



President: Nancy Rivers, WTCC
President-Elect: Ann DeBoever, CVCC
Past-President: Suzanne Williams, CPCC
Secretary: Valerie Melvin, CFCC

Eastern VP: Glynis Mullins, Pitt CC
Western VP: Jeanne McGinnis, CVCC
Central VP: Chris Mansfield, DTCC
Treasurer: John Bakken, WTCC

The meeting was called to order at the Davidson County Community College Convention Center room 113 in Thomasville, NC at 12:30 pm January 21, 2011.

In Attendance: Nancy Rivers, Ann DeBoever, Suzanne Williams, John Bakken, Valerie Melvin, Jeanne McGinnis, Chris Mansfield, Glynis Mullins, and site coordinator Jennifer Comer.

Minutes of the October 3, 2010 meeting were presented for approval. Nancy made a motion to approve previously mentioned minutes, seconded by John Bakken and approved.

2011 Conference –

General Information:

- Travel Award to NCMATYC – only one travel award request was received by Suzanne. The award is an amount of up to \$250 for travel expenses to attend NCMATYC's spring conference. It was decided that in the future new faculty will be informed of and encouraged to apply for the travel scholarship.
- Conference Program Printing - Printing the conference booklet costs will be provided by NCMATYC. Ann will notify each presenter their time slot when she completes the program. It was also determined that in the future an acknowledgement of receipt will be sent when presentation requests are received. Nancy will look for the program copy or template to be forwarded to Ann. Copies of campus maps will be included in the program as well as the one page pull out matrix listing all sessions. A general session will be scheduled immediately following lunch to inform the membership of the status of developmental mathematics redesign initiative. Then staggered sessions will follow allowing for vendor visits. Ann will provide the board with a draft of the program for approval.
- Davidson Faculty Attendees – Encourage local attendees to both present and volunteer. An IT person should be available to assist during the conference. A map to the Vineyard

should also be provided. Inform attendees that the Conference Center has a Thomasville address.

- Jennifer will provide information on where the board can have dinner after the March 9th meeting.
- Door Prizes – John has only a few door prizes thus far. The board approved the purchase of a Kindle or Nook whichever is cheaper for big door prize.

Site Tour

- Registration – Registration will be set up in the foyer of the Gee building, where the sessions will be held. Board members will rotate at the registration table. We will be using the same conference bags as last year and will be stuffing them after the March 9th board meeting. Jennifer will contact Michael at Pearson to check on Minitab T-shirts for the conference bags. Currently, we have 31 registered for the conference. Ann will place an announcement on listserv promoting the conference in an attempt to raise the numbers. A sign up sheet for “Going Green” will be at the registration table. DCCC is not in session at the time of the conference, therefore parking near the conference center and Gee building will be available.
- Vendors – Vendors will send textbooks early for set up. We need to provide them with a local address to send their books to. Someone at the site location will need to deliver the shipments to the vendor location the morning of March 9th. The vendors will bring self-addressed prepaid labels so that they can return the merchandise to themselves. Keep the original boxes. Jennifer let your mail room know to pick up all boxes on Friday morning. Vendors may set up Wednesday afternoon; therefore, a secure location is essential in case they decide to leave their merchandise there overnight. Nine vendors have committed to attend. Cengage proposed to co-sponsor the breakfast. We haven’t heard from Cengage to confirm breakfast sponsorship. Chris will call Kelly to check. McGraw Hill is sponsoring Thursday’s lunch, they provided check and Jennifer will work with the caterer. The Thursday night reception is sponsored by Pearson. Jon Squires is the author Pearson will be bringing. WebAssign is sponsoring the hospitality room. The NC Faculty Association will be provided a table. Chris will send an invitation to attend to Blackboard and Casio. Nancy will do lunch program.
- Seating order and names on table for board. Breakfast has an agenda, treasurer’s report one on each table John will make copies and bring them. The treasury audit occurred Wednesday at 2:00 prior to the board meeting.
- Meals – Jennifer will work with vendors and caterer. Some vendors pay the association directly; some will work directly with caterers. Jennifer will choose the menu for lunch and stay within a total budget of \$1500. Provide treasurer with receipts to receive funds. Head count will be provided by John Bakken within a week of the conference, last year

we had 110 conference attendees and 40 more including vendors and their guests. Chris will follow up with vendors to get a more accurate head count for lunch. Walk ins will also need to be accommodated. The meet and greet is set up, vendors are finishing those arrangements. Chris and Jennifer will continue working with Cengage with regard to breakfast. Jennifer volunteered to put together a to do list for conference host. Table cloths and center pieces will be needed. The decorating budget is \$75, forward all receipts to John Bakken. Try using the host college print shop for placemats.

- Computer Room – A computer room for checking email will be available.
- Session Rooms – Nine rooms with multiple technological resources are available for scheduling sessions as well as two auditoriums.
- Hospitality Room – Jennifer is to purchase snacks such as Lance crackers, cookies, sodas breakfast bars and fruit. Also purchase drinks to include water, sodas and coffee, purchase from some large chain for better prices. The hospitality budget is \$300 maximum with a \$250 advance provided at this meeting. Receipts for all purchases will need to be forwarded to John Bakken.
- Presentations – There are currently 24 requests to present at the conference. Sheri Messersmith is the keynote speaker. Chris will forward a request to Ms. Messersmith to present the same session she did at AMATYC to NCMATYC with the possibility of repeating. More commercial presentations may come; or, some author's may request to conduct a session.
- Special Sessions – We will request that Donna Saye conduct a session “Meet your Eastern Vice President of AMATYC”. She will be in attendance, will also have a table and will be bringing some goodies. A “Campus Representatives” session will be held as well as the three NCMATYC standing committees: Developmental Math, Innovative Teaching and Learning and Student Math League. AMATYC ACCESS information is another possible session. The Developmental Redesign update will be the full general session immediately following lunch. A round table discussion on the developmental redesign will be added. The system office will be contacted requesting an auditor provide a session on online audit requirements. Request from colleges involved in Achieve the Dream grant funds or any other initiatives to provide sessions.
- 2012 Conference – The 2012 conference is to be held at Cape Fear CC's downtown campus March 15th and 16th. The western region will host 2013; we will solicit volunteers at the business meeting.

Website – The website looks good.

Committee reports -

Developmental Math – The statewide developmental mathematics redesign moves forward with the modular approach. The task force is in the beginning stages of defining the content for each module. A committee meeting will be scheduled during the conference. Valerie will provide Glynis with an updated list of members who have expressed interest in developmental math committee work.

Innovative Teaching and Learning – A committee meeting will be scheduled during the conference. Valerie will provide John with an updated list of members who have expressed interest in innovative teaching and learning committee work.

Student Math League – A committee meeting will be scheduled during the conference. People can sign up in the middle of the year; the spring test will be open February 11 – March 5, 2011. Valerie will provide Chris with an updated list of members who have expressed interest in student math league committee work.

Officer reports -

President – By-Law updates must be approved by the membership; therefore, previously proposed changes will be sent to the board no less than one month prior to voting and the general membership no less than ten days prior to voting March 11th. They will be sent to the board first, then after approval the proposed changes will be forwarded to the general membership. Handbook updates have been made and will be forwarded to the board.

President-elect – DCCC will host the first NC Calculus competition. The exam will consist of 40 multiple choice questions and will last 90 minutes. The questions are calculus I and II level. The test will be held Friday morning of the conference. Immediately following the exam Appalachian State will conduct a session on attending their university. Ann DeBoever will administer the exam. There will be no cost for the NC Calculus exam and stickers will be available at the registration table to identify students competing. Chris will ask TI for prize donations to be given to the top four scores. John made a motion that NCMATYC give \$100 travel award to the school with the top score to assist in sending students to the Gainesville competition. The motion was approved. Chris and Ann will determine how school scores will be calculated. Gainesville is still hosting their math competition this year and next year.

Past President – Suzanne inquired about Cengage's sponsorship of breakfast and brought to the board's attention that a potential problem exists. Chris is checking into their commitment.

Central Region VP – No report at this time

Western Region VP – One nominee for the Mathematics Excellence Award has been received. Jean will e-mail the committee members Suzanne Williams and Glynis the nominee packet and they will confirm the winner.

Eastern Region VP – No report at this time.

Treasurer – We have \$3000 in checking and \$6834.89 in our money market account. All board members have been asked to formulate an association budget, one that projects forward instead of simply looking back. We are looking for an operational budget for the upcoming year. Bring all ideas to the May retreat. An audit is scheduled for March 9th at 2:00 in room 183 of the Gee building on the DCCC campus.

Secretary – The current membership is 210 although 59 requests to renew were sent the middle of January. I will continue to work with the campus representatives to increase the membership. Also, I will forward a draft letter to the board to consider using to solicit donations and sponsorship.

Other Business –

- Newsletter – A “Go Green” signup sheet will be placed at the registration table. The deadline for article submission for inclusion in the April newsletter is April 9th. Board members will compile a newsletter articles list for inclusion in the March 9th meeting. Refer to the October minutes for possible ideas.
- The NCCCFA Fall 2011 Conference will be held October 9 – 11 at the Sheraton Imperial Hotel & Convention Center located in the Research Triangle Park area of Durham. The conference theme is *Success Through SustainAbility*. The fall board meeting generally falls immediately following the NCCCFA fall conference.

Next Board Meeting –

- The next board meeting will be held Wednesday, March 9th at 4:00 pm in room 183 of the Gee building on the DCCC campus. A treasurers’ audit will be held at 2:00 that same day in the same room.

The meeting was adjourned at 4:00 pm.

Minutes submitted for approval by: Valerie Melvin 1/23/2011