MINUTES FROM THE AMC YEAR-END MEETING
Thursday, May 9th, 2013

The meeting was called to order at 12:20 p.m.

APPROVAL OF THE MINUTES

The minutes from the last meeting were provided in advance with the agenda; reading of the minutes was waived. The minutes from the April 2013 meeting were approved.

OPENING REMARKS

The Chair welcomed all the representatives and guests to this year’s year-end luncheon. He thanked the AMC Executive Committee and the representatives for their good work over the course of this productive year.

David Vintinner, Vice Chair, conducted an “instant poll.” All were asked to send an email message or text message to amc.info@nyu.edu with a response to “What is it about your job that you love the most?” Later in the meeting, the results were presented.

The Chair spoke briefly about the Space Priorities Working Group. He acknowledge that not all could attend the various Town Hall meetings related to space planning and 2031; he reminded us that videos of the taped sessions and other notes are available online. The Chair also noted that our own Barbara Albrecht and David Vintinner participate in this group, reminding us that we, the administrators, have a place at the table.

The Chair spoke briefly about the media clamor regarding severance packages, mortgages, and such sundry. He assured everyone who has reached out to the Executive Cmte. that their concerns have been heard and noted. He shared with the group that he and Vice Chair had written to Pres. Sexton about these concerns - two years without raises, morale, public image, etc. The letter was well-received. He concluded the topic with a note that the Exec Cmte. was invited to speak with the Board of Trustees about these topics as well as global expansion. The Chair wanted everyone to know that our collective
voice is being heard by senior leadership.

CHAIR REPORT

No report from the Chair.

SENATE REPORT

No report.

COMMITTEE REPORTS

In the interest of time and the celebratory nature of this meeting, the Chair provided highlights of Cmte. events. Detailed, individual Cmte. reports will be provided, as available.

Benefits, David Vintinner (amc-benefits-group@nyu.edu)

- the Cmte. lobbied for time off with pay (up to 15 days) for administrators who volunteered with a recognized relief organization during the Hurricane Sandy aftermath.
- the Cmte. compiled our annual report to the Senate Financial Affairs Committee. This year’s proposal was based on an analysis of the past several years. This allowed the Cmte. to present thoughtful options in their report.
- the Cmte. is working with the University to review tuition remission taxing policies with the goal to spread the tax encumbrance across several months as opposed to a lump-sum payout.
- the Cmte. is working with the University to review tuition remissions policies with the goal to have the policies be more cognizant and accommodating of administrators with lower salaries.
- the Cmte. is working with the University to bring data-driven methods to inform future changes to benefits policies.
- the Cmte. is working with the University to develop a “time away donation pool” so administrators with have the ability to donate sick time to others with a greater or more immediate need.
- the Cmte. is working with the University to review the alignment of the Medical Center’s services with employee insurance plans.

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

- the Cmte. hosted and celebrated its 40th anniversary. This was a great opportunity to welcome back former chairs and retirees. Pres. Sexton was a special guest.
• the Cmte. hosted a keynote luncheon with Pres. Sexton.
• the Cmte. hosted our 25th Administrator Retiree luncheon. This was a great opportunity to reconnect and rekindle old relationships.
• the Cmte. hosted its year-end luncheon.
• the Cmte. continues to hold the monthly AMC Book Club events.
• the Cmte. continues to present the AMC Art Show with special thanks to Scott Lewis.

Communications, Regina Drew (amc-communications-group@nyu.edu)
• the Cmte. has relaunched the AMC Newsletter.
• the Cmte. now manages the AMC website. The Chair reminded us to use this great communications resource. You can visit our web page at nyu.edu/amc.

Bylaws, Bart Grachan (amc-bylaws-group@nyu.edu)
• the Cmte. has worked toward transitioning two ad hoc committees to standing committees: Special Events and Community Service. The change was ratified by the AMC body on March 5, 2013.
• the Cmte. is working on to clarify language regarding Senator term limits.
• the Cmte., in conjunction with the Executive Cmte., will be reviewing the AMC’s overall representational structure. Traditionally, the AMC’s representative body has been organized by school and business unit. With the additions of Poly, CUSP, Abu Dhabi, Shanghai and other academic centers, this traditional organization may not be the most reflective of administrators’ needs. The bulk of this work is expected to occur during the summer months.

Nominations & Elections, Ninette Gironella (amc-elections-group@nyu.edu)
• the Cmte. has closed out the representative elections process for the 11 schools and units with elections. There was an approximate 26% vote participation.

Community Service, Barbara Albrecht & Ida Longarino (amc-community-service-group@nyu.edu)
• the Cmte. has been very active this year, most notably ...
  ○ Strides Against Breast Cancer campaign
  ○ Thanksgiving food drive
  ○ Toy drive
  ○ Recycling drives
  ○ Naughty Knitters and their donations
  ○ Summer “Lunch and Learn” series
  ○ Book-and-a-Buck campaign
The Chair noted that this committee is one of the most engaged groups in the AMC. It is this committee that makes the AMC stand apart from other Councils. The Community Service Cmte. gives us an opportunity to think about and become more involved in the broader community beyond NYU.

The Chair offered thanks to Anne StADING, AMC Treasurer and Liam Fry, AMC Secretary for their work this past year. A special “thank you” was extended to Anne as this year marks the end of her tenure as Treasurer.

SENATOR CAMPAIGN

Ninette Gironella, chair of Nominations & Elections, introduced our senatorial candidates and noted that of the six, the administrators will be voting for two. Voting will be held later this month; a notification will go out via email. Each candidate presented an oral statement. Written statements can be found on the AMC website and will be provided at voting time. The order of presenters was made by random draw.

1. Bart Grachan, Steinhardt; presented by Andrea Fannelli
2. Norma Kenigsberg, Information Technology Services
3. Levon West, Facilities & Construction Management
4. Bernadette McHugh, Tisch School of the Arts
5. Tatum Soo Kim, School of Continuing and Professional Studies
6. Kristi Schwindt Ramos, Faculty of Arts and Science

OLD BUSINESS

There is an open proposal to amend the Bylaws as it refers to term limits for senators. The changes are posted online at the AMC web site (nyu.edu/amc). Representatives will receive a reminder to review the proposal and to cast a vote. The vote for the proposal will close on Monday at 5 p.m.

NEW BUSINESS

The Chair asked for new business from floor. There was none.

David Vintinner, Vice Chair, presented the results of the “instant poll.” The following are the top five trending responses to the question, “What is it about your job that you love the most?”
1. “... my co-workers …” - this reply was given by approx. 25% of the respondents.
2. “... the students …” - the replies ranged from “helping them into the University,” “helping them through the University,” “teaching them,” “making an impact on their lives.”
3. “... NYU community as a whole …” - this included the neighborhood.
4. the dynamic nature of NYU with replies noting “the endless variety of tasks,” “the new challenges,” “how our jobs keep changing,” “that sense of endless learning”
5. special events - planning, hosting, and participating

RAFFLE

The raffle was officiated by Julie Kaplan, chair of Special Events.

The following prizes were awarded:

- Movie Tickets, provided by, provided by Kimmel Center
- Tickets to “Elements of Wine” class, provided by Astor Center of Astor Wines & Spirits
- Munsch Exhibit Tickets, provided by Kimmel Center
- Lunch Cruise, provided by World Yacht
- iPod Nano, provided by NYU Computer Store
- Gym Membership, provided by NYU Coles Sports Center
- iPod Shuffle, provided by NYU Computer Store
- Gift Baskets provided by ...
  - NYU Dining for Starbucks
  - NYU Dining for Argo Tea
  - Puerto Rico Trading Company
  - NYU Coles Sports Center
- Gift Certificate provided by ...
  - Great Jones Café
  - Murphy & Gonzalez Pub & Cocina
  - Josie Woods Pub
  - Apple Restaurant
  - Shakespeare and Co. Booksellers
  - Pizza Mercato
  - Aroma Kitchen & Winebar
  - West 3rd Common
  - The Half Pint
  - Think Coffee
The following administrators were prize winners:

JULIA GRIFFIN MURPHY
GAIL KASHISHIAN
LISA A MCGHIE
NANCI H HEALY
GENNET L. BLACK
LINDA C ANDERSON
ERIC L STEDFELD
CLAUDIA L GIL
SUSAN WAIS
ANDREA FANNELLI
CHARLOTTE HUNTER
STEVIN AZO MICHELS
TERESS WILLIAMS
MAZAHER A TEJANI
LEE ANN FULLINGTON
ANNE M BLATZ
DONNAMARIE T. HUDSON
CHRISTINA F WALSH
LEVON WEST
SERGEJ ZOUBOK
CAROL ANNE HOLLINGSWORTH

ANNOUNCEMENTS

A reminder was given that the AMC Art Show starts May 11th and runs though June 13th; it will be held on the 8th floor of Kimmel.

For the 2013/2014 year, the Council is looking to move its meetings to the Global Center for Academic & Spiritual Life, adjacent to the Kimmel Center.

CLOSING REMARKS

Have a great summer!

The meeting was adjourned at 1:32 p.m.
1. The AMC Benefits committee met on 4/16, and was again joined by Andrew Gordon, Vice President for Human Resources, Ann Kraus, Senior Director of Global Compensation and Benefits, and Trish Halley, Director of Health and Welfare Benefits. The committee is scheduled to meet again on 6/18/2013 at 12:30pm. Please contact David Vintinner for information.

2. TUITON REMISSION POLICY REVIEW:
   a. The $50,000 income threshold between full tuition remission and 90% tuition remission is still in review by HR
   b. Management of tuition remission related withholdings across the year
      i. The possibility of employees submitting revised W4 forms was further explored, to allow employees to self-regulate the variation in withholdings.
      ii. This self-management would require employees (or their tax advisors) to combine information about tuition remission processing, tuition remission amounts, W-4 processing deadlines, and their other compensation/withholding details.
      iii. The Taxable Tuition Remission Schedule is posted with other payroll resources (http://www.nyu.edu/financial.services/cdv/p-resources-pg123)
   iv. iLearn course LVS033 could be augmented to include more resources that enable employees to address these issues.
   v. HR and the Benefits committee will continue to explore ways of streamlining this process.
   c. The committee asked for clarification on the appeals process for job relatedness decisions.

3. The hearing aid benefit was reconfirmed to be a periodic benefit, available every three years, not a once in a lifetime benefit.

4. The committee discussed the possibility of using data-driven methods to inform potential changes to benefits policies by collecting hard data on employee preferences. In particular, the Benefits Office has access to the conjoint analysis and other data when employees make use of the various planning tools available during open enrollment. Since only a small percentage of employees make use of the tools, and many make late decisions that appear to contradict the preferences they indicated in the planning tool, the resulting data is only useful for anecdotal information.
   a. The committee initially emphasized support for a more rigorous study of employee preferences, if the Benefits office were to propose it
   b. BUT: The fact that many employees (and more broadly, many residents of this country) are confused about their rapidly changing health benefits options would bring the results of a survey tool into question.
   c. Education about existing options might be a prerequisite to conducting a survey

5. Direct deposit for Met Life reimbursement checks is now an option (as announced by email to all employees affected.) This direct deposit option is separate from NYU’s direct deposit, and requires separate enrollment.

6. Topics that remained tabled at the March meeting include:
   a. The donation pool for time away
   b. An increase in family sick time allotment beyond 6 days (3 for spouse)
   c. The alignment of medical center services with employee insurance plans
   d. “The Work Number” investigation