

SCC 2020 Minutes – Tuesday, June 9, 2020

**AMATYC 2020 Summer Conference Call Board Meeting
Virtual via Zoom**

Tuesday, June 9, 2020

(Note: all times given are Eastern Daylight Time)

The meeting was called to order at 1:02 pm by President Kate Kozak. The following members of the Executive Board were present:

Kate Kozak	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		

Alvina Atkinson, Southeast Vice President, was unable to attend the meeting.

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

President Kozak reviewed the Rules of Conduct.

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

Made by Tchertchian and seconded by Steinhurst.

Motion approved

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

Made by Pauley and seconded by Watkins.

Motion approved

Motion: That the attached changes be made to Executive Director – Office Duties (PPM 7.2.2) effective immediately. (Attachment C)

Made by Ham and seconded by Tchertchian.

Motion approved

Motion: That the Board approve the (attached) new policy on calendar requirements of AMATYC's investment accounts (PPM 6.15) effective immediately. (Attachment D)

Made by Ham and seconded by Steinhurst.

Motion approved

Revisions to the position statement, "Initial Placement of Two-Year College Students into the Mathematics Curriculum," sponsored by the Placement and Assessment Committee, were discussed and feedback was given.

Motion: That \$6,000 be approved for issuing AMATYC Traveling Workshop Grants not to exceed \$1,500 each in 2021.

Made by Oaks and seconded by Johanson.

Motion approved

Motion: That AMATYC expand its ZOOM webinar capacity to accommodate more than one hundred attendees in a single webinar by July 1, 2020.

Made by Ström and seconded by Tchertchian.

Motion approved

Motion: That the Board approve the (attached) policy revision (PPM 8.10.6) creating a deadline for the receipt of letters of understanding for invited speakers. (Attachment E)

Made by Watkins and seconded by Pauley.

Motion approved

Motion: That the Board approve the (attached) policy revision on the Exhibits Cancellation Policy (PPM 8.7.2). (Attachment F)

Made by Ham and seconded by Tchertchian.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 2:17 pm. Anne Dudley, Keven Dockter and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 2:29 pm. At that time, Secretary Rivers reported out the following:

The Board made the following appointments, pending membership verification:

- Karen Wells, (Monroe CC, kwells@monroecc.edu), *MathAMATYC Educator* Editorial Panel – Northeast Region 1. Effective 01/01/2019 through 12/31/2022.
- Jonathan Weisbrod, (Rowan College at Burlington County, jweisbrod@rcbc.edu), *MathAMATYC Educator* Editorial Panel – Mid-Atlantic Region 2. Effective 01/01/2020 through 12/31/2022.
- Ed Nichols, (Chattanooga State CC, Edward.nichols@chattanoogaastate.edu), *MathAMATYC Educator* Editorial Panel – Southeast Region 3. Effective 01/01/2019 through 12/31/2022.
- Amy Barnsley, (Northern Michigan University, abarnsle@nmu.edu), *MathAMATYC Educator* Editorial Panel – Northeast Midwest Region 4. Effective immediately through 12/31/2023.
- Gavin Waters, (Missouri Western State University, gwaters@missouriwestern.edu), *MathAMATYC Educator* Editorial Panel – Central Region 5. Effective 01/01/2021 through 12/31/2023.
- Filippo Posta, (Estrella Mountain CC, Filippo.posta@estrellamountain.edu), *MathAMATYC Educator* Editorial Panel – Southwest Region 6. Effective 01/01/2021 through 12/31/2023.
- Robert Capetta, (College of the Florida Keys, Robert.capetta@fkcc.edu), *MathAMATYC Educator* Editorial Panel – At large Member. Effective immediately through 12/31/2021.
- Michael Pemberton, (Lansing Community College, pembertm@lcc.edu), Program Coordinator. Effective 01/01/2022 through 12/31/2024
- Karen Gaines, (St. Louis Community College, karengainesedu@gmail.com), Online Community Coordinator. Effective immediately through 12/31/2023

A transition plan for the incoming Program Coordinator was approved. (Attachment G)

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: Edfinity collaboration

One of AMATYC's exhibitors approached board members earlier in the year to discuss the possibility of a partnership or collaboration with AMATYC. The board discussed the general parameters of a collaboration, but no specifics were provided. Since details of a partnership were not specified, the board took no action.

Discussion: Student Research League (SRL) Coordinator and SRL Thesis Defense Coordinator

A new SRL Coordinator and Thesis Defense Coordinator will need to be appointed for terms beginning June 30, 2021. A search committee was formed, including Jim Ham, April Ström, and Dennis Ebersole. The current SRL Coordinator and Thesis Defense Coordinator will be asked to join the search committee.

Discussion: Memorial gift for Herb Gross

In memory of AMATYC's first president, Herb Gross, a \$100 donation to Life is Good Kids Foundation was approved. This is a donation from the Sunshine Fund, funded by current and former AMATYC board members.

Discussion: AMATYC Annual Conference in Spokane

The Board discussed many of the factors contributing to a decision as to the holding of an in-person conference in Spokane as scheduled in the presence of a world-wide pandemic. Meetings with the Spokane hotels and conference center are ongoing. In each contract there is a force majeure clause; there are specific reasons when these clauses can be used. If we cannot use these clauses there are penalty fees for cancellation that will need to be paid. The board is considering hiring a Washington state lawyer for legal advice. Ultimately, the final decision to cancel or not cancel the conference will depend on financial implications and many other factors, the most important of which is the safety of AMATYC conference attendees. The Board will meet again in early July to continue this important discussion.

Motion: To adjourn the 2020 AMATYC Summer Conference Call.

Made by Ham and seconded by Steinhurst.

Motion approved

The Summer Conference Call ended at 3:30 pm.

Nancy Rivers, Secretary 2020-2021
Date: June 9, 2020

Kate Kozak, President 2020-2021
Date: June 9, 2020

Attachments:

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Attachment A: Rules of Conduct

RULES OF CONDUCT AMATYC Spring Board Meeting (SBM) June 9, 2020

- 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 (May 30, 2020) 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 |
| Discussion items (D)–10 minutes | by a majority vote of the Board. Some |
| Motions involving discussion (M)–15 minutes | items in the agenda 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 SCC.)
 2. Items relating to Budget: **Jon Oaks** and **Alvina Atkinson**. (Report to Barbra Steinhurst at the end of SCC).
 3. Items relating to the Office: **Sophia Georgiakaki** and **Eddie Tchertchian**. (Report to Anne Dudley at end of SCC).
 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 SCC.)
 6. Items related to the PPM: **Laura Watkins**.
 7. Draft minutes will be available after the meeting. Return comments electronically to Nancy.

Attachment B: Order of Business



Order of Business – Meeting Agenda AMATYC Executive Board Summer Conference Call (SCC) 2020

The board meeting will proceed in a linear fashion.

Parking Lot: during SCC 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	
1	Rules of Conduct	Kozak	
2	(M) Adopt Rules of Conduct	Kozak	
3	Order of Business	Kozak	
4	(M) Adopt Order of Business	Kozak	
New Business			
5-6	(M) 7.2.2 ED Duties - Staff Evaluations	Dudley	
7-12	(M) PPM 6.15 Calendar Requirements	Hart	
13-15	(D) Initial Placement of Two-Year College Students into the Mathematics Curriculum	Kozak	
16-19	(M) PPM 11.8.2 Traveling Workshop Facilitator Honorarium	Oaks	
20	(M) 2021 Traveling Workshop Grants	Oaks	
21-22	(M) Increase the capacity for the number of ZOOM webinar attendees	Strom/Oaks	
23-26	(M) PPM 8.10.6	Watkins	
26a-26h	(M) PPM 8.7.2	Watkins	
27-28	(M) Suspension of PPM 8.7.2 Cancellation of Exhibits	Suski	
Executive Session			
29-31	(M) Consent Appointments	Kozak	
32-33	(M) Appointment of Program Coordinator	Rivers	
33a	(M) Appointment of Online Community Coordinator	Watkins	
	(D) Executive Session Parking Lot	All	
Parking Lot / Motion to Adjourn			
34	Parking Lot Discussion Items	All	
35	Hybrid conference information	Turi	
36	(M) Motion to Adjourn	Kozak	

Updated May 30, 2020

Attachment C: PPM 7.2.2 Executive Director – Office Duties

7.2.2 Executive Director <Email 2017>

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 Clerk, and other employees as appropriate. Share these annual performance evaluations with the AMATYC President prior to the Fall 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. The performance evaluations shall meet the needs of the Southwest Tennessee Community College employee evaluation process.

Attachment D: PPM 6.15 – Calendar Requirements

6.15 Calendar Requirements

Two items should be accomplished during the year to manage AMATYC financial accounts: 1) Moving funds from/to the checking account to/from the investment accounts to assure that appropriate operating fund balances are maintained for the AMATYC Executive Board and for the AMATYC Foundation, and 2) Foundation investment accounts are revalued at calendar year end.

6.15.1 Checking Account Balances

In the case of the Executive Board, budgetary analysis should be accomplished to determine if the Executive Board checking account balance is sufficient to meet the needs of the organization. If additional funds are required from investments income, this information should be transmitted to the AMATYC President, the Treasurer, the Executive Director, and the Chair of the Investments Board. The need for the latter to be informed is so funds can be withdrawn in an optimal manner. Checking account monies that have accumulated and are not needed to support upcoming AMATYC expenses should be swept into the AMATYC Investment Account (Fund 1).

In the case of the Foundation, monies that have accumulated and are not needed to support upcoming Foundation expenses should be swept into the Foundation Investment Account (Fund 2).

6.15.2 Yearly Revaluation of Foundation Investment Accounts

At calendar year end, the Foundation investment accounts should be revalued taking into account previous year-end adjustments, interest earned, dividends received, investment expenses, cash added or disbursed, credits, debits and unearned capital gains or losses. Each of these items, other than cash disbursed or added, will be proportionally allocated to each individual account in the Foundation Investment Fund based on the value of each account at the beginning of the year that currently ended. Cash added or disbursed will be assumed to occur on the last business day of the calendar year.

GOVERNING EQUATIONS

DEFINITIONS:

- FUND - Merrill Lynch AMATYC Foundation Total Investment Portfolio
- ACCOUNTS - AMATYC Foundation Fund is Composed of Accounts (see below for examples)

- ABB - Account Beginning Balance
- ABBA - Account Beginning Balance Adjustment
- AC - Account Credits
- ACA - Account Cash Added
- ACD - Account Cash Disbursed
- AD - Account Debits
- ADIV - Account Dividends

- AEB - Account Ending Balance
- AF - Account Fees
- AI - Account Interest
- AII - Account Initial Investment
- AURG - Account Unrealized Gain
- AURL - Account Unrealized Loss

- FBB - Fund Beginning Balance
- FBBA - Fund Beginning Balance Adjustment
- FC - Fund Credits
- FCA - Fund Cash Added
- FCD - Fund Cash Disbursed
- FD - Fund Debits
- FDIV - Fund Dividends
- FEB - Fund Ending Balance
- FF - Fund Fees
- FI - Fund Interest
- FII - Fund Initial Investment
- FURG - Fund Unrealized Gain
- FURL - Fund Unrealized Loss
- i - Subscript Denoting Individual Accounts

EXAMPLES OF ACCOUNTS:

- i = 1 (Unrestricted Fund Account)
- i = 2 (Endowment Account)
- i = 3 (Wanda Garner Presidential Scholarship Endowment Account)
- i = 4 (Wanda Garner Memorial Grants and Project Endowment Account)

$FBB + FBBA + FI + FDIV - FF + FCA - FCD + FC - FD + FURG - FURL = FEB$		(1)
FUND BEGINNING BALANCE	$FBB = \sum_{i=1}^N ABB_i$	(2)
FUND BEGINNING BALANCE ADJUSTMENT	$FBBA = \sum_{i=1}^N ABBA_i$	(3)
FUND CREDITS	$FC = \sum_{i=1}^N AC_i$	(4)
FUND CASH ADDED	$FCA = \sum_{i=1}^N FCA_i$	(5)
FUND CASH DISBURSED	$FCD = \sum_{i=1}^N ACD_i$	(6)
FUND DEBITS	$FD = \sum_{i=1}^N AD_i$	(7)
FUND DIVIDENDS	$FDIV = \sum_{i=1}^N ADIV_i$	(8)
FUND ENDING BALANCE	$FEB = \sum_{i=1}^N AEB_i$	(9)
FUND FEES	$FF = \sum_{i=1}^N AF_i$	(10)
FUND INTEREST	$FI = \sum_{i=1}^N AI_i$	(11)
FUND UNREALIZED GAIN	$FURG = \sum_{i=1}^N AURG_i$	(12)
FUND UNREALIZED LOSS	$FURL = \sum_{i=1}^N AURL_i$	(13)

EQUATIONS GOVERNING CALCULATION OF FUND ENDING BALANCE

The information necessary for this calculation comes from beginning and year-end Merrill Lynch statements.

THE ACCOUNT ITEMS SIMILAR TO THE FUND ITEMS OF EQUATION 1 ARE PROVIDED BELOW.

ACCOUNT PROPORTIONALITY

EACH OF THE FUND ITEMS OF EQUATION 1 ARE APPORTIONED TO EACH ACCOUNT BY USING AN "ACCOUNT PROPORTION FACTOR."

ACCOUNT PROPORTION FACTOR	$APF_i = \frac{ABB_i}{FEB}$	(14)
ACCOUNT BEGINNING BALANCE = ABB_i = ACCOUNT ENDING BALANCE FROM PREVIOUS YEAR		
ACCOUNT BEGINNING BALANCE ADJUSTMENT	$ABBA_i = FBBA \cdot \frac{ABB_i}{FBB}$	(15)
ACCOUNT CREDITS	$AC_i = FC \cdot \frac{ABB_i}{FBB}$	(16)
ACCOUNT CASH ADDED	$ACA_i = FCA \cdot \frac{ABB_i}{FBB}$	(17)
ACCOUNT CASH DISBURSED	$ACD_i = FCD \cdot \frac{ABB_i}{FBB}$	(18)
ACCOUNT DEBITS	$AD_i = FD \cdot \frac{ABB_i}{FBB}$	(19)
ACCOUNT DIVIDENDS	$ADIV_i = FDIV \cdot \frac{ABB_i}{FBB}$	(20)
ACCOUNT ENDING BALANCE	$AEB_i = FEB \cdot \frac{ABB_i}{FBB}$	(21)
ACCOUNT FEES	$AF_i = FF \cdot \frac{ABB_i}{FBB}$	(22)
ACCOUNT INTEREST	$AI_i = FI \cdot \frac{ABB_i}{FBB}$	(23)
ACCOUNT UNREALIZED GAIN	$AURG_i = FURG \cdot \frac{ABB_i}{FBB}$	(24)
ACCOUNT UNREALIZED LOSS	$AURL_i = FURL \cdot \frac{ABB_i}{FBB}$	(25)

EQUATION 1 WRITTEN IN SUMMATION FORM

$$\sum_{i=1}^N ABB_i + FBBA \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} + FI \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} + FDIV \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} - FF \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} + \quad (26)$$

$$FCA \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} - FCD \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} + FC \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} - FD \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} -$$

$$FURG \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} - FURL \cdot \sum_{i=1}^N \frac{ABB_i}{FBB} = \sum_{i=1}^N AEB_i$$

FUND NET RATE OF RETURN

THE NET RATE OF RETURN FOR ALL
AMATYC INVESTMENT FUNDS AFTER FEES
IS GIVEN BY

$$FNRR = \frac{FEB - FCA + FCD}{FBB} \quad (27)$$

Attachment E: PPM 8.10.6 – Invited Speaker Documents ONLY

8.10.6 Invited Speaker Documents ONLY

Speaker invitations and acceptances are done by the President-Elect (1 and 2) for the Thursday Keynote and Breakfast speakers. Invitations for symposia speakers and local group invitees are done by the President with appropriate dollar changes for the honorarium.

1) Invitation - President Elect

This may be done by letter, phone, or email, and should include:

- a) Type of presentation (keynote, breakfast)
- b) Date of presentation
- c) Location of presentation
- d) Honorarium (\$1,000)
- e) Travel: coach airfare, AMATYC per diem for meals, hotel room supplied by AMATYC

2) Acceptance Letter - President-Elect

This is done by letter, with a copy to the office and Treasurer, and should include:

- a) Type of presentation (keynote, breakfast)
- b) Date of presentation
- c) Location of presentation
- d) Honorarium (\$1,000)
- e) Travel: coach airfare, AMATYC per diem for meals, hotel room supplied by AMATYC

f) Statement that one year out the Letter of Understanding will be sent by the office as well as registration materials, and that the office and Conference Coordinator will deal with details after this

g) Statement that the recipient will be added to the AMATYC mailing list for newsletters and conference materials.

3) Letter of Understanding - Office

This is issued one year prior to the conference by the office, in collaboration with the President who will preside at the conference, Conference Coordinator, Program Coordinator, and Treasurer. The letter should be returned to the office by December 31st of the year prior to the conference and include:

a) Type of presentation (keynote, breakfast)

b) Date of presentation

c) Location of presentation

d) Honorarium (\$1,000) - this may be different for symposium speakers and local group invitees

e) Travel: coach airfare, AMATYC per diem for meals, hotel room supplied by AMATYC

f) Speaker name, mailing address, SSN (for stipend)

g) Special contact considerations in the three months prior to the presentation

h) Any special equipment requests (most related info is in the speaker proposal)

i) Request for publicity photo with permission to use the photo in AMATYC conference publications, press releases, and publicity

j) Speaker signature

Attachment F: 8.7.2 Exhibit Cancellation Policy

8.7.2 Exhibit Cancellation Policy

AMATYC agrees to refund 90% of the booth fee for one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date of the annual conference. If a notice of cancellation is received in writing between one month and four months before the opening date of the annual conference, then AMATYC agrees to refund 50% of the booth fee for one booth per exhibitor. If a notice of cancellation is received within one (1) month before to the opening date, then no refund will be given. The Executive Director, in consultation with the President, Treasurer, Conference Coordinator, and Exhibits Chair, will approve any deviation from this policy.

Attachment G: Transition Plan for New Program Coordinator

Transition Process for New Program Coordinator

Transition Activity	Pemberton
<p>November 2020</p> <p>Shadow during the Spokane conference (not financially supported)</p>	<p>Already doing as APC</p>
<p>February 2021</p> <p>Complete reviews during the review process</p>	<p>Already doing as APC</p>
<p>March 2021</p> <p>Shadow during the Zoom meetings to prepare for the Program Meeting, as well as other program team activities</p>	<p>Already doing as APC</p>
<p>March 2021</p> <p>Participate in the Program Meeting</p>	<p>Already doing as APC</p>
<p>April 2021 - October 2021</p> <p>Shadow all activities of the program team and conference team in preparing for Phoenix 2021</p>	<p>Already doing as APC</p> <p><i>Note: Board does search for new Assistant Program Coordinator (Plan in January - activity in May-ish - ready for shadowing in Phoenix)</i></p>
<p>Summer 2021</p> <p>Participate in the Toronto Site Refresh Visit</p>	<p>\$1,250</p> <p>(Requires airfare, hotel, per diem, etc.)</p>
<p>Summer 2021 - November 1, 2021</p>	<p>Already doing as APC</p>

Participate in all activities of the program team in preparing the Toronto submission process	
October 2021 Participate in all conference activities	Already doing as APC <i>Note: Train new APC</i>
November - December 2021 Participate in all Phoenix wrap-up and Toronto planning	Already doing as APC <i>Note: Train new APC</i>
January 1, 2022 Begin position	X