MINUTES FROM THE AMC GENERAL MEETING
TUESDAY, OCTOBER 5, 2010

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

ATTENDANCE was taken via Roll Call, read by Regina Drew.

Present:
Rafael Acevedo; George Agudow; Barbara Albrecht; Rosemary Amico; Keith Amparado; Rosemarie Anderson; Elizabeth Appel; Patricia Arbib; Hilarie Ashton; Roddy Austin; Ellen Axelrod; Jodi Bailey; Jeanne Bannon; Barbara Benson; Ira Beresnoy; Katie Bisang (for Craig Jolley); Andria Blatt; Caroline Boneta; Brenda Burton; Robert Butler; Linda Chin; Sally Cummings; Anita Daniels; Maria Deacetis; Jane Delfavero; Nicole DeRise; John DeSantis; Carly DiGiovanni; Regina Drew; Anita Dwyer; Adam Ebnit; Katherine Drummond; Andrea Fannelli; Ninette Gironella; Wendy Goldberg; Bart Grachan; Olive Haughton; Elizabeth Hamilton; Thomas Helleberg; Gisela Humphreys; Carole-Anne Ishimine; Christopher James; Norma Kenigsberg; Scott Lewis; Ida Longarino; Amy Lui (for Debra Diana); Stephen Lui; Nicolas Marino; Neptali Martinez; Amanda McEntire; Karen Micallef; Pat Montalbano (for Delores Spinelli); David Niedenthal; Larry Pender; Marguerite Sharkey; Anne Stubing; Jennie Tichenor; Toni Urbano; David Vintinner; David Vogelsang; Tatiana Weinstein; Jennifer Weitsen; Joanne Wilhelm

Absent:
Joanna Albanese; Robert Brill; Alla Calderon; Erin Callihan; Charlene Chan; Stephanie Chelales; Marc Cincone; Anna Condoulis; Annette Cutugno; Cathleen Dawe; Elise Eisenberg; Saire Errico; Candyce Golis; Stewart Gonzalez; David Gordon; Monica Gray; Scott Harlow; Lizzette Hernandez; Angelie Hyman; Jason Koth; Diana Lugo-Martinez; Rachel Maxwell; Michael McCaw; Richard Micke; Owen Moore; Alison Moppett; Kathleen Murray; Carlo Pellicciari; Ann Marie Powell; Elizabeth Rohlfing; Chirag Sadana; Veronika Shiroka; Susanna Stein; Michael Summers; Anna Taruschio; Stephanie Vullo; Nelya Zonis; Maryann Zwaryczuk

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

GUEST PRESENTATION: Linda Woodruff, Associate Vice President of Global Compensation and Benefits and Deputy for Human Resources, and Patricia Halley, Benefits Project Manager
- Linda and Trish presented information about Open Enrollment and recent changes to faculty/administrator benefits.
- A copy of the powerpoint presentation is attached.

REPORT FROM THE CHAIR: Anita Dwyer (anita.dwyer@nyu.edu)
- The AMC hosted a welcome breakfast for new reps, alternates, and Senators/Alternate Senators on September 21. Over 40 people attended.
- Anita introduced the new officers and senators for this year.
- Anita reminded everyone that the By-Laws outline the AMC’s purpose:
“The Administrative Management Council is the organization through which the administrative and professional staff participates in the governance of New York University. Comprised of elected representatives from each school and division, it shall function as an initiative, deliberative and responsive body concerning policy issues affecting the University community. The Council serves as a vehicle for promoting the continued professional growth and development of its constituents. In addition, the council is committed to participation in community services.”

- The council cannot initiate, deliberate, and be responsive without the help of reps and alternates. Reps and alternates need to communicate important information to their constituents and should bring their constituents’ concerns back to the AMC.
- We need to continue to build our momentum. The AMC has an important voice and is a presence at the University. The AMC was heard last year and our work helped bring about several concessions.
- Possible topics and speakers for the year ahead include: My Time, Time Management System, the Quality Service Initiative, a presentation by Executive Vice President Michael Alfano in February, and a Town Hall with John Sexton in the spring.
- Anita plans to initiate a new working group on communications and technology, and also plans to make improvements to the AMC web site. Please let her know if you would like to be involved.

COMMITTEE REPORTS

Personnel and Benefits: Amanda McEntire (amanda.mcentire@nyu.edu)
- Amanda thanked Neptali Martinez for his excellent work last year overseeing the committee and helping navigate complicated reengineering issues.
- The committee has been in touch with Linda Woodruff, Associate Vice President of Global Compensation and Benefits, and she has been very responsive.
- The first committee meeting will take place within the next couple weeks.

Community Service: Ida Longarino (ida.longarino@nyu.edu) and Barbara Albrecht (balbrech@stern.nyu.edu)
- October Activities:
  - Sunday, October 17, “Making Strides against Breast Cancer” walk will be the first CSC event of this year. The NYU team has been organized by Celeste Orangers and Jennifer Weitsen.
  - The AMC is also again supporting the Children’s Halloween parade. Volunteers to help stuff goodie bags that will be distributed at the parade are asked to meet at the 5th floor of 25 W. 4th Street in the "staging room" on Wednesday, Thursday or Friday, October 26 - 29, between 10 AM - 5 PM daily. Volunteers are also needed for the day of the parade to help staff the lines/provide crowd control and pass out goodie bags. The parade will be held on Sunday, October 31 from 1 - 4 PM. We are asking for volunteers to cover two shifts, either 12:30 - 2:30 PM or 2:30 - 4:30 PM, or both. AMC members who are interested in helping out with goody bag stuffing should RSVP to maria.skouras@nyu.edu with the date/time they intend to stop by. Those who want to volunteer for the day of the parade should indicate their availability and contact Maria at the same email address.
- November activities:
  - We will be sponsoring a food drive in November for Thanksgiving baskets for the St. Francis Xavier Mission. A flyer outlining the dates and detail for this campaign will be published shortly.
Naughty Knitters:
  o The AMC Naughty Knitters donated a total of 455 handmade items to NYC charities last year, including Visiting Neighbors, the Children’s Aid Society, and Care for the Homeless.
  o This coming year, the Knitters will make scarves for US troops overseas, holiday gifts for homebound seniors, and baby blankets for homeless children. They will also hold the annual AMC Spring Fling and contribute to the AMC art show, as well as participate in events with several NYU student groups.
  o If you want to get on the listserv for the Knitters’ semi-monthly sessions and other events, e-mail Jennie Tichenor at jtf6@nyu.edu.

The next meeting of the CSC is scheduled for Wednesday, October 27th at noon. We will be meeting at the Tisch School of the Arts, Dean’s conference room, 721 Broadway. Anyone interested is encouraged to attend.

Special Events: Barbara Benson (bbenson@stern.nyu.edu)
  • The Special Events committee will be working on its roster of annual events, including the Retirees Lunch, the Year-End Lunch, Art Show, and the Book Club.
  • Stay tuned for more information.

Nominations and Elections: David Vogelsang (dv1@nyu.edu)
  • The committee is doing an audit of all representatives to ensure our membership data is accurate, and will call on all reps to help verify the team from their school/unit.
  • The committee will revisit the issue of how the administrative units are represented and plan to have this resolved before elections begin in March. We welcome the input and involvement of any reps on that issue.
  • A question arose about how the committee informs reps/alternates of their election and why some may not be aware of their status. David responded that the committee individually emails and calls the winners of all elections; however, some people remain unresponsive. Eligible constituents are also given the opportunity to be removed from the ballot before elections.
  • It was suggested that the committee work with the most senior representative from each school/unit to get updated information about their membership.

By-Laws: John DeSantis (john.desantis@nyu.edu)
  • No report.

OLD BUSINESS:
  • Update on AMC video: The next version of the AMC video is in the works. Additional photos of new AMC activities will be collected throughout the fall semester and added to the video. A final cut is expected in the spring.

NEW BUSINESS: None

MEETING ADJOURNED at 10:15 AM

Respectfully submitted by Regina Drew, Secretary 2010-11