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

ATTENDANCE was taken via roll call.

Present:
Barbara Albrecht; Rosemary Amico; Keith Amparado; Rosemarie Anderson; Beth Appel; Trisch Arbib; Maya Ardon; Roddy Austin; Lauren Bagley; Barbara Benson; Ira Beresnoy; Daniel Biddle; Andria Blatt; Caroline Boneta; Robert Butler; Nelson Chin; Barbara Cokorinos; Chris Colon (for Elizabeth Duke); Christopher Cook; Nadia Cureton; Annette Cutugno; Maria DeAcetis (for Delores Spinelli); Ron DeMartini (for Pamela Comport); John DeSantis; Manish Devjani; Maria DiPompo; Regina Drew; Katherine Drummond; Anita Dwyer; Adam Ebnit; Andrea Fannelli; Tara Freese (for Gretchen North); Liam Fry; Claudia Gil; Wendy Goldberg; Monica Gray; Olive Haughton; Richard Heaps; Thomas Helleberg; Gisela Humphreys; Norma Kenigsberg; Mike Koshkin; Kim Lafond; Scott Lewis; Ida Longarino; Stephen Lui; Zach Maggio (for Mary Signor); Gary Mandarano (for Carole-Anne Ishimine O'Neill); Joan Maniego (for Anita Daniels); Michael McCaw; Carrie Meconis; Karen Micallef; Patricia Montalbano; Tykieyen Moore; Kathleen Murray; Amy O'Hara; Bindi Patel; Larry Pender; Chanae Richards; Leydi Rosman; Marguerite Sharkey; Joanne Wilhelm; Cristal Xavier-Cohen

Absent:
Rafael Acevedo; Yolanda Alvarez; Alfonse Antonaglia; Crystal Artis; Jeanne Bannon; Timothy Barnum; Katherine Brignole; Linda Chin; Sally Cummings; Lana Denoon; Toni Depena; Debra Diana; Linna Fang; Kellie Fitzgerald; Amanda Gallocher; Brian Ginsberg; Ninette Gironella; Candyce Golis; Stewart Gonzales; David Gordon; Mark Gordon; Bartholomew Grachan; Patricia Graham; Malik Graves-Pryor; Liz Greene; Cynthia Hanson; John Huff; Omattie Kong; Frank Lopresti; Oliver Luisi; Nicolas Marino; Neptali Martinez; Eugenia Mejia; Michael Miller; Alison Moppett; David Niedenthal; Vincent Parham; Denean Paulik; Carlo Pellicciari; Kervin Pillot; Ann Marie Powell; Melisa Puglisi; Evelyn Thimba; Winston Tracy

APPROVAL OF THE MINUTES: The minutes from the April and May meetings were approved.

REPORT FROM THE CHAIR: Anita Dwyer (anita.dwyer@nyu.edu)
- Anita welcomed the new Representatives, Alternates, and all special guests to the first general meeting of the year. Nearly 80 new representatives and alternates have joined the Council this year.
- The AMC held a welcome breakfast on September 21 for new representatives, alternates, Senators, and alternate Senators. It was very well attended.
- Anita passed out copies of a new informational packet about the AMC. The packet provides an overview of the AMC and its activities, and includes a list of suggested best practices for reps and alternates.
- Anita encouraged all Council members, as well as all NYU administrators, to attend the AMC’s monthly meetings to hear updates about important University projects and initiatives, and to
communicate feedback from constituents. She also offered to provide a guest pass to University Senate meetings for anyone who might like to attend.

- The next AMC general meeting will be held on Tuesday, November 1. The guest presenter will be Roger Printup, the University Registrar, who will provide an update about the PeopleSoft conversion. This will be a good opportunity to hear about the project and offer feedback.
- Anita invited everyone to submit suggestions for guest speakers for the rest of the year.
- Anita noted that Margie Rodriguez, a longtime NYU administrator and one of the founding members of the AMC, retired at the end of September. Anita circulated a farewell card to be signed and sent to Margie.

COMMITTEE REPORTS

**Benefits:** Anita Dwyer, for committee chair Alison Moppett (alison.moppett@nyu.edu)
- Anita delivered the committee report on behalf of Alison.
- The Benefits committee is accepting new members. Anyone who is interested joining should contact Alison.
- The meeting schedule is currently being set and will be distributed to the committee shortly.

**By-Laws:** Anita Dwyer, for committee chair Bart Grachan (bart.grachan@nyu.edu)
- Anita delivered the committee report on behalf of Bart.
- The committee completed a major overhaul of the bylaws during the previous academic year. This year the committee will continue its ongoing review for any possible updates or changes.
- Anyone who might like to join the committee should contact Bart.

**Community Service:** Barbara Albrecht (balbrech@stern.nyu.edu) and Ida Longarino (ida.longarino@nyu.edu)
- October activities:
  - **Making Strides against Breast Cancer:** Our first activity of the year will take place on Sunday, October 16 in Central Park. This is the AMC’s fourth year organizing a united NYU team of administrators, faculty, staff and students to participate in the American Cancer Society’s walk to raise funds to support the fight against breast cancer. Please walk with us and bring your family and friends. The first 200 participants to join will receive a free NYU Team t-shirt. Please participate by walking, donating, or both.
    - To join our team or to make a donation, please visit [http://main.acsevents.org/goto/nyu](http://main.acsevents.org/goto/nyu).
    - More information is posted online at [www.nyu.edu/amc/committees/americancancersociety.pdf](http://www.nyu.edu/amc/committees/americancancersociety.pdf) or contact the team co-captains: Celeste Orangers (co2@nyu.edu; x87348) or Jen Weitsen (jw457@nyu.edu; x82809).
  - **Children’s Halloween Parade:** Volunteers are needed for the Children’s Halloween Parade, sponsored by NYU’s Office of Government and Community Affairs, on Monday, October 31 from 3-6 PM. Volunteers are also needed to help assemble the Halloween goodie bags on Wednesday, Thursday and Friday, October 26, 27 and 28. Volunteers can drop by 25 West 4th Street, Room 511 from 11 AM-6 PM on those days. For additional information, contact Joseph Manoleas (joseph.manoleas@nyu.edu; x82325).

- Upcoming Events:
Thanksgiving: We are reaching out to the St. Francis Xavier Mission again this year in support of their Thanksgiving basket food drive. More information about that campaign will be provided in the coming weeks.

The Naughty Knitters is a sub-committee of the Community Service Committee that is the AMC’s crafts group. Meetings are held twice a month on the Washington Square campus to create items for seniors and homeless charities. For more information, please contact Jennie Tichenor at jt6@nyu.edu.

The committee’s next meeting will be Wednesday, November 2 at Noon at TSOA, 721 Broadway, 12th floor Dean’s Conference Room. New members and new ideas are always welcome.

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

- Constituent Census:
  - As required by the Bylaws, a census of all administrators was taken in September, using updated data from Human Resources on eligibility, unit sizes, and employment at the university.
  - David requested that AMC members keep him and the secretary informed of any information they have regarding administrative turnover.

- Alternate Representative Vacancies:
  - Due to administrators leaving the university, switching units, or being promoted, we now have vacancies for Alternate Representatives in all units, with the exception of Gallatin, Social Work, Steinhardt, University Relations & Public Affairs, and Wagner.
  - Rather than holding additional elections, the AMC bylaws allow Representatives to help fill Alternate vacancies by suggesting colleagues who can best fill the spots. David will also contact runner-ups from the most recent elections to see if they would like to become Alternates.
  - David will follow up with all the relevant units this week to provide the number of open spots as well as a listing of eligible individuals in each unit.

- Alternate Senator Elections:
  - There are two alternate senator vacancies for one-year terms, ending Summer 2012. As a result, we will need to conduct a Special Election to fill those vacancies.
  - As per the bylaws, the names of candidates should be presented to the Council two weeks before a vote is taken. Candidates must have been active members of the AMC during the past two years, in good standing – either as a representative or member of a committee and not already served two consecutive terms as senator.
  - There were no nominations from the floor. David will send out one more call for nominations and expects to hold the election before the November meeting.

- Election for Treasurer:
  - The position of AMC Treasurer was re-opened, due to the departure of previous treasurer Michelle Van-Ess, who moved to FIT.
  - The Treasurer shall: be responsible for developing the budget, in consultation with the Executive Committee; be responsible for approving all expenditures; and keep a true record of all financial matters and make a report at least twice a year to the Council (preferably in December and May) on the status of the Council’s budget, including an accounting of all expenditures.
  - As the Treasurer position ran unopposed the previous election, there were no alternate candidates. David opened up the floor for nominations.
  - Anne Stubing was nominated from the floor. She was elected by acclamation.

Special Events: Barbara Benson (bbenson@stern.nyu.edu) and Julie Kaplan (julie.kaplan@nyu.edu)
• Julie provided an overview of the committee’s main activities, including the annual retiree luncheon, held in April at the Torch Club, and the Year-End luncheon, held at the Kimmel Center in May and open to all administrators.
• The committee also organizes an AMC book club, which meets throughout the year. The book club is coordinated by Michael Hanrahan (michael.hanrahan@nyu.edu).
• The AMC Art Show is coordinated by Scott Lewis (scott.lewis@nyu.edu) and held in the spring. Scott encouraged administrators to begin working on their projects now.
• Anyone who is interested in joining the committee or volunteering for an event is invited to contact Barbara and Julie.

GUEST PRESENTATION: Update on Open Enrollment
• Linda Woodruff, Associate Vice President of Global Compensation & Benefits and Deputy for Human Resources, and Trish Halley, Deputy Director for Health and Welfare Benefits, delivered a presentation about the upcoming Open Enrollment period.
• Linda announced a need for volunteers for HR’s Wellness Committee, comprised of faculty, staff, and administrators, working on a global walking contest with Abu Dhabi. Anyone interested should contact Linda or Trish.
• The presentation included: a wellness update; overview of 2012 benefits for faculty and administrators; and overview of the annual enrollment process through the new Benefits Resource Center.
• Highlights from the presentation include:
  o Open Enrollment will be underway Monday, October 24 through Monday, November 7.
  o The Benefits Resource Center has been revamped with a new enrollment system.
  o For medical coverage, monthly contribution rates are increasing by 8% (versus 10% last year).
  o Dental contributions are increasing by $1/month (“employee only” plan remains the same).
  o VSP rates are not increasing.
  o New options for FSA reimbursement through WageWorks: debit card; pay my provider; pay me back.
  o Beginning in 2013, as mandated by federal health care reform, the maximum amount employees can put in flexible spending accounts will be capped at $2,500/year (down from the $15,000 currently permitted by NYU).

OLD BUSINESS: None

NEW BUSINESS: None

MEETING ADJOURNED at 10:06 AM.

Respectfully submitted by Regina Drew, Secretary 2011-12