The meeting was called to order at 9:04 AM.

ATTENDANCE was taken via sign-in sheet.

Present:
Rafael Acevedo; George Agudow; Barbara Albrecht; Rosemary Amico; Rosemarie Anderson; Hilarie Ashton; Jeanne Bannon; Andria Blatt; Brenda Burton; Charlene Chan; Anita Daniels; Maria DeAcetis; John DeSantis; Debra Diana; Carly DiGiovanni; Regina Drew; Katherine Drummond; Anita Dwyer; Andrea Fannelli; Daniel Ferraro (for Ira Beresnoy); Tara Freese; Ninette Gironella; Wendy Goldberg; Bartholomew Grachan; Liz Greene; Elizabeth Hamilton; Olive Haughton; Richard Heaps; Thomas Helleberg; Gisela Humphreys; Carole-Anne Ishimine O’Neill; Christopher James; Norma Kenigsberg; Jason Koth; Elizabeth Kuzina; Gary Mandarano; Joan Maniego (for Ida Longarino); Nicolas Marino; Neptali Martinez; Michael McCaw; Kathleen Murray; Larry Pender; Elizabeth Rohlfing; Marguerite Sharkey; Dolores Spinelli; Michael Summers; Jennie Tichenor; Toni Urbano; Michelle Van-Ess; David Vintinner; Tatiyana Weinstein; Emily Westerman; Joanne Wilhelm; Kristina Zacharias; Nelya Zonis

Absent:
Joanna Albanese; Keith Amparado; Beth Appel; Patricia Arbib; Roddy Austin; Ellen Axelrod; Barbara Benson; Daniel Biddle; Caroline Boneta; Robert Brill; Robert Butler; Alla Calderon; Erin Callihan; Stephanie Chelales; Linda Chin; Marc Cincone; Anna Conoulis; Sally Cummings; Annette Cutugno; Cathleen Dawe; Jane Delfavero; Michael Devlin; Adam Ebni; Elise Eisenberg; Saire Errico; Candyce Golis; Stewart Gonzales; David Gordon; Monica Gray; Scott Harlow; Lizzette Hernandez; Angeilie Hyman; Scott Lewis; Diana Lugo-Martinez; Stephen Lui; Rachel Maxwell; Amanda McEntire; Karen Micallef; Richard Micek; Owen Moore; Alison Moppett; David Niedenthal; Carlo Pelliccieri; Ann Marie Powell; Marcella Runell; Chirag Sadana; Veronika Shiroka; Cheryl Silva; Susanna Stein; Anne Stubing; Anna Taruschio; Laura Tretner; David Vogelsang; Stephanie Vullo; Jennifer Weitsen; Maryann Zwaryczuk

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

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

- The Council is in the midst of scheduling its special events and guest speakers for the spring semester, including the retirees luncheon, year-end general meeting and luncheon, and town hall with John Sexton. The dates will be announced as soon as confirmed.
- The AMC is hosting a spring reception on Thursday, January 13 from 5:30-7:30 PM in Greenberg Lounge, Vanderbilt Hall, 40 Washington Square South. Everyone is encouraged to bring a fellow administrator as their guest.
  - In later discussion, it was suggested that the reception be opened up to all administrators, and the Council agreed. An invitation to all administrators was sent out on January 11.
COMMITTEE REPORTS

Benefits: Anita Dwyer, for Amanda McEntire (amanda.mcentire@nyu.edu)

- The Benefits committee met in late December to revise the salary recommendation. In light of the discussion at the December AMC Meeting and other feedback received by the committee, the committee took the following points into consideration:
  - It was clear the majority felt that we should not forfeit ("give up") the bonus pool.
  - Although a quantitative analysis would be useful, the AMC should be careful about which metrics its analysis is based upon, as CPI/Cost of Living varies and an AMI is based on merit, not cost of living.
  - There is a general frustration that the AMC feels should be expressed.
- The committee presented the following revised proposal for discussion:

  **Second Draft of 2011/12 Salary Recommendation to be submitted to the Senate Financial Affairs Committee**

  *Administrators play a vital role in the success of this University and have consistently risen to the challenge in spite of absent or marginal base salary adjustments, reductions in staff, increased workloads, diminished benefits and eroding buying power. On behalf of the skilled, dedicated and talented administrators of New York University, the Administrative Management Council recommends a 4.5% increase in base salary pool.*

- A representative asked about the Faculty Senators Council’s request. The FSC is requesting an AMI in the 5% range, a figure similar to their request last year. The other components of their request were specific to faculty needs and not relevant to the AMC.
- A representative commented that the proposal was much improved.
- The proposal was approved unanimously, with no abstentions.
- Anita also noted that Katie Casey (Vice President for Human Resources) and Linda Woodruff (Associate Vice President of Global Compensation and Benefits and Deputy for Human Resources) gave a presentation to the Benefits committee to give a preliminary presentation about potential changes to retiree benefits. The Council will be updated about those possible changes shortly.

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

- Annual Holiday Toy Drive:
  - The Annual Holiday Toy Drive in support of the 9th Precinct Neighborhood party and the Birch Family Services was a success. Over 500 toys were donated, and both groups were delighted by our generosity. Thanks to all who contributed, coordinated and helped with this campaign.
- January Recycled Card Drive:
  - We are collecting recycled Holiday cards again to be donated to the St. Jude’s Children’s Ranch. St. Jude’s collects both holiday and general greeting cards. Please donate only the front of the card (please remove the backs) and note that they cannot accept Hallmark, Disney or American Greeting cards. Please send your recycled cards to Ida Longarino, TSOA, 721 Broadway, 12th floor, until February 15.
- Upcoming/On-going activities:
  - The committee is considering another drive in support of the troops for late winter/early spring. One idea is to participate in the national campaign to collect spice donations to enhance standard field army “grub”. This campaign is being coordinated by the chef2chef organization. Any and all other suggestions are invited and encouraged.
Also, remember to recycle your unwanted books through the NYU Bookstore. Proceeds from this program support many of our local charities throughout the year. More information is online at: [http://www.nyu.edu/amc/committees/booksforbucks.pdf](http://www.nyu.edu/amc/committees/booksforbucks.pdf).

- **Naughty Knitters**
  - The Knitters will hold their Martin Luther King, Jr., Knit-in with NYU’s Office of Student Affairs & Services. In March or April, they will hold their annual “Spring Fling” to crochet or knit 50 baby blankets for Care for the Homeless during the spring semester. They plan to meet two Fridays during the month at three Washington Square campus sites to distribute blanket kits and collect the finished items. All materials will be provided to participants, and light instruction will be available. The blankets will be presented to Care for the Homeless at a joint Naughty Knitters-College of Nursing press event in June.
  - The AMC Naughty Knitters meet twice each month to hand craft items for New York City-based charities. Please contact Jennie Tichenor at jt6@nyu.edu if you want to get involved.

- The committee’s next meeting is scheduled for Thursday, January 27 at noon, in the Stern School of Business, 44 West 4th St., 8th floor, Conference Room 8-150. We’re asking anyone who is interested to attend to participate in these events and to share your ideas for future charitable campaigns with us.

### By-Laws
- Bart Grachan (bart.grachan@nyu.edu) and John DeSantis (john.desantis@nyu.edu)
  - The Bylaws committee has met twice since the December general meeting.
  - The committee has begun discussing the scope of AMC membership and constituency. The committee is reaching out to Diane Yu (Deputy and Chief of Staff to the President) for her input on this topic.
  - The committee is undergoing a thorough review of the AMC bylaws for logic and consistency. They will circulate the suggested revisions to the full Council before the February meeting in preparation for a vote at the March meeting.

### Special Events
- Barbara Benson (bbenson@stern.nyu.edu)
  - Scheduling for both the Retirees Luncheon and Year-End General Meeting and Luncheon is still underway as the committee looks for available space.

### Nominations and Elections
- David Vogelsang (dv1@nyu.edu)
  - The committee continues to update the AMC membership roster and is preparing for the spring elections, which will begin in March.

### OLD BUSINESS:
None

### NEW BUSINESS:
- **Discussion about AMC participation and presence:** Marguerite Sharkey asked for feedback about declining attendance at AMC meetings. Key points from the discussion fell into these areas of conversation:
  - AMC rep/alt attendance and participation
    - Publicize meetings earlier
      - **Note:** The meeting schedule is online at: [http://www.nyu.edu/amc/meetings/](http://www.nyu.edu/amc/meetings/)
      - Have interesting guest speakers who provide “inside” or exclusive information, so AMC is included in important conversations at NYU
• Ensure reps are fulfilling their duties (i.e. communicating with their constituents)
• Create list of best practices for all reps/alts
• Follow up on rule notifying reps when they have missed more than three meetings
• Remind reps to send an alternate when they cannot attend
• Provide reps/alts with contact info for their constituents

• AMC mission and momentum
  • Generate positive momentum: the opt-out method of voting sets a negative precedent
  • Proactively communicate the AMC’s progress and achievements
  • Focus on what matters most to administrators (salaries and benefits)
  • Be an advocate for administrator concerns, not a mouthpiece for the administration
  • Ensure AMC is part of the conversation, not only a conduit for information from the top
  • Sense of drop in morale; issue of high turnover, especially among young administrators
  • AMC has a unique mission among peer institutions; similar groups have faced these problems at their institutions

• AMC public profile
  • Increase communications to reps/alts and all administrators
  • Revitalize website
  • Reach out to new hires; previously were included in new hire breakfast
  • Reps should give AMC updates at school/division-wide meetings
  • Conduct survey of all constituents?

• Anita thanked everyone for their feedback on these important topics. The Executive Committee will take all these comments into consideration.

MEETING ADJOURNED at 10:01 AM.

Respectfully submitted by Regina Drew, Secretary 2010-11