The meeting was called to order at 9:03 AM

ATTENDANCE

Attendance was taken by roll call.

APPROVAL OF THE MINUTES

The minutes from the May 2012 meeting were provided in advance with the agenda; reading of the minutes was waived. The minutes, as provided with the agenda, were approved.

OPENING REMARKS

The Chair reminded us that the AMC was founded in 1972, putting us squarely within our 40th anniversary period. We should think about the AMC’s theme for this year: engagement.

We’re hoping that all members of the AMC will look at this year as one in which to become more engaged - participating in committees, general meetings and discussions, attending town hall meetings - and to take advantage of other opportunities throughout the University. This engagement helps each of us become better informed.

Some of the things most often heard from representatives are What do I do? Who am I representing? Who are these people I’m voting for? The AMC will earmark money so each represented unit will have the opportunity to meet among themselves once per semester. You’re encourage to take advantage of this seed money to host an event, network, talk about ideas, and use it as a foundation for when we come to the general meeting.

We want to hear from you as representatives. There are a lot of things going on throughout the University that we could share with each other. Ideas and topics don’t have to be big; two examples are the recent renovations in the Library and changes in Student Affairs where a new Global Student Life Initiative is underway.

Let’s use this year to become more engaged, involved, and informed.
PRESENTATIONS

Ann Kraus, Sr. Director of Global Compensation and Benefits
Trish Halley, Dir of Benefits, UHR
  • Overview of health plan changes for 2013
    o High Deductible Health Plan
    o Health Savings Account
  • Update on Wellness
  • Update on annual enrollment communications

Carlo Ciotoli, Assoc. VP, NYU Student Health
Allison Smith, Public Health Initiatives and Assessment, NYU Student Health Center
  • Update on a new student health initiative, LiveWellNYU

INTRODUCTIONS

The Chair introduced each of the AMC officers and Senators.

Executive Board
  • Vice Chair - David Vintinner
  • Treasurer - Anne Stubing
  • Secretary - Liam Fry

Senators
  • Hillary Ashton
  • Anita Dwyer
  • David Vintinner

Alternate Senators
  • Toni DePena
  • Regina Drew
  • Liam Fry
  • Camille Harriott
  • Tom Helleberg
  • Normal Kenigsberg
  • Levon West
COMMITTEE CHAIR APPROVALS

The list of proposed chair appointees was provided in advance with the agenda; reading of the list was waived. The proposed chairs, as listed in the agenda, were approved.

Committee Chairs
- Benefits - David Vintinner
- Bylaws - Bart Grachan
- Communications - Regina Drew
- Community Service - Barbara Albrecht, Ida Longarino
- Nominations & Elections - Ninette Gironella
- Special Events - Julie Kaplan

COMMITTEE REPORTS

Committee reports are attached. What follows are updates presented at the meeting.

Benefits, David Vintinner (amc-benefits-group@nyu.edu)
Nothing additional to report.

Bylaws, Bart Grachan (amc-bylaws-group@nyu.edu)
Nothing additional to report.

Communications, Regina Drew (amc-communications-group@nyu.edu)
- The AMC Newsletter is being revived.
- The AMC website has a new, fresher look now that it’s part of the CMS system.

Nominations & Elections, Ninette Gironella (amc-elections-group@nyu.edu)
- Some units still have vacancies; the Committee is working with representatives in these units to fill those.

Special Events, Julie Kaplan (amc-special-events@nyu.edu)
- The AMC Book Club will have its next event on October 18th, 2012, 12:30 PM at the NYU Bookstore. “On the Road” by Jack Kerouac is the selected reading.

Community Service, Barbara Albrecht, Ida Longarino
(amc-community-service-group@nyu.edu)
- Promoted Voter Registration Awareness.
- Promoted Making Strides Against Breast Cancer Walk to be held on October 21st, 2012.
- Donated $500 to the annual Children’s Halloween Parade to be held on October 31st, 2012. It was noted that the Office of Government & Community Affairs indicated that there are related volunteer activities in which we’re all encouraged to participate. It was also noted that trick-or-treat bag assembly would occur on the 25th and 26th; there are opportunities for drop-in
volunteers between 10 AM and 4 PM, details on the website. Parade setup will occur in Washington Square Park, near the Arch.

- Faith Greulich and Jenny Tichenor reported on the re-launching of Book Recycle Program where donated books are resold or recycled. The program is in pilot testing in participation with University groups such as Philosophy, Anthropology, TSoA, Politics, Neuroscience, and Environmental Studies. Textbooks and any book in general are accepted. A portion of the proceeds have been donated to the Semper Fi Fund, an organization that provides support and services to injured veterans. Books that can’t be resold are donated to Better World Books, an organization focused on literacy initiatives.
- The next committee meeting will be held on October 30th, 2012.

OLD BUSINESS

There is no old business at this time.

NEW BUSINESS

There is no new business at this time.

ANNOUNCEMENTS

- Condolences to Alison Moppett for the recent loss of her father, Charles Moppett; a card was circulated. If anyone is interested, donations can be made on his behalf to Yale-New Haven Hospital, 20 York Street, New Haven, CT.
- Condolences to Toni DePena for the recent loss of her brother; a card was circulated.
- Best wishes to Beth Appel, retiring from the College of Dentistry

From the Floor

Tara Eisenberg, Sustainability Office, reminded everyone of the Sustainability Program with encouragement to join; she also announced a special event to celebrate the launch of the Sustainability Advocate Progress Tracking website on October 4th at Kimball Lounge. Visit nyu.edu/sustainability for more information.

CLOSING REMARKS

- Representatives were reminded to use alternates if (s)he can’t attend a general meeting.
- An open call was made for ideas and topics for following meetings.

The meeting was adjourned at 10:27am.
1. The Benefits Committee will be meeting on the third Tuesday of every month this academic year, from 12:30 – 1:30pm. (Location TBD) This translates to the following dates: 10/16, 11/20, 12/18, 1/23/2013 (4th week), 2/19, 3/19, and 4/16.

2. David Vintinner is assembling the list of committee volunteers for this year, and will soon establish a Google Group to facilitate committee communications. Please contact him at dv284@nyu.edu if you are interested in participating.

3. One of the standard topics of consideration for the Benefits committee has traditionally been the contents of the December annual budget recommendation from the AMC to the Senate Financial Affairs Committee. (This year, our representatives on that committee will be John DeSantis and Norma Kenigsberg.) We have two months to consider what will be the this year’s thrust for our advice to the NYU community about how to balance financial priorities to best foster a university that continues to thrive under swiftly shifting global, political, and economic conditions. Last year, we followed the lead of the Faculty Senate in setting a reference anchor to 2002’s compensation conditions and requested a 6.2% merit increase, intentionally turning a blind eye to other matters. Not surprisingly, a 6.2% raise pool was not awarded by the university. How shall we proceed with the conversation this year?

4. Issues for consideration by the committee that were raised in the prior academic year include:
   a. Child care needs on campus
   b. Questions about differences in benefits and compensation pools as they are administrated in various schools and units
   c. An increase to the number of sick leave days allowed for family care
   d. The introduction of a vacation swap/donation program for employees who do not use vacation allotments to contribute to others who have family related emergencies (similar to a program in New York City government offices)
   e. The introduction of a prepaid or discounted legal services benefit (similar to one at the Medical Center)
The Bylaws Committee has not met yet this year. While we have no specific issues to address with the bylaws right now, we would like to spend time this year looking at how the AMC representation is distributed, specifically, at alternatives to the Unit-based model currently in use. Any interested in joining the Bylaws committee should email Bart Grachan (bag8@nyu.edu).
Vacancies exist in the following units for alternate representative positions:

- Division of Student Affairs
- Executive Vice-President
- Executive Vice-President for Finance
- Executive Vice-President for Operations
- Faculty of Arts and Science
- General Counsel Division
- Information Technology Services
- Institute for the Study of the Ancient World
- Office of the President
- Provost Division
- School of Continuing and Professional Studies
- School of Law
- Steinhardt School of Culture, Education and Human Development
- Stern School of Business
- Tisch School of the Arts
- University Development and Alumni Relations
- Wagner School of Public Relations

N&E will be working with the representatives in these areas to fill these vacancies.
October activities:

• The first activity of the new school year will be participation in the “Making Strides Against Breast Cancer” walk, which take place on Sunday, October 21st. Committee members, Celeste Orangers and Jennifer Weitsen, are again spearheading this effort. This is the Administrative Management Council’s fifth year organizing a united NYU team of administrators, faculty, staff and students to participate in the American Cancer Society’s walk to raise funds communally to support the fight against breast cancer. The walk begins in Central Park. Please walk with the team and bring your family and friends.

• To join our NYU Team, to make a donation or for additional information, please visit the link for “Making Strides” posted on the homepage of the AMC website.

• As a public service, a link regarding voter registration information has also been posted on the homepage of the AMC website.

• The AMC has contributed $500 for the 22nd annual Children’s Halloween parade, sponsored by NYU’s Office of Government and Community Affairs. The parade, for children between the ages of 6 and 12, will take place on Wednesday, October 31 from 3:00 to 6:00 PM. Parents and children will gather at the Washington Square Arch at 3pm for the event.

• The Naughty Knitters, chaired by Jennie Tichenor, were awarded a $1000 grant from the NYU Office of Civic Engagement so that they can continue to provide knitted and crocheted items to the many charities that benefit from their works. Their meeting schedule for 2013 and also information regarding the group can be found on the AMC website under the “committees” tab.

Upcoming Events:

• We have already reached out to the St. Francis Xavier Mission again this year and we will be supporting their Thanksgiving basket food drive. More information about that campaign will be posted on the AMC/CSC website over the coming weeks.

• We are also working on providing health and wellness information on the CSC website during the month of November, which is Diabetes Awareness month. Please check back for information, tips and related events during November

On-going Campaigns

• The “Green Books” book recycle and resale program is being re-launched thanks to the efforts of Jennie Tichenor and Faith Greulich. Information regarding how you can recycle used/unwanted books that we can turn into cash for various charities that the Community Service Committee supports during the year will be posted on the Community Service Committee webpage. To date, $211 from the resale of recycled books has already been deposited into the “Community Chest” for future distribution.

The next meeting of the Community Service Committee is scheduled for Wednesday, October 30th at 12:15pm, at TSOA, 721 Broadway, 12th floor Dean’s Conference Room.
We always welcome new members and new ideas to our committee, so please try to attend the meeting.
There is no written report at this time.
There is no written report at this time.
There is no written report at this time.
Due to Hurricane Sandy, the AMC general meeting scheduled for November 6th, 2012 was canceled. The following Committee reports would have been presented at that meeting.
1. The AMC Benefits committee is now an active Google group with 22 members and one active discussion (exploring the Tuition Remission Benefit, how it has changed since 2009, and what might be right or wrong about the current drop from 100 to 90% support for administrators who receive raises that put them over the $50,000 threshold in the policy). Please contact David Vintinner (dv284@nyu.edu) if you would like to participate in the group.

2. The Benefits committee met in person on 10/16 and is scheduled to meet again on 11/20 at 12:30pm to primarily discuss the December 2012 recommendation from the AMC to the University Senate Finance Committee and explore differences in merit pool and bonus administration.

3. Regarding the December 2012 recommendation from the AMC to the University Senate Finance Committee, the committee makes the following suggestions to the AMC at large:
   a. The Faculty Senate and the AMC should work more closely to coordinate and balance their proposals over the next month.
   b. Given the reality of the public (and student) perception of the higher education sector, the ability and willingness of NYU central administration to correct our 6.2% experienced wage loss referenced on last year's recommendation is probably small.
   c. This year we could reference an updated version of the wage gap, but not to ask that the gap be closed immediately. We hope to keep the reality of the wage gap in view as we focus on more attainable goals. (What those goals may be are not yet defined.)

4. Regarding the variance in the annual merit raise process between schools and units, the committee discussed the following:
   a. There are differences across units on the intentional integration and separation of annual raises and performance review processes.
   b. There are differences across units of the ability of managers to influence the merit raise level of their employees.
   c. Some units are intentionally egalitarian in allocating raises to flatten wage differences; others prefer to use differences in merit raises to motivate employees.
   d. The committee, like the university at large, was not able to come to any consensus on the question of which method of administrating the annual raises might be best.
   e. Given the report from President Sexton at the October Senate that administrative salaries have not followed the national trend of a widening difference between those at the top and bottom of the pay scale (at least since 2004), it appears that,
whatever methods are being used, there is no systemic top-v-bottom inequity in raises during NYU’s recent years of wage freezes and reengineering.

f. Therefore, the topic of the raise process is tabled until a future year.

5. Regarding the variance in the annual bonus process between schools and units, the committee discussed the following:

   a. The bonus pool as an idea is too “young” to judge, having only been approved a few years ago. “Micro bonuses” were also discussed, but these only appear to exist in a few units.

   b. There is no consensus in the benefits committee on whether bonus recipients’ names should be disclosed, whether amounts of bonuses should be fixed or awarded in proportion to salary, or whether there should be a maximum bonus allowed.

   c. There was consensus that more communication is needed in each unit on the existence of the bonus pool, the sorts of outstanding behavior that qualifies individual administrators for consideration for bonuses, and how this behavior can be documented.

6. Issues for consideration by the committee that were raised but not yet formally discussed, now include:

   a. Child care needs on campus
   b. An increase to the number of sick leave days allowed for family care
   c. The introduction of a vacation swap/donation program for employees who do not use vacation allotments to contribute to others who have family related emergencies (similar to a program in New York City government offices)
   d. The introduction of a prepaid or discounted legal services benefit (similar to one at the Medical Center)
   e. Hearing aid benefit
   f. Free NYU gym membership
   g. Partnering with the University to create programs for training on professional career management, leadership, career skills, etc.
The Special Events Committee organizes several large-scale recurring events each year, including the Retired Administrators’ Luncheon in April and the Year-End Meeting/Luncheon in May. Other events may crop up during the year – for instance, it is the 40th anniversary of the AMC this year, and we hope to celebrate the occasion. We’ll keep you posted on that.

Also under our umbrella are ongoing projects, including the Annual AMC Art Show and The AMC Book Club. The Art Show features works by administrators throughout the NYU community, and is coordinated by Scott Lewis. The exhibit is generally on display for about a month in May/June. Details have not yet been set for this year, but artists are encouraged to contact Scott for information, at scott.lewis@nyu.edu.

The AMC Book Club discussed “On The Road” by Jack Kerouac at the October meeting. A schedule of future meetings and the reading list will be posted shortly on the AMC website. Anyone who is interested in the book club, and would like more information, should contact either Michael Hanrahan at michael.hanrahan@nyu.edu, or Eric Stedfeld at eric@nyu.edu.

This month’s news is that the Year-End Luncheon will be held at Rosenthal Pavilion in the Kimmel Center for Student Life, at noon on Thursday, May 9, 2013.

If you are interested in joining the Special Events Committee, or in pitching in during events (we can always use extra hands on the “day of”), please contact Julie Kaplan at julie.kaplan@nyu.edu