The meeting was called to order at 9:06 AM.

ATTENDANCE

Attendance (43): Barbara Albrecht; Rosemary Amico; Caroline Boneta; Tiffany Bosseli; Adrienne Brown; Nelson Chin; John DeSantis; Manish Devjani; Regina Drew; Katherine Drummond; Elizabeth Duke; Monica Estrada; Andrea Fannelli; Matthew Gee; Claudia Gil; Ninette Gironella; Bart Grachan; Monica Gray; Thomas Helleberg; Gisela Humphreys; Julie Kaplan; Norma Kenigsberg; Jeremy Kim; Ann Marie Ladisa; Stefanie Landsman (for Laura McGinley); Neptali Martinez; Bernadette McHugh; Mary McShane; Eugenia Mejia; Krista Minteer-Baysal; Kathleen Murray; Evan Nisenson; Bindi Patel; Amber Pritchett; Melisa Puglisi; Kristi Schwindt Ramos; Carolyn Ritter; Tatum Soo Kim; Anne Stubing; Mary “Sue” Taylor; Jennie Tichenor; David Vintinner; Keith Whiteman

APPROVAL OF THE MINUTES

The minutes for the December meeting were not ready for approval. They will be presented for approval at the February meeting.

REPORT OF THE VICE CHAIR

Vice Chair David Vintinner reported in place of the chair, David Vogelsang.

As we prepare to celebrate the AMC’s 40th Anniversary, this is a good time to reflect on the AMC’s mission, purpose, and role. Some AMC activities, such as the benefits committee, were written into the bylaws while others, such as community service, have evolved over time. What issues should the AMC be talking about? What should we be trying to accomplish?

To encourage these conversations, each unit will be provided funding for agent-together of its reps and alternates this semester. Each unit can be reimbursed for up to $20 per rep/alt. The gathering should be organized by the lead representative for each unit, as shown in the online list of reps. Smaller units might like to link up to plan a joint event.

Lead reps should consult with AMC treasurer Anne Stubing before spending the money and for reimbursement. Anne can be reached at extension 88936 or anne.stubing@nyu.edu.

To further increase professionalism among administrators, David proposed the creation of “best practices” initiatives that could tap into our collective expertise.

1. David asked reps to canvass their unit for experts in any useful fields – such as handling data, managing special events, etc.
2. We should also more strongly encourage mentorship among administrators. In particular, it could be very useful to develop mentorships with our colleagues who have been promoted out of the ranks of the AMC.
3. The Benefits Committee has been discussing how transferable skills might be shared with our colleagues, perhaps through iLearn or another system. A subcommittee might be formed to look into this issue. The Faculty Senators Council has a committee dedicated to best teaching practices. In the same way, the AMC can support best practices among the administrative ranks. All administrators interested in helping to shape these initiatives are invited to contact David Vintinner at david.vintinner@nyu.edu.

COMMITTEE REPORTS

University Space Priorities Task Force, David Vintinner
The task force continues to meet to formulate guidance to the university administration regarding use of space. Now is the time to speak up about any suggestions or wishes regarding space usage in the future. (For example, a child care facility is often mentioned.) All administrators are encouraged to submit comments through the working group’s website at: http://www.nyu.edu/about/university-initiatives/space-priorities.html

Benefits, David Vintinner (amc-benefits-group@nyu.edu)
- See the Benefits Committee update (circulated before the meeting) for a more detailed report.
- The Benefits Committee has heard several suggestions for programs or benefits that are already being offered to the NYU community. Please visit the Faculty & Employee Discounts page to see the many discounts available to employees.
- The letter to the Senate Financial Affairs Committee was presented to the Council at our December meeting. A small numerical error was corrected and the letter has been revised.
- As shown in the revised letter:
  - To close the wage gap in two years, we propose a 4% increase in each year
  - OR to close the gap in one year, we propose a 6% increase
- The letter was also revised to reference CUNY as an example of a time-off donation pool.
- There was a motion to approve the letter. The letter was approved unanimously.

Communications, Regina Drew (amc-communications-group@nyu.edu)
- The AMC Newsletter was sent out December 19 before the holiday break. It is also posted online.
- We hope to send out one or two issues in the spring. Special thanks to our newsletter committee: Hilarie Ashton, Liam Fry, Rebecah Reilly, and Wendy Siegel.

Community Service, Barbara Albrecht, Ida Longarino (amc-community-service-group@nyu.edu)
- Nearly 700 toys and books were collected in our annual Holiday Toy Drive. This might be a record amount of toys and books received. The toys went to the children of the Lower East Side and those of the Birch Early Childhood Center in Washington Heights. Thank you to all who donated and to all our volunteers!
- Our recycling collection drive is now underway through the end of February. Greeting cards (holiday and general), eyeglasses, cell phones, and crutches are being collected. Please view the flyer online for additional details:
• The Green Books recycling program will be promoted in the spring. Collected books are resold, with the profits being donated to charity; unneeded books are given to Books for Africa. A flyer will be posted online once available.

• Looking forward to the annual Book and a Buck drive, the committee is looking for suggestions for schools that might have been damaged by Hurricane Sandy and in need of more books. Please contact Barbara or Ida if you know of any schools in need.

• The Naughty Knitters have been very busy and generous over the holiday season. In December, they donated 75 handmade scarves to Hurricane Sandy. They also donated 345 scarves and 120 hats to seniors as holiday gifts – and 60 scarves to the USO for distribution to service members overseas. They are now working on baby blankets for Care for the Homeless.

• Next meeting: Tuesday, Jan. 29, 12:15 PM, 721 Broadway, 10th Floor Conf. Room

**Nominations & Elections, Ninette Gironella (amc-elections-group@nyu.edu)**

• No report

**Bylaws, Bart Grachan (amc-bylaws-group@nyu.edu)**

• The committee will be updating the bylaws to upgrade some ad hoc committees – Community Service and Special Events – into full standing committees.

• The committee will also continue to review its representative structure for the future.

**Special Events, Julie Kaplan (amc-special-events@nyu.edu)**

• The AMC’s 40th Anniversary Celebration will take place next Wednesday, January 16 from 4:00-6:00 PM in Greenberg Lounge, Vanderbilt Hall, 40 Washington Square South. We hope everyone can attend.

• The Book Club continues to meet. The next meeting is Monday, February 11 to discuss The New Jim Crow by Michelle Alexander.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**ANNOUNCEMENTS**

None.

The meeting was adjourned at 9:37 AM.