MINUTES FROM THE AMC GENERAL MEETING
Tuesday, January 7, 2014

The meeting was called to order at 9:10 a.m.

ATTENDANCE

Attendees (60): ROSEMARY AMICO; RONNI BAERKAHN, ALEX BERTHOUMIEUX, R. CARMEL BOYLE, BARBARA COKORINOS, AMY COOMBS, JOHN DESANTIS, MANISH DEVJANI, REGINA DREW, ELIZABETH DUKE, MONICA ESTRADA, ANDREA FANNELLI, RON FARRELL, ADAM FERTMANN, MATTHEW GEE, HECTOR GONZALEZ, JANET GORDON, OLIVE HAUGHTON, LESLEY HEFFEL, CALLIE HIRSCH, CAROL HOLLINGSWORTH (FOR JENNIE TICHENOR), DANIEL HOLUB, DONNAMARIE HUDSON (FOR KATHLEEN MURRAY), AMBER JANKE, MARIA KALOGEROU, JULIE KAPLAN, PAMELA KAVALAM, NORMA KENIGSBERG, JEREMY KIM, SCOTT KISCH, ABIGAIL KNIFFIN (FOR NELSON CHIN), LETIZIA LA ROSA, LINDA LAM-WONG, NEYDA LOPEZ (FOR KRISTI SCHWINDT RAMOS), STEPHEN LUI, RAYMOND LUTZKY, EDDIE MANDHRY, BERNADETTE MCHUGH, MARY MCSHANE, EUGENIA MEJIA, KAREN MICALLEF, NORMA MINGUELA, KRISTA MINTeer-BAYSAL, BRENDA MITCHELL, ROBERT NEWELL NIESEN, AMANDA NOYES, AARON PATHRIPALA (FOR MICHAEL MAINIERO), KARYN RIDDER, CAROLYN RITTER, LEO SCHMITT, KRISTEN SOULE (FOR DIANE BENNETT), SCOTT SOWELL, ANNE STUBING, JIMMY SUAREZ, MARY SUE TAYLOR, HANDE TEANO, JAYSON VALCIK (FOR JUSTIN LERNER), DAVID VINTINNER, DAVID VOGELSANG, CRISTAL XAVIER-COHEN, ANDREW YANNI

The requirements for a quorum were met.

APPROVAL OF THE MINUTES

The minutes were approved.

REPORT FROM THE CHAIR

David reported on the special Joint Committee of NYU Stakeholders. The first meeting of the steering committee, of which David is a member, will be scheduled later this month. David will raise the issue of adding more administrators to the committee.

In December, the AMC sent a letter to members of Congress in support of the Commuter Benefits Equity Act of 2013. The legislation supports an amendment of the Internal Revenue Code to equalize and increase to $245, with a cost-of-living adjustment after 2013, the tax exclusion for both transportation and parking fringe benefits. A copy of the letter and background information are posted on the AMC website.

David issued a warm welcome to our newly elected representatives of the Polytechnic School of Engineering.
TREASURER’S REPORT

Andrea Fanelli reported that the AMC has been asked to support the university’s 9th annual MLK Week, which will take place February 3-8. The AMC will contribute $500.

COMMITTEE REPORTS

Senators Report, John DeSantis

The Senate Financial Affairs Committee heard an extensive report from Andrew Gordon, Vice President for Human Resources, about fringe benefits at NYU, including the potential impact of the Affordable Care Act. John recommended that the AMC invite Vice President Gordon to present to the entire council.

Representatives of the Full-Time Contract Faculty met with the Senate Executive Committee and Senate Committee on Organization and Governance (SCOG) to provide some guidance regarding the group’s formation. They hope to present this matter to the trustees this summer.

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

Deferred until “new business.”

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

No report this month.

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

The annual letter for the Senate Financial Affairs Committee was approved by the committee and is now posted online.

Spring 2014 projects were delineated and assigned to volunteers who will act as champions on each of the following topics

• Paragraph B: Job-relatedness and tuition remission policy – Arthur Starr
  o Current situation: requests had been made to Andrew Gordon and Bob Roach for an appeals process in 2013, but no clear new policy communicated.

• Paragraph C: Documentation on centralized policies for the merit process – Jill Appel (with David Vogelsang)
  o We need to reach out to HR officers (in confidence if necessary) to see what parts (if any) of the central instructions about the AMI process for administrators might be helpful to have posted. We are not asking for any change to policy, just a delineation between central and unit policies and procedures. Hopefully this would be clarified before the announcement of the 2014-15 “number.”

• Paragraph E: Family care benefits to administrators – Nick Voelker
  o Follow up with administrators involved, to ensure that they and their supervisors are aware of our request to reopen these services.

• Paragraph F: Bonding leave policy – Melissa Lucas
Follow up with administrators involved, to ensure that they and their supervisors are aware of our request to modify the policy.

- From December 2013 AMC discussion: Document all differences between faculty and administrative benefits – Faith Greulich
  - These are all most likely articulated on the HR website
- From December 2013 AMC discussion: Study morale and turnover in the context of NYU’s identified peer institutions – Janet Gordon
  - Using Norma’s list of peer institutions circulated to the Google Group as a guide of which other institutions to investigate

These projects are left for David Vintinner/the general committee to investigate, with Ann Kraus

- Paragraph A: Re-tiering administrator benefits
- Paragraph D: (A) family sick leave expansion, (B) using vacation for sick/FMLA time
- Paragraph G: Affordable Care Act

Old Business:

- Alignment of NYU Employee Insurance with NYU Medical Services: This will be tabled indefinitely as a potentially costly suggestion.
- Making the use of NYU ID numbers rather than social security numbers mandatory for Met Life and other health care providers: This will be tabled.
- “Article 28” postings seen in hospitals turn out to imply fees exist for all services, and do not invalidate insurance claims.
- NYU administrators might benefit by forming a formal “Straphangers Lobby” to impact MTA decision making: This will be tabled.
- David will invite reps from the Faculty Housing & Benefits Committee to join our committee in February, and the Student Senators Council to join us in March.

New Business:

- Plan for organized letter campaign by AMC reps and constituents regarding bills in the U.S. Senate (S.1116, the “Commuter Benefits Equity Act”) and the House of Representatives (H.R. 2288, the “Commuter Parity Act”): These letters were issued.
- Change to Open Enrollment in response to change in Flexible Spending: This will be tabled.
- Discussion of the Team Achievement Award, announced 12/9/2013
- Discussion of variations in telecommuting policies: No action deemed necessary.

**Community Service Committee,** Barbara Albrecht, Ida Longarino

amc-community-service-group@nyu.edu

In December, the committee collected 542 new toys and books for the 2013 Holiday Toy Drive, which supported the children in the 9th Police Precinct and the Herbert G. Birch Manhattan Early Childhood Center. We gratefully thank all who helped to make this year’s collection campaign another success.

In January and February, the committee’s motto will be “What's Old IS New Again.” We will be collecting recyclables in January and February to donate to worthy causes. This is a good opportunity to do your spring cleaning.

We will be collecting cell phones for Chemo-Comfort, holiday/greeting cards (fronts only) for St. Jude’s Children’s Ranch, used eyeglasses for LensCrafters “One Sight” Program, and used sheets and towels to donate to an animal shelter for our furry friends.
See the flyer here for additional information including drop-off locations.

The Committee is planning a “Lunch & Learn” Program. The topic for this program is “Myth and Facts about Personal Computer Security.” The meeting date and location are being finalized. Details will be posted on the AMC website once available.

Now is the time to recommend elementary/middle schools for consideration as our Book recipients for the Annual Book Drive for underserved NYC schools. Please provide any suggestions to either Ida Longarino or Barbara Albrecht. The selection of the schools designated to receive books will be finalized by the end of February.

The NYU GreenBooks Book Recycling Program is now in full swing. To locate a book recycling bin or to arrange for a pick-up of a large donation, email contactcsc@nyu.edu or call ext. 81001. This important program saves books and also generates money which we donate to worthy causes.

Information about the Naughty Knitters and the Spring Fling can be found under the Community Service Committee section of the AMC website. Jennie Tichenor reports that 401 hats and scarves were donated to the seniors group Visiting Neighbors and 60 scarves to the USO for their holiday gift drives. Naughty Knitters expresses their gratitude to the AMC for its continuing support.

The next Community Service Committee meeting will be held on Wednesday, January 29, 12:30 PM at the Tisch School of the Arts, 721 Broadway, 10th floor conference room. All are welcome to attend. We will be working on a February activity related to Valentine’s Day and will post that information on the AMC website.

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

The committee is pleased to welcome 6 reps and 4 alternates as the inaugural group of Polytechnic School of Engineering reps to the AMC. The elections were held in mid-December.

Spring is election season. It’s not too early to begin thinking about whether you would like to run to become a rep, Senator, or AMC officer. Representative elections will start in March for those schools and units with terms expiring this semester. Officer elections will be in April. Senator elections will begin in May.

Please contact the committee if you would like to assist with the elections in any way.

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

The Winter Social has been scheduled for Wednesday, January 22 from 4:00-5:30 PM in Greenberg Lounge, Vanderbilt Hall. A formal invitation will be sent out shortly to all administrators. We hope everyone can join us. [NOTE: the social was rescheduled to Thursday, January 23 due to the snowstorm earlier in the week.]

The Athletics Department is launching a new NYU Athletics Administrators Day, inviting administrators and their families and friends to enjoy free NYU games. The initial event was held on January 4 and we hope it will be a recurring one.
The Book Club will meet on Monday, February 10 at 12:30 to discuss *Scoop* by Evelyn Waugh. The group will meet in Bobst Library, 70 Washington Square South, in the Public Services Conference Room on the 1st Floor.

The Town Hall with President John Sexton will take place on Tuesday, February 11 from 12-2 PM in Rosenthal Pavilion, Kimmel Center, 60 Washington Square South. [RSVP online](#).

**NEW BUSINESS**

Communications Chair Andy Yanni led a discussion about communications and engagement between the AMC and its constituents. His three main questions were:

- How to better engage our constituency?
- How to communicate a consistent mission and message?
- How to foster a better sense of safety, security and service when communicating?

Discussion highlights include:

- **What opportunities are there for the AMC to share information?** Do schools and divisions still hold unit-wide meetings? These could be a prime opportunity to share AMC news.
  - Nursing and Stern hold school-wide meetings, and Steinhardt has something similar with a limited number of reps from each office.
  - Do deans help support these conversations?
- **How best can reps communicate with their constituents?** Should they divide their constituencies into subsets or “territories” to cover? What issues should they address?
  - The communication methods will necessarily vary by unit, depending on size and unit culture.
  - To assist in outreach to constituents, the Nominations & Elections Committee will share constituent contact lists with all reps and alternates within the next few weeks.
- **Creating social events – coffee discussions, happy hours** - can be an effective way to share AMC news and get feedback from colleagues.
  - The AMC has offered to help fund social get-togethers where unit reps can meet to discuss the AMC and its agenda. (Speak to David Vogelsang for more info.)
- **Reaching new employees** is an ideal way to publicize the AMC. The AMC should look into whether and how HR shares AMC info with new employees.
  - The Law School gives its new employees an AMC info sheet.
  - New Hire Connections: contact Sharon Chavez to see how the AMC can be represented.
  - The AMC could create a “roadshow” or slideshow that can be presented in a variety of settings. Perhaps the AMC can be included at an upcoming benefits fair.
  - The HR coding (such as Code 100) may be changing and we may have to re-evaluate how AMC constituents are defined.
- **It is important for us to create a sense of excitement and share the many AMC achievements over the years.**
CLOSING REMARKS

David Vintinner reported that we should hear more about the GovLab project by the end of February. The GovLab is working on bringing new technology to how organizations are governed.

John DeSantis reported that he had recently visited NYU Abu Dhabi to view their science labs, which are state-of-the-art. The research that is being done in Abu Dhabi is very impressive. He encouraged everyone to visit the campus if given the opportunity.

David Vogelsang reminded everyone to send along any questions for President Sexton so that the AMC may submit them for President’s Question Time at the monthly Senate meetings.

The next AMC General Meeting will be held Tuesday, February 4 in the Grand Hall.

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