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

ATTENDANCE

Attendees (83): ROSEMARY AMICO, KEITH D AMPARADO, CHRISTINE BATTAGLIA, DIANE W BENNETT, ADRIENNE MARIE BROWN, NELSON CHIN, BARBARA ANN COKORINOS, MARGARET R COON, NADIA N CURETON, EVELYN M DE LEON, JOHN DESANTIS, MANISH DEVJANI, ELIZABETH M DUKE, THEODORE J DZIERZYNSKI, ANDREA FANNELLI, WILLIAM T FRY, MATTHEW K GEE, CLAUDIA L GIL, NINETTE A GIRONELLA, HECTOR L GONZALEZ, JANET C GORDON, RICHARD HEAPS, LESLEY HEFFEL, LISA HILDEBRAND, DANIEL HOLUB, DONNAMARIE T HUDSON, GISELA B HUMPHREYS, ANGELIE HYMAN, AMBER JANKE, MARIA KALOGEROU, JULIE H KAPLAN, PAMELA KAVALAM, MARNI KAZER, JUSTINE M KELLY-FIERRO, NORMA KS KENIGSBERG, JEREMY PHILLIP KIM, SCOTT L KISCH, ERIK W KUHN, ROMEO KUMAR, LETIZIA LA ROSA, ANN MARIE LADISA, LINDA Y LAM-WONG, ELEANOR LEE, JUSTIN EVAN LERNER, SCOTT G LEWIS, IDA LONGARINO, MELISSA LUCAS, STEPHEN F LUI, PAMELA MARTINETTI, BERNADETTE S MCHUGH, GREER MCKEOWN, MARY MCSHANE, STEVIN AZO MICHELS, NORMA MINGUELA, BRENDA S MITCHELL, JENNIFER MONAHAN, JULIA GRANT MURPHY, DAVID A NIEDENTHAL, AMANDA NOYES, STEPHANIE M PRYOR, KRISTI SCHWINDT RAMOS, CAROLYN S RITTER, SHEILA A SANDERS, AMY LORRAINE SCHOLLIN, ERIN C SIRCY, CORMAC SLEVIN, ANNE M STANTON, ARTHUR BRIAN STARR, ERIC L STEFDENH, KYLE W STOCKWELL, ANNE M M STUBING, JIMMY F SUAREZ, MARY SUE TAYLOR, DANIEL THILMAN, JENNIFER GRACE TIS, DAVID P VINTINNER, NICHOLAS M VOELKER, DAVID Vogelsang, CHRISTINA F WALSH, CLAUDINE-LONJE A WILLIAMS, CRISTAL B XAVIER-COHEN, ANDREW YANNI

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.

REPORT FROM THE CHAIR

David Vogelsang reported that the Steering Committee for the Joint Committee of NYU Stakeholders met a few weeks ago to discuss the agenda for the next Joint Committee meeting. After much deliberation, we were unable to reach a definitive consensus. To facilitate future Steering Committee meetings, David reported that he would be meeting with the chairs from the Student Senators Council and the Faculty Senators Council to explore how we can come together with a unified voice. The goal is to bring any topics to the AMC for discussion since we
only have a single person on the Joint Committee. The hope is that by focusing on two topics per meeting, the group can stay on target for a good discussion. David will keep you abreast on what’s happening.

David thanked Julie Kaplan, Stephanie Pryor, Regina Drew, and our colleagues at the Law School for our Winter Social. Despite the snow at that time, we were able to move it successfully. It was a nice break from the winter. It was really a lovely event. A few members of university leadership attended; it was a good opportunity to network.

The Executive Committee of the Senate met yesterday; the focus of the meeting was the Senate Committee on Organization and Governance (SCOG). The group continues to discuss non-tenure track faculty representation as well as representation for our campuses in Abu Dhabi and Shanghai. David Vintinner attended on David Vogelsang’s behalf, as he wasn’t able to attend. A clear outcome was to get SCOG moving forward with the representational concerns before the end of the year so the matter can be resolved before the Board of Trustees meet in the summer. SCOG will be meeting on February 11th.

After several conversations with HR, the AMC has been invited to participate in the new-hire orientation process. Tatum Soo Kim is our representative on the committee. HR was very receptive to having the AMC included in that and we’re glad for this opportunity to be more visible.

This month’s special guests were Amy Scholln and Jennifer Tis form NYU Program Services. They spoke to us about the upcoming HR services changes and the rollout of PeopleLink and PeopleSync. The slideshow will be posted to the AMC website. (www.nyu.edu/amc)

The floor was opened for questions or comments regarding the Chairs report.

**COMMITTEE REPORTS**

The following are committee updates provided at the meeting.

**Senator Report** - David Vintinner

The Space Planning Working Group - a University task force evaluating space needs and presenting recommendations to University leadership - will be meeting this evening to finalize its report. If any of you have very strong opinions regarding the planned work for the two southern “super blocks” that are north of Houston, this is your opportunity to share. David Vintinner will take your opinions to this final session where we’re doing our last bit of wordsmithing on the report.

**Communications Committee**, Andrew Yanni

amc-communications-group@nyu.edu
There is no report this month.

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

The committee met last week where it focused on paragraph (C) of our memo to the finance committee. Paragraph (C) addresses the merit increase process and communications around it. The committee arrived at two points of consensus: 1) everyone is entitled to have his/her job performance evaluated and to know his/her ranking; 2) when raises are communicated by letter to an employee, the employee should expect to see the increase represented as both a percentage increase and as a dollar amount.

The committee also discussed the language in President Sexton’s annual letter where the budget percentage is announced. (This percentage is “the number” that we talk about so much in our memo to the finance committee.) This percentage is not a cost-of-living increase; it is actually an overall budget number. The committee is working on a recommendation with the goal to make clearer the context in which this overall budget percentage is presented. There is often confusion around this percentage, generally leading to a disconnect between its amount and what is actually happening in our schools and units for the merit increase process. The committee is not trying to change the process; it is trying to make the process clearer and to help all of us better understand the process.

The committee also discussed paragraph (B) - family care benefits; a meeting will occur next week to discuss the family benefits that are provided by the University to faculty and historically, to administrators. Those of you who are interested in the family care benefits are encouraged to have a chat with Nick Voelker prior to the upcoming meeting.

The committee added a new task to its plate: it will be exploring tuition remission benefits at peer institutions.

Please see attached report for additional details.
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

The chair warmly thanked all who came out for the Winter Social.

Monday is the next meeting of the Book Club; full details are on the website (http://nyu.edu/amc).

Tuesday, February 11, 2014 is the Town Hall with Pres. Sexton; if you have questions that you’d like to pose to the president, please send them via email to David Vogelsang (dv1@nyu.edu). Submissions can be anonymous.

Scott Lewis will again be organizing the annual AMC Art Show. This year’s show will open on May 9th, 2014. Additional details can be found on the AMC website (http://nyu.edu/amc).

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

The committee will be sending to the representatives of each school and unit a list of representatives and alternates for its respective area. Additionally, the committee will be establishing email groups for each school and unit; a person from each school/unit will need to maintain its own list. It is hoped this will provide each representational group a better mechanism for communicating among its body.

In addition to the Polytechnic School of Engineering, we have a new representational group for the Center for Urban Science and Progress (CUSP).

We will be holding elections for representatives for the following schools and units:

- Courant
- Libraries
- FAS
- Gallatin
- Office of General Counsel
- ITS/GTS
- Studies for the Ancient World
- School of Continuing and Professional Studies (SCPS)
- Law
- Steinhardt
- University Development and Alumni Relations (UDAR)
● University Relations and Public Affairs (URPA)
A representative has a two-year term (July 2014 through June 2016)

The ballot is opt-in. Call for nominations will be going out next week to the appropriate groups. Nominations will close February 28th; we expect elections to be held from March 10th through March 24th.

Additionally, we will be holding elections for the following AMC Executive Committee seats:
- Council Chair
- Council Vice chair
- Council Secretary
- Council Treasurer

Each seat has a one-year term. Nominations are now open and elections will be at the April meeting.

Contact amc.elections@nyu.edu if you would like to nominate someone.

Senator nominations will open in mid-April. Elections will occur in May after the year-end luncheon.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The Council has an alternate senator vacancy. Since there was no pool of nominees from the last election to draw from, the Executive Committee thought it appropriate to nominate someone from our newly elected Poly Representative pool. Cora Fung has expressed interested in taking the role and has the endorsement of the Executive Committee.

The bylaws allow for the Executive Committee to nominate a replacement, however is required to give the council at least two week's notice. Since the notice requirement cannot be met in this situation, there was a motion to suspend the bylaws to facilitate Ms. Fung's placement. The motion went to vote and passed. A motion was made to place Ms. Fung as alternate senator to complete the seat's term. The motion went to vote and passed.

ANNOUNCEMENTS

There were none at this time.
CLOSING REMARKS

The Chair noted that March’s meeting traditionally had presentations from Martin Dorph, EVP for Finance & IT and Anthony Jiga, VP for Budgeting and Planning. There was some question as to whether or not that invitation would be extended again this year as several council members had expressed the opinion that this reporting out from the finance and budgeting offices was essentially as a fait accompli, i.e. as decisions already made. The Chair had a recent opportunity to speak with Mr. Jiga and shared this feedback. Mr. Jiga assured the Chair that this is not the case. Therefore, the Chair suggested that we extend the invitation to Mr. Dorph and Mr. Jiga for March’s meeting and opened the floor for comment. The floor noted that it is actually the Board of Trustees that makes the final budgetary decisions and implied that a report by the finance and budgeting offices would be beneficial to the council.

The floor also suggested Andrew Gordon, VP for Human Resource, as a speaker for a future meeting.

The council was reminded of the upcoming Town Hall with Pres. Sexton on February 11th.

The next AMC meeting will be held Tuesday, March 4th in the Grand Hall.

The meeting was adjourned at 10:05 a.m.

Minutes reported by Liam Fry, Secretary
1. The Benefits Committee met on Wednesday, 1/22/2014, and its next meeting will be scheduled after coordinating with Faculty and Student committees.

2. The committee discussed Paragraph C from the AMC letter to the senate finance committee. (Documentation on centralized policies for the merit process) After much discussion, the committee arrived at two resolutions, agreed to by consensus of all present, and a continuing project.
   a. “All university administrators are entitled to have their job performance evaluated, to know their rating from this evaluation.” Many of the members of the committee were unaware that the 5-point scale evaluation scores were communicated to central offices alongside the merit increase requests submitted on their behalf. For more information, see
      http://www.nyu.edu/employees/career-development/performance-communicationprocess.html
   b. “When raises are communicated by letter, the communication should include two numbers about the size of the raise: a percent increase, and a total dollar increase.”
   c. In the annual letter from President Sexton, the budget parameter affecting the size of the AMI pool is discussed. The committee is exploring how this language could be adjusted to better ensure that we and our colleagues are not confused about how the stated percentage is related to the raises experienced by individuals. For reference, last year’s language was as follows:
      “Salary actions for faculty and for administrators - We expect the Board of Trustees to approve an Annual Merit Increase (AMI) pool totaling 3.0% for merit-based increases for faculty and 2.75% for administrators for academic year 2013-14. For administrators, as in the past, there will be a pool equal to 0.5% of the salary base for annual and “spot” bonuses for particularly meritorious performance.”

3. Regarding Paragraph E from the AMC letter to the senate finance committee (Family care benefits to administrators), Nick Voelker will be meeting with university leadership in mid-February to discuss our request in further detail.

4. Other old business, with project leads, are as follows
   a. Paragraph A: Re-tiering administrator benefits
   b. Paragraph B: Job-relatedness and tuition remission policy – Arthur Starr
   c. Paragraph D: (A) family sick leave expansion, (B) using vacation for sick/FMLA time
   d. Paragraph F: Bonding leave policy – Melissa Lucas
   e. Paragraph G: Affordable Care Act
   f. Document differences between faculty and administrative benefits – Faith Greulich
   g. Study morale and turnover in the context of NYU’s identified peer institutions – Janet Gordon
5. NEW BUSINESS:
   a. Tuition Remission at peer institutions (project lead, Margaret Coon) The committee discussed rumors that some of NYU’s peer institutions offer strong portable tuition remission benefits, and the possibility was discussed that an employee of some other university might get 100% tuition support for themselves or a dependent pursuing an NYU degree, and would lose this benefit if accepting employment at NYU. To better understand this, Peggy will assemble a report of other institutions’ tuition benefits.
   b. Public Service Loan Forgiveness (see http://www.nytimes.com/2013/09/10/your-money/relief-from-student-loan-debt-for-public-service-workers.html, http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service) There is a Federal program that NYU employees are eligible for which allows relief from student loans after 10 years of verified service at non profit organizations. This program is not retroactive, so all employees carrying student loans are encouraged to pursue this benefit as soon as possible.

David Vintinner, Chair
amc-benefits-group@nyu.edu