse missions and needs. ~~Examples include Mathematics instruction at a comprehensive community college may comprise~~ adult basic education to prepare students for a high school equivalency examination; developmental courses designed to prepare students for both STEM

(Science, Technology, Engineering, and Mathematics) and non-STEM college-level courses; co-requisite courses, and college-level courses ~~through the first two years of university study; some colleges may focus only on a subset of these categories of instruction~~. Because of this diversity, the guidelines for the mathematical preparation of two-year college faculty must be sufficiently robust to provide guarantee faculty institutions flexibility in identifying qualified faculty. These guidelines, defined below, are divided into these three parts: minimal preparation, standard preparation, related training and professional development.

Definitions

The term *faculty* is used to refer to persons who ~~hold teaching positions~~ teach the first two years of post-secondary mathematics. No particular level within a ranking system is implied.

The phrase “mathematics in the first two years of college” refers to the mathematics content and courses offered as part of the first two years of post-secondary education.

All full-time and part-time faculty should possess at least the qualifications listed under *minimal preparation*.

All full-time faculty should begin their careers with at least the qualifications listed under *standard preparation*.

~~All faculty should continue their education throughout their careers—the continuing formal education professional development section provides some suggestions—~~

Minimal Preparation

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

Standard Preparation

~~It is preferred that all~~ All full-time mathematics faculty at two-year colleges should begin their careers with at least a master's degree in mathematics or ~~in~~ a related field with at least 30 semester hours (45 quarter hours) ~~in of~~ graduate-level mathematics or statistics, of which at least nine of the 30 semester hours (or 13.5 4.5 quarter hours) are in graduate-level mathematics. In addition, they should have mathematics teaching experience at the secondary and/or ~~collegiate~~ post-secondary level. The teaching experience may be fulfilled through a program of supervised teaching, for example as a graduate student. ~~Just as A~~ strong knowledge of calculus ~~has always been is~~ considered to be a core standard. Statistics has become equally important; ~~thus, and some~~ a background in this area is desirable. Course work in pedagogy and in the philosophy of the community college is desirable.

Related Training

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

Professional Development

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

Effective mathematics faculty are active professionals. They read journals, attend professional meetings, and engage in other activities to continue their education. Professional organizations such as the American Mathematical Association of Two Year Colleges (AMATYC), the Mathematical Association of America (MAA), the National Council of Teachers of Mathematics (NCTM), and their affiliates, ~~and other organizations~~ provide opportunities for continued professional growth. ~~sponsor conferences, offer webinars, mini-courses, and summer institutes, publish books and journals, and advertise other opportunities for continued professional growth.~~ They sponsor conferences, webinars, workshops, mini-courses, summer institutes, and so forth etc. that address many of the mathematical and pedagogical

topics **important intrinsic** to quality mathematics instruction in the first two years of college. Participation by **two-year college mathematics faculty** is critical for keeping up-to-date in their fields.

The Course Content of a Preparatory Program

Mathematics Content

The core of the academic preparation of **two-year college mathematics faculty** is course work in the mathematical sciences. The mathematics course work for individuals preparing to be **two-year college mathematics faculty** should include courses chosen from several of the areas listed below. Graduate course work should fill gaps in, broaden, and extend the undergraduate mathematics background of these individuals. The appropriateness of a course is to be determined by its mathematical content, not just its title or prefix.

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

Pedagogical Content

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

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

Evaluating Credentials and Staffing

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

Adjunct Faculty

Ideally, an **Adjunct** faculty should possess the same level of preparation and commitment to quality teaching as full-time faculty. The AMATYC position statement entitled *on Working Conditions of Adjunct Faculty Best Practices in Employment of Adjunct Faculty* stresses the need for institutional support for professional development for adjunct faculty.

Academic Support Personnel

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

Variety of Expertise

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

This position statement is a revision of *Guidelines for the Academic Preparation of Mathematics Faculty at Two-Year Colleges*, which was adopted by AMATYC in 1993. Approved by the Delegate Assembly, November 15, 2014.

ATTACHMENT I – SML Test Development Team (PPM 10.1.5) (Motion was defeated)

10.1.5 Student Mathematics League Test Development Team (Clean Version)

(Note: The other subsections of PPM 10.1.5 remain unchanged)

Term of Office

The term length is three years on the following rotation schedule.

Regions 1, 2, 3beginning 2021

Regions 4, 5, 6beginning 2022

Regions 7, 8beginning 2020

ATTACHMENT J – Program Coordinator Position Description (PPM 8.10.7)

8.10.7 Program Coordinator <SBM 2008> <SBM 2020>

There is perhaps no other person more responsible for a successful conference than the Program Coordinator. Exciting speakers, workshops, innovative ideas, panels with lively discussions, strands of interest to the broad scope of our participants all are necessary ingredients of a stimulating program.

The conference program strands, or areas of interest or focus, are reviewed each year by the Program Coordinator. When submissions indicate the need for a revision of a strand or the introduction of a new strand, changes will be announced in conference publications and updated for the next Call for Presenters and Presiders form.

The production of a conference program begins approximately 18 months in advance of the conference. The Program Coordinator's duties require attention year-round but are especially time intensive in February and March prior to the conference when proposals are reviewed and the program is set. Work on publications take place throughout the year, with special intensity when the conference program book is being prepared beginning in summer. This position requires attention to detail, strong editing skills, the ability to communicate effectively both in person and in writing, as well as extensive familiarity with the AMATYC Annual Conference.

Appointment Process

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

Term of Office

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

Duties Prior to the Conference

1. Participate in a site refresh visit approximately 18 months in advance of the conference. Based on information obtained develop, with the Conference Coordinator, a detailed grid listing each room available per day from the arrival of the Executive Board prior to the conference through the last day of the conference. With the Conference Coordinator and while on site, develop a usage plan for each room on each day, including placing all major conference events and specifying realistic room settings and capacities.
2. Work with other members of the Conference Committee to write, edit, and proofread conference publications including the call for presenters postcard, the April flyer, the mini-program, the program, email blasts, conference advertisements in the journal, and newsletter articles.
3. Coordinate, in the summer of the year prior to the conference, the updating and testing of the electronic proposal and review forms before submissions are to begin on November 1. Those with needed technological skills will be enlisted, including, but not limited to, the Assistant Conference Coordinator, the Assistant Program Coordinator, and the AMATYC Website Coordinator.
4. Direct the proposal submission and review process working with the AMATYC office staff. Provide the office with a list of proposals or speakers that are to be accepted without review. Proposals are accepted electronically from Nov. 1 of the year prior to the conference through Feb. 1 in the year of the conference.
5. Chair the Program Proposal Review Committee consisting of five appointed reviewers, the academic committee chairs, the ANet leaders, the Assistant Conference Coordinator, and the Assistant Program Coordinator. Ensure

that members of the Program Proposal Review Committee receive all proposals subject to review as well as the link to the review form and directions for review, and provide a deadline for receiving committee member reviews. <SBM 2016>

6. Ensure that the following statements are included on all Presenter/Presider Proposal forms and on the letter of acceptance requested from potential presenters who are invited to speak. "I understand that this presentation is not to contain an endorsement of any commercial product or service" and "AMATYC reserves the right to offer a different presentation format than the one selected in this submission process."
7. Compile proposal reviews for use in making speaker selections.
8. Meet in March (of the conference year) with the Assistant Conference Coordinator and Assistant Program Coordinator to select proposals and lay out the annual conference program. Use all available information, including the speaker history, the compiled proposal reviews, topic balance of the program, and logistical requirements of presenters to select and schedule proposals. Prepare a draft of the program in matrix form, using the following guidelines:
 - A. Include times, room assignments, capacity of rooms, and equipment needs for each session.
 - B. Make room assignments based upon the expected popularity of a presentation versus the capacity of the room.
 - C. Assign rooms for committee meetings according to attendance at the respective committee meetings at the previous conference. To achieve this, rooms not appropriate in size for regular sessions should be used for small committee meetings.
 - D. Include one to three meeting rooms per day (typically two rooms on Thursday, three rooms on Friday, and two rooms on Saturday) to accommodate commercial presentations.
9. Make editorial changes so that each selected presentation description is an appropriate length, is grammatically correct, reflects the content of the presentation, and is written in the second or third person. Share this information with the Office Staff to be used in the invitation to present.
10. Draft correspondence that will be sent, by the office, to all speakers. The following items should be included:
 - A. Email and phone number(s) for the Program Coordinator along with emphasis on using them to communicate any emergencies that prevent the speaker from presenting at the conference.
 - B. Ways in which materials can be shared with attendees: sending them for the Conference Proceedings on the AMATYC website and the conference app, or other technology currently in use, prior to the presentation or bringing sufficient handouts for the expected number of attendees.
 - C. Speaker Guidelines for preparing visuals based on room size, taking advantage of microphones in a larger room, and instructions for shipping materials to the conference hotel(s).
 - D. A list of the equipment that will be provided by AMATYC for their session or workshop.
11. Notify the office of speaker selections, so that the office can send out invitation letters to accepted speakers, along with a copy of the edited title and presentation description for their review. Also, notify the office of proposals not selected so letters of decline can be sent.
12. Receive responses to the letters of invitation from speakers and maintain a record of acceptances and refusals. Enter edits to titles, descriptions, and contact information submitted by speakers on their returned letters of invitation, and enter all acceptances, refusals, and edits in the spreadsheet shared with the AMATYC office.

13. Advise the AMATYC office and Conference Coordinator of changes in the program, cancellations, replacements, and correction of errors.
14. Edit and proof for accuracy all drafts of the conference mini-program and program. This information should include the speaker's name, college affiliation, presentation title, description, day, time, and room assignment for each session.
15. For the audio-visual equipment arrangements:
 - A. Furnish the Conference Coordinator with the audio-visual requirements in keeping with the audio-visual equipment agreed to in the letter of invitation to present.
 - B. Assist the Conference Coordinator in verifying that the necessary AV is available and that equipment charges will be within budget.
 - C. Proof the room/day agenda prepared by the professional conference planning company for audio-visual equipment and room set-up.
 - D. Assist the Conference Coordinator in reconciling the invoice for equipment rentals.
16. Notify the AMATYC office, Conference Coordinator, and President, as necessary, of any last-minute cancellations or changes in the program, so that an errata sheet can be prepared immediately before the conference and updates can be made on the conference app, or other technology currently in use.

Duties at the Conference

1. Arrive for meetings with the Conference Committee on Tuesday. Meet with the Executive Board, academic committee chairs, and ANet leaders prior to the beginning of the conference.
2. Assist with the check-in station near the registration desk for Presiders to pick up packets and return their reports.
3. Coordinate with the Assistant Program Coordinator and the Assistant Conference Coordinator to set up a schedule to work at the check-in station so that someone is always available to assist presiders or speakers. (A paid worker will also be available to assist with staffing of the check-in station.)
4. Be aware of meetings and other events during the conference so that questions can be answered.
5. Check with the Local Events Coordinator to get information about copying facilities in close proximity to the hotel, and provide this information to speakers.
6. Participate in the planning meeting for the conference in year C during the conference in year C-1.
7. Attend sessions as time allows, paying particular attention to those that may raise concerns.

Duties after the Conference

1. Update, in the week following the conference, the list of presenters so that the Office can send electronic certificates of thanks.
2. Write thank-you letters to members of the Program Proposal Review Committee.

3. Update the speaker history file. Include evaluation rating and highlight strong speakers as well as those who should be avoided in the future.
4. Submit reimbursement request according to policy and using guidelines provided by the Treasurer.
5. Prepare reports and motions, as needed, for Spring and Fall Executive Board meetings.

ATTACHMENT K – Wanda Garner Student Presidential Scholarship (PPM 2.5.2)

2.5.2 Wanda Garner Presidential Student Scholarship

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 for a student attending a qualifying institution. To be a qualifying institution, the institution must either be an AMATYC institutional member or employ at least one individual or adjunct member 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 student must be planning to major in mathematics, mathematics education, statistics, or a STEM field, and enrolled full-time at the qualifying institution during the spring term (January-May) preceding the AMATYC Annual Conference when the scholarship is awarded.

Nomination

The nomination form is found on the AMATYC website. [<FBM 2018>](#)

Method of Selection

1. The AMATYC President-Elect will notify the affiliate presidents each year in the spring about the scholarship.
2. Each affiliate will notify their membership and determine the affiliate nominee, whose 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 Affiliate President's Luncheon at the AMATYC Annual Conference.
4. The scholarship recipient's name will be announced at a general session of the AMATYC Annual Conference and the scholarship money will be sent to the recipient after the conference.

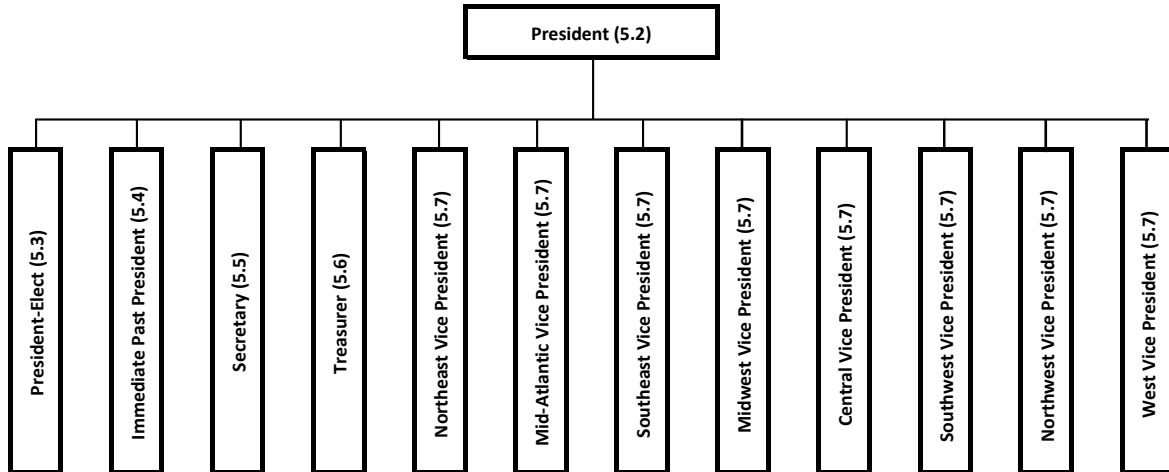
ATTACHMENT L – Organizational Charts (PPM 1.6)

1.6 Organizational Charts

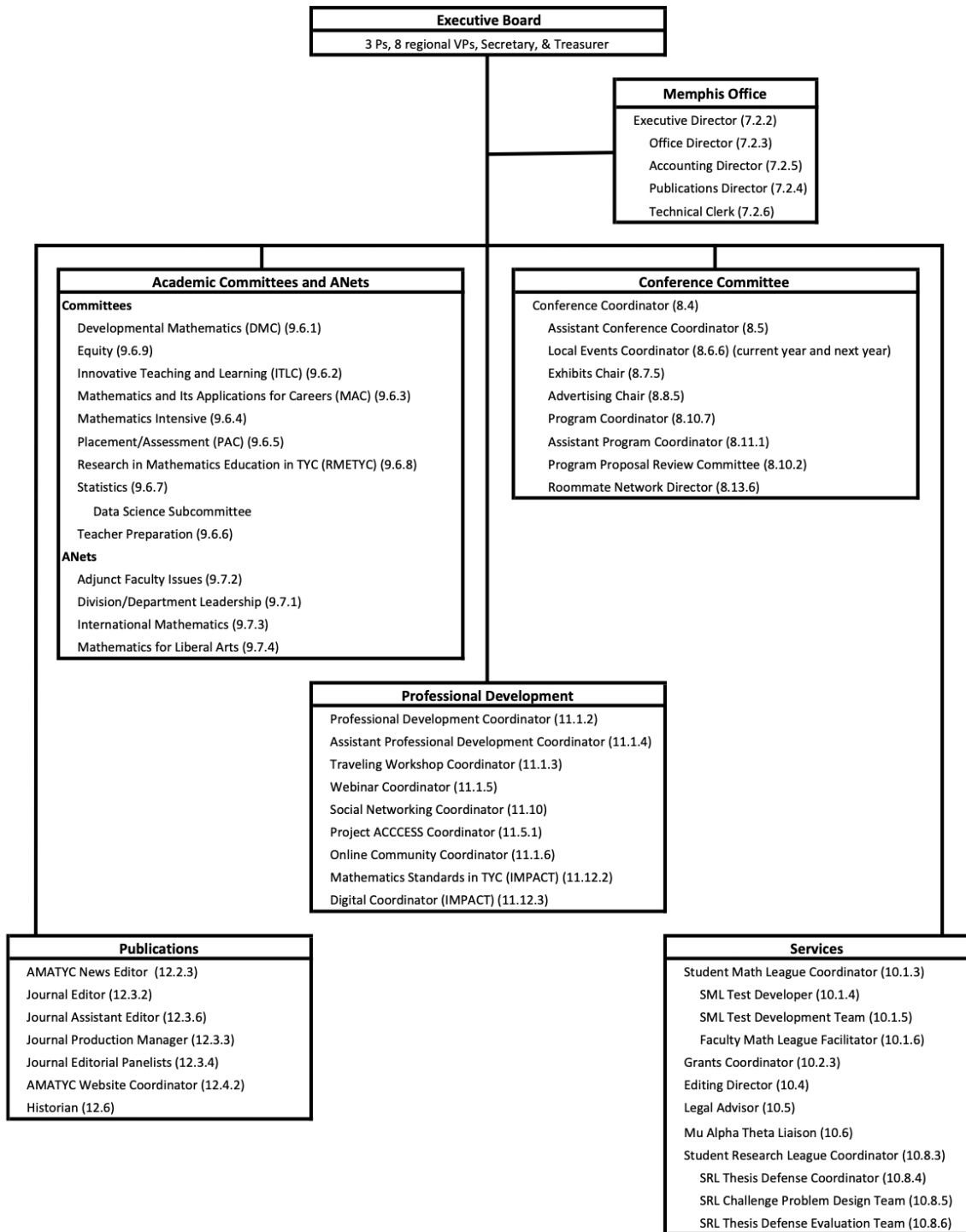
[1.6.1 Executive Board](#)

[1.6.2 Appointed Leadership](#)

1.6.1 Executive Board



1.6.2 Appointed Leadership



ATTACHMENT M – Negotiated Indirect Cost Changes (PPM 5.2, 7.2.2, 5.6, 10.2.2, 10.2.3, 10.2.4)

5.2 President <FBM 2019>

Term of Office

The term of office for President is two years in this office beginning January 1 in an even numbered year to December 31 in the next odd numbered year. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently. The President automatically succeeds the Immediate Past President at the end of the President's term.

General Duties

1. Prepare the agenda for all Executive Board meetings and submit to the AMATYC Office for distribution. Proposals from non-Board members should be accepted. If present at the open Board meeting session, the presenter may be asked questions regarding the proposal.
2. Prepare the agenda for the Delegate Assembly and submit to the AMATYC Office for distribution.
3. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
4. Assist the President-Elect in overseeing the Strategic Planning process.
5. Oversee management and implementation of all grants. Annually, the President, in collaboration with the Executive Director, Accounting Director, Grants Coordinator, and Treasurer, reviews, updates and submits a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency. Write appropriate letters of support for proposals, per policy.
6. Initiate an email ballot on policy changes and other issues during times when the Board is not meeting.
7. Schedule time during a Board meeting at the conference for academic committee chairs, coordinators, editors, and other appointees to meet with the Board.
8. Schedule time at the Strategic Planning and Orientation Meeting and the Spring Board Meeting for Strategic Planning and participate in the activities planned by the President-Elect.
9. Perform all duties as outlined in the Policy and Procedures manual.

Office/Budget Duties <FBM 2008>

1. In conjunction with the Executive Director, oversee office operations and work assignments of AMATYC staff.
2. Oversee and authorize cost of living and longevity salary increases to AMATYC staff.
3. Review the annual performance evaluations of the AMATYC staff provided by the Executive Director.
4. Verify that officers, chairs, coordinators, editors, and other appointees have access to the AMATYC Policy and Procedures Manual. Send new officers the previous meeting's minutes.
5. Appoint members to the Finance Committee according to policy and serve as a member of the committee.
6. Serve as a member of the Foundation Board, the Expenditure Approval Committee, the Strategic Planning Committee, and the Tax Review and Audit Committee.
7. Initiate an Executive Board motion on unanticipated expenditures, if necessary.
8. Sign checks on the AMATYC checking account, as appropriate.

Publications Duties

1. Serve as final arbiter for all AMATYC publications.
2. Serve as a proofreader for various AMATYC publications, including AMATYC membership brochures, *AMATYC News*, Traveling Workshop postcard, AMATYC History, AMATYC advertising materials, conference miniprogram, and conference program. <FBM 2008>
3. Write a President's message for every issue of the *AMATYC News*.
4. Write (or designate a writer to write) a regular article in the *AMATYC News* updating the membership regarding AMATYC's involvement in partnerships and national activities.

5. Write other articles for the *AMATYC News* as appropriate.
6. Serve as final arbiter for all AMATYC website content and the implementation of websites to AMATYC affiliates.
7. Approve logos for AMATYC grants and projects, in consultation with the Publications Director.
8. Send an email to AMATYC members to announce new AMATYC publications as follows:
 - Within a week from the day a recorded webinar has been posted in the webinar library at the AMATYC website.
 - Within a week from the day the electronic version of the *AMATYC News* has been published on the website.

Conference Duties

1. Carry out the duties of the President as indicated in the master conference timetable.
2. Execute the policies established for the conference by the Executive Board, including invitation to keynote speakers for conferences over which the President will preside.
3. Participate in the determination of cities to be visited by the conference site selection team.
4. Participate in the first site visit with the conference site selection team after assuming office, if requested by the new President-Elect.
5. Verify that the conference site selection process is functioning properly.
6. Participate in the conference site refresh visit for the conferences over which the President will preside.
7. Sign all conference contracts after any necessary approvals are obtained. The President may request in writing that the Executive Director on behalf of AMATYC sign and mail an approved conference contract. The written authorization shall be filed in the office with the signed contract.
8. See that a conference progress report for all future conferences in the planning cycle is included as part of each Board agenda to all members of the Executive Board.
9. Prepare the President's message for the conference program booklet. Send an electronic copy to the AMATYC Office and Conference Coordinator.
10. Preview the conference miniprogram and program drafts for appropriateness of content and quality of document preparation. Check names of Executive Board members and committees as listed in the conference miniprogram and program for accuracy before they are submitted to the printer.
11. Be responsible for designing and ordering plaques or certificates for hosting institutions, Local Events Coordinator, presidential awards, and all other awards given by the organization including outgoing officers, academic committee chairs, etc.
12. Assist the vice president of the region hosting the conference in preparing materials to be sent to department chairs for colleges within a reasonable driving distance of the annual conference. These materials should ask chairs to encourage and provide support for all their faculty members to attend the conference, both full-time and adjunct.
13. Review the Meeting Event Guide with the Treasurer, the Conference Coordinator, and the Executive Director during its creation.
14. Meet with the hotel personnel, Treasurer, Conference Coordinator, and Executive Director at the beginning of the conference to review the Meeting Event Guide.
15. Be available during the conference to assist the Conference Coordinator with any problems that might arise.
16. Preside at the Delegate Assembly Meeting, the Thursday Keynote Session, the Saturday Awards Breakfast Session, and the Closing Session.
17. Write a thank-you letter after the conference to the Local Events Coordinator.
18. Send an email, through the office, to all conference attendees within two weeks of the conference closing. The email should thank the attendees for attending the conference, encourage them to complete the conference evaluation form online, and ask them to tell a colleague about AMATYC and direct them to membership information on the AMATYC website.

Liaison/Committee Duties

1. Act as ex-officio member of all committees except the Nominating Committee, the Teaching Excellence

Award Committee, and the Mathematics Excellence Award Committee.

2. Nominate the chairperson of all committees except the Nominating Committee, Strategic Planning Committee, Organizational Assessment Committee, ad hoc committees, and task forces for approval by the Executive Board.
3. Appoint chairs of ad hoc committees and task forces.
4. Appoint an acting chairperson of a committee when necessary.
5. Write a letter asking unproductive officers or committee chairs to resign.
6. Distribute Board reports from all academic committees to all the chairs of these committees.
7. Appoint a Board member as liaison to each committee, coordinator, editor, or director.
8. Coordinate efforts to obtain funding from public and private organizations.
9. Attend meetings and meet with the executive directors and/or presidents of other organizations who share similar concerns and interest to discuss items of mutual benefit and to establish a working relationship with them; this includes (but is not limited to):
 - a. Mathematical Association of America (MAA)
 - b. National Council of Teachers of Mathematics (NCTM); attend the annual meeting;
 - c. Conference Board of Mathematical Sciences (CBMS); attend the semi-annual meetings of this organization.

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. Annually, the Executive Director, in collaboration with the President, Accounting Director, Grants Coordinator, and Treasurer, reviews, updates and submits a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency.
23. 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.)

24. 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.
25. Handle routine correspondence and communications with outside agencies, as directed by the President. [<FBM 2018>](#)

Office Duties

1. Oversee the AMATYC office and supervise AMATYC staff. Prioritize and monitor the work assignments of staff members. Serve as liaison between the office staff and all AMATYC officers, committee chairs, and editors.
2. Establish and maintain clear communication lines between the AMATYC Board and the office.
3. Conduct performance evaluations of the Office Director, Accounting Director, Publications Director, Technical Director, and other employees as appropriate. Share these annual performance evaluations with the AMATYC President prior to the Spring Board Meeting each year. The performance evaluations shall include indicators of performance levels as aligned with AMATYC's strategic priorities with documentation of exceptional work.
4. Send the President and Treasurer any documentation of cost of living and longevity increases for Southwest Tennessee Community College staff when they are authorized by the college. As required, the AMATYC President sends a letter authorizing these increases for AMATYC employees.
5. Ensure that appropriate inventory records are maintained in the office. This record should include proof of ownership of all property owned by AMATYC which exceeds \$500 in purchase price. This includes computer hardware, software, and related equipment, and all office equipment and other equipment that is not considered consumable such as supplies. This record shall include a depreciation schedule for each item (work with the Treasurer on this), the name of the person currently responsible for the item, and the physical location (address) of the item.
6. Certify to the Board that all records of the association are maintained by the Office. As directed by the Treasurer, sign checks for amounts less than \$10,000 and, as needed, serve as one signature for checks greater than \$10,000. In conjunction with the Treasurer, see that the financial records of the organization are up-to-date and maintained in a professional manner.
7. Be responsible for having the bookkeeping of the organization done. The books are kept on the AMATYC computer using the software package called Peachtree. A copy of the chart of accounts for income and expenses for AMATYC should be kept in both hard copy and electronic form at the office.

Conference Duties

1. Review hotel conference-related contracts to see that all details are covered in full before the contract is signed.
2. Assist the Conference Coordinator in facilitating conference program planning among the Assistant Conference Coordinator, Program Coordinator, Presider Chair, Local Events Coordinator, and the AMATYC Office to ensure timely completion of program staffing and conference publications.
3. Coordinate with the Conference Coordinator the preparation of conference publications.
4. Assist in review of conference timeline and specific deadlines for all tasks considering the exact conference dates.

5. In conjunction with the Conference Coordinator and the office staff, communicate by email with all attendees and exhibitors warning them of Internet poachers/spammers who may seek to book rooms on their behalf. The communication should also reiterate the procedure for making guest room reservations at the conference hotel and the benefit to AMATYC for attendees using the AMATYC-sponsored room block.
6. In conjunction with the Treasurer and Conference Coordinator, meet with hotel staff immediately prior to the annual conference to clarify issues surrounding payment of the bill at the beginning and conclusion of the conference.
7. In conjunction with the Treasurer and Conference Coordinator, guarantee the amount of food needed for each conference food function of AMATYC.
8. Attend the conference, along with appropriate full-time office staff members, to assist with conference registration and conference operations.
9. Meet informally and formally with hotel staff as needed.
10. Be responsible for safeguarding all monies from the conference. Ensure that an appropriate amount of money is available at the beginning of the conference to make change at the registration desk.
11. In conjunction with office staff, supervise the preparation of name tags and tickets for registered conference attendees, movement of equipment and materials in the conference hotel, organization of registration materials, tickets, etc., and organization of the registration area.
12. Supervise the following: acceptance of registration monies from participants, preparation of deposits, and maintenance of a computer database of conference information.
13. Assist in conference troubleshooting.

Appraisal

The new Executive Director will be evaluated by a representative from the Personnel Committee appointed by the AMATYC President after 90 days on the job. The representative will use the AMATYC Appraisal Form.

After the first full year of service, the Executive Director will be evaluated annually by December 31st of each year using the AMATYC Appraisal Form by at least two representatives from the Personnel Committee, appointed by the AMATYC President.

Finally, the Executive Director can ask for a Feedback evaluation using the AMATYC Appraisal Form at any time. A representative from the Personnel Committee appointed by the AMATYC President will be chosen to do the evaluation.

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. Annually, the Treasurer, in collaboration with the Executive Director, Accounting Director, President, and Grants Coordinator, reviews and updates a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the [appropriate](#) federal agency.
5. Proofread and verify any financial reference in all AMATYC publications and forms, including the membership brochure.
6. Regularly notify AMATYC leadership on policy for reimbursement.
7. Chair the Tax Review and Audit Committee.
8. Chair the Finance Committee.
9. Serve on the Investments Board. [<FBM 2018>](#)
10. 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 cash 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.

10.2.2 Externally-Funded Grant Management Policy for Level 2 Projects

All Principal Investigators on externally-funded grants, where AMATYC is an awardee, are responsible to the AMATYC President for all aspects of the grant, including grant activities and budget management. The President may appoint a Board Liaison to a grant.

AMATYC will maintain the capacity to be the administrator for federal grants that align with the organization's strategic plan, development of its membership, and advancement of teaching and learning in the first two years of college. AMATYC will maintain a formally negotiated indirect cost rate agreement (NICRA) with an appropriate federal agency. Each year, AMATYC will submit a new rate proposal to the cognizant federal organization within six months after the close of AMATYC's fiscal year. AMATYC will comply with applicable federal requirements including uniform administrative requirements, cost principles, and audit requirements for Federal Awards related to cost principles, administrative standards, and audit requirement publications.

When a grant is awarded for which AMATYC is the fiscal agent, the Executive Director, Accounting Director, and Treasurer should provide an orientation for the Principal Investigator and Co-Principal Investigators on AMATYC's financial procedures and accounts associated with the award. The Executive Director will also support the Principal Investigator in grant administration tasks, such as setting up subawards and coordinating invoicing. Throughout the grant period, the Principal Investigator is responsible for submitting all project's annual/interim reports (including the implementation plan for the upcoming year) and final report to the President, Executive Director, Board Liaison, Treasurer, Grants Coordinator, and Office.

10.2.3 Grants Coordinator

The Grants Coordinator works and consults with the President and other AMATYC leaders and members on AMATYC grant activities. The Grants Coordinator should have a successful track record of awarded grants and be knowledgeable of current issues in mathematics education.

Appointment Process

The Grants Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the President or appointed designee, such as the Board Liaison.

Term of Office

The term length is three years. The starting date of each term is January 1. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire Board, or 9 votes.

Duties

1. Identify and notify the AMATYC President of appropriate grant opportunities.
2. Provide expertise and consultation for AMATYC leaders and members on grant-related matters.
3. Annually, the Grants Coordinator, in collaboration with the Executive Director, Accounting Director, President, and Treasurer, reviews and updates a new rate proposal for AMATYC's negotiated indirect cost rate with the appropriate federal agency. A review of the proposal will be included in the Grants Coordinator's report at the spring board meeting (SBM).
4. Attend conferences and training opportunities as directed by the President.
5. Meet with funding agency representatives at the conference.
6. Stay current with National Science Foundation (NSF) personnel and other appropriate leaders.
7. Network with people doing research that focuses on community colleges (e.g., AMATYC's research committee (RMETYC), researchers connected to the Council for the Study of Community Colleges, and the Community College Research Center).
8. Update Board Liaison and Executive Director on grant-related work and discussions.

10.2.4 Glossary of Terms for Grants

1. Board Liaison - An AMATYC Executive Board member, who serves as the communication link between the Principal Investigator and Co-Principal Investigator and the Executive Board. This person may serve on the grant's advisory board, but is not required to do so.
2. Advisory Board - A group of individuals outside of the project who provide additional levels of expertise and experience to help guide the project and disseminate the project findings.
3. AMATYC - The organization in the broadest sense of the word.

4. Conference - The AMATYC Annual Conference, traditionally held in November.
5. Executive Board - The Executive Board of AMATYC, charged with creating and administering AMATYC's budget and policies.
6. Executive Director - A paid position within AMATYC charged with overseeing the operation of the organization, including the operation of the AMATYC Office. This position also represents the organization at events throughout the country as designated by the President, and serves in an advisory capacity to the Executive Board.
7. Grants Coordinator - An appointed volunteer position within AMATYC, working with and consulting with the President on AMATYC grant activities.
8. Indirect Costs - A percentage of the grant request, consistent with AMATYC's federal negotiated indirect cost rate agreement, that covers the normally accepted clerical and administrative tasks or materials required for the administration of a grant.
9. Letter of Support/Commitment - A letter from the President of AMATYC, acknowledging project support/commitment. Any Letter of Support/Commitment is copied to the members of the AMATYC Executive Board and the Grants Coordinator. This is usually written to the funding agency on behalf of the proposers.
10. Office - The paid staff in the AMATYC Office.
11. President - The President of AMATYC.
12. Principal Investigator - The person primarily responsible for the grant project and serves as the primary communicator with the funding agency.
13. Support from AMATYC - The type of support can vary from providing basic administrative tasks to being the administrator and fiscal agent for the grant. All support requires approval by the AMATYC Executive Board.
14. Treasurer - The Treasurer of AMATYC.

ATTACHMENT N – Website Coordinator (PPM 12.4.2)

12.4.2 Website Coordinator

The website coordinator maintains AMATYC's website and assists AMATYC committees and affiliates with Internet-related technical assistance.

Appointment Process

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

Term of Office

The term length is three years. The starting date of each term is January 1 and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. [<FBM 2007>](#)[<FBM 2017>](#)[<SBM 2020>](#)

ATTACHMENT O – Chart of Accounts (PPM 6.6) (Defeated)

6.6 Chart of Accounts

The AMATYC Chart of Accounts is available on the AMATYC internal website.

ATTACHMENT P - Delegate Composition (PPM 4.1.1)

4.1.1 Delegate Composition

Please see Article VII, Section 2 of the AMATYC Bylaws for details about the delegate composition.

ATTACHMENT Q – Student Mathematics League (SML) Rules (PPM 10.1.2)

10.1.2 Student Mathematics League (SML) Rules

Individual Prizes

To be eligible for an individual prize, a participant must compete in both contests. The grand prize for the qualified individual with the highest total score on both exams is the Charles D. Miller Memorial Scholarship of \$3000 to be used to continue his or her education at an accredited four-year institution. In the case of a tie for the grand prize, the scholarship will be evenly divided. The next nine highest ranking individuals will receive appropriate prizes, as will the five highest ranking members of the team with the highest total score of its top five students on each exam. The five highest-ranking teams will receive plaques at the following year's AMATYC annual conference. In addition, certificates of merit will be awarded to the top five individuals from each participating school. Additional prizes, plaques, and certificates will be awarded depending on the number of participating schools. All prizes (except for the grand prize), plaques, and certificates are sponsored by AMATYC.

The grand prize sponsor and the AMATYC President should be informed of the student's name, address, school currently attending, and the name and address of the four-year college or university he or she is planning to attend. The President should invite someone from the award sponsor to make the presentation. In the event the student can obtain non-AMATYC funding to attend the awards ceremony, the student should be given a complimentary student conference registration and, if appropriate, a complimentary meal. AMATYC will fund the Grand Prize for the Student Mathematics League if it has been advertised and a sponsor does not fund it.

Glenn Smith Team Award

The Glenn Smith Team Award was established in the fall of 2003 in memory of Glenn Smith, and is awarded annually to the top ranked team in the Student Mathematics League competition. The award shall be a plaque given to the winning team, in addition there will be a perpetual plaque housed in the AMATYC Office that records the winning team and moderator for each year. The first team award was given in 2004 at the annual conference in Orlando.

In the event students from the winning team can obtain non-AMATYC funding to attend the awards ceremony, these students should be given a complimentary student conference registration and, if appropriate, a complimentary meal.

ATTACHMENT R – Student Research League (SRL) Rules (PPM 10.8.2)

10.8.2 Student Research League (SRL) Rules

J. Individual/Team Student(s) Prizes

The grand prize for the eligible individual/team is a \$1000 scholarship per team member up to a maximum of \$3000. The second place prize for the eligible individual/team is a \$500 scholarship per team member up to a maximum of \$1500. The third place prize for the eligible individual/team is a \$250 scholarship per team member up to a maximum of \$750.

Additional prizes, plaques, and certificates will be awarded depending on the number of participating individual/team student(s). All prizes, plaques, and certificates are sponsored by AMATYC. When possible through sponsorship, all of the students that are named Regional Finalists will receive an official SRL t-shirt.

First, second, and third place individual/team students are invited to attend the AMATYC conference to receive their awards. While AMATYC will not provide any travel support to the conference, these top-placing, conference-attending students will receive a complimentary student conference registration and, if appropriate, a complimentary meal.