MINUTES FROM THE AMC GENERAL MEETING  
Tuesday, November 4, 2014

The meeting was called to order at 9:01 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 minutes from the October 2014 meeting were approved.

REPORTS OF THE OFFICERS

TREASURER REPORT

Andrea Fannelli reported that funding is available for unit functions to build interest and find ways to support the AMC. Senior unit representatives have been sent forms to request funding.

SENATE REPORT

Kristi Schwindt Ramos, Senate Committee on Governance (SCOG), SCOG had their first meeting of the semester. The senate has increased from 88 to 127 members with the addition of
full-time non-tenured faculty, Poly, Abu Dhabi and Shanghai to the senate. SCOG has been charged with finding ways to reduce the size of the senate. They are conducting a two year self-examination and will come back to the AMC for input. AMC gained one seat going from five senate members to six. Report is attached at the end of the minutes.

The Senate also passed a resolution on the sexual harassment policy. You have all received information regarding the policy.

**COMMITTEE REPORTS**

_Nominations & Elections, Regina Drew (amc.elections@nyu.edu)_
- No report.

_Bylaws Committee, Norma Kenigsberg_
- No report.

_Community Service, Barbara Albrech (for Ida Longarino) (amc-community-service-group@nyu.edu)_
- The Thanksgiving food drive will start on November 20 to benefit Xavier Mission. The flyer is on the AMC website with a list of food requested and drop off sites. Your generosity is very appreciated.
- In December we will kick off our annual toy drive to benefit the Birch Early Childhood Center and the Ninth Precinct. Date will be announced soon. The online wish list purchases through Amazon will be set up soon.
- January and February will be our recycle campaigns collecting used holiday cards for St. Jude’s, eyewear, cell phones and new this year sneakers or athletic shoes in good condition will be collected for Max Cure Foundation to fight pediatric cancer. We are looking for site coordinators and would like to include Coles and Palladium as drop off sites for the sneaker drive. Information will be on the website as we get closer. Contact ida.longarino@nyu.edu or balbrech@stern.nyu.edu if you would like to serve as a drop off location or if you have any contacts at Coles or Palladium.
- The next meeting will be at Tisch School of the Arts, 12th floor conference room, Monday, November 17 at 12:30 pm for anyone who would like to join us.

_Superblock Stewardship Committee, Barbara Albrecht, AMC Member and Chair of the Construction/Mitigation Subcommittee_
- Redevelopment of Coles site to provide oversight during the construction phase. Quality of life issues on the site of the Coles Center. Focused on architectural firms, down to final two. Environmental Consultant is the next focus. Coles advisory committee to advise on temporary facilities during construction. Recent acquisition of 404 Lafayette Street might offer some facilities. Looking at other area gyms to provide temporary swim and other specialty facilities. Forward any comments or questions to balbrech@stern@nyu.edu.

_Compensation and Benefits Committee, Melissa Lucas-Ludwig (amc-bylaws-group@nyu.edu)_
- David Vintinner introduced the grid of past compensation increases. Using the AMI announced pool and comparing to cost of living. If that does not keep up with cost of living then it is not a merit increase. There was no increase during two times of financial hardship. Increases have been slightly above inflation due to low inflation and in response to AMC proposals so the gap has been reduced. David outlined various plans
to close the gap. No letter will be sent this year but we will present the table to the members on the Senate Finance Affairs Committee. David requested a motion to present the table to the Senate Affairs Committee. Motion was seconded a vote held and the motion passed.

- Melissa Lucas-Ludwig described the benefits survey which was sent out to all constituents. There have been 939 responses to date, about a third of our constituents. The survey is anonymous. Constituents had until November 14 to fill out the survey. Encourage your colleagues to fill out the survey. The purpose of the survey is to work on your behalf to protect your benefits. The Health Benefits Working Committee chaired by Nadia Cureton is addressing the impact of the affordable care act. Survey results will be shared with HR and at the next AMC meeting.

- The Compensation and Benefits Committee Report is attached at the end of the minutes.

Special Events, Julie Kaplan (amc-special-events@nyu.edu)
- No report

Communications, Anne Stubing (amc-communications-group@nyu.edu)
- No Report

Health Care Working Group, Nadia Cureton
- No Report

NEW BUSINESS

There were many items raised from OpenAMC.
- Michael McCaw proposed that "The AMC should establish a voluntary peer mentoring group to assimilate newly hired administrators, to promote cross school collaboration, and to provide developmental opportunities to enhance the skill sets of all levels of administrators." Norma Kenigsberg made a friendly amendment to the motion, that an ad hoc committee for Professional Development be formed and that the proposed project be delegated to that committee. Discussion followed, and a further amendment regarding the importance of working with offices already engaged in this issue was introduced. The final resolution, which passed unanimously, was: "The AMC shall have an ad hoc committee for Professional Development, with an initial project being the establishment of a voluntary peer mentoring program to assimilate newly hired administrators, to promote cross school collaboration, and to provide developmental opportunities to enhance the skill sets of all levels of administrators. This school-wide mentoring program should be developed in cooperation with and leverage existing services, including those offered by the Office of Professional Development." Nominations were opened for chair of the new committee. Michael McCaw was nominated and seconded. A vote was held and Michael was appointed as chair.

- A member proposed that the AMC work with the university to amend the administrative calendar and make January 2, 2015 a holiday. David Vintinner stated that this was granted by the university as announced during the October Senate meeting.
- A member proposed that "We should partner with HR to provide new employees with
an introduction to their AMC Reps/Alternates and to direct them to the AMC website to increase participation." David Vintinner made a friendly amendment, changing this to "The committee for Professional Development should partner with University and unit HR offices, with the direction of Senior Unit Representatives to provide new employees with an introduction to their AMC Reps/Alternates and to direct the to the AMC website to increase participation." The resolution passed unanimously.

- A member proposed that "The AMC Benefits Committee should speak with HR to advocate for administrators to be able to take a loan against our 403B for a house down payment." David Vintinner explained that loans secured by retirement contributions are currently possible through the Supplemental Retirement program, offered to administrators and managed by TIAA-CREF. Discussion ensued, and the motion was withdrawn.

ANNOUNCEMENTS
- Pride at Work
- Holiday Host
- Bookmarks

CLOSING REMARKS

The next meeting will be held Tuesday, December 2 in the Grand Hall.

The meeting was adjourned at 10:14 a.m.

Attachments:
Senior Unit Representative Meeting Minutes
Senate Finance Committee
Compensation and Benefits
Senate Committee on Governance.
• We want to be a reliable source of information
• Certain announcements only applicable to code 100 employees while others for everyone; need to distinguish
• Expressly clear on audience
• AMC meeting invitations are sent to all code 100; database updated twice a year
• David Vogelsang helps with the Lyris interface and Anne Stubing is our Communications Chair for the AMC
• We discussed consistence when relaying information (ie-header, format, sign-off)
• NYU Minute produces by John Beckman’s Office every 6 weeks
• Redundancy vs targeting
• Success story: Steinhardt: has a very active AMC group, meet with the Dean, they were highlighted by the Dean in academic year introduction, have clear goals and send out survey to employees, received funding to purchase survey account, monthly social gatherings
• New hire emails
The Senate Financial Affairs Committee Report

The Senate Financial Affairs Committee, SFAC, met for the first time on October 9th. The meeting began with a brief introduction by each member and was then given a rough idea of what the committee will be discussing this coming year. It appears that the committee will focus mainly on University financial planning. Proposals from the major groups on this committee, (Faculty, Students & AMC) regarding benefits and salary may no longer be discussed at the SFAC as had traditionally been done in the past. How recommendations regarding benefits & salary will be done this coming year has yet to be determined.
AMC Mtg.
Nov. 3, 2014

Compensation and Benefits Committee report

The AMC Benefits Usage survey was sent to all administrative staff on Monday October 27th. We have received 930 responses to date. The survey will remain open through the open enrollment period and will close on Friday November 14th. If you haven’t already, I encourage you to please submit your anonymous responses. This will help the AMC continue to work to protect your benefits and address with HR the benefits issues most important to you.

We will review the results of the survey at the December 2nd AMC mtg.

The Compensation and Benefits Committee met on Monday October 20th.
- The committee is still pursuing the issue of being able to use your vacation balances while on FMLA. This is not currently allowed.
- At this time, if both parents work for NYU then only one may qualify for bonding leave. We advocating for a change to this policy.
In 2014-15, the Senate grew from 88 to 127 members. AMC gained one full senate seat and additional seats on the Academic Affairs, Financial Affairs and SCOG senate sub-committees. This was due to the addition of the Full-Time Non Tenure Track/Contract Faculty Council, as well as senators from Abu Dhabi and Shanghai. Poly was added to the Senate in February 2014. The Executive Committee of the Senate indicated that the Senate should not be larger than 110-120 members. SCOG must come up with a plan to reduce the size of the Senate. To do so, SCOG proposed performing a self-examination of the Senate, looking at size, proportionality and function. AMC will be asked about how we see ourselves contributing to the function of the Senate in the coming year.