

# AMATYC 2024 Summer Conference Calls

Thursday, May 16, 2024; Friday, June 21, 2024; Thursday, August 15, 2024.

## May Monthly Meeting

### Thursday, May 16, 2024 (Virtual via Zoom)

**Note:** All times are EST

The meeting was called to order at 6:02 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Eddie Tchertchian	President-Elect	Brandon Bartley	Midwest Vice President
Jonathan Weisbrod	Secretary	Dale Johanson	Central Vice President
Kyle Kundomal	Treasurer	Jennifer Travis	Southwest Vice President
AJ Stachelek	Northeast Vice President	Jessica Bernards	Northwest Vice President
Dennis Ebersole	Mid-Atlantic Vice President	Lindsey Gerber	West Vice President

Also present was: Turi Suski, Conference Coordinator.

President Hurlburt reviewed the rules of conduct.

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

Made by Atkinson and seconded by Gerber.

**Motion approved**

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

Made by Bartley and seconded by Kundomal.

**Motion approved**

### EXECUTIVE SESSION

**The Board went into Executive Session at 6:06 pm.** Turi Suski was asked to stay for the Executive Session.

**The Board exited Executive Session at 6:19 pm. At that time, Secretary Weisbrod reported out the following:**

The Board made the following appointments, pending membership verification: Nancy Sattler as AMATYC Representative to the Joint Committee on Women in the Mathematical Sciences, and Mari Menard as the Mu Alpha Theta Representative.

The Board approved the order of speakers to be considered for the 2026 Conference.

### **New Business**

**Motion:** Approve the attached PPM changes to PPM 10.1.4 Student Mathematics League Test Developer. (Attachment C)

Made by Johanson and seconded by Bartley.

**Motion approved**

### **Parking Lot**

**Discussion:** Search Committee for Webinar Coordinator.

Committee formed comprised of Ebersole (chair), Johanson, Bartley, and Dudley.

**Discussion:** Search Committee for Executive Director.

Committee formed comprised of Tchertchian (chair), Dudley, Watkins, Bartley, Kundomal, Suski, and TBD from AMATYC Office.

**Discussion:** Advertising ANets and AMATYC Memberships.

The board reviewed flyers presented.

**Discussion:** Consider changing the name of AMATYC to reflect the “first two years of college” rather than “two-year colleges”.

Various options were discussed by the Board.

**Discussion:** Staffing for AMATYC’s present and for AMATYC’s future.

The board discussed the option of association management companies as a resource for office needs.

**Discussion:** Proposal to reduce the number of ANets.

The board discussed options to combine ANets with similar charges.

**Motion:** To suspend the 2024 AMATYC SBM Board Meeting.

Made by Atkinson and seconded by Stachelek.

**Motion approved**

Next board meeting is June 21, 2024.

The 2024 AMATYC Summer Conference Call was suspended at 8:05 pm.

## June Monthly Meeting

**Thursday, June 21, 2024 (Virtual via Zoom)**

**Note:** All times are EDT

The meeting was called to order at 1:09 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Dale Johanson	Central Vice President
Laura Watkins	Past President	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Jessica Bernards	Northwest Vice President
AJ Stachelek	Northeast Vice President	Lindsey Gerber	West Vice President
Brandon Bartley	Midwest Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator.

President Hurlburt reviewed the rules of conduct.

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

Made by Johanson and seconded by Bartley.

**Motion approved**

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

Made by Watkins and seconded by Kundomal.

**Motion approved**

### EXECUTIVE SESSION

**The Board went into Executive Session at 1:12 pm.** Anne Dudley was asked to stay for the Executive Session.

**The Board exited Executive Session at 1:15 pm. At that time, Travis reported out the following:**

The Board reappointed Turi Suski as Conference Coordinator.

**New Business**

**Motion:** Approve the attached PPM changes in section 2.5.5 (Peskov award) effectively immediately. (Attachment E)

Made by Watkins and seconded by Stachelek.

**Motion approved**

**Motion:** Approve an increase in the annual salary of the Executive Director to \$30,000 effective with the hiring of the new Executive Director in 2025.

Made by Kundomol and seconded by Bartley.

**Motion approved**

**Motion:** Change the wording for the description of Project ACCCESS on the website, PPM 2.5.5 and 11.5 effective immediately. (Attachment F)

Made by Bernards and seconded by Stachelek.

**Motion returned to committee**

**Motion:** Recommend to the Delegate Assembly that the Bylaws be changed to reflect the current practice of holding a virtual Delegate Assembly. (Attachment G, as amended)

Made by Hurlburt and seconded by Bernards.

Motion to Amend made by Hurlburt and seconded by Johanson.

Amendment approved.

**Motion approved as amended.**

**Motion:** Approve updates to the Membership Committee (PPM 5.8.3) description as attached effective immediately. (Attachment H)

Made by Bartley and seconded by Watkins.

**Motion approved**

**Motion:** Approve the attached changes to 6.10.1 of the PPM effective immediately. (Attachment I)

Made by Stachelek and seconded by Bartley.

**Motion approved**

**Motion:** Approve the creation of an Adjunct Faculty Scholarship and make the attached PPM changes, effective immediately. (Attachment J)

Made by Bartley and seconded by Kundomal.

**Motion approved**

**Motion:** To suspend the 2024 AMATYC Summer Conference Call.

Made by Bernards and seconded by Bartley.

**Motion approved**

Next board meeting is August 15, 2024.

The 2024 AMATYC Summer Conference Call was suspended at 3:03 pm.

## August Monthly Meeting

### Thursday, August 15, 2024 (Virtual via Zoom)

**Note:** All times are EDT

The meeting was called to order at 4:05 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Lindsey Gerber	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present was: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator.

President Hurlburt reviewed the rules of conduct.

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

Made by Tchertchian and seconded by Johanson.

**Motion approved**

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

Made by Tchertchian and seconded by Bartley.

**Motion approved**

#### **EXECUTIVE SESSION**

**The Board went into Executive Session at 4:07 pm.** Anne Dudley and Turi Suski was asked to stay for the Executive Session.

**The Board exited Executive Session at 4:12 pm. At that time, Secretary Weisbrod reported out the following:**

The Board appointed Christopher Oehrlein as Position Statement Editor beginning 8/15/2024 through 12/31/2026 pending membership verification.

#### **New Business**

**Motion:** Approve minutes of the 2024 Spring Board meeting as presented.

Made by Weisbrod and seconded by Tchertchian.

**Motion approved**

**Motion:** Approve the change to the description of Project ACCCESS in the PPM and the website effective immediately. (Attachment L)

Made by Bartley and seconded by Watkins.

**Motion approved**

**Motion:** Make updates to section 11.5.3 of the PPM effective immediately. (Attachment M)

Made by Travis and seconded by Kundomal.

**Motion approved**

**Motion:** Approve the attached changes to PPM 7.2.2 Executive Director effective immediately. (Attachment N)

Made by Tchertchian and seconded by Watkins.

**Motion approved**

## **Parking Lot**

**Discussion:** Update on AMATYC name change.

Legally, we could maintain the current name but “do business as” a new name. The board discussed ways for us to communicate any changes to the membership.

**Discussion:** Search Committee for Executive Director.

The search committee provided updates to the Executive Director Search.

**Discussion:** Website/Database Search Committee.

The search committee provided updates on the search for a website and database company.

**Discussion:** Letter of Recommendation for volunteers.

The board discussed the need for letters of recommendation and/or support for individuals who volunteer for roles with AMATYC.

**Discussion:** Eligibility criteria for student leagues.

Jennifer Travis will communicate with coordinators about getting a task force or committee together to discuss this.

**Motion:** To suspend the 2024 AMATYC Summer Conference Call.

Made by Johanson and seconded by Watkins.

**Motion approved**

Next board meeting is September 19, 2024.

The 2024 AMATYC Summer Conference Call was adjourned at 5:40 pm.

Jonathan Weisbrod, Secretary 2024 – 2025  
August 15, 2024

George Hurlburt, President 2024 – 2025  
August 15, 2024

**ATTACHMENTS**

	<b>Title</b>	<b>Page</b>
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<b>B</b>	Order of Business – Meeting Agenda (May 16, 2024)	<b>10</b>
<b>C</b>	PPM 10.1.4 Student Mathematics League Test Developer	<b>11</b>
<b>D</b>	Order of Business – Meeting Agenda (June 21, 2024)	<b>13</b>
<b>E</b>	PPM 2.5.5 Peskoff award	<b>15</b>
<b>F</b>	PPM 2.5.5 and 11.5	<b>18</b>
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<b>I</b>	PPM 6.10.1 Membership Dues	<b>25</b>
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<b>K</b>	Order of Business – Meeting Agenda (August 15, 2024)	<b>30</b>
<b>L</b>	PPM 11.5, 2.5.5 Project ACCCESS Description	<b>31</b>
<b>M</b>	PPM 11.5.3 Change of Date for Project ACCCESS	<b>35</b>
<b>N</b>	PPM 7.2.2 Executive Director	<b>36</b>



## RULES OF CONDUCT

- A. Robert's Rules of Order are used. The parliamentarian is **Brandon Bartley**.
- B. Additions or deviations to Robert's Rules:
- Motions submitted after the deadline 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 <b>Dennis Ebersole</b>             |
- 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. Note that questions of clarification do not count as one of the two times a person is allowed to speak.
- 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: **Jessica Bernards** and **Dale Johanson** (Report to Turi at the end of SCC.)
  2. Items relating to Budget: **Brandon Bartley** and **Alvina Atkinson**. (Report to Kyle Kundomal prior to SCC so the information can be incorporated into the budget).
  3. Items relating to the Office: **Jennifer Travis** and **Lindsey Gerber**. (Report to Anne Dudley at end of SCC).
  4. Items relating to VPs: and all VPs.
  5. Items to address at a future board meeting: **Laura Watkins** and **Kyle Kundomal**. (Report to the President at the end of SCC.)
  6. Items related to the PPM: **AJ Stachelek** and **Eddie Tchertchian**. (Report to the President-elect at the end of SCC.)



**Order of Business – Meeting Agenda  
 Summer Conference Call  
 AMATYC Executive Board  
 May 16, 2024**

<b>Page</b>	<b>Agenda Item</b>	<b>Who</b>
	Call to Order	Hurlburt
<b>Section A: Meeting Agenda</b>		
<b>A1</b>	Order of Business	Hurlburt
<b>A2</b>	Rules of Conduct	Hurlburt
<b>A3</b>	<b>(M) Adopt Rules of Conduct</b>	<b>Hurlburt</b>
<b>A4</b>	<b>(M) Adopt Order of Business</b>	<b>Hurlburt</b>
<b>Section L: Executive Session</b>		
<b>L1-L2</b>	<b>(M) Appointments</b>	<b>Hurlburt</b>
<b>L3-L4</b>	<b>(M) Keynote Speakers for 2026 Annual Conference</b>	<b>Tchertchian</b>
<b>Section M: New Business</b>		
<b>M1-M3</b>	<b>(M) PPM 10.1.4 Student Mathematics League Test Developer</b>	<b>Johanson</b>
<b>Section O: Parking Lot</b>		
<b>O1</b>	Parking Lot	
<b>O2</b>	<b>(M) Motion to Adjourn</b>	Hurlburt

#### **10.1.4 Student Mathematics League Test Developer <SBM 2021>**

The Student Mathematics League Test Developer directs the annual preparation of two Student Mathematics League examinations and answer keys, and works under the direction of the Student Mathematics League Coordinator.

##### **Appointment Process**

The Student Mathematics League Test Developer is recommended by the President and appointed by the AMATYC Executive Board.

##### **Term of Office**

The term length is two years. The starting date of each term is April 1 of an odd-numbered year and the ending date is March 31 of the next odd-numbered year. 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. <SBM 2007> <FBM 2007>

##### **Duties**

1. Chair the Student Mathematics League Test Development Team.
2. Supervise the construction of the examinations in accordance with the rules of the Student Mathematics League.
3. Select, writeword, and edit problems and answer keys~~their solutions~~ ~~for to be used on~~ the examinations.
4. Deliver the two examinations and answer keys to the Student Mathematics League Coordinator ~~in PDF~~ by the deadlines stated in Section 10.1.5.

#### **10.1.4 Student Mathematics League Test Developer <SBM 2021>**

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##### **Duties**

1. Chair the Student Mathematics League Test Development Team.
2. Supervise the construction of the examinations in accordance with the rules of the Student Mathematics League.
3. Select, write, and edit problems and answer keys for the examinations.
4. Deliver the two examinations and answer keys to the Student Mathematics League Coordinator by the deadlines stated in Section 10.1.5.



**Order of Business – Meeting Agenda  
Summer Conference Call  
AMATYC Executive Board  
June 21, 2024**

<b>Page</b>	<b>Agenda Item</b>	<b>Who</b>
	Call to Order	Hurlburt
<b>Section A: Meeting Agenda</b>		
<b>A1-A2</b>	Order of Business	Hurlburt
<b>A3</b>	Rules of Conduct	Hurlburt
<b>A4</b>	<b>(M) Adopt Rules of Conduct</b>	<b>Hurlburt</b>
<b>A5</b>	<b>(M) Adopt Order of Business</b>	<b>Hurlburt</b>
<b>Section L: Executive Session</b>		
<b>L1-L2</b>	<b>(M) Appointments</b>	<b>Hurlburt</b>
<b>Section M: New Business</b>		
<b>M1-M4</b>	<b>(M) PPM 2.5.5 Peskoff Award due date</b>	<b>Dudley, Tchertchian</b>
<b>M5</b>	<b>(M) Executive Director Salary Increase</b>	<b>Kundomal</b>
<b>M6-M10</b>	<b>(M) PPM 2.2.5 and 11.5 Change the description of Project ACCCESS</b>	<b>Bernards</b>
<b>M11-M12</b>	<b>(M) Recommend that the Delegate Assembly be held virtually henceforth</b>	<b>Dudley, Hurlburt</b>
<b>M13-M15</b>	<b>(M) PPM 5.8.3 Membership Committee Description</b>	<b>Dudley, Weisbrod</b>
<b>M16-M19</b>	<b>(M) PPM 6.10.1 Membership Dues</b>	<b>Tchertchian, Dudley</b>
<b>M20-M21</b>	<b>(M) PPM 2.5.x Add an Adjunct Faculty Scholarship</b>	<b>Bartley, Dudley</b>

	<b>to the PPM</b>	
<b>Section O: Parking Lot</b>		
<b>O1</b>	Parking Lot	
<b>O2</b>	<b>(M) Motion to Suspend</b>	Hurlburt

## TRACKED CHANGES

**2.5.5 The Leila and Simon Peskoff Award <SCC 2016>**

The Leila and Simon Peskoff Award, made possible through a contribution to the AMATYC Foundation by Fred Peskoff, in memory of his parents, is given annually to an AMATYC Project ACCESS fellow who has contributed to the education profession in an area of mathematics taught during the first two years of college.

**The Award**

The award consists of a lifetime membership in the American Mathematical Association of Two-Year Colleges (AMATYC).

**Eligibility and Selection Criteria <FBM 2017>**

The Peskoff Award is given to an individual who has:

- Completed the two-year Project ACCESS program successfully.
- Been a member of AMATYC for at least four years and is currently a member.
- Demonstrated familiarity with the scholarship of teaching.
- Participated actively in professional communities.
- Demonstrated a commitment to continued growth in mathematics.

See policy 6.1 (General Financial Policies) for additional eligibility criteria.

**Nomination and Award Dates**

Nominations for the award are due by May 15. The award is presented at the AMATYC Annual Conference.

**How to Submit a Nomination**

Nominations should be submitted as a single pdf file that contains the following:

- A nomination letter, no longer than two pages, addressing points in the selection criteria.
- A letter from the nominee addressing why the candidate deserves the award.
- The nominee's curriculum vitae.

- A maximum of two support letters, each no longer than two pages. One letter should be from a supervisor.

Please ~~email the completed nomination package to:~~ [complete the online submission form to apply.amatycfoundation@amatyc.org](#)

If you have questions, please email the AMATYC Foundation chair:  
amatycfoundation@amatyc.org.

**Project ACCCESS** (Advancing Community College Careers: Education, Scholarship, and Service) is a mentoring and professional development initiative for two-year college mathematics faculty sponsored by the American Mathematical Association of Two-Year Colleges (AMATYC). The goal of Project ACCCESS is to facilitate current and continued professional growth for a cohort of two-year college mathematics faculty who will become the leaders of their profession.

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### **2.5.5 The Leila and Simon Peskoff Award <SCC 2016>**

The Leila and Simon Peskoff Award, made possible through a contribution to the AMATYC Foundation by Fred Peskoff, in memory of his parents, is given annually to an AMATYC Project ACCCESS fellow who has contributed to the education profession in an area of mathematics taught during the first two years of college.

#### **The Award**

The award consists of a lifetime membership in the American Mathematical Association of Two-Year Colleges (AMATYC).

#### **Eligibility and Selection Criteria <FBM 2017>**

The Peskoff Award is given to an individual who has:

- Completed the two-year Project ACCCESS program successfully.
- Been a member of AMATYC for at least four years and is currently a member.
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## Marked-up Version

Website: <https://amatyc.org/page/ACCESS>

~~AMATYC Project ACCESS is a mentoring and professional development initiative for faculty primarily teaching the first two years of college mathematics. The project's goal is to provide experiences that will help new faculty become more effective teachers and active members of the broader mathematical community.~~

Project ACCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for new faculty interested in advancing the teaching and learning of mathematics in the first two years of college. Its goal is to develop a cadre of new two-year college mathematics faculty who are effective members of their profession. The four objectives of the project are to assist the selected faculty to gain knowledge of the culture and mission of the two-year college and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

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### PPM Section 2.5.5 The Leila and Simon Peskoff Award <SCC 2016>

The Leila and Simon Peskoff Award, made possible through a contribution to the AMATYC Foundation by Fred Peskoff, in memory of his parents, is given annually to an AMATYC Project ACCESS fellow who has contributed to the education profession in an area of mathematics taught during the first two years of college.

#### The Award

The award consists of a lifetime membership in the American Mathematical Association of Two-Year Colleges (AMATYC).

#### Eligibility and Selection Criteria <FBM 2017>

The Peskoff Award is given to an individual who has:

- Completed the two-year Project ACCESS program successfully.
- Been a member of AMATYC for at least four years and is currently a member.
- Demonstrated familiarity with the scholarship of teaching.
- Participated actively in professional communities.
- Demonstrated a commitment to continued growth in mathematics.

See policy 6.1 (General Financial Policies) for additional eligibility criteria.

#### Nomination and Award Dates

Nominations for the award are due by May 1. The award is presented at the AMATYC Annual Conference.

## How to Submit a Nomination

Nominations should be submitted as a single pdf file that contains the following:

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### PPM Section 11.5 AMATYC Project ACCESS

~~AMATYC Project ACCESS is a crucial component of AMATYC's strategic plan. The annual AMATYC Project ACCESS events scheduled during the conference provide professional development to new two-year college mathematics faculty in mathematical content, pedagogy, curriculum development, and leadership. Follow-up activities throughout the year provide networking opportunities and special projects to continue that professional development.~~

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the two-year college and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

### **Clean Version**

Website: <https://amatyc.org/page/ACCESS>

Project ACCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for new faculty interested in advancing the teaching and learning of mathematics in the first two years of college. Its goal is to develop a cadre of new two-year college mathematics faculty who are effective members of their profession. The four objectives of the project are to assist the selected faculty to gain knowledge of the culture and mission of the two-year college and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

### **PPM Section 2.5.5 The Leila and Simon Peskoff Award <SCC 2016>**

The Leila and Simon Peskoff Award, made possible through a contribution to the AMATYC Foundation by Fred Peskoff, in memory of his parents, is given annually to an AMATYC Project ACCESS fellow who has contributed to the education profession in an area of mathematics taught during the first two years of college.

### **The Award**

The award consists of a lifetime membership in the American Mathematical Association of Two-Year Colleges (AMATYC).

### **Eligibility and Selection Criteria <FBM 2017>**

The Peskoff Award is given to an individual who has:

- Completed the two-year Project ACCESS program successfully.
- Been a member of AMATYC for at least four years and is currently a member.
- Demonstrated familiarity with the scholarship of teaching.
- Participated actively in professional communities.
- Demonstrated a commitment to continued growth in mathematics.

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Project ACCCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for new faculty interested in advancing the teaching and learning of mathematics in the first two years of college. Its goal is to develop a cadre of new two-year college mathematics faculty who are effective members of their profession. The four objectives of the project are to assist the selected faculty to gain knowledge of the culture and mission of the two-year college and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

#### **PPM Section 11.5 AMATYC Project ACCCESS**

Project ACCCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for new faculty interested in advancing the teaching and learning of mathematics in the first two years of college. Its goal is to develop a cadre of new two-year college mathematics faculty who are effective members of their profession. The four objectives of the project are to assist the selected faculty to gain knowledge of the culture and mission of the two-year college and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

## Track Changes Version

### **Article VII Delegate Assembly**

Section 1 The association shall have an annual business meeting (Delegate Assembly)- [to be held virtually](#)~~in conjunction with its annual conference~~. Notice of the Delegate Assembly meeting shall be publicized in writing or electronically at least one month in advance.

## Clean Version

### **Article VII Delegate Assembly**

Section 1 The association shall have an annual business meeting (Delegate Assembly) to be held virtually within two months of the closing of the conference.  
Notice of the Delegate Assembly meeting shall be publicized in writing or electronically at least one month in advance.

Track Changes Version

### 5.8.3 Membership Committee

#### Membership

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

#### Purpose

1. The membership committee shall meet at least four times a year and be responsible for marketing and promoting the organization. This includes, but is not limited to:

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

Clean Version

### 5.8.3 Membership Committee

#### Membership

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

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The membership committee shall meet at least four times a year and be responsible for marketing and promoting the organization. This includes, but is not limited to:

- a. Planning targeted membership drives.
- b. Initiating membership promotional activities.
- c. Requesting and reviewing the membership reports from the Office at the Spring Board Meeting. <FBM 2008>
- d. Facilitating distribution of flyers and brochures.
- e. Welcoming members to the AMATYC Annual Conference at registration.
- f. Being visible to conference exhibitors.
- g. Coordinating membership projects with the office.

**6.10.1 Membership Dues**

Effective July 1, 2018 through June 30, 2020.

Regular	\$90 for 1 year \$175 for 2 years \$255 for 3 years
Student (Associate)	\$10
Life	\$1,800
Institutional	\$510
Adjunct	\$45
Retired	\$45
Library	\$90

Effective July 1, 2020 through June 30, 2022. &lt;SBM 2019&gt;

Regular	\$95 for 1 year \$185 for 2 years \$270 for 3 years
Student (Associate)	\$10
Life	\$1,900
Institutional	\$530
Adjunct	\$48
Retired	\$48
Library	\$95

Effective July 1, 2022 through June 30, 2023. &lt;SBM 2021&gt;

<del>Individual Regular</del>	\$98 for 1 year \$191 for 2 years \$279 for 3 years
Student (Associate)	\$10
Life	\$1,960
Institutional	\$563
Adjunct	\$49
Retired	\$49
Library	\$98

Effective July 1, 2023, through June 30, 2024. &lt;SBM 2021&gt;

<del>Individual Regular</del>	\$98 for 1 year \$191 for 2 years \$279 for 3 years
Student (Associate)	\$10
Life	\$1,960

Institutional	\$568
Adjunct	\$49
Retired	\$49
Library	\$98

Effective July 1, 2024, through June 30, 2025. <SBM 2023>

<del>Regular</del> Individual	\$111 for 1 year \$217 for 2 years \$318 for 3 years
Student (Associate)	\$10
Life	\$2,220
Institutional	\$636
Adjunct	\$56
Retired	\$56
Library	\$111

CLEAN VERSION

### 6.10.1 Membership Dues

Effective July 1, 2018 through June 30, 2020.

Regular	\$90 for 1 year \$175 for 2 years \$255 for 3 years
Student (Associate)	\$10
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Institutional	\$510
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Student (Associate)	\$10
Life	\$2,220
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Adjunct	\$56
Retired	\$56
Library	\$111

## **2.5.x AMATYC Adjunct Scholarship**

### **Purpose of the Award**

AMATYC understands the difficulty for adjunct faculty to secure funding to attend the annual conference. The AMATYC Adjunct Faculty Scholarship Program awards one adjunct (discount) conference registration to at least one adjunct faculty member to attend the annual conference each year. The Adjunct Faculty Scholarship program shows support for the ability of adjunct faculty members to attend the annual conference through a funding commitment by the AMATYC Foundation.

### **Criteria**

Applicants must be AMATYC members who are eligible for the adjunct (part-time) conference rate. AMATYC members receiving financial support from AMATYC to attend the conference are not eligible to apply.

### **Funding**

AMATYC will award, at minimum, one scholarship. If funds are available, the AMATYC Board can award more.

### **Application**

The nomination form can be found on the AMATYC website and will be shared with AMATYC membership through email. The application will include the following information:

- a. Name
- b. Email address
- c. Phone number
- d. Preferred mail address

### **Method of Selection**

1. Applications are due by September 25th.
2. Scholarships will be awarded randomly. AMATYC Regional Vice Presidents (VPs) will meet and select winners by October 1st. At this time, extra names will be drawn at random in case selected winners are unable to use the scholarship.
3. The scholarship recipient may not transfer the scholarship to someone else.

### **Promotion of the Adjunct Scholarship**

1. VPs will include information in posts on myAMATYC and in email updates and will promote at affiliate conferences.
2. An email blast, initiated by the Senior VP, will be sent to all members.
3. Announcements on the AMATYC website and myAMATYC will be initiated by the Senior VP.
4. An article in the AMATYC Summer Newsletter calling for applications will be written by the Senior VP.

1. Project ACCCESS Retreat Update
2. Delegate information for VP's
3. Regional meetings at the conference – traditionally we have them with breakfast when we're on the west coast and lunch when we're on the east coast (so that it is not so early for west coast people). Should we pick one time and stay with it?
  - a. Breakfast is generally less expensive than lunch.
  - b. We see better attendance at regional meetings when they are held at lunch.
  - c. It would be easier for the conference committee for scheduling to be consistent.
  - d. Our members would always know when to expect the meeting.
4. Canva Flyers
  - a. Process for approval
  - b. Legal issues



**Order of Business – Meeting Agenda  
Summer Conference Call  
AMATYC Executive Board  
August 15, 2024**

<b>Page</b>	<b>Agenda Item</b>	<b>Who</b>
	Call to Order	Hurlburt
<b>Section A: Meeting Agenda</b>		
<b>A1</b>	Order of Business	Hurlburt
<b>A2</b>	Rules of Conduct	Hurlburt
<b>A3</b>	<b>(M) Adopt Rules of Conduct</b>	<b>Hurlburt</b>
<b>A4</b>	<b>(M) Adopt Order of Business</b>	<b>Hurlburt</b>
<b>Section L: Executive Session</b>		
<b>L1</b>	<b>(M) Appointments</b>	<b>Hurlburt</b>
<b>Section M: New Business</b>		
<b>M1-M50</b>	<b>(M) Approval of SBM 2024 Minutes</b>	<b>Weisbrod</b>
<b>M51-M55</b>	<b>(M) Update the Project ACCCESS Description</b>	<b>Bernards</b>
<b>M56-M57</b>	<b>(M) Update Notification and Contract Dates for Project ACCCESS</b>	<b>Feinman</b>
<b>M58-M68</b>	<b>(M) Update to ED description in the PPM</b>	<b>Dudley/Tchertchian</b>
<b>Section O: Parking Lot</b>		
<b>O1</b>	Parking Lot	
<b>O2</b>	<b>(M) Motion to Suspend</b>	Hurlburt

## Marked-up Version

Website: <https://amatyc.org/page/ACCCESS>

~~AMATYC Project ACCCESS is a mentoring and professional development initiative for faculty primarily teaching the first two years of college mathematics. The project's goal is to provide experiences that will help new faculty become more effective teachers and active members of the broader mathematical community.~~

Project ACCCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for early-career faculty interested in advancing the teaching and learning of mathematics traditionally covered in the first two years of college. Its goal is to develop a cadre of college mathematics faculty who are effective members of their profession. The four objectives of the project are: to assist the selected faculty to gain knowledge of the culture and mission of their institution and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

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### **PPM Section 2.5.5 The Leila and Simon Peskoff Award <SCC 2016>**

The Leila and Simon Peskoff Award, made possible through a contribution to the AMATYC Foundation by Fred Peskoff, in memory of his parents, is given annually to an AMATYC Project ACCCESS fellow who has contributed to the education profession in an area of mathematics taught during the first two years of college.

#### **The Award**

The award consists of a lifetime membership in the American Mathematical Association of Two-Year Colleges (AMATYC).

#### **Eligibility and Selection Criteria <FBM 2017>**

The Peskoff Award is given to an individual who has:

- Completed the two-year Project ACCCESS program successfully.
- Been a member of AMATYC for at least four years and is currently a member.
- Demonstrated familiarity with the scholarship of teaching.
- Participated actively in professional communities.
- Demonstrated a commitment to continued growth in mathematics.

See policy 6.1 (General Financial Policies) for additional eligibility criteria.

#### **Nomination and Award Dates**

Nominations for the award are due by May 1. The award is presented at the AMATYC Annual Conference.

### How to Submit a Nomination

Nominations should be submitted as a single pdf file that contains the following:

- A nomination letter, no longer than two pages, addressing points in the selection criteria.
- A letter from the nominee addressing why the candidate deserves the award.
- The nominee's curriculum vitae.
- A maximum of two support letters, each no longer than two pages. One letter should be from a supervisor.

Please email the completed nomination package to: [amatycfoundation@amatyc.org](mailto:amatycfoundation@amatyc.org)

If you have questions, please email the AMATYC Foundation chair:  
amatycfoundation@amatyc.org.

~~Project ACCCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a mentoring and professional development initiative for two-year college mathematics faculty sponsored by the American Mathematical Association of Two-Year Colleges (AMATYC). The goal of Project ACCCESS is to facilitate current and continued professional growth for a cohort of two-year college mathematics faculty who will become the leaders of their profession.~~

Project ACCCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for early-career faculty interested in advancing the teaching and learning of mathematics traditionally covered in the first two years of college. Its goal is to develop a cadre of college mathematics faculty who are effective members of their profession. The four objectives of the project are: to assist the selected faculty to gain knowledge of the culture and mission of their institution and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

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### PPM Section 11.5 AMATYC Project ACCCESS

~~AMATYC Project ACCCESS is a crucial component of AMATYC's strategic plan. The annual AMATYC Project ACCCESS events scheduled during the conference provide professional development to new two-year college mathematics faculty in mathematical content, pedagogy, curriculum development, and leadership. Follow-up activities throughout the year provide networking opportunities and special projects to continue that professional development.~~

Project ACCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for early-career faculty interested in advancing the teaching and learning of mathematics traditionally covered in the first two years of college. Its goal is to develop a cadre of college mathematics faculty who are effective members of their profession. The four objectives of the project are: to assist the selected faculty to gain knowledge of the culture and mission of their institution and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities.

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### **Clean Version**

Website: <https://amatyc.org/page/ACCESS>

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### **The Award**

The award consists of a lifetime membership in the American Mathematical Association of Two-Year Colleges (AMATYC).

### **Eligibility and Selection Criteria <FBM 2017>**

The Peskoff Award is given to an individual who has:

- Completed the two-year Project ACCESS program successfully.
- Been a member of AMATYC for at least four years and is currently a member.
- Demonstrated familiarity with the scholarship of teaching.
- Participated actively in professional communities.
- Demonstrated a commitment to continued growth in mathematics.

See policy 6.1 (General Financial Policies) for additional eligibility criteria.

### **Nomination and Award Dates**

Nominations for the award are due by May 1. The award is presented at the AMATYC Annual Conference.

### **How to Submit a Nomination**

Nominations should be submitted as a single pdf file that contains the following:

- A nomination letter, no longer than two pages, addressing points in the selection criteria.
- A letter from the nominee addressing why the candidate deserves the award.
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### **PPM Section 11.5 AMATYC Project ACCESS**

Project ACCESS (Advancing Community College Careers: Education, Scholarship, and Service) is a program for early-career faculty interested in advancing the teaching and learning of mathematics traditionally covered in the first two years of college. Its goal is to develop a cadre of college mathematics faculty who are effective members of their profession. The four objectives of the project are: to assist the selected faculty to gain knowledge of the culture and mission of their institution and its students, acquire familiarity with the scholarship of teaching, commit to continued growth in mathematics, and participate in professional communities

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**Marked-up Version****11.5.3 Fellow Selection** <7/10/2011><SBM 2016><SBM 2017>

The selection team will select up to 30 Project ACCESS fellows depending upon the size and quality of the applicant pool. Applicants will be ranked by four reviewers. The review team will then meet electronically or by conference call to determine if all applicants are qualified to be Project ACCESS fellows and to select the finalists from the pool. The APA Coordinator will notify successful applicants in ~~June~~May. Successful applicants will be required to sign and return a contract acknowledging the responsibilities of the fellow and the fellows' institution by ~~July 15~~June 30 of the current year. Unsuccessful applicants will be encouraged to apply again providing they are still eligible for Project ACCESS. All unsuccessful applicants will receive a complimentary one-year one-time only membership to AMATYC.

**Clean Version****11.5.3 Fellow Selection** <7/10/2011><SBM 2016><SBM 2017>

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**MARKED UP VERSION****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~~AMATYC 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 Office staff.

**Appointment Process**

The ~~president will appoint a committee that will conduct a search for the~~ Executive Director ~~who is recommended by the President and then~~ appointed by the AMATYC Executive Board. This should be done in ample time to allow for six months of shadowing.

**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~~April 1st, and the ending date ~~December 31~~is March 31st. 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 Executive Director 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 in the first two-year colleges years of college~~ and have a passion for mathematics education improvement. The candidate should be able to show evidence of budget management. ~~Be~~The candidate should be conversant about AMATYC's mission, goals, strategic plan, and activities. The candidate must have a bachelor's degree from an accredited educational institution. Additionally, the candidate must:

- ~~2. Be~~ able to travel regularly.
- ~~3. Maintain~~maintain a flexible schedule.
- ~~4. Be~~ able to work without direction ~~and~~.
- possess good interpersonal skills ~~and~~
- ~~5. Be~~ able to communicate effectively orally and in writing.
- be technology-savvy,
- have an aptitude for learning new technologies and be eager to stay updated.

**Desired Qualifications**

Preference will be shown for ~~candidate~~a candidate with experience with non-profit organizations. Successful grant writing experience is preferred. Preference will be given to ~~candidate~~a candidate who ~~have~~has taught two-year college mathematics and ~~are~~is a

regular (individual/adjunct/retired/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, TN, to Washington DC, and to other locations as needed. The successful candidate will have a workingan extensive knowledge of electronic communications.

## Duties

1. Oversee the operation of the organization.
2. Maintain awareness of mathematics education issues in two-year collegesmathematics in the first two years of college.
3. Ensure ongoing, effective communications among membersleadership and the Office staff.
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 all AMATYC Executive Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting memberadvisor.
9. Attend theall 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 appropriate committees and task forces within the Finance Committeeorganization, as assigned.
15. Assist the President as needed and as requested with routingroutine as well as major organization projects and with business requiring office assistance.
16. Prepare written reports and motions for all AMATYC Executive Board meetings. Participate in these meetings as a nonvotingnon-voting advisor, keeping track of all office-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 digitally transferred after the change of AMATYC 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~~ doing business with AMATYC.
21. Serve as the Sponsored Research ~~Office (SRO) Officer (SRO) and Authorized Organizational Representative (AOR)~~ for grant proposal submissions and grant reports, at the direction of the President.
22. ~~Annually, the Executive Director~~ As needed, in collaboration with the President, Accounting Director, Grants Coordinator, and Treasurer, ~~reviews, updates review, update~~ and ~~submits~~ submit a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency. <SBM 2020>
- ~~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.~~ 23. Handle routine correspondence and communications with outside agencies, as directed by the President. <FBM 2018>

#### **Office Duties** <SCC 2020>

1. Oversee the AMATYC ~~office~~ 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, ANet chairs, ~~and editors,~~ and all other leaders.
2. Establish and maintain clear communication lines between the AMATYC Executive Board and the ~~office~~ 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 Board shall be asked to submit feedback on the performance of office members. The performance evaluations shall meet the needs of the Southwest Tennessee Community College employee evaluation process. Share these annual performance evaluations with the AMATYC President prior to the Fall Board Meeting each year.
4. Send the President and Treasurer any documentation of ~~cost of living and longevity~~ salary 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.~~ Office, in conjunction with the Treasurer or Accounting Director. 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~~an AMATYC computer using ~~the~~accounting 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, Assistant Program Coordinator, 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~~Office staff, communicate ~~by email~~electronically 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~~sharing 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 ~~and/or the convention center 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 ~~and/or the convention center 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~~Office staff, supervise the preparation of name tags and tickets for registered conference attendees, movement of equipment and materials in the conference hotel and/or convention center, 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**

### **Evaluation**

The new Executive Director will be evaluated ~~by a representative from the Personnel Committee appointed after 90 days on the job~~ by the AMATYC President ~~after 90 days on the job. The representative, President-Elect, and immediate Past President. They~~ will use the AMATYC ~~Appraisal~~Staff Performance Evaluation 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~~Staff Performance Evaluation Form by at least two representatives from the Personnel Committee, appointed by the AMATYC President.

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

## **CLEAN VERSION**

### **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 AMATYC 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 Office staff.

#### **Appointment Process**

The president will appoint a committee that will conduct a search for the Executive Director who is then appointed by the AMATYC Executive Board. This should be done in ample time to allow for six months of shadowing.

#### **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 April 1st, and the ending date is March 31st. 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**

The Executive Director candidate 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 in the first two years of college and have a passion for mathematics education improvement. The candidate should be able to show evidence of budget management. The candidate should be conversant about AMATYC's mission, goals, strategic plan, and activities. The candidate must have a bachelor's degree from an accredited educational institution. Additionally, the candidate must:

- be able to travel regularly,
- maintain a flexible schedule,
- be able to work without direction,
- possess good interpersonal skills, and
- be able to communicate effectively orally and in writing
- be technology-savvy,
- have an aptitude for learning new technologies and be eager to stay updated.

#### **Desired Qualifications**

Preference will be shown for a candidate with experience with non-profit organizations. Successful grant writing experience is preferred. Preference will be given to a candidate who has taught two-year college mathematics and is a regular (individual/adjunct/retired/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, TN, to Washington DC, and to other locations as needed. The successful candidate will have an extensive knowledge of electronic communications.

### **Duties**

1. Oversee the operation of the organization.
2. Maintain awareness of mathematics education issues in mathematics in the first two years of college.
3. Ensure ongoing, effective communications among leadership and the Office staff.
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 all AMATYC Executive Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting advisor.
9. Attend all 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 appropriate committees and task forces within the organization, as assigned.
15. Assist the President as needed and as requested with routine as well as major organization projects and with business requiring office assistance.
16. Prepare written reports and motions for all AMATYC Executive Board meetings. Participate in these meetings as a non-voting 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.
18. Be responsible for data and document security.
19. Ensure that names and signatures on all AMATYC financial accounts are digitally transferred after the change of AMATYC Executive Board officers.
20. With the approval of the President, sign and forward contracts for entities doing business with AMATYC.
21. Serve as the Sponsored Research Officer (SRO) and Authorized Organizational Representative (AOR) for grant proposal submissions and grant reports, at the direction of the President.
22. As needed, in collaboration with the President, Accounting Director, Grants Coordinator, and Treasurer, review, update and submit a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency. <[SBM 2020](#)>

23. Handle routine correspondence and communications with outside agencies, as directed by the President. <FBM 2018>

### **Office Duties** <SCC 2020>

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, ANet chairs, editors, and all other leaders.
2. Establish and maintain clear communication lines between the AMATYC Executive Board and the Office.
3. Conduct performance evaluations of the Office Director, Accounting Director, Publications Director, Technical Clerk, and other employees as appropriate. The performance evaluations shall include indicators of performance levels as aligned with AMATYC's strategic priorities with documentation of exceptional work. The Board shall be asked to submit feedback on the performance of office members. The performance evaluations shall meet the needs of the Southwest Tennessee Community College employee evaluation process. Share these annual performance evaluations with the AMATYC President prior to the Fall Board Meeting each year.
4. Send the President and Treasurer any documentation of salary 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, in conjunction with the Treasurer or Accounting Director. 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, 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. 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 an AMATYC computer using accounting software. 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 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, Assistant Program

Coordinator, 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 electronically with all attendees and exhibitors sharing 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 and/or the convention center 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 and/or the convention center 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 and/or convention center, 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.

### **Evaluation**

The new Executive Director will be evaluated after 90 days on the job by the AMATYC President, President-Elect, and immediate Past President. They will use the AMATYC Staff Performance Evaluation Form.

After the first full year of service, the Executive Director will be evaluated annually by December 31st of each year using the AMATYC Staff Performance Evaluation Form by at

least two representatives from the Personnel Committee, appointed by the AMATYC President.

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

## Parking Lot - August 2024

1. Update on name change
  - a. From Legal Advisor about name change: Can file using "doing business as." That legally retains our current name but allows us to do business using a different name
  - b. Start sharing the idea of a name change at the conference as part of "Looking at the next 50 years."
    - i. Survey at the conference with different options, including current name, for people to choose favorite
    - ii. Announcement at DA
    - iii. Survey members not able to attend conference
    - iv. Motion at DA in 2025 to change name if it seems appropriate
2. Update from ED Search Committee
3. Update from Website Search Committee