The meeting was called to order at 9:09 a.m.

ATTENDANCE

Attendees (82): ROSEMARY AMICO, KEITH D AMPARADO, DIANE W BENNETT, ERINN BERNSTEIN, CAROLINE E BONETA, SHANIEKA BROOKS, NELSON CHIN, AMY COOMBS, NADIA N CURETON, EVELYN M DE LEON, MARIA DEACETIS, CHARLES DEPEW, CLAUDIE P DESHOMMES, MANISH DEVJANI, HELEN A DOWLER, REGINA SYQUIA DREW, ELIZABETH M DUKE, RACHAEL M DYLENSKI, AUZELLE EPENETER, ALICIA E ERWIN, BRANDON ESCANO, FRANCES MONICA ESTRADA, ANDREA FANNELLI, ADAM E FERTMANN, WILLIAM T FRY, KAM SHOU CORA FUNG, MATTHEW K GEE, CLAUDIA L GIL, NINETTE A GIRONELLA, NICOLE GOLDKRANZ, JANET C GORDON, OLIVE HAUGHTON, RICHARD HEAPS, CALLIE HIRSCH, CAROL ANNE HOLLINGSWORTH, DANIEL HOLUB, AMBER JANKE, PAMELA KAVALAM, JUSTINE M KELLY-FIERRO, NORMA KS KENIGSBerg, SCOTT L KISCH, FAITH KNESZ-GREULICH, ABIGAIL KNIFFIN, ERIK W KUHN, LETIZIA LA ROSA, LINDA Y LAM-WONG, SCOTT G LEWIS, IDA LONGARINO, MELISSA LUCAS-LUDWIG, RAYMOND ALLEN LUTZKY, MICHAEL A MAINIERO, MICHAEL MARINO, BERNADETTE S MCHUGH, GREER MCKEOWN, CARRIE A MECONIS, KAREN P MICALLEF, NORMA MINGUELA, KRISTA M MINTEER-BAYSAL, BRENDA S MITCHELL, LOUIS ANTHONY MOLINA, JENNIFER MONAHAN, JESSIE MONTOYA, JULIA GRIFFIN MURPHY, ROBERT NEWELL NIESEN, MARNI PASSER, STEPHANIE M PRYOR, KRISTI SCHWINDT RAMOS, CAROLYN S RITTER, SHEILA A SANDERS, THOMAS SCHMITT, TATUM D SOO KIM, KYLIE W STOCKWELL, ANNE M M STUBING, JIMMY F SUAREZ, MARY SUE TAYLOR, DANIEL THILMAN, JAYSON VALCIC, NICHOLAS M VOELKER, DAVID VOGELSANG, LEVON WEST, CLAUDINE-LONEJE A WILLIAMS, CRISTAL B XAVIER-COHEN

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 February 2014 minutes were missing the following six (6) attendees:

Jean “Alex” Berthomieux, Alicia Erwin, Cora Fung, Raymond Allen Lutzky, Michael Mainiero, Thomas “Leo” Schmitt

Corrections were made and the minutes approved.
REPORT FROM THE CHAIR

Last week David Vintinner and David Vogelsang had an opportunity to meet with Andrew Gordon, VP of Human Resource and Ann Kraus, Sr. Director of Global Compensation & Benefits. The purpose was to create a better relationship with HR leadership. Previous communications with HR and Benefits has been somewhat passive. We looked at this as an opportunity to create an ongoing dialogue with the VP to more actively address questions, concerns, and updates. We saw it as a positive dialogue and agreed to meet every six weeks. We know the topic of benefits tiers as it relates to tuition remission is being explored; since the VP receives the Senate finance report we submit, it is assumed his office is addressing those items as well.

We had originally hoped Andrew and Ann could be at the meeting today but they weren’t able to make it. Perhaps in May or June a stand-alone conversation or meeting can be held, providing an opportunity for dialogue and questions.

This Friday is the Joint Committee meeting. This is the first time this committee is meeting since last semester. The focus of the meeting will be on non-tenure-track faculty. For those AMC members interested in seeing the documents that they provided prior to the meeting, let me know and I will send you a link to the documents. The documents cover a broad set of topics related to non-tenure-track faculty and contract faculty as they relate to tenure track faculty such as titling, various positions in the schools, how some schools have more tenure-track faculty, how some non-tenure-track faculty are looking at trends across the US, and so forth.

We’re going to use some of today’s meeting to talk about activities that are going on in the Senate. I’ve asked some of the Senators to share those points with you, and to get your feedback and input. We’ll do that as a part of “new business.”

COMMITTEE REPORTS

*Bylaws Committee*, Levon West  
[amc-bylaws-group@nyu.edu](mailto:amc-bylaws-group@nyu.edu)

There is no report this month.

*Personnel and Benefits Committee*, David Vintinner  
[amc-benefits-group@nyu.edu](mailto:amc-benefits-group@nyu.edu)

This afternoon there will be a formal presentation of the final report to the Senate. Later today there will be a press conference. The proposal recommends that construction on the Coles site (only) be what happens in the two south blocks over the next 10 years. Some of the key points of the proposal most likely of interest to the AMC are as follows:

- rebuilt sports facility
● constructing classrooms spaces
● constructing student study spaces
● constructing freshmen residential halls
● constructing student life spaces
● constructing theater and arts spaces
● constructing faculty housing

The floor was opened for questions. It was noted that all members of the AMC will receive a copy of the final report of the Space Priorities Working Group via email. 
See attached report in appendix.

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

We will be putting together a newsletter to distribute to all of the AMC. If you have anything exciting or interesting happening in your area that you’d like the rest of the AMC to know about, please forward it on to me and we’ll include it in the newsletter. (andy.yanni@nyu.edu)

*Community Service Committee*, Barbara Albrecht, Ida Longarino
amc-community-service-group@nyu.edu
See attached report in appendix.

*Special Events Committee*, Julie Kaplan, Stephanie Pryor
amc-special-events-group@nyu.edu
See attached report in appendix.

*Nominations and Elections Committee*, Regina Drew, Anne Stubing
amc.elections@nyu.edu
See attached report in appendix.

**NEW BUSINESS**

*Special Report*, Tatum Soo Kim
Tatum reported that she was representing the AMC on HR’s *NYU New Employee Orientation Program* committee to help create a new version of the online new-hire orientation program, shaping the content and style of the program so that it can better serve all University employees and not just those located at the Washington Square campus.

*Senate Financial Affairs Committee*, John DeSantis
The committee met last week. During that meeting, a presentation was made on how student aid was given. Additionally, a response to students request for improvements was given by Marc Wais. It was noted that there has been no discussion yet on salary increases; the topic is
expected to be discussed at a meeting this month or in April.

*Senate Academic Affairs Committee*, Bernadette McHugh
*See attached report in appendix.*

The floor was opened for discussion. A motion was made to support the committee’s recommendations. A vote was taken and passed.

*Senate Committee on Organization and Governance*, Kristi Schwindt Ramos
*See attached report in appendix.*

The floor was opened for discussion. A motion was made to support the committee’s final resolutions. A vote was taken and passed.

**OLD BUSINESS**

There was no old business.

**ANNOUNCEMENTS**

There were none at this time.

**CLOSING REMARKS**

The April 1, 2014 meeting will include presentations by Martin Dorph, Executive VP for Finance & IT and Anthony Jiga, Vice President for Budget & Planning presenting.

The next meeting we will hold officer elections.

The next AMC meeting will be held Tuesday, April, 1st in the Grand Hall.

The meeting was adjourned at 10:28 a.m.

**APPENDIX with REPORTS**
Representation of the Full-Time Non Tenure Track / Contract Faculty in the Senate

Background

In developing its recommendation, SCOG took into account all the requests and principles that emanated from the Board of Trustees, the Senate Councils, the Senate Executive Committee (SEC), and the report from the Planning Committee on Contract Faculty Representation in the Senate (Planning Committee), which were:

- To submit to the Senate for a vote at the April 17th meeting a proposal likely to win approval for representation of the FTFCF in the Senate, which after such approval, would then be placed on the Board of Trustee’s June meeting agenda

- To observe the comments of the four Councils and the “Four Guiding Principles” initially identified by the SEC:
  
  - The Administrative Management Council (AMC) and the Student Senators Council (SSC) should not be diluted beyond their current proportions in the Senate;
  - When considering proportionality, faculty should be considered as one group within the Senate, independent of structure.
  - No one group should have 50% or more of the Senate.
  - We should keep the size of the Senate in mind, as well as the expected future additions of Abu Dhabi and Shanghai.

- To consider the subsequent SEC directives that SCOG received after the process was underway:
  
  - To include in SCOG’s recommendation provision for representation in the Senate of NYU Abu Dhabi (NYUAD) and NYU Shanghai (NYUSH); and
  - Following a request for additional guidance from SCOG, to respect an upper limit of 110-120 for the overall size of the Senate.

- To consider the recommendation of the Planning Committee on Full-time Contract Faculty Representation in the Senate for the composition of a FTNTT/CF Council.
Prior to the April Senate meeting, SCOG will submit a written proposal that includes rationales, and all documents that both the Full-time Contract Faculty Planning Committee and SCOG used to develop their respective proposals. Here is an oral report on what that written report, in more detail, will provide.

**Recommendation**

1. New membership totals for each Council, which will include representation for NYU Poly, NYUSH, and NYUAD:
   - 36 FSC (which will phase out the 3 at-large seats by attrition)
   - 27 FTNTT/CF (designated per a chart prepared by SCOG)
   - 35 SSC (increase of 12 to address proportionality)
   - 6 AMC (increase of 1 to address proportionality)
   - 18 DEANS (increase of 2 to include NYUAD and NYUSH)
   - 5 ADMINISTRATION (no change)

   Total = 127

2. This is an interim proposal. SCOG recognizes a 127 member Senate exceeds the requested maximum size set by the Senate Executive Committee. However, due to concerns about fairness and the desire to reach a consensus among existing Councils and the Planning Committee, SCOG did not feel it could recommend a dramatic downsizing of the FSC in order to limit the size of the Senate below the suggested cap, at least without a more thorough examination of the sizes of each Council. The time constraints imposed by the Board of Trustees precluded such a careful examination of the respective Council sizes, and the lack of participation by the contract faculty in that examination - were it to occur now - was thought to be unfair. Moreover, SCOG felt that the FTNTT/CF should be of sufficient size to represent its constituents appropriately.

   SCOG, therefore, recommends that in 2 years the Senate undertake a major reevaluation of the Senate purpose and membership, and that all Councils be charged with developing plans for re-apportioning its members and achieving a reduction in the total membership of the Senate. Undertaking this effort after, rather than before, the FTNTT/CF have been seated in the Senate was desirable, and having all Councils participate in a downsizing effort was viewed as more fair and effective. (The FSC representatives and its Executive Committee agreed that their Council would be willing to be subject to a size reduction if the other Councils would similarly agree.) SCOG believes that a decrease in size will foster greater efficiency and smoother operations for the Senate, and that the information gathering and research to support the rightsizing effort can begin during AY 2014-15 so as to enable the process to begin promptly at the start of the AY
In this light, SCOG views the 127-member Senate as temporary between the time of approval by the Board of Trustees and the time of completion of the Senate reapportionment process. The expectation is that the ultimate size of the Senate will be in accord with the Senate Executive Committee's recommended 110-120 members, but could decrease to an even smaller size.

3. By virtue of the creation of the new Council, the FTNTT/CF will have its own representative on the Senate Executive Committee.

4. SCOG also recommends that there be equal numbers of FSC and FTNTT/CF members on the Senate Standing Committees. The Councils and Senate Executive Committee should limit total faculty membership on the Senate Standing Committees to not more than 50%.

5. SCOG further supports the notion that the FSC adopt the practice of having equal numbers of FTNTT/CF on its committees, so that, with the exception of the extant FSC Tenure Modifications Committee, the Committees will all become joint Committees. SCOG understands that this is a matter outside of its direct purview, but has become aware of this suggestion by the FSC Executive Committee and believes it to be a positive mechanism to foster cooperation in areas of common interest to the two Faculty Councils.

6. Given the June date for the Board's approval, the deadline for submitting names of elected FTNTT/CF Senators will be extended to Sept. 2, 2014.

7. Each Faculty Council will be renamed - currently, the suggested titles are: "Tenure and Tenure Track Faculty Senators Council" and "Full-time Non-Tenure Track / Contract Faculty Council."

8. The definition of the FTNTT/CF shall be, as recommended by the Provost: Eligible faculty will include full time faculty who have renewable appointments, have non ‘visitor’ titles, and are not otherwise represented (as in a union).

Kristi Schwindt Ramos, Senator
kristi.schwindt.ramos@nyu.edu
The Senate Academic Affairs Committee is proposing 2 permanent changes to the academic calendar in the coming years:

- Move Fall Break to always correspond to Columbus Day (this sometimes occurred naturally but will otherwise involve moving Fall break up one week.)
- Shorten Fall Break to one day and instead include the Wednesday before Thanksgiving as the alternate day-off.

**Proposed Calendar Changes for the 2015-2016 Academic Year**

Due to the first Tuesday after Labor Day landing on the latest September date possible (9/8/2015), the Senate Academic Affairs committee is proposing starting Fall 2015 classes before Labor Day in order to accommodate a brief Fall Break and a Reading Day before exams.

- Move-in day would change from Sunday August 31st to Saturday August 30th.
- Orientation would occur from Sunday August 31st through Tuesday September 1st.
- Fall classes start Wednesday September 2nd, 2015.
- Fall break consists of Monday October 12, 2015 (Columbus Day).
- Thanksgiving Break would start Wednesday November 25th 2015 through Sunday November 29th, 2015.
- Reading Day on 12/16/15.

The years following the 2015 Academic Year (2016-2017, 2017-2018) would revert back to the post Labor Day start. The next time this issue arises is in the Academic Year 2020-2021.

Bernadette McHugh
1. The Benefits Committee did not meet in February, and its next meeting is scheduled for March 19 at 12:30 PM. Interested administrators are encouraged to reach out to David Vintinner directly.

2. Committee Chair David Vintinner and AMC Chair David Vogelsang met with VP for Human Resources Andrew Gordon and Senior Director for Global Compensation and Benefits (and AMC colleague) Ann Kraus on February 20th to discuss aspects of the AMC letter to the Senate Finance Committee

   a. Regarding Paragraph A: Without a decision to increase the university’s budget allocated for administrator benefits, or to change the way that benefit expenses are calculated, any changes to the tiers expanding benefits to more administrators might need to be balanced by a reduction in the benefits offered, or a reduction elsewhere. VP Gordon will continue to have his unit work on calculating the costs of possible tier level changes.

   b. Regarding Paragraph B: VP Gordon proposed a process to address questions around the interpretation of job-relatedness of courses for which tuition remission is awarded. In the case where an employee feels there is need for recourse or explanation regarding a particular job-relatedness decision, the individual is encouraged to submit (or have some submit on their behalf) a PeopleLink inquiry. (See [http://www.nyu.edu/employees/hr-at-your-service/peoplelink.html](http://www.nyu.edu/employees/hr-at-your-service/peoplelink.html)) The inquiry will be directed to a tuition remission policy specialist in central HR who will work with the individuals involved to clarify any misunderstandings around the policy and its implementation. This process will also allow there to be a measurable history of these types of issues, to better enable a formal review of the policy if and when one might prove to be necessary.

   c. Regarding Paragraph G: VP Gordon explained that he is already engaged in a separate process with a subcommittee of the Faculty Senators Council to address implications of the Affordable Care Act. He invited the AMC to appoint a “working committee” separate from the Benefits Committee to take on the task of learning about how NYU’s employee and retiree health insurance packages are currently developed and priced, about the details of the Affordable Care Act, and then to discuss and explore options facing NYU. This working committee will be formed at the March 19th meeting.

David Vintinner, Chair (dv284@nyu.edu)

amc-benefits-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)
Anne Stubing, Co-chair (ams3@nyu.edu)
[amc-benefits-group@nyu.edu](mailto:amc-benefits-group@nyu.edu)
The next meeting of the AMC Book Club will be on **Monday, March 17th** at 12:30 in Bobst Library. The group is currently reading “Girl Gone” by Gillian Flynn. 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 Apr 21, 2014:** *Wave* by Sonali Deranyagala - 240pp
- **Mon Jun 2, 2014:** *When God Talks Back* by T.M. Luhrmann - 464pp

Upcoming Events for Spring 2014 are:

- **May 8** – End-of-the-Year General Meeting and Luncheon
- **May 10 through June 15** – The 2014 AMC Administrator’s Art Show

Planning for The AMC Annual Retiree’s Luncheon is in the works. This event takes place every year at the end of April and is something to look forward to when you retire!

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 or Stephanie Pryor.

Julie Kaplan, Co-chair (jhl1@nyu.edu)
Stephanie Pryor, Co-chair (smp508@nyu.edu)

[amc-benefits-group@nyu.edu](mailto:amc-benefits-group@nyu.edu)
JANUARY – WHAT'S OLD IS NEW AGAIN
Thank you to all who donated to the recycling collection for eyeglasses, cards, etc.; much appreciated. We are currently sorting and getting ready for distribution to the various charities we are donating to.

MARCH – SAFE PROJECT
Yesterday, March 3rd, began our SAFE Project (Stuffed Animals for Emergencies), which will take place for the entire month of March. We are collecting brand new teddy bears to be donated to children who are experiencing traumatic times. Bears will be distributed to the various homeless and domestic violence shelters here in the NYC area. There are several drop locations, including site coordinator names:

- NYU Bookstore, 726 Broadway
- Coles Sports Center, 181 Mercer Street, Lobby (Stephanie M. Pryor)
- 25 West 4th Street, Ground Floor (Joseph Manoleas)
- Silver Bldg., 100 Washington Place East, 10th floor, Room 1001 (Carol Hollingsworth)
- 721 Broadway, 12th floor, Dean’s Reception (Ida Longarino)
- GSAS Enrollment Service, One-Half 5th Avenue, Garden Level (Kristi Schwindt Ramos)
- Kimball hall, 246 Greene Street, Lobby (Erinn Bernstein)

A Flyer is also posted on the AMC website.

Also this month on March 21st there will be a Lunch & Learn Program which will be conducted by Tom Stobnicki on personal computer and phone safety. Tom is a Systems Administrator in the Dept of Communications & Computing Services-OP, Information Technology Services.

The event will take place at 12:00 noon on March 21st at the Tisch School of the Arts, Dean’s Conference Room, 12th floor, 721 Broadway. The room holds approximately 55 people so admittance will be on a first come bases. Information will also be posted on the AMC website.

MAY– AMC END OF YEAR BOOK COLLECTION FOR AN UNDER-SERVED SCHOOL.
The Community Service Committee has identified the Riverdale Avenue Community School in Brownsville, Brooklyn to be the recipient of the May Book Program Collection, in order for us to help establish a library for their school. A “book wish list” for grades Pre-K through 2nd Grade will be posted on the AMC website in April. These books will be available for purchase at the NYU Bookstore with your 15% employee discount.

Thank you for your continued generosity.

Barbara Albrecht, Co-chair (balbrech@stern.nyu.edu)
Ida Longarino, Co-chair (il8@nyu.edu)
amc-benefits-group@nyu.edu