

**IMACC Board Meeting
College of DuPage**

Saturday, October 6, 2012

Present:

Officers: Omar Adawi President-Elect, Bob Cappetta-President, Roberta Christie- Past-President, Steve Kifowit-Treasurer, and Kyra Rider-Secretary

Board Members: Kenneth Beynon, Andy Geary, Tom Pulver, Diane Martling, Chris Riola, Deanna Welsch, Greg Wheaton Absent: Tim Sullivan

Guests: Keven Hansen, Albert Stacy (for Connie McLean)

I Call to Order

President Bob Cappetta called the meeting to order at 12:15 pm.

II Minutes

The minutes of the IMACC Board Meeting of Thursday March 29, 2012 were reviewed. After a few minor changes, **Roberta Christie moved that the IMACC Board accept these minutes as corrected. Keven Hansen seconded the motion and the motion carried.**

The minutes of the IMACC Board Meeting of Friday March 30, 2012 were reviewed. After a few minor changes, **Andy Geary moved that the IMACC Board accept these minutes as corrected. Diane Martling seconded the motion and the motion carried.**

III Treasurer's Report

A. General Fund

Steve Kifowit passed out copies of the IMACC General Fund report and Scholarship Fund report for the year ending June 30, 2012. He also distributed reports for the General Fund and Scholarship Fund year to date balance as of October 6, 2012. Each of these four reports contained data from 2006 until 2012.

B. Scholarship Fund

2011-2012 scholarship still not claimed. The scholarship to Elizabeth Mena (for 2012-2013) was paid out in 2011-2012.

A motion was made by Chris Riola and seconded by Deanna Welsch to approve the budget as presented. The motion carried.

C. Tax-exempt status

Tax-exempt status will not move forward without the signed Conflict of Interest forms. There were general discussion regarding the policy and typos were fixed on the conflict of interest form.

Diane Martling made a motion was that the following people should complete the Conflict-of-Interest form: Board Directors, Officers, members of the Scholarship Committee, the Conference Coordinator and the Conference exhibitor coordinator. Andy Geary seconded the motion. The motion was approved.

The Secretary will keep the signed conflict of interest forms in paper copy for one year and electronic copies on an ongoing basis. The President will ensure all necessary members complete conflict of interest forms.

D. Walk-on item

Steve Kifowit and Beth Beno have check writing abilities. There was discussion regarding the continued policy of having two authorized signors on the account. It was generally agreed that there should be a back-up person. Since the president changes every year, it doesn't make sense to make changes that frequently. There are logistical problems with getting members not in the area on the signature card.

IV Scholarship Committee

A. Chair Angie Gum (via email to Bob) reminded everyone to recommend students for the IMACC scholarship.

B. Changes in policy were discussed. IMACC may choose no applicant if there are not qualified candidates. Full-time status must be documented. If a scholarship is forfeited, the funds may be given to another applicant. The scholarship will only be awarded to a candidate once but they can apply twice.

Verbiage was changed in the scholarship application and a deadline was included for use of the scholarship. These changes were forwarded to the scholarship committee.

V Membership

A. Steve Kifowit reported on the membership stats as of October 2012. Below is a summary:

- 285 current members (including life members)
- 46 memberships expired on 6-30-12 and have not yet been renewed
- 85 life members (Approx. 29.8%)
- 181 current members receive the ConneXion by email only
- 5 new members since July 1, 2012
- 21 new members since January 1, 2012

B. Membership Drive

Several ideas were suggested to increase membership.

The idea of a waiver for one faculty member to attend the IMACC conference for free was suggested. The faculty member must work for a school that has not participated in IMACC for more than 10 years. **Andy Geary made a motion to offer such a waiver, Tom Pulver seconded and the motion carried.**

The Membership Committee will reach out to 5 of the larger schools and offer a scholarship. While this was not a budgeted item, the Summer Leadership Workshop came in under budget.

VI. Curriculum Committee

Chair Keven Hansen asked for some direction for the curriculum committee. After some discussion it was agreed that colleges and educators will be looking to the IMACC curriculum committee for guidance in implementing new policies. It is important to manage the articulation guide. The version of the articulation guide on the website is inconsistent in formatting. There is need for a task force for the curriculum committee.

A. GEPM Status

The GEPM course was approved at both IMACC and ISMAA this spring and will be added to the articulation guide.

B. Training Schedule

We are expecting some funding from Complete College America. These funds will be used to offer training session. The goal is to have three training sessions (North, South, mid-state).

C. Dual Credit Issues

Some high schools are offering Calculus 3 and possibly Linear Algebra. Colleges are worried about teachers having the appropriate credentials to offer dual college credit for the course. IMACC is looking to create a statement to endorse credentials beyond the ICCB Standards.

VII. Assessment Committee

A. Name change

The board discussed changing the Assessment Committee to the Assessment and Placement Committee. It was agreed that this change can be made without Board approval.

B. Direction

Chair, Beth Beno, is looking for direction for the Assessment and Placement Committee. The following issues were suggested:

- To serve as an advisory committee for colleges looking for recommendations for placement. (However, IMACC shall not determine cut-scores for any placement tools)
- Make suggestions on the retake policy with placement exams. What determines remediation between attempts?
- Look at time limits on both pre-requisite courses and placement tests. Should there be a suggested sunset clause?
- Determine “best practices” in assessment, primarily in developmental math classes.

VIII. Webpage/Newsletter

A. Name change

It was suggested that a new committee called the Communications Committee be formed. This committee will work with the IMACC website, newsletter, and social media. Communication should remain open between all members to ensure the most accurate information is shared through all medium.

B. Facebook Page status

We are close to enough “likes” to have access to page statistics. We got a few more “likes” during the meeting from IMACC members present. Kyra Rider, Deanna Welsch, and Andy Geary all have editor privileges on FaceBook.

C. Directions

Members enjoy and want to keep the newsletter. We would like to see more people reading it. Kenny Beynon will be the “newsletter helper” he will come up with a joke, problem, or note from retiree to include in the newsletter. There was discussion about including a peer-reviewed article in the newsletter also. This idea was tabled until our next business meeting.

IX. Constitution/Bylaws Committee

The President is responsible for obtaining the signatures for the Conflict of Interest form.

In looking at going to electronic balloting there was concern about having to change the Bylaws. However, the wording is “by mail” as opposed to having to vote in-person. Electronic mail can be used in lieu of postal mail.

Diane Martling made a motion to change to electronic ballots for officer elections this spring – subject to availability. Tom Pulver seconded the motion, and the motion was approved.

X. Conference Committee

Chris Riola made a motion that the conference rates stay the same for 2013. Roberta Christie seconded the motion and the motion carried.

XI. Awards Committee

Remember that the deadline for nominating individuals for the James Armstrong Award, Distinguished Service Award, and the Life Membership Award is March 1. The deadline for nominating an individual for the Teaching Excellence Award is late October.

XII. ConneXion

Nothing new to report. See note under Webpage.

XIII. Nominations/Elections Committee Report

The following people offered to run for another term: Kyra Rider - Secretary, Steve Kifowit – Treasurer and Tom Pulver – Director. Connie McLean and Tim Sullivan will be asked to run as directors again. We need someone to step-up as the President-elect. If you want to run for any open position or have any suggestions, please contact Omar Adawi.

XIV. Program Committee

President Bob Cappetta has several ideas for the break-out sessions and keynote speakers. He asked for suggestions regarding a Thursday night activity. Corny math movies were suggested to supplement game night. Diane Martling and Ken Beynon are working on a new map since the bridge repairs are finally complete at Allerton. The Membership committee will staff the folder pick-up area and give tours of the facility to new members. Bob wants to be sure to make new Conference attendees feel welcome.

XV Delegates

Bob Cappetta, Omar Adawi, and Roberta Christie will be attending the 2012 AMATYC conference as IMACC delegates.

Kyra Rider was nominated to receive the AMATYC Conference scholarship.

VI Logo

It was suggested we update and standardize our logo. This new logo will be used for all our communication. We may want to look at trade marking the logo also. Keven Hansen, Greg Wheaton, and Andy Geary offered to serve on the logo committee.

VII Emerging Issues

- A. Greg Wheaton announced that long-time IMACC member and Kishwaukee College faculty member, Chris Cullup, passed away this past June. It was suggested that we have a moment of silence for Chris during the conference.
- B. There was brief discussion regarding the pros and cons of local versus national unions.

VII Adjournment

The meeting was adjourned at 4:25 pm.

Respectfully submitted,
Kyra Rider