



FALL BOARD MEETING MINUTES

[October 19, 2023 Minutes](#)

[Fall Board Meeting, 2023 Minutes](#)



AMATYC 2023 Monthly Executive Board Meeting

Thursday, October 19, 2023
Virtual (via Zoom)

Thursday, October 19, 2023

Note: All times are EST

The meeting was called to order at 7:04 pm by President Laura Watkins. The following members of the Executive Board were present:

Laura Watkins	President	Brandon Bartley	Midwest Vice President
George Hurlburt	President-Elect	Dale Johanson	Central Vice President
Kathryn Kozak	Past President	Sarah Pauley	Northwest Vice President
Nancy Rivers	Secretary	Eddie Tchertchian	West Vice President
Barbra Steinhurst	Treasurer		
Dennis Ebersole	Mid-Atlantic Vice President		

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

Stephen Rodi passed away a couple of months ago. A small group of people are working on an article about him for the *AMATYCNews*.

President Watkins reviewed the Order of Business – Meeting Agenda. (Attachment A)

Motion: That the AMATYC Executive Board approve the Agenda provided on the previous pages.

Made by Johanson and seconded by Hurlburt.

Motion Approved

Executive Session:

The AMATYC Executive Board entered Executive Session at 7:06. Anne Dudley, Executive Director and Turi Suski, Conference Coordinator were asked to remain for the Executive Session.

The Executive Board exited Executive Session at 7:22 at which time Nancy Rivers, Secretary, reported the following:

The following appointments were made, pending membership verification:

- Amy Barnsley, Northern Michigan Univ., Effective 01/01/24 through 12/31/26, MathAMATYC Educator, MathAMATYC Educator Ed. Panel - MW Region
- Bill Steenken, General Electric (retired), Effective 01/01/24 through 12/31/26, AMATYC Investments Board, At-large member of the Investments Board
- Chris Ward, Southern WV CTC, Effective 01/01/24 through 12/31/25, Division/Department Leadership ANet, Chair.
- Crystal Wiggins, Northwestern CT CC, Effective 01/01/24 through 12/31/24, Conference Committee, Advertising Chair

- Filippo Posta, Estrella Mountain CC, Effective 01/01/24 through 12/31/26, MathAMATYC Educator, MathAMATYC Educator Ed. Panel - SW Region 6
- Frank Marfai, Phoenix C, Effective 01/01/24 through 12/31/25, Research in Math. Education TYC ANet, Chair
- Gavin Waters, Missouri Western C, Effective 01/01/24 through 12/31/26, MathAMATYC Educator, MathAMATYC Educator Ed. Panel - Central Region 5
- George Alexander, Madison Area TC, Effective 01/01/24 through 12/31/27, MathAMATYC Educator, MAE Assistant Editor
- Jennifer Ackerman, Kentucky CTC, Effective 01/01/24 through 12/31/25, Innovative Teaching and Learning ANet, Chair.
- Judy Ackerman, Montgomery CC (retired), Effective 01/01/24 through 12/31/27, Foundation Board, Investments Board Representative on the Foundation Board
- Judy Ackerman, Montgomery CC (retired), Effective 01/01/24 through 12/31/25, AMATYC Investments Board, Foundation Board Representative on the Investments Board
- Karen Gaines, St. Louis CC, Effective 01/01/24 through 12/31/24, OCC - Online Community Coordinator, Online Community Coordinator
- Kathryn Kozak, Coconino CC, Effective 01/01/24 through 12/31/26, Statistics: AMATYC/ASA Joint Committee, member on ASA/AMATYC Joint Committee
- Matthew Prigel, HACC, Central Pennsylvania CC, Effective 07/01/23 through 06/30/25, Student Math League, SML Coordinator
- Patricia (Pat) Barrientos, El Paso CC, Effective 01/01/24 through 12/31/25, Adjunct Faculty Issues ANet, Chair.
- Phil Mahler, Middlesex CC (retired), Effective 01/01/24 through 12/31/27, AMATYC Investments Board, At-large member of the Investments Board
- Steve Blasberg, West Valley C, Effective 04/01/23 through 03/31/26, Student Math League, Developer - West Region
- Steve Zollinger, Snow College (Utah), Effective 11/13/23 through 11/22/26, Program Proposal Review Committee, West Regional Representative (for Reno Conference)
- Vinodh Chellamuthu, Dixie State Univ., Effective 09/01/23 through 08/31/25, Student Research League, Student Research League Coordinator

New Business:

Motion: That the AMATYC Executive Board approve the following changes to the PPM, Section 8.12.3, Registration Fee Formulas, effective immediately. (Attachment B)

Made by Steinhurst and seconded by Kozak.

Motion Approved

Motion: That the AMATYC Executive Board approve the addition to the PPM, Section 2.5.8, AMATYC Adjunct Faculty Scholarship, effective immediately. (Attachment C)

Made by Bartley and seconded by Ebersole.

Motion Withdrawn

Motion: That the AMATYC Executive Board approve using DOI (digital object identifier) numbers for MathAMATYC Educator articles, starting with the winter 2024 issues.

Made by Kozak and seconded by Ebersole.

Motion Approved

Motion: That the AMATYC Executive Board endorse the creation of a Vertical-Non-Permanent Surface (VNPS) room request on the proposal form for 2024.

Made by Kozak and seconded by Pauley.

Motion Defeated

Motion: That the AMATYC Executive Board approve the minutes from the June and July Monthly Meetings as presented.

Made by Rivers and seconded by Bartley.

Motion Approved

Parking Lot

Discussion: Minutes of Executive Board meetings on amatyc.org

A motion will be brought before the Executive Board during the Fall Board Meeting in Omaha as to where our minutes will be posted.

Discussion: Future of Historian/History

The History Template will be shared with the Executive Board at Fall Board Meeting in Omaha, at which time the Executive Board will work to record the history of 2023 utilizing the template. After the historical items are collected, summaries need to be written. A small task force will be needed for this to have our history updated for the 2024 AMATYC Annual Conference in Atlanta.

Motion: To suspend the 2023 Fall Board Meeting.

Made by Tchertchian and seconded by Steinhurst.

Motion Approved

The October 19, 2023 Monthly Executive Board Meeting was adjourned and the Fall Board Meeting was suspended at 8:36 pm.

ATTACHMENTS

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B	PPM 8.12.3, Registration Fee Formulas	6

Attachment A: Agenda



**Order of Business – Meeting Agenda
AMATYC Executive Board
October 2023 Meeting**

Page	Agenda Item	Who?
	Call to Order	Watkins
Section A: Meeting Agenda		
A1	Order of Business	Watkins
A2	(M) Adopt Order of Business	Watkins
Section L: Executive Session		
L1 – L2	(M) Consent Appointments	Watkins
L3 – L4	(M) Appointment of Co-chairs for Teacher Prep ANet	Watkins
Section M: New Business		
M1 – M6	(M) Institutionalize Adjunct/Retiree Discounted Conference Rates	Steinhurst
M7 – M8	(M) Adjunct Faculty Scholarship (PPM 2.5.8)	Bartley/Ebersole/Dudley
M9	(M) DOI Numbers on MathAMATYC Educator articles	Kozak
M10	(M) Support for Sixth National Math Summit	Watkins/Sattler
M11	(M) Add Vertical Non-permanent Surface Room Request to conference proposal	Dudley/Ström
M12-M62	(M) Approve minutes from June and July Meetings	Rivers
Section O: Parking Lot / Motion to Adjourn		
O1	Parking Lot Discussion Items *	All
O2	(M) Motion to Adjourn	Watkins

*D = Discussion

Attachment B: PPM 8.12.3 Registration Fee Formula

[Most of this section is only tangentially related. Only the portions below are to be updated.]

5. All conference registration rates are to be determined according to the formulas listed in the table below.

C = Regular (Individual) member full conference discount registration rate
M = Regular (Individual) one-year membership fee that will be in effect at the time of the conference
A = $(3/8)*C^1$ = Graduate student full conference registration rate
B = $(3/8)*C^1$ = Regular (Individual) member single-day discount registration rate
G = $(3/8)*A^1$ = Graduate student single-day discount registration rate
Adj = $(2/3)*C^1$ = Adjunct faculty full conference registration rate
Ret = $(1/2)*C^1$ = Retiree conference rate (full conference minus ticketed functions)

¹Rounded up to the nearest whole dollar multiple of 5

Full Conference Registration Rates <SBM 2019><FBM 2023>

Rate Class	Member		Non-Member	
	Discount	Regular	Discount	Regular
Regular (Individual and lifetime)	C	C + 40	C + M + 25	C + M + 25 + 40
Adjunct	Adj	Adj + 40	N/A	N/A
Retired	Ret	Ret + 40	N/A	N/A
Graduate Student	A	A + 40	NA	NA

Single-Day Conference Registration Rates <SBM 2019><FBM 2023>

<i>Rate Class</i>	Member		Non-Member	
	<i>Discount</i>	<i>Regular</i>	<i>Discount</i>	<i>Regular</i>
Regular (Individual and lifetime)	B	B + 40	B+25	B + 25 + 40
Adjunct				
Retired				
Graduate Student	G	G + 40	NA	NA

6. First-Time Attendee Rate Discount

First-time attendees who register for the full conference at the regular member discount rate and who register during the discount registration period (C in the table above) will receive a \$50 discount on their registration fees. A “first-time attendee” is defined as a regular member who has not attended an AMATYC conference in the previous ten years.

NOTE: two sections are hereby deleted:

7. (A) Temporary Retiree Rate Exception, and
8. (B) Temporary Adjunct Rate Exception

FBM 2023 Minutes – Sunday, November 5, 2023

AMATYC 2023 Fall Executive Board Meeting

Hilton Omaha, Omaha, NE

Sunday, November 5, 2023

The meeting was called to order at 9:06 am by President Laura Watkins. The following members of the Executive Board were present:

Laura Watkins	President	Alvina Atkinson	Southeast Vice President
Kate Kozak	Past President	Brandon Bartley	Midwest Vice President
George Hurlburt	President-Elect	Dale Johanson	Central Vice President
Nancy Rivers	Secretary	Shannon Ruth	Southwest Vice President
Barbra Steinhurst	Treasurer	Sarah Pauley	Northwest Vice President
AJ Stachelek	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

President Watkins reviewed the reference material. (Attachment A)

President Watkins reviewed the Rules of Conduct.

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

Made by Pauley and seconded by Stachelek.

Motion Approved

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

Made by Tchertchian and seconded by Atkinson.

Motion Approved

Consent Calendar

Officer reports were received and reviewed.

Expenditure Approval Committee and Tax and Audit reports were received and reviewed. (Attachment D)

Motion: That the reports and motions of the Consent Calendar of the 2023 Fall Business Meeting be approved as written.

Made by Johanson and seconded by Pauley.

Motion Approved

Academic Committees

Several Academic committee chair reports were received and reviewed.

Meeting suspended at 12:09 pm.

Meeting resumed at 1:10 pm.

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

Director and Coordinator reports were received and reviewed.

CONFERENCE

Turi Suski gave the reports of Conference Committee members and LECs (Local Event Coordinators).

Meeting suspended at 5:01 pm.

FBM 2022 Minutes – Monday, November 6

The Board meeting resumed at 8:45 am.

CONFERENCE (continued)

Turi Suski, Conference Coordinator, continued with the Conference Report.

Motion: That the AMATYC Executive Board suspend PPM Section 8.12.3.1, timing of registration fees, effective immediately through the end of FBM2023.

Made by Steinhurst and seconded by Rivers.

Motion Approved

Motion: That the AMATYC Executive Board set the full Conference Discount Registration Rate as \$450, effective with the 2024 Annual Conference.

Made by Steinhurst and seconded by Kozak.

Motion to Amend: That we amend the motion and increase the price to \$465.

Made by Atkinson and seconded by Johanson.

Motion to Amend Approved

The Motion was Postponed until later in the Fall Board Meeting.

OTHER CONFERENCE

Board duties and tasks during the 2023 AMATYC Annual Conference were discussed.

Motion: That the Board approve Themed Sessions at the 2024 AMATYC Annual Conference hosted by the Developmental Math, Equity, International Mathematics, Mathematics and Its Application for Careers, and Mathematics Intensive ANets.

Made by Steinhurst and seconded by Pauley.

Motion Approved

Turi Suski addressed questions on the conference report

ADMINISTRATIVE COMMITTEES

Administrative Committee reports, including that of the Membership Committee, were received and reviewed.

Meeting suspended at 12:05 pm.

Meeting resumed at 1:13 pm.

Strategic Planning

George Hurlburt, President-Elect, led the Board in a Strategic Planning Session (2018-2023/2024 – 2029), assisted by the History Update Team, from 1:13 pm – 2:15 pm.

ADMINISTRATIVE COMMITTEES

Additional Administrative Committee reports were received and reviewed.

Meeting suspended at 4:03 pm.

The Finance Committee met from 4:13 – 5:00.

FBM 2022 Minutes – Tuesday, November 7

The Board meeting resumed at 8:45 am.

EXECUTIVE SESSION

The Board went into Executive Session at 8:47 am. Anne Dudley was asked to stay for the Executive Session.

The Board exited Executive Session at 9:51 am. At that time, Secretary Rivers reported out the following:

- The Personnel Committee Report was received.
- The results of the recent AMATYC Election were announced and certified:
 - President-Elect, Eddie Tchertchian
 - Secretary, Jonathan Weisbrod
 - Treasurer, Kyle Kundumal
 - Northeast VP, AJ Stachelek
 - Mid-Atlantic VP, Dennis Ebersole
 - Southeast VP, Alvina Atkinson
 - Midwest VP, Brandon Bartley
 - Central VP, Dale Johanson
 - Southwest VP, Jennifer Travis
 - Northwest VP, Jessica Bernards
 - West VP, Lindsey Gerber
- The Board made the following appointment, pending membership verification:
 - Xianwei Van Harpen (University of Wisconsin – Milwaukee), Teacher Preparation ANet Chair. Effective 01/01/24 through 12/31/25.

New Business

Motion: That the AMATYC Executive Board approves the establishment of the Research and Mentoring Experiences for Students and Faculty ANet, effective immediately. (PPM 9.1.9.15) (Attachment E)

Made by Watkins and seconded by Kozak.

Motion Approved

Motion: That the AMATYC Executive Board approve the attached language for the Two-Year College DataFest (PPM 10.9), effective immediately. (Attachment F)

Made by Kozak and seconded by Pauley.

Motion Approved

Motion: That the AMATYC Executive Board approve the Revisions to Election Procedures, PPM 4.3.3.2 & 4.3.3.3, effective January 1, 2024. (Attachment G)

Made by Kozak and seconded by Stachelek.

Motion Approved

Motion: That the AMATYC Executive Board approve that the AMATYC Research Session be held on the Thursday of the AMATYC Annual Conference in Atlanta (2024) and Reno (2025).

Made by Stachelek and seconded by Kozak.

The Motion was Postponed until later in the Fall Board Meeting.

Motion: That the AMATYC Executive Board post the Executive Board minutes on the AMATYC website on the Executive Board page.

Made by Hurlburt and seconded by Kozak.

Motion Approved

(Returned to a postponed motion)

Motion: That the AMATYC Executive Board approve that the AMATYC Research Session be held on the Thursday of the AMATYC Annual Conference in Atlanta (2024) and Reno (2025).

Previously made by Stachelek and seconded by Kozak.

Motion Approved

President Watkins encouraged the board to read carefully the Partnership Reports included in the board packet.

Meeting suspended at 11:54 pm.

Meeting resumed at 1:06 pm.

OFFICE/STAFF REPORT (1:06 – 1:50 pm)

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

The Executive Director and Office Reports were received and reviewed.

TREASURER'S REPORT (2:00 – 3:00)

Christy Hunsucker, Accounting Director joined the board meeting for the Treasurer's Report and budget discussions.

Barbra Steinhurst gave the Treasurer's Report.

The Investments Board Report was reviewed.

Motion: That the AMATYC Executive Board approve the expenditures from the cash account register from February 15, 2023 through August 31, 2023 be approved.

Made by Steinhurst and seconded by Stachelek.

Motion Approved

The draft 2024 AMATYC Budget was reviewed.

Treasurer Steinhurst reviewed the changes made by the Finance Committee to the 2024 Draft Budget during its meeting.

(Returned to a postponed motion)

Motion: That the AMATYC Executive Board set the full Conference Discount Registration Rate as \$465, effective with the 2024 Annual Conference.

Original Motion made by Steinhurst and seconded by Kozak. Motion to Amend made by Atkinson and seconded by Johanson.

Motion Approved

Motion: That the AMATYC Executive Board suspend PPM 6.5 Section 4 (d) until the AMATYC Executive Board approves the 2024 AMATYC Budget.

Made by Steinhurst and seconded by Atkinson.

Motion Approved

Motion: That the AMATYC Executive Board approve the 2024 budget.

Made by Steinhurst and seconded by Tchertchian.

Motion Approved

The Membership Committee met 3:00 – 4:30 pm.

Parking Lot

Discussion: Future of AMATYC Historian/History

The Executive Board decided that the 2024 Executive Board will work offline to gather information asynchronously using a revised Annual History Template. The Board Report forms will be modified to include a field in which historical information can be included. In addition, a Smartsheet might be employed to gather the information. This will be done with Executive Board reports first. There will be a shared folder in which photos can be stored. The History Update Team will continue their work updating the organization's history through 2023.

Discussion: Staffing for AMATYC's Present and Future

The Executive Board discussed concerns about our current staffing structure and how it might need to change in the future. Future boards may want to consider association management companies.

Discussion: Possible Task Force to Help Our Students Be Ready for College

The Executive Board is supportive of joining with some partner organizations to establish a task force to work on ways that would help our students become college ready.

The board meeting was suspended at 5:12 pm.

Wednesday, November 8, 2021

Meeting resumed at 2:00 pm.

Board members met with AMATYC leadership including the Grants Coordinator, Leaders of the Standards Committee, the Online Community Coordinator, The Editing Director, the Student Math League Coordinator, the Publications Committee including the Website Coordinator, and the ANet leaders.

Meeting suspended at 5:00 pm.

Saturday, November 18, 2023

Meeting resumed at 3:46 pm (Eastern).

Motion: That the AMATYC Executive Board adopt the attached banking resolution and add it to the PPM as Section 6.12.3, effective immediately. (Attachment H)

Made by Steinhurst and seconded by Tchertchian.

Motion Approved

Parking Lot

Discussion: IGNITE! Success

Could IGNITE! Be moved to 5:00 – 7:00? This will be considered, taking into account how ANet meetings are scheduled in Atlanta.

Discussion: Nametags for Anet Chairs

Work is being done to get nametags for Anet Chairs, carefully examining the budget and available funds.

Discussion: Method for Providing Conference Input

The conference evaluation survey can be used for this. Input can be given via emails to the Conference Coordinator.

Discussion: Contacts to Other Groups (Section N of the Board Packet)

It was suggested that the contact persons for these groups be appointed carefully so that the appointed persons are connected with the AMATYC Executive Board in such a way as to possess current knowledge of both organizations.

Motion: To adjourn the Fall 2023 FBM.

Made by Kozak and seconded by Bartley.

Motion Approved

The 2023 Fall Board Meeting was adjourned at 4:07 pm.

Nancy Rivers, Secretary 2022 – 2023

November 18, 2023

Laura Watkins, President 2022 – 2023

November 18, 2023

ATTACHMENTS

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ATTACHMENT A: Resources

**AMATYC 2023 Fall Executive Board
Meeting Plans
November 5th, 6th, 7th, and 8th**

Arrive: Saturday, November 4th, anytime Dinner on your own (meet in the lobby at 6:00 pm if want to join a group)

Lodging:

Hilton Omaha
1001 Cass St.
Omaha, NE 68102

Depart: Sunday, November 12th, anytime after closing session (if flight permits)

Logistics

- Breakfast is on your own. You should receive a voucher for breakfast.
- For lunch and dinner, we will probably go as a group (spouses, partners, or others are welcome to join us), but making your own arrangements is an option.
- Coffee, drinks, and snacks will NOT be provided in business meetings – bring your own. There cannot be any communal food shared amongst all participants.
- Dress is business casual for the board meeting. AMATYC attire is acceptable.
- Wear your nametag for the board meeting.

Board Meeting Room: Hill (2nd Floor)

Call to Order: Sunday November 5th, 9:00 AM CST

Sunday: Business Session: 9:00 am – 5:00 pm (Lunch: Noon – 1 pm)

Monday: Business Session: 8:30 am – 5:00 pm (Lunch: Noon – 1 pm)

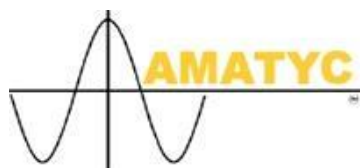
- Conference report: 11 am - 12 pm
- Finance Committee Meeting: 5:00 – 6:00 pm

Tuesday: Business Session: 8:30 am – 5:00 pm (Lunch: Noon – 1 pm)

- Office report: 1 pm - 2 pm
- Treasurer's Report: 2 pm – 3 pm
- Membership Committee Meeting, 4:00 – 5:00 pm
- Finance Committee Meeting: 5:00 – 6:00 pm (if needed)

Wednesday: Business Session: 8:00 am – 5:00 pm (Lunch: 12:00 pm – 1:00 pm)

- 2:00 – 5:00 pm Meet with Liaisees, Publications Committee, and Anet Chairs



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)

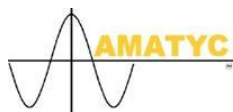
AMATYC's Vision: To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

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
ACCESS	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMC	AMATYC Membership Committee
AMPSS	Advancing Mathematics Pathways for Student Success
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARA	AMATYC Research Associate
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	Benjamin Banneker Association. “Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students.”
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CAP	MAA Committee on Articulation and Placement
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents and executive directors) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. David Bressoud is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
CIRTL	<i>Center for the Integration of Research, Teaching and Learning</i>
CoWIM	Committee on Women in Mathematics, an AMS Committee
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
DCMP	Dana Center Mathematics Pathways
FBM	AMATYC’s Fall Board Meeting
GAIMME	Guidelines for Assessment and Instruction in Mathematical Modeling Education
GAINS	Graduate student And Instructor Networking System

GAISE	Guidelines for Assessment and Instruction in Statistics Education
GDPR	General Data Protection Regulation
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)
ICW	In conjunction with the annual conference
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.
MAC^3	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education, 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.
NFR	Not for review session
NICRA	Indirect costs
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.
NSF-IUSE	National Science Foundation – Improving Undergraduate STEM Education
NOSS	National Organization for Student Success
PAEMT	Presidential Award for Excellence in Mathematics Teaching
OCC	Online Community Coordinator
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
Summit-P	Collaborative Research: Researching institutional transformation in the context of interdisciplinary STEM partnerships to support student transfer of mathematical knowledge
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.
TfP	Teaching for Prowess grant
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

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

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

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

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

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

336-378-1899(W) 336-378-1850(F) P.O. Box 41027, Greensboro 27404

web site: www.jimslaughter.com

Policy on a Welcoming and Inclusive Environment

The American Mathematical Association of Two-Year Colleges (AMATYC) is committed to providing an atmosphere that encourages the free expression and exchange of ideas. AMATYC values diversity in its membership and leadership and believes that a welcoming and inclusive environment encourages input from individuals with a variety of backgrounds and results in a stronger, more relevant organization. It is the policy of the organization that all participants in AMATYC activities will enjoy an environment where their presence and contributions are met with unbiased and equitable consideration.

AMATYC is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, nationality, ethnicity, religion or religious belief, age, marital status, sexual orientation or identification, disabilities, veteran status, or any other reason not related to scientific merit. The professional behavior and communication of AMATYC members should reflect an environment that is safe, respectful, and supportive of others.

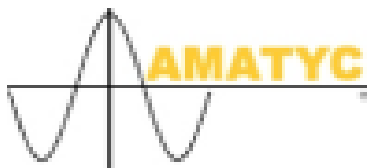
The legal definition of harassment is “unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons”. (Source: <https://definitions.uslegal.com/h/harassment/>, retrieved 8/20/2021) Harassment is a form of misconduct that undermines the integrity of our organization.

This policy applies to all attendees including members, students, guests, staff, contractors and exhibitors, participants in professional sessions, tours, and social events of any AMATYC meeting or other activity. Participation in AMATYC activities indicates an agreement to behave in a manner consistent with these standards.

In the unfortunate event that an individual(s) experiences a possible violation of this policy, the incident should be reported to: amatyccares@amatyc.org, or the AMATYC leader of the individual’s choice.

2022-2023 Affiliate Visits

Affiliate Name	2022 Meeting Start Date	Who Plans to Visit in 2022	2023 Meeting Start Date	Who Plans to Visit in 2023
KYMATYC	2/25-2/26	Brandon Bartley	2/24-2/25	Brandon Bartley
IMACC				
MichMATYC				
OhioMATYC	4/22	Brandon Bartley	4/21	Brandon Bartley
INMATYC			4/14	Brandon Bartley
WisMATYC				
MichMATYC				
DelMATYC			5/4	Dennis Ebersole
MMATYC			5/26	Dennis Ebersole
PSMATYC				
WYMATYC	4/29/2022	Sarah Pauley	3/3 7 3/4	Sarah Pauley
ORMATYC	4/21/2022	B Steinhurst	4/28 & 4/29	Sarah Pauley
WAMATYC				
NMMATYC	5/20/2022	Shannon Ruth	4/14 -4/15	
ArizMATYC	4/1-2/2022	Shannon Ruth	4/7	Shannon Ruth
ArkMATYC	3/9/2022	Shannon Ruth	6/17	
TexMATYC	3/4/2022	Shannon Ruth	3/3-3/4	
ColoMATYC				
MOMATYC				
NebMATYC				
MinnMATYC				
NEMATYC				
NYSMATYC			4/14	George Hurlburt
MATYConn				
OCMA				
IMATYC				
NDMATYC				
AlaMATYC	4/8/2022	Alvina Atkinson *video	4/21	Alvina Atkinson
GMATYC	2/1/2022	Alvina Atkinson	2/10	Alvina Atkinson *video
FTYCA	2/18/2022	Alvina Atkinson	2/17	Alvina Atkinson
LaMsMATYC	2/12/2022	N/A	¾	Alvina Atkinson
NCMATYC	3/10/2022	Alvina Atkinson *video	3/16-3/17	Nancy Rivers
SOCAMATYC	2/26/2022	N/A	2/25	Alvina Atkinson
TMATYC	2/25/2022	N/A	2/24	Alvina Atkinson
CMC3	12/9/22-12/10/22	Eddie Tchertchian	12/8-12/9	Eddie Tchertchian
CMC3-S			3/4	Eddie Tchertchian
UMATYC	10/8/2022	Laura Watkins		
MATYCNJ				
VMATYC			10/20-10/21	Dennis Ebersole
WVMATYC				

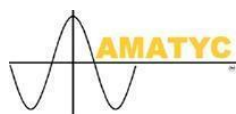


Board Liaison Assignments 2022-2023

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents	44 affiliate presidents	George Hurlburt
AMATYC Legal Advisor	Victor Piercy	Laura Watkins
AMATYC Office (office@amatyc.org)	Beverly Vance, Christy Hunsucker, Christine Shott, Angela Poulin	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		Nancy Rivers
<i>IMPACT</i> – Mathematics Standards in the FTYC	Julie Phelps – Chair Evan Evans – Standards Digital Coordinator	George Hurlburt
MathAMATYC Educator	Johanna Debrecht – Editor George Alexander – Assistant Editor Keith Nabb – Production Manager	Kate Kozak
Mu Alpha Theta	Jonathan Weisbrod	Nancy Rivers
Online Community Coordinator (myAMATYC)	Karen Gaines	George Hurlburt
Professional Development	Behnaz Rouhani – Coordinator Mari Menard – Webinar Coordinator – Traveling Workshop Coord.	Dennis Ebersole
Student Mathematics League	Matthew Prugel – Coordinator T.J. Duda – Test Developer	Eddie Tchertchian

Student Research League	Vinodh Chellamuthu – Coordinator	AJ Stachelek
Vice-Presidents (Senior VP)	8 VPs	Sarah Pauley
Website Coordinator	Ryan Pescosolido	Shannon Ruth
Academic Networks (Anets)	Chair	Board Member
Adjunct Faculty Issues	Pat Barrientos	Brandon Bartley
Developmental Mathematics	Kim Granger	Alvina Atkinson
Division/Department Leadership	Chris Ward	Brandon Bartley
Equity	Benjamin Aschenbrenner	Nancy Rivers
Innovative Teaching and Learning (ITLC)	Jennifer Ackerman	Eddie Tchertchian
International Mathematics	Barbara Leitherer	Laura Watkins
Mathematics and Its Applications for Careers	Natalia Postrigan	Dale Johanson
Mathematics for Liberal Arts	Greg Foley	Dale Johanson
Mathematics Intensive (MIC)	Robert Cappetta	Dennis Ebersole
Pathways	Helen Burn	Alvina Atkinson
Placement & Assessment (PAC)	Christine Mirbaha	Shannon Ruth
Research in Mathematics Education for TYC (RMETYC)	Frank Marfai	AJ Stachelek
Statistics	Rebecca Wong	Kate Kozak
Teacher Preparation	Mark Kuhlman	Sarah Pauley
Other AMATYC Activities	Leader	Board Member
Investments Board	Bill Steenken	Barbra Steinhurst
Nursing Math; Dana Center; MAA Collab.	Beth Kelch	Laura Watkins
Mars Project	Karen Gaines, Janet Tarjan	Laura Watkins

JCW (Joint Committee for Women in Mathematics)	Nan Sattler	Laura Watkins
National Math Summit	Nancy Sattler	Laura Watkins



Board Committee Assignments

2022 – 2023

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, George Hurlburt, Brandon Bartley, Alvina Atkinson, Turi Suski, Anne Dudley

Foundation Board

PPM Manage the affairs of the AMATYC Foundation.

14.3.1

Members: Kate Kozak (Chair), Barbra Steinhurst, Cheryl Cleaves, Laura Watkins, Sarah Pauley, Anne Dudley, Ernie Danforth, Bill Steenken, Fred Peskoff

Membership Committee

PPM The membership committee shall be responsible for marketing and promoting the organization.

5.8.3 The membership committee shall assist the office in maintaining accurate membership lists.

Members: Eddie Tchertchian (Chair), Dennis Ebersole, AJ Stachelek, Alvina Atkinson, Dale Johanson, Shannon Ruth, Sarah Pauley, Brandon Bartley, Barbra Steinhurst, Anne Dudley*, Beverly Vance*

*ex officio

Nominating Committee

PPM 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: Kate Kozak (Past President, Chair, non-voting except for tie) (kathryn.kozak@amatyc.org); Alexander Atwood (delegate not Affiliate President – Northeast) (atwooda@sunysuffolk.edu); Barbara Leitherer (at large – Mid-Atlantic) (bleitherer@ccbcmd.edu); Ellen Matheny (Affiliate President – Southeast) (ebmatheny@pstcc.edu); Tiani Ellis (delegate not Affiliate President – Midwest) (tiane.ellis@kctcs.edu); Chamila Ranaweera (delegate not Affiliate President – Central) (Chamila.Ranaweera@southeasttech.edu); Sonia Petch (Affiliate President – Southwest) (sjpetch@collin.edu); Sandra Wildfeuer (Affiliate President – Northwest) (sjwildfeuer@alaska.edu); Ben Moulton (at large- West) (Ben.Moulton@uvu.edu); Pete Wildman (at large – former board) (Peter.Wildman@sfcc.spokane.edu); Christine Mirbaha (at large – AMATYC leader) (Cmirbaha@ccbcmd.edu); Pat Riley (at large – AMATYC leader) (patrick.riley@kctcs.edu)

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: George Hurlburt (Chair), AJ Stachelek, 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: Nancy Rivers (Chair), Dennis Ebersole, Sarah Pauley, Brandon Bartley, Laura Watkins*, Turi Suski*, Behnaz Rouhani*, Mari Menard*
- *ex officio

Strategic Planning Committee

- PPM 15.6 Assists with scheduled strategic planning sessions at Board meetings. Submits a report for Board consideration at each Board meeting, and submits a report for Delegate Assembly member consideration during the fall conference. Every six years, creates a new strategic plan.
- Members: George Hurlburt (Chair), Laura Watkins, Kate Kozak, Sarah Pauley, Shannon Ruth, Alvina Atkinson

Delegate Assembly Committees

Mathematics Leadership Excellence Award Committee

- PPM 4.3.2 Recommend a recipient of the AMATYC ME Award to the Executive Board.
- Members: Anthony Tavares (Northeast), Keith Nabb (Mid-Atlantic), Elmira Yakutova-Lorentz (Southeast), Arthur Schultz (Midwest), Brandy Englert (Central), Pat Barrientos (Southwest), Lori Holdren (Northwest), Ben Moulton (West), Kate Kozak (Chair)

Teaching Excellence Award Committee

- PPM 4.3.1 Select the recipients of the AMATYC TE Award in odd-numbered years.
- Members: George Hurlburt (PE, Chair), Bridget Dart (Northeast), Carol Howald (Mid-Atlantic), Vicki Todd (Southeast), Ben Aschenbrenner (Midwest), Sarah Davenport (Central), Seth Daugherty (Southwest), Celeste Peterson (Northwest), Kari Arnoldsen (West), Rachel DeAlejandro (Adjunct)

Delegate Assembly Minutes Approval Committee

- PPM 4.2.3 Approve the minutes of the Delegate Assembly.
- Members: Chair: TBD

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, Phil Mahler, Judy Ackerman, Jim Ham (Chair), 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), George Hurlburt, Kate Kozak, 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, George Hurlburt, Frank Marfai, 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: Sarah Pauley (Chair), George Hurlburt, 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, AJ Stachelek, Julie Gunkelman

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, George Hurlburt, Kate Kozak, Laura Watkins, Christy Hunsucker

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

Members: Turi Suski (Chair), Todd Stine, Michael Pemberton, Julie Gunkelman, Nathalie Vega-Rhodes, Crystal Wiggins, Sean Saunders, Amanda Olson

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

Committee
PPM Revision Committee – George Hurlburt (Chair), Nancy Rivers, AJ Stachelek, Brandon Bartley, Shannon Ruth, Anne Dudley, Barbra Steinhurst
Task force to Study Trends in Adjunct and Retiree Conference Rates – Barbra Steinhurst (Chair), Nancy Rivers, Brandon Bartley
Task force to Consider Future of Higher Logic – Dale Johanson (Chair), George Hurlburt, Anne Dudley, Karen Gaines, Marty Kellum, Ryan Pescosolido
Task Force on 50th Anniversary Celebration – Nancy Rivers (Chair), Alvina Atkinson, Turi Suski, Chris Ward, Jane Tanner, Nancy Sattler, Cheryl Cleaves, Kate Kozak
Task force to update the Dual Enrollment Position Statement Members: Dennis Ebersole (board contact); Robert Cappetta (Robert.Cappetta@fsw.edu) Math Intensive Committee; Nancy Sattler(Nsattler@terra.edu), Developmental Mathematics Committee; and Alvina Atkinson, the Division/Department Anet
AMATYC Guidelines For Internships For Two-year College Mathematics Faculty Task Force - Members: Dennis Ebersole (Chair), Laura Watkins, Eddie Tchertchian, Dana Clahane
Task force for Anet Chair Onboarding – A. J. Stachelek (Chair), Brandon Bartley, Alvina Atkinson, Jennifer Ackerman, Mark Earley, Frank Marfai, Kate Kozak (ex officio observer)
Advocacy Task Force – Dennis Ebersole (Chair), Laura Watkins, George Hurlburt, Kate Kozak, Nancy Rivers, A. J. Stachelek, Turi Suski
Standards Committee Chair Search Committee – George Hurlburt (Chair), Laura Watkins, Dennis Ebersole, Karen Gaines
Task force to revise the Position Paper on Time Limits for Course Prerequisites Members: Helen Burn (Pathways), Leah beck ltbeck@collin.edu (Statistics), Christine Mirbaha (Placement and Assessment), Sam Pinkava (International Mathematics), Kathryn Kozak
Task force on Historian Members: Nancy Rivers (Chair), Dale Johanson , Anne Dudley , Kate Kozak
Task force on Public Relations/Marketing Members: Eddie Tchertchian (Chair) , Sarah Pauley , Barbra Steinhurst , Turi Suski
Ad hoc committee to Define Adjunct Conference Scholarship – Brandon Bartley (Chair), Dennis Ebersole, Shannon Ruth, Pat Barientos
Advisory Committee to the Executive Board Task Force Members: Bill Steenken (Chair), Alvina Atkinson, Cheryl Cleaves, Anne Dudley, Jim Ham, Kate Kozak, Barbra Steinhurst, Turi Suski, Eddie Tchertchian

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.

M. 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 February 15, 2023

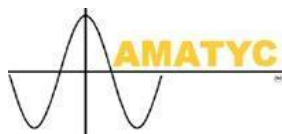
Submitted by Nancy Rivers, AMATYC Board Secretary 2022- 2023

With business being handled in monthly meetings, there have been no email motions.

Sunshine Fund

Balance as of Feb. 15, 2023	\$357.96
9/15/2023 Stamp – Sympathy card to Laura Watkins - Father	\$0.66
9/15/2023 Memory of Laura Watkin’s Father - NPS	\$100.00
Current Balance	\$257.30

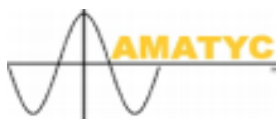
ATTACHMENT B: Rules of Conduct



RULES OF CONDUCT
AMATYC Fall Board Meeting (FBM)
November 8 – November 18, 2023

- A. Robert's Rules of Order are used. The parliamentarian is **Eddie Tchertchian**.
- B. Additions or deviations to Robert's Rules:
- Motions submitted after the deadline (September 15, 2022) 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 ® – 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: **AJ Stachelek** and **Dale Johanson** (Report to Turi at the end of FBM.)
 2. Items relating to Budget: **Brandon Bartley** and **Alvina Atkinson**. (Report to Barbra Steinhurst prior to the end of FBM so the information can be incorporated into the budget).
 3. Items relating to the Office: **Shannon Ruth** and **Eddie Tchertchian**. (Report to Anne Dudley at end of FBM).
 4. Items relating to VPs: **Sarah Pauley** and all VPs.
 5. Items to address at a future board meeting: **Kate Kozak** and **Barbra Steinhurst**. (Report to the President at the end of FBM.)
 6. Items related to the PPM: **George Hurlburt**.
1. Draft minutes will be available electronically each evening beginning Sunday 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.
- November 8 Minutes: **Hurlburt, Johanson, & Ruth**
 November 9 Minutes: **Steinhurst, Ebersole, & Tchertchian**
 November 10 Minutes: **Atkinson, Pauley, & Johanson**
 November 11 Minutes: **Stachelek, Ebersole, & Kozak**

ATTACHMENT C: Order of Business



**Order of Business – Meeting Agenda
AMATYC Executive Board
FALL Board Meeting (FBM) 2023**

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

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

Reports (R) – 5 minutes; Discussion (D) – 10 minutes; Motions (M) – 15 minutes

Page	Agenda Item	Who?
	Call to Order	Watkins
Section A: Meeting Plan, Rules and Conduct, Agenda, Reference Materials		
A1	Meeting Plans	Watkins
A2	AMATYC Mission, Vision, Core Values	Watkins
A3	AMATYC Strategic Plan (2018-2023)	Watkins
A4-A6	Acronyms	Watkins
A7	Brief Robert's Rules of Order (Parliamentary Motions Guide)	Watkins
A8	Policy on a Welcoming Environment	Watkins
A9	Affiliate Visits (2022-23)	Watkins
A10-A11	Board Liaison Assignments	Watkins
A12-A15**	Administrative/Ad Hoc/Other Committees**	Watkins
A16-A17	Conflict of Interest	Watkins
A18	Email Motions since SBM 2023 and Other Actions	Watkins
A19	Rules of Conduct	Watkins
A20	(M) Adopt Rules of Conduct	Watkins
A21-A27**	Order of Business**	Watkins

A 28	(M) Adopt Order of Business	Watkins
Section B: Consent Calendar Reports, Board Member Reports		
B1-B2	President	Watkins
B3-B4	President-Elect	Hurlburt
B5-B6	Past President	Kozak
B7-B8	Secretary	Rivers
B9	Treasurer	Steinhurst
B10-B12	Northeast VP	Stachelek
B13-B15	Mid-Atlantic VP	Ebersole
B16-B18	Southeast VP	Atkinson
B19-B20	Midwest VP	Bartley
B21-B22	Central VP	Johanson
B23-B25	Southwest VP	Ruth
B26-B27	Northwest VP	Pauley
B28-B29	West VP	Tchertchian
Section C: Consent Calendar- Motions/Reports		
C1	(M) Consent Reports and Motions	Watkins
C2	EAC and Audit report	Steinhurst
C3 – C48**	Audit Report and Form 990 without schedule B**	Steinhurst
Section D: Anet Chair Reports		
D1*	(R) Adjunct Faculty Issues *	Barrientos/Bartley
D2-D4	(R) Developmental Math	Granger/Atkinson
D5-D7	(R) Division and Department Leadership	Ward/Bartley
D8-D12	(R) Equity	Aschenbrenner/Rivers
D13-D16	(R) Innovative Teaching and Learning (ITLC)	Ackerman/ Tchertchian

D17-D20	(R) International Mathematics	Leitherer/Watkins
D21-D23	(R) Math and Its Application to Careers (MAC)	Postrigan/Johanson
D24-D25	(R) Mathematics for Liberal Arts	Foley/Johanson
D26-D29	(R) Math Intensive (MIC)	Capetta/Ebersole
D30-D32	(R) Pathways	Burn/Atkinson
D33-D43	(R) Placement and Assessment	Mirbaha/Ruth
D44-D47	(R) Research in Mathematics Education for Two Year Colleges (RMETYC)*	Marfai/Stachelek
D48-D50	(R) Statistics and Data Science	Wong/Saidi/Kozak
D51-D54	(R) Teacher Preparation	Kuhlman/ Pauley
Section E: Services / Coordinators/ Directors / Publications / Grants		
E1-E8	(R) Editing Director	Mayfield/ Rivers
E9-E13	(R) <i>AMATYC News</i> Editor	Travis / Pauley
E14-E17	(R) <i>MathAMATYC Educator</i> Editor	Debrecht/Kozak
E18-E20	(R) <i>MathAMATYC Educator</i> Assistant Editor	Alexander/Kozak
E21-E22	(R) <i>MathAMATYC Educator</i> Production Editor	Nabb/Kozak
E23-E25	(R) Website Coordinator	Pescosolido/Ruth
E26-E27	(R) Historian	---/Rivers
E28-E29	(R) SML Coordinator	Pragel/Tchertchian
E30	(R) SML Test Developer	Duda/ Tchertchian
E31-E33	(R) SRL Coordinator	Chellamuthu/Stachelek
E34-E38	(R) Professional Development Coordinator	Rouhani/Ebersole
E39-E43	(R) Webinar Coordinator	Menard/Ebersole
	(R) Traveling Workshop Coordinator	Not currently filled
E44-E45	(R) Mu Alpha Theta	Weisbrod/ Rivers

E46-E47	(R) Project ACCESS Coordinator	Feinman/ Steinhurst
E48-E49	(R) Online Community Coordinator	Gaines/Hurlburt
E50-E52	(R) Mathematics Standards Chair (IMPACT)	Phelps/Hurlburt
E53-E55	(R) Digital Coordinator	Evans/Hurlburt
E56-E59	(R) Grants Coordinator	Breit-Goodwin/ Ebersole
E60-E62	(R) Teaching for Prowess (TfP) Grant	Dudley
E63	(R) Accessibility Grant	Watkins
Section F: Staff November 7, 1:00 – 2:00 PM		
F1-F2	(R) Executive Director	Dudley
F3-F13**	(R) Office Report**	Dudley/ Vance/ Shott/ Hunsucker/ Poulin

Section G: Conference November 14, 11 AM -12 PM		
G1-G7	(R) Conference Coordinator	Suski
G8-G15	(R) Program Coordinator	Pemberton/Suski
G16-G17	(R) Assistant Program Coordinator Report	Gunkelman/ Suski
G18-G19	(R) Assistant Conference Coordinator	Vega-Rhodes/ Suski
G20	(R) Exhibitor Chair	Stine/ Suski
G21	(R) Advertising Coordinator	Wiggins/ Suski
G22	(R) 2023 LEC – Omaha	Olson/ Suski
G23**	(R) 2024 LEC – Atlanta **	Patterson/Suski
G24	(R) 2025 LEC – Reno *	/Suski
I49	(M) Suspend timing of setting registration fees (PPM 8.12.3.1)	Steinhurst
I50	(M) Discount Conference Registration Rate	Steinhurst
Section GG: Toronto Conference		

GG1-GG4	Board Duties During Conference	Watkins
GG5-GG6	Foundation Table Signup	Kozak
GG7-GG8	Nominating Committee	Kozak
GG10	Small Conference Meetings	Watkins
GG9	Delegate Assembly Minutes Committee	Watkins
GG11**	Exhibit Hall Board Visits**	Watkins
GG12-GG24	Themed Session Requests	Suski
GG25	Themed Session History	Suski
GG26-GG44	(R) Maritz Post Conference Report	Suski
Section H: Administrative Committees		
H1-H2	(R) Nominating Committee	Kozak
H3	(R) MLE Award Committee	Kozak
H4	(R) TE Award Committee	Hurlburt
H5A, H5B, H6**	(R) Professional Development Committee**	Rivers
H7	(R) Foundation	Kozak
H8	(R) Organizational Assessment Committee	Hurlburt
H9-H10	(R) Past Presidents Advisory Board	Kozak
H11	(R) Membership Committee/Membership Report	Tchertchian/Dudley/ Vance
H12	(R) Social Networking Committee	Tchertchian
Section I: Treasurer/Budget: November 7, 2:00 -3:00 p.m.		
I1-I3	(R) Investment Board Report	Steinhurst
I4	(M) Approve Expenses	Steinhurst
I5-I8	Chart of Accounts	Steinhurst
I9 – I17	2023 Approved Budget	Steinhurst
I18	2024 Draft Budget	Steinhurst
I19	Balance Sheet	Steinhurst

I20 – I27	Income Statement	Steinhurst
I28 – I36	History of Income and Expenses w/ Total I & Chart	Steinhurst
I36 – I40	Income and Expense Charts (Total, General, Conference, Foundation)	Steinhurst
I41	History of Net Worth	Steinhurst
I42	Operating Expenses	Steinhurst
I43 – I46	Foundation	Steinhurst
I47 – I48	Insurance	Steinhurst
I51	(M) Suspend PPM 6.5 Section 4 (Balanced Budget)	Steinhurst
I52	(M) Approve the 2024 Budget	Steinhurst
Section J: Ad hoc Committees		
J1	(R) PPM Revision Committee Report	Hurlburt
J2-J3	(R) Task force to Study Trends in Adjunct and Retiree Conference Rates	Steinhurst
J4-J5	(R) Future of Higher Logic Task Force	Johanson
J6-J8	(R) Guidelines for Dual Enrollment Task Force	Capetta/Ebersole
J9-J11	(R) 50 th Anniversary Celebration Task Force	Rivers
J9-J11** Replacement	(R) 50 th Anniversary Celebration Task Force**	Rivers
J12-J17	(R) Guidelines for Internships	Ebersole
J18	(R) Book Discussion Group	Rivers
J19-J20	(R) Historian/History Task Force	Rivers
J21-J22	(R) Anet Onboarding Review Task Force	Stachelek
J23-J24	(R) Advocacy Task Force	Ebersole
J25	(R) Standards Committee Chair Search Committee	Hurlburt
J26	(R) OCAC Search Committee	Hurlburt
J27-J28	(R) Delegate Survey Regarding Delegate Assembly	Atkinson
J29	(R) Public Relations and Marketing Task Force	Tchertchian
J30*	(R) Adjunct Conference Scholarship*	Bartley

J31*	(R) Task Tracking and Follow Through Task Force*	Dudley
L4-L5	(R) Position Statement Editor Search Committee	Rivers
Section K: Strategic Planning: November 6th, 1:00 – 2:00 PM		
K1	Strategic Plan	Hurlburt
K2-K20	2018-2023 AMATYC Strategic Plan Strategies	Hurlburt
Section L: Executive Session		
L1	(R) Personnel Committee	Pauley
L2 -L3	(R) Placeholder 2023 Election Results	Kozak
L6 – L7**	(M) Appointments	Pauley
Section M: New Business		
M1-M10	(M) Establish Research and Mentoring Experiences for Students and Faculty Anet (PPM 9.1.9.15)	Clahan/Watkins
M11-M15	(M) Two-Year College DataFest (PPM 10.9)	Kozak
M16-M28	(M) Revision AMATYC Annual Conference Reimbursement (PPM 6.9.3)	Kozak
M29-M37	(M) Revision of Election Procedures (PPM 4.3.3.2, 4.3.3.3)	Kozak
M38	(M) Research Session in Atlanta and Reno	Marfai/Stachelek
M39**	(M) Executive Board Minutes**	Dudley/Hurlburt/Watkins/Kozak
M40 – M43	(M) Bank of America (PPM 6.12.3)	Steinhurst
Section N: Partnerships/ Miscellaneous Reports		
N1-N9	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Watkins/Sattler
N10-N11	(R) National Mathematics Summit	Watkins/Sattler
N12	(R) TPSE-Math	Watkins/Sattler
N13-N14	(R) Carnegie Math Pathways	Watkins/Sattler
Section O: Parking Lot / Motion to Adjourn		
O1	(D) Parking Lot Discussion Items	All

O2	(M) Motion to Adjourn	Watkins
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* Report yet to be received

** Additional documents are available in a Google folder

ATTACHMENT D: EAC and Audit Report**Expenditure Approval Committee (EAC) and Tax and Audit Reports
Barbra Steinhurst, Treasurer
FBM 2023**

Members of the 2022-2023 EAC Committee: Barbra Steinhurst, Laura Watkins, Kate Kozak, and George Hurlburt

EAC Approvals from February 15, 2023 to September 15, 2023

- APPROVED: Up to \$1000 above budget to add incoming Maritz MEM to the site refresh visit in Atlanta in addition to outgoing MEM in order to streamline transition. Account 4310 "Professional Conference Planning." \$1,076.96 above and beyond the budgeted amount for 2022 in account 3365 for use to subscribe to the new REST API bridge for communication between YM and HL
- APPROVED: Additional \$217 (=4805-4588) above budget to pay invoiced D&O insurance amount. *(Note after-the-fact: This approval was not necessary: E&O insurance came in significantly lower than expected, leaving funds available in the overall liability insurance line after all.)*
- APPROVED: Additional \$1,246.48 (=2046.48-800) above budget for Pres-Elect to represent AMATYC at TODOS conference.
- FYI (no decision needed since in keeping with PPM 7.2.1): Additional \$9,023.98 in combined office salary budget lines due to salary raises at STCC.
- APPROVED: Additional \$70,000 moved from investments into checking account for cash flow purposes. Investment income budgeted for 2023 was nearly completely used by February withdrawal, so EAC approval was sought for this second withdrawal.

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

Members of the 2022-2023 Tax and Audit Committee: Barbra Steinhurst, Laura Watkins, Kate Kozak, Christy Hunsucker, and Anne Dudley

The audit of the 2022 financial statements has been underway through the summer and is nearing completion, but not yet complete, at the time of writing this report.

ATTACHMENT E: PPM 9.1.9.15, Research and Mentoring Experiences for Students and Faculty ANet

The purpose of the Research and Mentoring Experiences for Students and Faculty ANet is to promote high quality math research and math research mentoring and collaborations on two-year college campuses. The Research and Mentoring Experiences for Students and Faculty ANet strives to

- Promote the development of undergraduate research in mathematics at two-year colleges.
- Advocate for math research and mentoring opportunities in mathematics to be accessible to and meaningful for all two-year college students and faculty.
- Promote the formation of math research communities, collaborations, and partnerships between two-year colleges, four-year colleges and universities, and professional associations such as AMATYC, the American Mathematical Society (AMS), the Mathematical Association of America (MAA), the Society for Industrial and Applied Mathematics (SIAM), the Association for Women in Mathematics (AWM), the National Association of Mathematicians (NAM), and the National Doctoral Alliance.

ATTACHMENT F: PPM 10.9, Two-Year College Datafest (TYC DataFest)

10.9 Two-Year College DataFest (TYC DataFest) <FBM 2023>

10.9.1 Two-Year College DataFest Goals

10.9.2 Two-Year College DataFest Rules

10.9.3 TYC DataFest Director

10.9.1 Two-Year College DataFest Goals

1. To encourage problem-solving and to motivate an interest in extracurricular statistics and data science activities among community college students.
2. To provide an opportunity for community college students to participate in DataFest, a contest requiring statistics and data science skills sponsored by the American Statistical Association.
3. To reward outstanding student data analysis through a friendly event; in fact, students are encouraged to share ideas. The event aspect gives the students a goal and generates camaraderie among team members. Competitors also engage with professionals with statistics and data-analysis expertise. Most importantly, the students have fun.
4. To increase overall participation in the TYC DataFest by at least five percent annually.

10.9.2 Two-Year College DataFest Rules

A. General Eligibility

TYC DataFest teams include a team of two to five students. Hereafter, referred to as "team".

Two-year colleges or other associate degree-granting institutions may enter one or more team(s). Each student is eligible to compete if they have not earned a two-year degree (or higher) and if they have not achieved junior standing. ("Non-achieved junior status" is defined as having earned fewer than 63 college credits, however, students with more than 63 credits are eligible if they are currently enrolled in an associate-level degree and not in a bachelor-level degree). Part-time and dually-enrolled students are eligible. The TYC DataFest Director or AMATYC President shall approve any eligibility issues that may arise.

Each team member must be currently enrolled and have successfully completed a minimum of 12 semester hours (or equivalent quarter hours) of college coursework at their sponsoring institution by the end of the Challenge Problem period, including courses in progress at the time of the Challenge Problem period which are completed successfully.

B. Americans with Disabilities Statement

The administration of TYC DataFest shall comply with the Americans with Disabilities Act. Any accommodation will be in accordance with the procedures used on the campus where the challenge is administered.

C. Academic Integrity

Academic Integrity is a serious matter within the TYC DataFest. Infractions include, but are not limited to, copying the work of individual(s) or oral interviews without proper recognition in the Reference Citation Section is written by anyone other than the team. If it is found that a team has violated the Academic Integrity of the TYC DataFest, their submission will not be reviewed, and those student(s) will not be allowed to participate in future TYC DataFests.

D. Faculty-Mentors' Duties

The Faculty-Mentor will be responsible for the eligibility of each team. The Faculty-Mentor for each individual/team is responsible for the proper administration of the TYC DataFest policy. The Faculty-Mentor will be asked to submit comments about their experience each year by May 15th.

E. TYC DataFest Judge Duties

Judges and mentors are recruited from the pool of data science professionals. Judges are asked to view team submissions (a video of a two-slide presentation, no more than 10 minutes) and use a rubric to award prizes in the following categories: Best in Show, Best Visualization, and Best Use of External Data. Mentors are each assigned one team. Teams arrange to consult with their mentor on an agreed upon schedule during the event. DataFest is an event, but it is supposed to be friendly and collaborative, so mentors should not worry about revealing any special knowledge. DataFest is not an exam, and so if a team asks, mentors should answer if able.

F. Event Format

Teams are provided a large data set from an industry partner and a question to investigate at the beginning of the event. They then have roughly two days to glean any insights from the data that they can. At the end of the event, teams submit a video with two slides explaining their insights. The video can be no more than 10 minutes.

Scoring and Results

Judges will review videos and award prizes in the following categories: Best in Show, Best Visualization, and Best Use of External Data.

G. Individual Prizes

The team members of the teams awarded one of three categories will each receive a prize, when funds are available. A plaque is awarded to the school of each team. A publisher can be asked to give small gift certificates to award the students of each awarded team. Each student of the awarded teams will receive a student membership to AMATYC.

Students of the awarded teams 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.

H. Disaster Circumstance

TYC DataFest is offered virtually, so in most cases a disaster wouldn't affect the administering of DataFest. However, in some cases a disaster could cause a participating campus to be closed and students who require access to the internet at the college will be impacted, the campus will be allowed to participate, provided they can administer the event by the end of the seven-day period following the actual event date. Proof of the circumstances and the campus closure must be sent to the TYC DataFest Director by the end of the same seven-day period following the event date. If it is impossible to schedule the event in the extension period, the college will not be able to compete in TYC DataFest that year.

I. Scoring and Results

The TYC DataFest Director will verify and summarize the overall results. The results of the year's event are final once printed and distributed.

10.9.3 TYC DataFest Director

The TYC DataFest Director is a representative of the Statistics and Data Science ANet. The TYC DataFest Director (or their designee) will liaison between the ASA and the Faculty-Mentor to make sure that the event is administered properly. They oversee all activities related to the TYC DataFest including but not limited to recruitment of and communication with moderators, compilation of results, and preparation and distribution of awards.

Appointment Process

The TYC DataFest Director 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 January 1 in even years and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire Executive Board, or 9 votes.

Duties

1. Work to seek TYC DataFest sponsorship.
2. Act as liaison with the scholarship sponsor.
3. Ensure the AMATYC TYC DataFest is in the window established by the ASA for their DataFest.
4. Work with ASA liaison to identify judges and mentors for the event (1 mentor per team).
5. Ensure the TYC DataFest evaluation is completed in a timely manner.
6. Solicit comments and suggestions from Faculty Mentors, students, and Judges for improving the TYC DataFest.
7. Work with the AMATYC Office to order plaques, and prizes for the teams.
8. Ensure the presentation of the award plaques at each AMATYC Annual Conference.
9. Regularly monitor, and keep current, the TYC DataFest website on both amatyc.org and myAMATYC. Send updates of these webpages to the AMATYC Website Coordinator and Online Community Coordinator as needed.
10. Write semiannual board reports (due 2/15 and 9/15) of the TYC DataFest event including winners, prizes, and the volunteers.

ATTACHMENT G: PPM 4.3.3.2, Nominating Committee Procedures; 4.3.3.3, Election Procedures

4.3.3.2 Nominating Committee Procedures <FBM 2009><FBM 2023>

1. The Nominating Committee should immediately begin the work of compiling a list of persons to consider for each office. During the next year, the work of the committee should continue electronically. The committee should meet at the next AMATYC conference one year prior to the election. Recommendations for nominations should be made to the Past President prior to the fall conference of the year preceding the elections.
2. Call for nominations should be made in all issues of the *AMATYC News* in even years.
3. Nomination materials must be submitted as a PDF document to the chair of the Nominating Committee by Feb 1 of the election year according to the following guidelines: <SBM 2011>
 - A complete nomination packet consists of the following materials:
 - (1) a formal letter of intent, which may be signed electronically by the nominee/candidate;
 - (2) a resume/vita for the nominee/candidate no longer than four pages; and
 - (3) a letter of support from the college supervisor of the nominee/candidate on college letterhead which may be signed electronically.
4. Nomination materials include a letter of intent that should indicate what strengths the nominee/candidate will bring to the position, why they are interested in the position, and how they will help promote the mission of AMATYC. The letters should also state that they will allow their name to be considered by the Nominating Committee and the Board to be a candidate for the specified office(s), that if selected to be a candidate they would allow their name to be on the ballot, and that if elected, they will serve. Members who are willing to serve in more than one position should state their preferred order for the positions listed. Only one nomination packet is needed. In addition to the letter of intent, a nomination packet includes a resume/vita of no more than 4 pages, and a letter from the nominee's supervisor acknowledging the need for the individual to be away for up to a week in the fall and spring, if elected. Only the first 4 pages of the vita will be considered by the Nominating Committee.
5. As soon as possible after February 1st in an election year and prior to the Spring Board meeting, the Past President should send a listing of the names of all of the nominees and a copy of the nomination packet for each nominee to the committee for their consideration.
6. The chair of the Nominating Committee may initiate an electronic meeting with the committee following the closing of nominations so that the committee can discuss the nominees.
7. The Nominating Committee recommends a slate of candidates (preferably the names of two qualified members for each position) to the AMATYC 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.
8. The AMATYC Executive Board should come to the Spring Board meeting of an election year prepared to discuss and decide on a final slate of candidates. This slate must be approved before the end of this Spring Board meeting.
9. A plan for conducting the electronic voting will be submitted by the chair of the Nominating Committee to the AMATYC Executive Board.

10. The AMATYC Executive Board approves the slate.
11. The Chair of the Nominating Committee will contact the Publications Director (AMATYC Office) to get information to include in the final confirmation email (see #12).
12. The chair of the Nominating Committee will write to the candidates asking for final confirmation of the candidate's desire to run. Candidates are asked to maintain confidentiality at this point. Candidates should complete the form indicating their willingness to serve within 30 days of being notified, but in no case after May 31.
13. Once candidates indicate their desire to run, the candidates will be sent past ballots from the Publications Director, and will upload updated vita and headshot (Professional-looking, color, high resolution) to be included with the ballot.
14. After finalization of the slate, the chair will inform the non-candidates who had expressed interest in running that they will not be on the slate.
15. Once all candidates and non-candidates have been informed, the chair will share the slate with all candidates and the Board, and release these persons from maintaining confidentiality.
16. After the final slate is determined, the Chair of the Nominating Committee will announce the slate to the AMATYC membership electronically and write an article for the August *AMATYC News* (Summer Issue) in odd-numbered years. The announcements should include a description of the voting process, clarify the status of institutional and student members, and encourage AMATYC members to vote in the election. **<SCC 2022>**

4.3.3.3 Election Procedures <FBM 2023>

The following procedures have been established by the AMATYC Executive Board for elections:

1. Information on each candidate will be made available to members. Candidates' vitae and ballots for each position will be listed in alphabetical order. A picture of each candidate should accompany the vita.
2. Each President-Elect candidate will offer his/her platform regarding AMATYC philosophy and long-range goals for AMATYC. (Limited to one-page, double-spaced.)
3. Uniform Vita Format Guidelines: A uniform vita format must be used for consistency and efficient space utilization. (The form is limited to two pages: 1.75-inch margins, double spaced, 12-point Times New Roman font.) The following should be observed in completing the uniform vita form:
 - a) AMATYC, MAA, and NCTM, and AMATYC affiliate abbreviations should be used.
 - b) U should be used instead of "University".
 - c) CC, JC, TC, or CTC should be used instead of community college, junior college, technical college, or community and technical college.
 - d) Zip codes should not be listed; states should not be listed when a city reference is obvious; e.g., Memphis; and two letter abbreviations of states be used, when necessary.
 - e) At the option of the nominee, URL(s) may be included.
 - f) "Hobbies" should not be part of the vita.

- g) The state of the institution of the present position should be included for each candidate.
 - h) For officers and memberships on a committee, list those as "office, organization, dates" or "member, [organization if other than AMATYC], committee, dates."
 - i) For purposes of uniformity, do not include dates for degrees under "Education."
4. Candidates for Regional Vice President may receive, for one time use only, one set of regional email addresses without cost for use in the election process. Similarly, candidates for national office may receive one set of national email addresses for one time use only.
 5. All regular (individual, life, adjunct, and retiree) AMATYC members as of June 30 of an election year compose the voting membership for the AMATYC election.
 6. The results of the election must be delivered to the chair of the Nominating Committee at least one month prior to the annual conference of the election year.
 7. Space will be provided on the ballot for a write-in candidate for each position.
 8. A draft of the ballot will be prepared by the Office and forwarded to the chair of the committee. The ballot drafts will be sent to the President and the President-Elect by the chair of the Nominating Committee for proofing. After approval, the revised ballot should be converted to a format appropriate for electronic voting.
 9. Members may request from the AMATYC Office a hardcopy of the appropriate ballot. The name of the member making the request will be removed from the electronic voting process.
 10. The voting period for all regular AMATYC Executive Board elections will conclude on September 30th in an election year.
 11. The person receiving the greatest number of votes will be declared the winner. If two or more candidates tie with the greatest number of votes, then a random process shall be used to determine the winner.
 12. The chair of the Nominating Committee will notify the current President of the election results immediately, so that the new officers may be invited to the next AMATYC Executive Board meeting (prior to their taking office). [<FBM 2019>](#)
 13. The President will notify the winners and losers as soon as possible after the ballots are tallied. This notification will include election tallies for their race only. The entire slate of new officers should be provided to winners and losers.
 14. Once all winners and losers have been notified, an email announcing the results will be prepared by the chair of the Nominating Committee and sent to all AMATYC members. The election results will also be officially announced at the Delegate Assembly and at least one other general session at the annual conference.
[<FBM 2019>](#)
 15. A photo and list of the newly elected board members will be included in the Winter issue of the *AMATYC News* following an election.
 16. The chair of the Nominating Committee should prepare a report for the first Board meeting following an election. The actual tallies for each position will be presented to the Executive Board in

Executive Session. The names and positions of the newly elected board shall be certified by inclusion in the official minutes of the meeting.

17. The President-Elect shall write letters to the supervisors of incoming Board members notifying them that individuals have been elected to serve a two-year term on the AMATYC Executive Board.

Attachment H: PPM 6.12.3, Bank of America

6.12.3 Bank of America

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

DEPOSITORY ACCOUNT. Perform the following activities in regard to the depository account(s) held at Bank of America (Financial Institution) in the name of the Corporation, subject to any terms and conditions governing the account(s), including:

1. Open and maintain the Corporation account(s),
2. Make deposits to the Corporation account(s),
3. Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Corporation, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing,
4. Make withdrawals from the Corporation account(s) in any manner permitted by the account(s),
5. Transfer funds from the Corporation account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Corporation,
6. Transfer funds to the Corporation account in Financial Institution from any account(s) whether or not held at Financial Institution and whether or not held by this Corporation,
7. Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money; whether drawn by the Corporation or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money, and
8. Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.

SAFE DEPOSIT BOX. Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to, and removals from the Box(es), and exercise all rights and be subject to all responsibilities under the Lease.

NIGHT DEPOSITORY. Enter into a Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

LOCKBOX. Enter into a Lockbox Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

DEBIT CARD/ACCESS CARD. Apply for, receive, and utilize debit, automated teller machine cards, and other access devices to exercise those powers authorized by this Resolution and other Resolutions then in effect.

CASH MANAGEMENT. Enter into a Cash Management Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

OTHER DEPOSIT POWERS. Number of signers required: 1 signer required for endorsing negotiable instruments valued at \$10,000 or less; 2 signers required for endorsing negotiable instruments valued in excess of \$10,000.

IT IS FURTHER RESOLVED THAT:

DESIGNATED DEPOSITORY. Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this Resolution.

AUTHORIZED SIGNER'S POWERS. Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercises of their powers.

SIGNATURES. The Financial Institution shall be indemnified and held harmless by the Corporation for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Corporation for any claims, expenses, damages, or attorney fees resulting from their use.

IMPROPER ENDORSEMENT. Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Corporation by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Corporation any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

DISPOSITION OF FUNDS. When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

PRIOR ENDORSEMENTS. All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Corporation.

PRE-RESOLUTION TRANSACTIONS. All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Corporation.

WARRANTY. That the Financial Institution may rely upon the certification as to the Corporation authority to execute this Resolution and make these representations in this Resolution.

NOTIFICATION OF CHANGES. The Corporation shall notify Financial Institution in writing at its address in Memphis Tennessee in advance of any changes which would affect the validity of any matter certified in this Resolution.

REVOCATION AND MODIFICATION. An act ("Act") to modify, terminate, amend, or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Corporation, its legal representatives, heirs, successors, and assigns.