The meeting was called to order at 12:30 PM.

REPORT FROM THE CHAIR: Anita Dwyer (anita.dwyer@nyu.edu)

- Anita welcomed all the attendees to the annual year-end lunch and meeting. She gave an overview of the AMC to those new to the university or new to the AMC. The AMC is the organization through which the administrative and professional personnel participate in university governance and is comprised of elected representatives from each school and division. The AMC functions as an initiative, deliberative and responsive body concerning policy issues affecting the university community, and serves as a vehicle for promoting the continued professional growth and development of its constituents.
- The AMC has approximately 185 Representatives and Alternate Representatives, five Senators, and six Alternate Senators.
- Anita reminded the attendees about the AMC’s impact on campus by advocating for and advising university leadership about administrators’ concerns and interests. The AMC strives to communicate, inform and educate its constituents about a range of university initiatives (such as NYU 2031 and Sustainability) and policy issues (including the vacation carryover policy and the new job banding structure).
- She encouraged all administrators to let her know what issues concern them, so that the AMC can address them in the future.

COMMITTEE REPORTS

Nominations and Elections: David Vogelsang (dv1@nyu.edu)

- Senator Elections:
  - The following candidates for Senator positions were introduced and each delivered brief remarks:
    - Hilarie Ashton
    - Bart Grachan
    - Larry Pender
    - Marguerite Sharkey (represented by Katherine Drummond)
    - Michelle Van-Ess (represented by Maya Ardon)
    - David Vintinner
  - David reminded everyone to vote and how to vote in the Senator election, scheduled to run from May 16 through June 6.
- He also congratulated the newly elected individuals who will be serving as Representatives and Alternate Representatives in the Fall. An updated listing was available on the AMC website.

By-Laws: John DeSantis (john.desantis@nyu.edu)

- John informed the attendees that the Bylaws Committee had decided that, after years of changes and additions to the Bylaws, it was time to review them for clarity. This was done with the leadership of committee member Norma Kenigsberg.
• A new provision was added requiring a census to be taken in September and February each academic year to compile a current list of administrators, both for notification purposes and to insure accurate representation during elections.

• John thanked the committee members for their hard work. The active committee members were: John DeSantis, Chair; Hilarie Ashton; Anita Dwyer; Ninette Gironella; Bart Grachan; and Norma Kenigsberg.

Benefits: Amanda McEntire (amanda.mcentire@nyu.edu)

• The Benefits committee had another busy year. Noting that the University has asked much of administrators over the past few years – including Re-engineering I and II, changes and cuts in benefits, MyTime, banding, and a new emphasis on the Global Network University – Amanda commended all administrators for their perseverance, ability to adapt, and for their continued hard work and dedication to the university.

• Amanda thanked the Office of Human Resources, particularly Linda Woodruff, Kathy Zukof, and Marina Kartanos, for meeting with the committee throughout the year to discuss the various important issues that impact administrators.

• One of the committee’s main issues this year was the vacation carryover policy. The committee was able to successfully negotiate that administrators will be able to carry over up to 11 or 13 days regardless of the classification of those days (“special” carryover bank vs. normal carryover) after the grace period expires on August 31, 2013 [note: date corrected].

• The committee also took to heart feedback from our constituents when writing the salary recommendation letter and emphasized the hard work, cooperation, and dedication all administrators demonstrate on a daily basis despite reductions in staff and diminished benefits. Although we did not receive a 4.5% increase, it’s important to let the university leadership know that we, as administrators, are and will continue to be a valuable asset to the success of NYU.

• The committee also worked very hard to disseminate information about MyTime and the job banding structure to make the transition a smoother process.

• Amanda thanked all the committee members - Alison, Anita, Anne, David, Ellyn, Erica, Jill, John, Kathleen, Keith, Larry, Mike, Neptali, Nicole, Ninette, Rose, Rosemary, Wendy, Denean, Regina, Katherine, Tom, and Marguerite - and any others who contributed to the committee.

• She congratulated Alison Moppett on taking over as Vice Chair and Benefits Committee chair for the upcoming year.

Community Service: Barbara Albrecht (balbrech@stern.nyu.edu) and Ida Longarino (ida.longarino@nyu.edu)

• Barbara delivered the report on behalf of the committee. The Community Service committee thanked all the AMC constituents for their generosity and support of the many campaigns organized each year. The AMC would not be able to support the various charities without the constituents’ assistance.

• She also thanked the committee members and the site coordinator volunteers: Maria Deacetis, Adam Ebnit, Faith Greulich, Camille Harriott, Gail Kashishian, Joseph Manolesas, Celeste Orangers, Nicole Pandolfo, Denean Paulik, Larry Pender, Karyn Ridder, Eric Stedfeld, Jennie Tichenor, and Jennifer Weitsen (and anyone else we might have overlooked).

• The committee organized the following activities over the past year:
  o October: Thanks to the coordination efforts of Celeste Orangers and Jennifer Weitsen, as well as the participants, NYU and the AMC once again had a very strong showing at the Making Strides against Breast Cancer run on October 17.
  o November: We sponsored a Thanksgiving food drive for the St. Francis Xavier Mission. Items were collected to provide food baskets comprised of all of the “fixins” for a
Thanksgiving dinner. These baskets were then distributed to area residents in need of this assistance.

- **December**: The committee again co-sponsored and coordinated the collection of toys that were distributed to local children at the 9th Precinct’s holiday party. Enough toys were collected that we were also able to give a portion of the donations to the Birch Family Services Manhattan Early Childhood Center.

- **January/February**: Over 800 recycled holiday cards were donated to St. Jude’s Children’s Ranch.

- **March**: We once again remembered and recognized our troops, stationed abroad, with a collection coordinated through the “Operation Gratitude” organization’s national campaign entitled “The Patriotic Drive”. Over 1,000 sundry items were collected and donated to the campaign.

- **April**: A special collection was taken up in support of relief efforts for Japan after the devastating earthquake and tsunami. Over 10 moving boxes of goods were delivered to the AFYA Foundation who shipped the materials to Japan.

- We also continue our recycled book partnership with the NYU Bookstore. As an ongoing activity, any used books can be donated to the Bookstore and the proceeds from the resale of these books are deposited into an AMC Community Chest. Since its inception, the monies collected from the program have supported many charities, both local and national. Our most recent contribution of $3,000 from this program was made to the National Wildlife Foundation’s Adopt-a-Classroom program. Information regarding this program is listed on the AMC Community Service Committee website.

- Our Co-Committee, the Naughty Knittets, led by Jennie Tichenor, was also in full swing this year. The knitters meet twice a month to handcraft items for NYC-based charities.

  - This year the committee donated a total of 470 handmade items to NYC charities, including Visiting Neighbors, the USO, and Care for the Homeless. They also held two crafting events with NYU’s Office of Student Affairs and Services, the annual AMC “Spring Fling”, and a press event at the NYU College of Nursing with Care for the Homeless.

  - For the coming year, the Knitters will continue to make scarves for U.S. troops overseas, holiday gifts for homebound seniors, and baby blankets for homeless children. They will also begin making scarves for the Special Olympics.

  - This summer, the Knitters will focus on developing a website and planning projects for 2011-12. To get involved, please e-mail Jennie Tichenor at jt6@nyu.edu.

**Special Events**: Barbara Benson (bbenson@stern.nyu.edu) and Julie Kaplan (julie.kaplan@nyu.edu)

- Julie Kaplan delivered the report on behalf of the committee. She thanked Barbara Benson and Katherine Brignole for their fantastic work coordinating the AMC events, including this year-end luncheon, over the past several years.

- The 23rd Annual Retirees Luncheon was held at the Torch Club on April 27, and had a record turnout of 80 guests. Lynne Brown spoke to the group about developments at NYU, and there was a performance by the NYU Madrigal Singers (a group of Steinhardt music students). It was wonderful to see so many familiar faces return to NYU with affection and interest.

- The 14th Annual AMC Art Show will run from May 17 through June 5 in the Kimmel Center’s 8th floor Stovall Family Gallery, with a reception on May 25. The exhibit will feature 36 artists showing approximately 90 works in a variety of media, ranging from photography to collage to paintings. The artist featured on this year’s postcard is Eric Loffswold from HR. Everyone was encouraged to stop by to see some excellent art and support our colleagues.

- Michael Hanrahan delivered an update about the AMC Book Club.
• The committee concluded by conducting its annual year-end raffle, with prizes of lunch-for-two at the Torch Club, a one-year membership at Coles, a lunch cruise for two on a World Yacht Cruise, and an iPod Touch. The committee thanked the Coles Sports Center, NYU Bookstore, and the Torch Club for generously donating the prizes.

OLD BUSINESS:  None

NEW BUSINESS:  None

MEETING ADJOURNED at 2:00 PM.

Respectfully submitted by Regina Drew, Secretary 2010-11