MINUTES FROM THE AMC GENERAL MEETING
Tuesday, December 3rd, 2013

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

ATTENDANCE

Attendees (93): BARBARA ALBRECHT, ROSEMARY AMICO, KEITH D AMPARADO, DIANNE ANDERSON, MAYA ARDON, MARIA ARETTINES, RONNI BAERKAHN, DIANE W BENNETT, BARBARA S BENSON, IRA BERESNOY, ERINN BERNSTEIN, CAROLINE E BONETA, CARMEL BOYLE, KATHERINE BRIGNOLE-LUSTGARTEN, NELSON CHIN, BARBARA ANN COKORINOS, CHRISTIAN COLON, AMY COOMBS, NATASHA CORNELL, NADIA N CURETON, CHARLES DEPEW, MANISH DEVJANI, HELEN A DOWLER, REGINA SYQUIA DREW, KATHERINE T DRUMMOND, ELIZABETH M DUKE, ANITA ANNE DWYER, RACHAEL M DYLENSKI, ANDREA FANNELLI, ADAM E FERTMANN, WILLIAM T FRY, MATTHEW K GEE, CLAUDIA L GIL, DAVID A GORDON, JANET C GORDON, RICHARD HEAPS, CAROL ANNE HOLLINGSWORTH, GISELA B HUMPHREYS, AMBER JANKE, CHRISTINE M JENSCH, MARIA KALOGEROU, JULIE H KAPLAN, DIANA LEILANI KARAFIN, JUSTINE M KELLY-FIERRO, NORMA KS KENIGSBERG, FAITH KNESZ-GREULICH, ERIK W KUHN, LETIZIA LA ROSA, ANN MARIE LADISA, LINDA Y LAM-WONG, JUSTIN EVAN LERNER, SCOTT G LEWIS, ANTHONY LOCKETT, MELISSA LUCAS, STEPHEN F LUI, EDDIE MANDHRY, BERNADETTE S MCHUGH, DAVID M MCNAMARA, MARY MCSHANE, STEVIN AZO MICHELS, KRISTA M MINTER-BAYSAL, JENNIFER MONAHAN, JESSIE MONTOYA, DEBORAH JUDITH MORRIS, KATHLEEN R MURRAY, DAVID A NIEDENTHAL, AMANDA NOYES, AMY O'HARA, MARNI PASSER, WILLIAM C PFEIFFER, KRISTI SCHWINDT RAMOS, MEREDITH RENDALL, CAROLYN S RITTER, THOMAS SCHMITT, MAURICE SHIRLEY, MELISSA SKILLINGS, TATUM D SOO KIM, KRISTEN B SOULE, SCOTT SOWELL, ERIC L STEDFELD, KYLE W STOCKWELL, JIMMY F SUAREZ, MARY SUE TAYLOR, HANDE TEANO, DANIEL THILMAN, JENNIFER TICHENOR, TONI T URBANO, DAVID P VINTINNER, NICHOLAS M VOELKER, DAVID VOGELSANG, CHRISTINA F WALSH, LEVON WEST, CLAUDINE-LONJE A WILLIAMS

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. With two (2) attendance corrections, the minutes from the November 2013 meeting were approved.
REPORT FROM THE CHAIR

The Student Senate Council (SSC) expressed thanks to the AMC for getting word out about their benefit concert for the Philippines. There were over 400 attendees at the event, raising approximately $3000.

The Chair publicly thanked David Vintinner, AMC Vice Chair, for his work with Alison Leary, EVP for Operations, in obtaining December 23rd as an additional winter break day; the proposition was passed unanimously by the Senate.

In response to feedback regarding the amount of administrators participating in the Joint Committee on University Governance, the Chair reached out to the Committee to request that additional administrators be added. It was explained that the Committee membership is not meant to be a proportional representation of the University community but instead is simply a reflection of the University’s constituents. It was explained that the Committee’s membership contains more faculty because they represent each of the individual schools. The Committee will meet again in February 2014.

The Chair extended a hearty welcome to our new NYU-Poly members.

COMMITTEE REPORTS

Written Committee reports were shared via email on November 8th, 2013. What follows are updates provided at the meeting.

Senator Report - Anita Dwyer, Kristi Schwindt Ramos

Senate Committee on Organization and Governance (SCOG)

The topic of contract faculty representation continues to be discussed. SCOG will meet with the Contact Faculty Planning Advisory Committee next week. SCOG will submit a proposal for Senate review. If it passes Senate review, the matter will go to the Board of Trustees for review.

SCOG has asked each council to give feedback on three questions regarding the Senate:
   1. how large can and should the Senate be to remain effective
   2. how much, if at all, should the proportion of representation from each council be maintained overall and in the Senate committees
   3. what is the best model of representation to achieve the desired balance

Each council did respond; the AMC’s response was that it supports representation for students, faculty, and administrators - including Poly - in the Senate as well as supports the representation of non-contract faculty. It is unknown what model of representation will be chosen and how this will affect the Senate’s size. The AMC has submitted for consideration a request to increase it
representation in the Senate by one (1) to have a total of six (6) senators. This total may
increase as the Senate representational model is reviewed and revised.

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

There is no report this month.
If anyone would like to participate in the committee, please contact Levon.

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

Deferred until “old business.”

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

No additional updates at this time.

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

In November, we collected over 890 items for the *Xavier High School Thanksgiving Mission Pantry* food drive.

We have set up collection bins for the annual holiday toy drive. The bins will remain in place until Thursday, December 12th.

We relaunched the AMAZON.COM online purchase site. There’s a “wishlist” posted there if you care to buy for this collection; the “wishlist” is called “NYU Administrative Council” A flyer has been posted on the AMC website that gives full details on where to send donations as well as donation collection sites. If you are going to purchase online, do so shortly due to delivery times.

We will be sorting gifts by age, type, etc. Sorting will occur in the Tisch School of the Arts’ great room, 721 Broadway, 10 a.m. through noon on Friday, December 13th. All volunteers welcomed.

We will continue to accept cash donations; please contact Barbara or Ida for details.

The Government Community Affairs Group is looking for volunteers to help with the 9th Precinct’s holiday party to be held the morning of Saturday, December 14th. Volunteers primarily will distribute cookies and food to the children. More information is posted on the AMC website.

January and February bring the annual recycle program. We ask that you save old cell phones,
holiday and greeting cards (fronts only), and eyeglasses. Your donations will benefit ChemoComfort, the St. Jude Children’s Research Hospital, and LensCrafters’ OneSight program. This year we are also collecting sheets and towels for our furry friends; these donations will go to a local animal shelter. We will not be using the usual collection sites for these donations. Please check the AMC website for collection site details.

We are working to put together a “lunch and learn” program with a tentative date of Wednesday, January 15th. The lunch’s topic will be “personal computer security.” Please keep an eye on the AMC website for updates.

The Green Books recycling program continues at full swing. Please see the AMC website for full details.

The Naughty Knitters have made over 400 hats and scarves that they will be distributing to Visiting Neighbors NY as well as an additional 60 scarves they will be donating to the USO. If anyone is interested in joining the Knitters, information can be found on the AMC website.

There will be no committee meeting in December. The next meeting will be held in January; time and location details will be posted on the AMC website.

Please contact Barbara or Ida if you are interested in volunteering for any upcoming event.

_Nominations and Elections Committee_, Regina Drew, Anne Stubing
_amc-elections-group@nyu.edu_

We have started welcoming Poly into the AMC as a school. Their administrative headcount is approximately 120; they will have six (6) representatives and six (6) alternate representatives. We are looking to kick off elections at the end of this week, to be concluded by next week and confirmed in time for the AMC’s January meeting.

We continue to look for alternate representatives from select units and schools. If your school or unit has vacancies, we ask that the representatives for your area work with your constituents to identify candidates. Candidate proposals should be forwarded to the Committee for review and verification.

_Special Events Committee_, Julie Kaplan, Stephanie Pryor
_amc-special-events-group@nyu.edu_

There will be a Town Hall meeting with President Sexton on Tuesday, February 11th beginning at noon. The meeting will be held in the Rosenthal Pavilion at Kimmel. Lunch will be served. We will hold a winter social in mid-January. The specific date and location will be announced on the AMC website.
The next meeting of Book Club will be Monday, January 6th in Bobst Library at 12:30 p.m. This month’s book is “The Emperor’s Children” by Claire Messud. The AMC website provides the full schedule for this academic year. If you have any questions, please contact Eric Stedfeld (els4@nyu.edu) or Michael Hanrahan (mph2@nyu.edu)

OLD BUSINESS

David Vintinner, chair of the AMC Personnel and Benefits Committee, reviewed the current draft of the AMC’s proposal to the Senate Financial Affairs Committee. The draft was provided in advance for council review. It was noted that an incorrect figure was used when noting the 2010/2011 salary increase pool; this has been corrected. The change affects the table calculations and projections detailed in the memo but not the underlying premise.

The committee reviewed the revised memo. The significant change was the inclusion of both a two-year increase plan as well as a one-year plan.

The text of the memo as it relates to FMLA and vacation time was reviewed; it has been confirmed that the language used relates to internal NYU policy and is not regulated by federal law.

Based on feedback from the council during the meeting, a few, clarifying adjustments to the text were made.

A motion to accept the letter, with changes, was made; a vote was taken and passed.

NEW BUSINESS

There has been a recent notice from WageWorks reminding all participants that the American Taxpayers Relief Act of 2012 is set to expire soon resulting in a decrease to the monthly pre-tax spending limit for transit and van pools. The AMC Chair has proposed to the NYU Government and Community Affairs committee that we send a letter to our government leaders regarding the upcoming benefit change; the committee saw no issue with this. The chair proposed to the council that the letter to our NY congress people ask for a permanent parity of parking and transit benefits or at least maintain them at current benefits levels. A motion was made; a vote was taken and passed.

Human Resources has asked that we review and provide feedback on their proposed distinguished administrator award for groups. Much discussion ensued. A motion was made to not support the HR proposal as written; a vote was taken and passed. Our decision along with feedback will be provided to HR.
Hayden Hall, a freshman dormitory with a dining hall, will be closing for renovations next year. A proposal has been made by NYU Dining that the Tap Room (Torch Club, lower level) be used to partially offset this residence’s closure. Owne Moore, AVP of Business Development in Campus Services, has asked the AMC (among others) for feedback on this proposal. Much discussion ensued. A motion was made to support NYU Dining Services in their proposed usage of the Tap Room next year to help temporarily offset the closure of the Hayden dining room; a vote was taken and passed.

ANNOUNCEMENTS

Bill Pfeiffer, director of the Office of Civil Engagement, announced the upcoming NYU Community Fund and Combined Campaign. Mr. Pfeiffer made available campaign literature. More information can be found on the NYU community website at http://www.nyu.edu/community/nyu-in-nyc.html

NYU Wagner’s Governance Lab (“Gov Lab”), a group that researches technology solutions to governance and how organizations run, is investigating (in conjunction with Rick Matasar, VP for University Enterprise Initiatives) the development of a tool that would enable a decision-making, policy-developing legislative body (such as the AMC) to use technology to operate more efficiently and better communicate internally in its processes. The AMC is a foundational participant in this project. If you have questions, feedback, or input, please reach out to David Vintinner.

CLOSING REMARKS

The next meeting will be held Tuesday, January, 7th in the Grand Hall.

The meeting was adjourned at 10:32 a.m.