The meeting was called to order at 9:03 AM.

**ATTENDANCE** was taken via sign-in sheet.

Present (88):
Barbara Albrecht; Rosemary Amico; Keith Amparado; Beth Appel; Maya Ardon; Hilarie Ashton; Lauren Bagley; Jeanne Bannon; Timothy Barnum; Kristen Bell; Barbara Benson; Ira Beresnoy; Daniel Biddle; Jonathan Biondi; Andria Blatt; Caroline Boneta; Katherine Brignole; Nelson Chin; Barbara Cokorinos; Kelle Colyer-Brown; Nadia Cureton; Annette Cutugno; Ron DeMartini (for Kim Lafond); Toni DePena; John DeSantis; Andria Blatt; Caroline Boneta; Katherine Drummond; Annette Cutugno; Ron DeMartini (for Kim Lafond); Toni DePena; John DeSantis; Manish Devjani; Regina Drew; Katherine Drummond; Anita Dwyer; Linna Fang; Penelope-Ann Fernandes; Kellie Fitzgerald; Liam Fry; Matthew Gee; Ninette Gironella; David Gordon; Bart Grachan; Monica Gray; Nancy Hall; Josh Hartman; Daniel Hartsfield; Richard Heaps; Thomas Helleberg; Alexis Hernandez; Callie Hirsch (for Lizz Duke); John Huff; John Johnson; Julie Kaplan; Pamela Kavalam; Norma Kenigsberg; Jeremy Kim (for Helen Macleod-Brewer); Abigail Kniffin; Mike Koshkin; Lisa Kroin; Cheryl Kugler; Ida Longarino; Stephen Lui; Neptali Martinez; Carrie Meconis; Karen Micallef; Stevin Michels; Betsy Mickel (for Claudia Gil); Alison Moppel; David Mora; Kathleen Murray; David Niedenthal; Miguel Andres Ortiz-Crane; Larry Pender; Toni Risi; Carolyn Ritter; Marguerite Sharkey; Kelvin Shivers; Julie Smekodub; Anne Stubing; Jennie Tichenor; Toni Urbano; David Vintinner; Janet Vitebsky; David Vogelsang; Christina Walsh; Levon West; Keith Whiteman; Joanne Wilhelm; Sherese Williams; Cristal Xavier-Cohen; Andrew Yanni

Absent (56):
Rafael Acevedo; Yolanda Alvarez; Rosemarie Anderson; Alfonse Antonaglia; Trisch Arbib; Crystal Artis; Roddy Austin; Bob Butler; Linda Chin; Pamela Comport; Christopher Cook; Sally Cummings; Maria DeAcetis; Lana Denono; Debra Diana; Adam Ebnit; Andrea Fannelli; Amanda Gallocher; Brian Ginsberg; Candyce Golis; Stewart Gonzales; Mark Gordon; Patricia Graham; Malik Graves-Pryor; Cynthia Hanson; Olave Haughton; Gisela Humphreys; Angie Hyman; Omattie Kong; Scott Lewis; Frank Lopresti; Oliver Luisi; Zach Maggio; Nicolas Marino; Michael McCaw; Bernadette McHugh; Eugenia Mejia; Michael Miller; Patricia Montalbano; Tykieyen Moore; Gretchen North; Amy O’Hara; Carole-Anne Ishimine O’Neill; Vincent Parham; Bindi Patel; Rebecca Pearson; Carlo Pelliccari; Kervin Pillot; Ann Marie Powell; Amber Pritchett; Melissa Puglisi; Chanae Richards; Leydi Roifman; Dolores Spinelli; Patrick Terborg; Evelyn Thimba

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

**GUEST PRESENTATION:** Update on NYU Sustainability

- Presenters: Jeremy Friedman, Manager of Sustainability Initiatives; Tara Eisenberg, NYU Sustainability office
- In recognition of the Sustainability initiative’s five-year anniversary, the office is taking stock of its programs, their achievements to date, and goals going forward.
- One of the office’s core programs is the Sustainability Advocates program. As Advocates, administrators, staff, and faculty spend time (one to two hours per month) “greening” their offices. Training sessions for new advocates are scheduled for February 15 and 24. For more information, visit [http://www.nyu.edu/sustainability/advocates](http://www.nyu.edu/sustainability/advocates).
• **Green Grants** provide funding (up to $20,000 per project) to members of the university community with ideas for greening the university. The latest round of grant recipients has been announced and a new grant cycle is now underway. Interested applicants are encouraged to submit an Expression of Interest by Friday, February 10 and must submit a full proposal by Friday, March 23.
  o For more information, visit [http://www.nyu.edu/sustainability/greengrants](http://www.nyu.edu/sustainability/greengrants).
• One of the most successful Green Grants has been the **NYU Bike Share**. Over 1,000 members of the NYU community have attended the mandatory training session. There are currently 40 bikes in 10 campus locations, with the number of bikes expected to double shortly.
• The **Sustainability Task Force** is a university-wide advisory and implementation group that sets goals, articulates university priorities, and smooths the way for new initiatives, projects, and policies.
• NYU has saved enough energy each year to take 45,000 NYC homes off the electrical grid. Since 2006, we have cut down overall emissions by 30% and avoided $45 million/year in energy costs.
• NYU’s new energy goal is to cut energy use by 50% against the 2006 baseline. The cooperation and participation of administrators (hibernating computers, shutting off lights, reporting cold/hot locations, etc.) is critical to achieving this goal.

**REPORT FROM THE CHAIR:** Anita Dwyer ([anita.dwyer@nyu.edu](mailto:anita.dwyer@nyu.edu))
• Anita reported on the University Senate’s meeting on February 2. For President’s Question Time, the AMC had submitted a question regarding the size of the university leadership; the question has been deferred to the March 1 meeting.
• The administration’s budget presentation from the December Senate meeting has now been posted online. Anita referred everyone to page 9 for the data regarding faculty and administrative salaries and headcount. The minutes are posted at: [http://www.nyu.edu/amc/senators/minutes/120511.univ.senate.pdf](http://www.nyu.edu/amc/senators/minutes/120511.univ.senate.pdf).
• The Executive Committee has been discussing attendance trends at the AMC general meetings. Attendance has increased this year. The committee is continuing to discuss ways to keep the meetings productive and relevant for administrators. We can set aside time under New Business for discussion of hot topics, key questions, or new ideas. Participation and feedback are always encouraged.
• Tony Jiga and Marty Dorph will be the guest presenters at the AMC’s March meeting.
• The AMC Town Hall with President John Sexton on January 24th was very successful. Over 350 people attended.
• Anita encouraged everyone to participate in the upcoming MLK Week activities. The AMC is a co-sponsor.

**COMMITTEE REPORTS**

**Benefits:** Alison Moppett ([alison.moppett@nyu.edu](mailto:alison.moppett@nyu.edu))
• The Benefits committee met last week to discuss ideas for future pathways, including the procedures for benefits and compensation.
• The committee discussed the relationship of compensation to tuition, financial aid, and capital projects, and considered what type of data would be helpful to the committee in future years.

**By-Laws:** Bart Grachan ([bart.grachan@nyu.edu](mailto:bart.grachan@nyu.edu))
• The committee is proposing the following two changes to the Bylaws:
  o **First proposed change**: Original language:
    6. **FUNCTIONS OF REPRESENTATIVES/ALTERNATE REPRESENTATIVES**
B. Voting at Council Meetings: It is expected that Representatives will duly represent the consensus of their constituents in the event they are asked to vote on issues that would affect or alter any personnel policies, salary considerations, benefit changes or any other issues - that would directly affect the personal and/or professional well-being of administrators.

- To be changed to:
  - B. Voting at Council Meetings: It is expected that Representatives will duly represent their constituents in the event they are asked to vote on issues that would affect or alter any personnel policies, salary considerations, benefit changes or any other issues - that would directly affect the personal and/or professional well-being of administrators.

- Reason for the change: there is no mechanism that would allow for collecting or determining consensus of all constituents (or currently, a definition of what determines consensus).

- Second proposed change: Original language:
  - 8. RULES OF PROCEDURE: BYLAWS
    - B. Suspension and Amendment of the Bylaws: The Bylaws may be suspended or amended by a two-thirds vote of the Representatives to the Council or their Alternates at any meeting of the Council. Written notice of the proposed amendment must be circulated to the Council members at least one week prior to the next scheduled meeting, at which time the motion can be considered.

- To be changed to:
  - C. Suspension of the Bylaws: The Bylaws may be suspended by a two-thirds vote of the Representatives to the Council or their Alternates who are present and voting at any meeting of the Council, provided there is a quorum as defined in Section 2H of these bylaws.

  - B. Amendment of the Bylaws: The Bylaws may be amended by a two-thirds vote of the Representatives to the Council or their Alternates who are present and voting at any meeting of the Council, provided there is a quorum as defined in Section 2H of these bylaws. Written notice of the proposed amendment must be circulated to the Council members at least one week prior to the next scheduled meeting, at which time the motion can be considered.

- Reason for the change: Separates two processes that are different in intent and function. Clarifies what votes are necessary to apply bylaw- previous language was unclear as to whether the 2/3 vote referred to present or all Representatives.

- There was a debate about the responsibilities of reps to determine the viewpoint of their constituents – tabulating votes or gathering general feedback.

- These changes will be circulated in writing in anticipation of a vote at the March meeting.

Community Service: Barbara Albrecht (balbrech@stern.nyu.edu) and Ida Longarino (ida.longarino@nyu.edu)

- January and February: Recycle Promotion Months:
  - The recycle promotion continues through February. 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”.

  - Items will be collected through the end of February. The collection locations are listed on the flyer listed online at: http://www.nyu.edu/amc/committees/RecycleFlyer.pdf
• **Used Book Program:**
  o The committee continues to consider ways to revamp the book recycling program, and is considering a prospective book buyer. We hope to re-launch this program in time for the end of the spring semester.

• **Naughty Knitters:**
  o The Naughty Knitters are participating in service projects for Martin Luther King, Jr. Week. They are also preparing their spring fling, which will take place in March.

• A slideshow of photos from the December Toy Drive was shown. To view, please visit the online photo gallery at: [http://www.nyu.edu/amc/committees/2011-Toy-Drive.html](http://www.nyu.edu/amc/committees/2011-Toy-Drive.html).

• The committee’s next meeting will be February 8 at Noon, 721 Broadway, Dean’s Conference Room, on the 12th floor.

**Nominations and Elections:** David Vogelsang (dv1@nyu.edu)

• The committee, working with Liam Fry from ITS, updated the roster of all AMC constituents at the end of January. The committee is testing out new systems to better track all constituents.

• The committee is looking into a new online voting mechanism called E-ballot to streamline the election process. If deemed an improvement over the current online voting system, E-ballot may be utilized for the AMC’s spring elections.

• **Representative Elections:** Last year, the AMC began opt-in (rather than opt-out) elections for representatives so all interested individuals must opt-in to get their name on the ballot.
  o Nominations will be accepted for upcoming elections in the following schools and units: Courant, Libraries, FAS, Gallatin, SCPS, Law, Steinhardt, UDAR, and ISAW.

• **Senator Elections:** To consolidate the number of inquiries sent out to constituents, the call for Senator nominations will be included along with the call for Representative nominations.
  o There are 2 Senator and 4 Alternate Senator positions up for election beginning in April.

• **Officer Elections:** In March, there will be a call for nominations for AMC officers (Chair, Vice Chair, Secretary, Treasurer). A slate of nominees will be formed in March, for voting at the April general meeting.

**Special Events:** Julie Kaplan (julie.kaplan@nyu.edu)

• The applications for the Administrator Art Show will be posted shortly. The show will run throughout the month of May and into June.

• Julie introduced a new committee member, Josh Hartman (Residence Hall Director for Weinstein Hall), who will be assisting Julie.

**OLD BUSINESS:** None

**NEW BUSINESS/DISCUSSION TIME:**

• The council discussed the so-called “Alan Claxton” rule – that the annual tuition increase must be 2% more than the annual increase in tuition. This topic raised several questions:
  o Is this an accurate claim? Is the Claxton rule actually followed?
  o Is compensation tied to tuition or tied to financial aid?
  o What was the tuition increase in years that there was no salary increase?
  o Can the Benefits committee or the Senate Financial Affairs Committee research this?

**MEETING ADJOURNED** at 10:11 AM.

Respectfully submitted by Regina Drew, Secretary 2011-12