MINUTES FROM THE AMC GENERAL MEETING
Tuesday, April 1st, 2014

The meeting was called to order at 9:07 a.m.

ATTENDANCE


The requirements for a quorum were met.

APPROVAL OF THE MINUTES

The minutes from the last meeting were provided in advance with the agenda; reading of the minutes was waived. The March 2014 minutes were missing the following attendee: Erica Rothstein. Corrections were made and the minutes approved.
GUEST PRESENTERS

Martin Dorph, Executive Vice President for Finance & IT
Anthony Jiga, Vice President for Budget & Planning

ELECTIONS

Representative Elections:

Elections for 13 schools and units were completed in mid-March. Thanks to everyone who ran for a position and to all who voted. The results were sent out to all candidates and have been posted online on the Reps page. Congratulations to our new reps and alternates joining us this Fall!

There are still vacancies for some alternate positions. Please contact Anne or Regina if you are interested in filling a vacancy or know a colleague who might be.

Officer Elections:

The slate of officers was sent out as part of the AMC newsletter. The candidates were:

- Chair: David Vintinner (FAS)
- Vice Chair: Melissa Lucas-Ludwig (Steinhardt)
- Secretary: Carol Hollingsworth (FAS)
- Treasurer: Nelson Chin (University Relations & Public Affairs), Andrea Fannelli (Steinhardt), Anne Stubing (FAS)

There were no additional nominations offered from the floor.

Since the positions of Chair, Vice Chair, and Secretary were uncontested, a vote was taken by a show of hands. The vote passed, and the following candidates were elected:

- Chair: David Vintinner
- Vice Chair: Melissa Lucas-Ludwig
- Secretary: Carol Hollingsworth

The three candidates for Treasurer delivered short statements. The vote was taken by paper ballot. Andrea Fannelli was re-elected as Treasurer. Congratulations to our new and returning Officers!

Senate Elections:

Our last cycle of elections is for AMC Senators. There will be 2 Senator and 5 Alternate Senator positions available.
We have already received several nominations, and will continue to accept nominations until April 30. The nomination link is available through the Elections page of the AMC website.

COMMITTEE REPORTS

Bylaws Committee, Levon West
amc-bylaws-group@nyu.edu

There is no report this month.

Personnel and Benefits Committee, David Vintinner
amc-benefits-group@nyu.edu

Please see attached report for additional details.

Communications Committee, Andrew Yanni
amc-communications-group@nyu.edu

There is no report this month.

Community Service Committee, Barbara Albrecht, Ida Longarino
amc-community-service-group@nyu.edu

Please see attached report for details.

Special Events Committee, Julie Kaplan, Stephanie Pryor
amc-special-events-group@nyu.edu

Please see attached report for details.

Nominations and Elections Committee, Regina Drew, Anne Stubing
amc.elections@nyu.edu

Please see attached report for details.

NEW BUSINESS

There was no old business.

OLD BUSINESS

There was no old business.
ANNOUNCEMENTS

There were none at this time.

CLOSING REMARKS

The next AMC meeting will be held Tuesday, May 8th. This is our year-end meeting. Please visit the AMC website (www.nyu.edu/amc) for details

The meeting was adjourned at 10:38 a.m.
1. The Benefits Committee met on Wednesday, March 19, and is scheduled to meet next on April 23 at 12:30 PM. Interested administrators are encouraged to reach out to David Vintinner directly.

2. The following issues were delegated by the committee to Committee Chair David Vintinner and AMC Chair David Vogelsang for their next meeting with VP for Human Resources Andrew Gordon and Senior Director for Global Compensation and Benefits (and AMC colleague) Ann Kraus.
   a. Paragraph A of the SFC letter (on calculating the costs of possible benefits tier level changes).
   b. Paragraph D of the SFC letter (on modifying the university policy prohibiting the use of vacation during FMLA time, on modifying family sick day administration)
   c. Paragraph E of the SFC letter (on the status of family care benefits that are newly closed to administrators’ families)
   d. Paragraph F of the SFC letter (on modifying the university bonding leave policy in two employee households)

3. The committee resolved that the following sentence be submitted to the President’s office for including in the annual letter to the NYU community where AMI budget numbers are announced: “Individual salary increases will of course vary from these rates based on each unit’s Annual Merit Increase process.”

4. Seven volunteers to date have stepped forward to participate in the AMC Affordable Care Act Working Group. After a final call for volunteers at the April AMC General meeting, and review by the AMC Executive Board, a list of participants will be forwarded to VP for HR Andrew Gordon.

5. Our colleague Peggy Coon has assembled information about tuition remission packages at peer institutions, which is still under review. Two highlights appear to be (1) that NYU alone among peer institutions tuition remission levels to compensation (2) and that no university offers portable tuition remission that would cover NYU tuition.

6. Our investigation into tuition remission policy will extend to include eligible dependent age thresholds and potential prorating of the benefit. Under current policy, ”A dependent child must be age 23 or younger as of the end of the calendar year to be eligible for tuition benefits in that year” Modifications of the policy be by semester or to align with health care thresholds of 26 will be explored. Also the possibility of prorating tuition remission to employee anniversary or dependent birth dates will be explored.
7. Our colleague Faith Greulich is leading an effort to document differences in benefits between faculty and administrators.

8. The Benefits committee is working on a proposal to issue student university ID cards to employees to augment their current ID cards. These cards would not be “swipable” and are intended only to allow recognition of student status for off campus events.

9. As statistics on morale and/or turnover in the higher education sector have not yet been discovered, the our colleague Brianna Bates will begin drafting a white paper on the cost of turnover to the institution. Contributions by interested administrators are welcome.

10. The committee is considering whether it is timely this summer to issue a survey to administrators regarding benefits currently offered by the university, their utilization, and potential improvements, and possibly defining it as a satisfaction survey touching other matters as well. This will be the lead topic for discussion at the April Benefits meeting.

David Vintinner, Chair (dv284@nyu.edu)
ame-benefits-group@nyu.edu
• Heartfelt thanks to all who have participated in the SAFE (Stuffed Animals For Emergencies) Collection in March, where 133 Teddy bears and other miscellaneous species were donated for this project. You all have made this important collection a most successful one.

• Great turnout for the inaugural Bring Your Lunch & Learn Program hosted by the Administrative Management Council's Community Service Committee. It was great to see everyone come out and take interest in one today's trending topics, computer & mobile device security.

A very special thanks to the presenter of this program, Tom Stobnicki, Systems Administrator, Communications & Computing Services-OP, ITS. Tom not only relayed a wealth of information but he also did it with some humor. Thanks also to guest attendees: Jane Delfavero (ITS, Technology Security Services), Minghui Hu (Tisch, Computer Information Technology), and Fikre Deneke (ITS, CFS Windows), who offered their professional expertise during the presentation and during Q&A sessions.

Tom emailed all those who attended the event, some of the resources discussed that help protect us when using our personal devices as well as a copy of the slideshow presentation. Thank you once more Tom, for a job well done. If you have a suggestion for Bring Your Lunch and Learn Program for next semester, please email Barbara Albrecht and/or Ida Longarino.

• The AMC End of Year Luncheon and Book and a Buck Program. The Committee has identified the Riverdale Avenue Community School in Brownsville, Brooklyn for the May Book Program for grades PreK-2 in order to help establish a library for their school. All information will be readily available in this week on the website. Books will be available for purchase through the NYU Bookstore late April, early May. Look for the display at the Bookstore and remember to bring your employee I.D. so that you may receive a discount off your purchase.

We hope everyone will participate in this essential drive to help establish a library for the children of Riverdale Avenue Community School.

I have also attached for your convenience the School’s “book wish list”.

The next meeting of the AMC Community Service Committee will be held on Wed, April 9th at TSOA, 721 Broadway, 10th floor conference room at 12:30 pm.

All are welcome to attend.
2014 Book Wish List for Riverdale Avenue Community School, Brooklyn, NY

- *I Like Myself* - Karen Beaumont
- *Me...Jane* - Patrick McDonnell
- *This Is Not My Hat* - Jon Klassen
- *The Lion and the Mouse* - Jerry Pinkney
- *Not a Box* - Antoinette Portis
- *Zero* - Kathryn Otoshi
- *One* - Kathryn Otoshi
- *How to Lose All Your Friends* - Nancy Carlson
- *A Bad Case of Tattle Tongue* - Julia Cook
- *Tease Monster* - Julia Cook
- *P.S Be Eleven* - Rita Williams Garcia
- *When the Beat Was Born: DJ Kool Herc and the Creation of Hip Hop* - Laban Carrick Hill, Theodore Taylor (Illustrator)
- *This Is the Rope: A Story From the Great Migration* - Jacqueline Woodson, James Ransome (Illustrator)
- *The Year of Billy Miller* - Kevin Henkes, Kevin Henkes
- *Since We're Friends: An Autism Picture Book* - Celeste Shally, David Harrington
- *The One and Only Ivan* - Katherine Applegate.
- *Planes* - Byron Barton.
- *A Letter to Amy* - Ezra Jack Keats
- *Over and Under the Snow* - Kate Messner
- *How to Babysit a Grandpa* - Jean Reagan
- *Sharks* - Anne Schreiber
- *The Feelings Book* - Todd Parr
- *Is a Worry Worrying You* - Ferida Wolff and Harriett May Savitz, illustrated by Marie LeTourneau (Tanglewood Press, 2005)
- *I Wanna Iguana* - Karen Kaufman Orloff
- *Owl Moon* - Jane Yolen
- *Cloudy with a Chance of Meatballs* - Judi Barrett
- *The Giving Tree* - Shel Silverstein.
- *Where the Wild Things Are* - Maurice Sendak

Barbara Albrecht, Co-chair (balbrech@stern.nyu.edu)
Ida Longarino, Co-chair (il8@nyu.edu)
ame-community-service-group@nyu.edu
The next meeting of the AMC Book Club will be on **Monday, March 21st** at 12:30 in Bobst Library. The group is currently reading “Wave” by Sonali Deranyagala. Details can be found on the AMC website. Anyone who is interested in the book club should contact either Michael Hanrahan at michael.hanrahan@nyu.edu, or Eric Stedfeld at eric@nyu.edu.

Upcoming Book Club Meetings:

**Mon Jun 2, 2014: When God Talks Back** by T.M. Luhrmann - 464pp

Upcoming Events for Spring 2014 are:

**April 23** – 26th Annual AMC Retiree’s Luncheon (invitation only)

**May 8** – AMC End-of-the-Year General Meeting and Luncheon

**May 10 through June 15** – The 2014 AMC Administrator’s Art Show

Please submit your work for the Art Show. The deadline is April 11! Details and applications are available on the AMC website.

Also note that we encourage you to support our Book-and-a-Buck campaign by contributing at the May 8th Luncheon. You will be rewarded with an extra raffle ticket if you contribute, and you know how great our raffle is!

Julie Kaplan, Co-chair (*jhk1@nyu.edu*)
Stephanie Pryor, Co-chair (*smp508@nyu.edu*)
[ame-special-events-group@nyu.edu](mailto:ame-special-events-group@nyu.edu)
School/Unit listserves
Working with ITS, we have set up individual listserves for each of the AMC divisions and will be populating them with all the constituents. We need someone from each of the divisions to handle maintenance (updating names as necessary). Anyone who is interested should contact Anne Stubing.

Representative elections
We are holding elections in 13 schools and units for the 2014-2016 term:
1. Courant
2. CUSP
3. Libraries
4. Faculty of Arts and Science
5. Gallatin
6. General Counsel
7. ITS/GTS
8. Institute for the Study of the Ancient World
9. SCPS
10. School of Law
11. Steinhardt
12. University Development & Alumni Relations
13. University Relations & Public Affairs

- Approximately 1,350 administrators in the relevant units were sent the invitation to opt-in to the ballots for their units, and a reminder was sent last week. The deadline was pushed back to this Thursday, March 6.
- We still aren’t at our target number of people for an election: just over half of what we need to fill all rep and alternate spots.
- So we are asking for your help to solicit more candidates. Some of you - our current reps and alternates - may not have opted-in yet. Some of your colleagues might be interested but think they missed the deadline or not know much about the AMC.
  - We will distribute printouts for each school or unit, showing how many people have opted in and our target number to fill all vacancies.
- Please reach out and encourage your colleagues to sign up. We really would like all our available spots to be filled – and we want our elections to be robust, offering people choices, so that means we need candidates.
- Please opt-in by this Thursday, March 6. Ballots will be emailed early next week; administrators will have 2 weeks to vote.

Senator Elections
- One of our alternate senators, Bernadette McHugh from Tisch, is leaving NYU to work at Parsons, so that leaves her spot vacant and increases our available positions to 2 Senators and 5 Alternate Senators positions this coming year.
• We started the call for Senator nominations a little early – and have already received 7 names, although not all will be eligible.
• Eligibility requirement: you must be involved with the AMC in some way within the last two years, as rep or alternate or committee member
• Nomination period will not end until late April/early May so there’s plenty of time to nominate yourself or a colleague. Elections kick off in mid-May.

Officer Elections:
Just a reminder, there are 4 officer positions.
• **Chair**: presides at all Council meetings; sees that all orders and resolutions of the Council are carried out; develops and approves the AMC’s agenda for the year, in consultation with the Executive Committee; and is an AMC Senator and member of the Senate Executive Committee
• **Vice Chair**: is the Chair of the Benefits Committee and leads our annual preparation and submission of our salary/benefits letter to the Senate Financial Affairs Committee; also presides at Council meetings in the absence of the chair
• **Secretary**: writes the meeting minutes; handles roll call and tracks attendance; distributes the agenda; maintains the current list of reps and alternates
• **Treasurer**: records all financial expenditures; responsible for approving Council expenditures; develops the AMC budget in consultation with the Executive Committee

As is our tradition, we invite any nominations from the floor. So far, we have two candidates for treasurer.

There is no heir apparent here for any of the positions. They are wide open. Don’t feel you need to defer to anyone.

This is a great opportunity to get more deeply involved with the AMC. We are always hoping for new faces and new perspectives. Whether you are new or if you’ve been coming to AMC meetings or been a committee member for years – you’ve probably had ideas about what we can do better or what the AMC should spend more time on or perspectives that we may have missed. This is the time to get more engaged and get your voice heard.

We really encourage more robust elections.

That said, does anyone wish to nominate themselves or a colleague?

We’ll send around the slate by email before the April meeting, and will still be open to accept nominations from the floor during the meeting. The elections will then be held at that time.

Regina Drew, Co-chair ([rls252@nyu.edu](mailto:rls252@nyu.edu))  
Anne Stubing, Co-chair ([ams3@nyu.edu](mailto:ams3@nyu.edu))  
[amc-elections-group@nyu.edu](mailto:amc-elections-group@nyu.edu)