MINUTES FROM THE AMC GENERAL MEETING
TUESDAY, JANUARY 10, 2012

The meeting was called to order at 9:06 AM.

ATTENDANCE was taken via roll call.

Present (93):
Barbara Albrecht; Rosemary Amico; Keith Amparado; Beth Appel; Trisch Arbib; Maya Ardon; Hilarie Ashton; Roddy Austin; Kristen Bell; Barbara Benson; Daniel Biddle; Jonathan Biondi; Andria Blatt; Katherine Brignole; Linda Chin; Nelson Chin; Barbara Cokorinos; Kelle Colyer-Brown; Pamela Comport; Christopher Cook; Maria DeAcetis; Ron DeMartini; Toni DePena; John DeSantis; Maria DiPompo; Regina Drew; Katherine Drummond; Lizz Duke; Anita Dwyer; Andrea Fannelli; Penelope-Ann Fernandes; Liam Fry; Amanda Gallocher; Matthew Gee; Claudia Gil; Ninette Gironella; Bart Grachan; Monica Gray; Camille Harriott; Josh Hartman; Olive Haughton; Richard Heaps; Thomas Helleberg; Callie Hirsch (for Manish Devjani); John Huff; Gisela Humphreys; Maria Kalogerou; Julie Kaplan; Norma Kenigsberg; Jeremy Kim; Abigail Kniffin; Omattie Kong; Mike Koshkin; Lisa Kroin; Scott Lewis; Stephen Lui; Gary Mandarano; Joan Maniego (for Ida Longarino); Neptali Martinez; Michael McCaw; Karen Micallef; Betsy Mickel; Michael Miller; Tykieyen Moore; Kathleen Murray; Felicia Newton; David Niedenthal; Amy O’Hara; Bindi Patel; Larry Pender; Ann Marie Powell; Melissa Puglisi; Leydi Rofman; Nicole Rosenthal; Marguerite Sharkey; Kelvin Shivers; Julie Smekodub; Dolores Spinelli; Jessica Stein (for Kim LaFond); Anne Stubing; Michael Summers; Patrick Terborg; Jennie Tichenor; Lawrence Towers; Elise Tully; Desiree Vazquez; David Vintinner; David Vogelsang; Levon West; Keith Whiteman; Joanne Wilhelm; Cristal Xavier-Cohen; Andrew Yanni

Absent (49):
Rafael Acevedo; Yolanda Alvarez; Rosemarie Anderson; Alfonse Antonaglia; Crystal Artis; Lauren Bagley; Jeanne Bannon; Timothy Barnum; Ira Beresnoy; Caroline Boneta; Bob Butler; Sally Cummings; Nadia Cureton; Annette Cutugno; Lana Denoon; Debra Diana; Adam Ebnit; Kellie Fitzgerald; Brian Ginsburg; Candye Gollis; Stewart Gonzales; David Gordon; Mark Gordon; Patricia Graham; Malik Graves-Pryor; Cynthia Hanson; Angie Hyman; Frank Lopresti; Oliver Luisi; Helen Macleod-Brewer; Zach Maggio; Nicolas Marino; Bernadette McHugh; Carrie Meconis; Eugenia Mejia; Patricia Montalbano; Alison Moppett; Gretchen North; Carole-Anne Ishimine O’Neill; Vincent Parham; Rebecca Pearson; Carlo Pellicciari; Kervin Pillot; Amber Pritchett; Chanae Richards; Evelyn Thimba; Winston Tracy; Toni Urbano; Christina Walsh

APPROVAL OF THE MINUTES: The minutes from the December meeting were approved.

REPORT FROM THE CHAIR: Anita Dwyer (anita.dwyer@nyu.edu)

• A moment of silence was held in tribute to the university’s former Vice President of Human Resources, Karen Bradley, who passed away at the end of December. Her family is planning a memorial later this semester; information will be circulated once available.

• The annual Town Hall meeting with President John Sexton will be held on Tuesday, January 24 from 12:30-2:00 PM in the Rosenthal Pavilion, Kimmel Center. An invitation will be emailed to all administrators shortly. Questions for President Sexton may be emailed in advance to Anita.
GUEST PRESENTATION: Introduction to NYU Traveler

- Presenters: Kimberly Malik, NYU Global Travel Manager; Robin Friedman, Director of Emergency Management and Business Continuity, Dept. of Public Safety; Scott Lewis, Client Relations Manager, Purchasing and Administrative Services; Anthony D’Angelo, Emergency Communications Manager, Dept. of Public Safety.

- NYU Traveler helps the university know where members of the NYU community are throughout the world in case of an emergency. The old version of NYU Traveler is being replaced by a new system. The new NYU Traveler is now being piloted and will launch later this spring (mid-March) on a rolling basis.

- Stern, Dental, NYU Shanghai, and the Center for Neural Science are participating in the pilot phase. Orientations and training sessions will be held with all schools and units before they are added to the new system.

- NYU Traveler has two options: book your travel (through either Amex or Egencia); or register your travel (if you have already booked your travel through an outside source).

- In the event of an emergency, NYU Public Safety can use NYU Traveler to identify which members of the NYU community may be in risk areas, and can reach out to them or send alerts via various communications channels (phone, text, email, etc.).

- The system will also include a new tool called NYU Planner, which will provide regional information that may be helpful in planning your travel.

- The system will be required for NYU business travel and, in the long term, it is encouraged for registering personal travel as well.

- More information regarding reimbursement rules will be forthcoming. At some point, reimbursements may be held up if travel is not properly registered through NYU Traveler.

COMMITTEE REPORTS

Benefits: Alison Moppett (alison.moppett@nyu.edu)

- Anita led the discussion in Alison’s absence.

- Based upon the discussion at the December AMC meeting, the Benefits Committee prepared the following letter to be submitted to the Senate Financial Affairs Committee. The letter was presented for discussion and vote.

  The Administrative Management Council (AMC) shares the vision of the University Administration in achieving its academic and research goals and is mindful of the many demands that are placed on the institution during these difficult economic times. However, as are the faculty, we are equally concerned with the significant erosion of the standard of living for our constituents.

  For a number of years the merit pool for salary increases has failed to keep pace with the cost of living in the New York Metropolitan area. Acknowledging that administrator salary increases during the last nine years (2002-2011) have varied slightly from the faculty salary increases during this same period, we share the view so concisely put forward by the Faculty Senators Council communication, that, in comparison to inflation and NYU tuition increases, the relative decline in salaries is pronounced. Compounded with the increased burden of health care premiums and co-payments, commutation, and housing costs, to offset the real income declines for administrators, the AMC is requesting an increase of 6.20% in this year’s salary pool to restore administrators and faculty to their real earnings of year 2002.

- Anita reported that the Chair of the Faculty Senators Council was agreeable to the AMC joining the FSC in requesting a 6.2% annual merit increase. The AMC letter references the original FSC request and its supporting data analysis.

- The letter was approved by a vote of 65 in favor, 2 opposed, and 1 abstention.
By-Laws: Bart Grachan (bart.grachan@nyu.edu)
• The committee has been discussing the Bylaws’ clarity regarding timeframes for proper notification to the constituency in advance of Council votes, particularly for the annual AMI request letter.
• The committee will reexamine the Bylaws’ language about this issue.

Community Service: Barbara Albrecht (balbrech@stern.nyu.edu) and Ida Longarino (ida.longarino@nyu.edu)
• December Holiday Toy Drive:
  o The annual holiday toy drive was again a success. Over 650 toys were collected for the 9th Precinct and the Herbert G. Birch Manhattan Early Childhood Center. Your generous donations put a smile on many children’s faces. Thanks to everyone who helped us with this campaign and donated toys.
  o We have received handmade thank-you notes from the children of the Birch Center that we will post on the Community Service website.
  o Thank you to Larry Pender, Owen Moore and Aramark for donating hot chocolate and cookies to the 9th precinct party held on December 17.
• January: Recycle Promotion Month:
  o January is our recycle promotion month. We are collecting used greeting cards (fronts only) for St. Jude’s Children’s Ranch, recycled cell phones for “Cell Phones for Soldiers”, used eyeglasses for OneSight, and canes, crutches and walkers for “Crutches 4 Africa”.
  o Items will be collected through the end of February.
  o A flyer is posted online at: http://www.nyu.edu/amc/committees/RecycleFlyer.pdf
• Used Book Program:
  o We are almost ready to launch the retooled used book program with new and improved drop off and pick up options. Stay tuned for more information next month.
• Naughty Knitters:
  o The Naughty Knitter’s spring 2012 events will be dedicated to making 100 baby blankets for Care for the Homeless, which runs health clinics for New York City’s homeless women and children.
  o Their schedule of upcoming events is posted online at http://www.nyu.edu/amc/committees/NKschedule11-12.pdf
• The January committee meeting that was scheduled for January 4 will be rescheduled. We will also post the spring meeting schedule on the Community Service website for anyone who is interested in joining this committee.

Nominations and Elections: David Vogelsang (dv1@nyu.edu)
• As required by the Bylaws, the Nominations & Elections Committee will do a census of all constituents this month.
• Representative Elections: In February, the committee will begin a call for elections for the 2012-2014 term in the following schools and units: Courant, ISAW, Libraries, FAS, SCPS, Law, Steinhardt, and UDAR. Voting will take place in March.
• Officer Elections: In March, there will be a call for nominations for AMC officers (Chair, Vice Chair, Secretary, Treasurer). Nominations will be announced at the April general meeting, and elections will take place later that month.
• Senator Elections: There will be a call for Senator nominations in April. Elections will take place in May.
Special Events: Julie Kaplan (julie.kaplan@nyu.edu)
- The committee continues to work behind-the-scenes on preparations for the Retiree Luncheon and Year-End Meeting.
- Dates for the Administrator Art Show are being finalized. The show will run throughout the month of May and possibly into June. Application forms will be posted online soon.

OLD BUSINESS: None

NEW BUSINESS: None

MEETING ADJOURNED at 9:58 AM.

Respectfully submitted by Regina Drew, Secretary 2011-12