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

ATTENDANCE was taken via sign-in sheet.

Present:
Rafael Acevedo; George Agudow; Barbara Albrecht; Rosemary Amico; Keith Amparado;
Patricia Arbib; Hilarie Ashton; Roddy Austin; Ellen Axelrod; Jodi Bailey; Jeanne Bannon; Daniel
Biddle; Andria Blatt; Vincent Bonura (for Carly DiGiovanni); Brenda Burton; Robert Butler; Erin
Callihan; Charlene Chan; Stephanie Chelala; Nadia Cureton (for Susanna Stein); Nicole DeRise;
John DeSantis; Debra Diana; Regina Drew; Katherine Drummond; Anita Dwyer; Andrea
Fannelli; Daniel Ferraro; Tara Freese; Ninette Gironella; Wendy Goldberg; David Gordon;
Bartholomew Grachan; Olive Haughton; Thomas Helleberg; Gisela Humphreys; Carole-Anne
Ishimine O'Neill; Keith Kelly; Norma Kenigsberg; Jason Koth; Elizabeth Kuzina; Betty Law (for
Jennie Tichenor); Scott Lewis; Gary Mandarano; Joan Maniego (for Ida Longarino); Neptali
Martinez; Amanda McEntire; Karen Micallie; Alison Moppett; Kathleen Murray; David
Niedenthal; Larry Pender; Marguerite Sharkey; Cheryl Silva; Dolores Spinelli; Anne Stubing;
Michael Summers; Toni Urbano; Michelle Van-Ess; David Vintinner; David Vogelsang; Emily
Westerman

Absent:
Joanna Albanese; Rosemarie Anderson; Beth Appel; Barbara Benson; Ira Beresnoy; Caroline
Boneta; Robert Brill; Alla Calderon; Linda Chin; Marc Cincone; Anna Condoulis; Sally
Cummings; Annette Cutugno; Anita Daniels; Cathleen Dawe; Maria Deacets; Jane Delfavero;
Adam Ebni; Elise Eisenberg; Saire Errico; Candyce Golis; Stewart Gonzales; Monica Gray;
Elizabeth Hamilton; Scott Harlow; Lizzette Hernandez; Angelie Hyman; Christopher James;
Diana Lugo-Martinez; Stephen Lui; Nicolas Marino; Rachel Maxwell; Michael Mcaw; Richard
Micek; Owen Moore; Carlo Pellicciari; Ann Marie Powell; Elizabeth Rohlfing; Marcella Runell;
Chirag Sadana; Veronika Shiroka; Anna Taruschio; Laura Tretner; Stephanie Vullo; Tatiyana
Weinstein; Jennifer Weitsen; Joanne Wilhelm; Kristina Zacharias; Nelya Zonis; Maryann
Zwaryczuk

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

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

- Anita encouraged all reps and alternates to get involved and sign up for an AMC committee.
- Sign-up sheets were circulated for the various committees, including Benefits, Community
  Service, By-Laws, Special Events, Nominations & Elections, and the new ad hoc
  Communications committee. Committees are open to all administrators, including those who are
  not on the AMC.
- Another committee, which is not overseen by the AMC, is the university’s Child Care Advisory
  Committee. The AMC is represented in that group by Katherine Drummond. If anyone is
  interested in being involved, please contact Anita. The next meeting will be in early December.
The NYU Administrator is not a functioning committee any longer. Its work will be taken over by the new Communications committee.

**COMMITTEE REPORTS**

**Benefits:** Amanda McEntire ([amanda.mcentire@nyu.edu](mailto:amanda.mcentire@nyu.edu))

- The committee met on October 13. There was a lively discussion about the change in the vacation day policy, particularly regarding the carryover days.
  - As a reminder: the new “special carryover” policy gives employees until August 31, 2013 to use up any unused vacation balances that are in excess of the allowable maximum carryover limits.
- It is time to begin working on the AMC’s recommendation letter to the Senate Financial Affairs Committee. An initial draft is due to the SFAC by Thursday, December 2.
- The committee decided to begin posting important HR emails and notices on the AMC website. The committee hopes this will be another useful vehicle to communicate important information to administrators.
- Amanda reminded the representatives about the Benefits Fair in the Kimmel Center on Nov. 2nd from 10 AM - 2 PM.
- The next committee meeting will be Wednesday, November 17 from 12 - 1:30 PM at 19 University Place in the Great Room (first floor).

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

- **October Activities:**
  - On Sunday, October 17th, the AMC, along with other NYU staff and faculty groups, as well as participants from the Nursing School, Law School and the NYU Clinical Cancer Center, all walked in the “Making Strides against Breast Cancer” drive. Thanks to the efforts of Celeste Orangers and Jennifer Weitsen, the NYU donations raised (as of Nov. 2nd) are $15,487, making NYU the top 11th company from a field of 338 companies. We’re also ahead of Fordham, which ranked 12th this year. Once all of the final donation numbers are posted, we hope to make the top 10 again this year. Thanks to all who participated in or donated to this cause.
  - The AMC also supported the Children’s Halloween parade on Sunday, October 31.
- **Thanksgiving Food Drive:**
  - A food drive was held during the period of November 8th through November 15th for Thanksgiving baskets for the St. Francis Xavier Mission. Over 700 food items were collected and delivered to the Mission. Thank you to everyone who donated!
- **Annual Holiday Toy Drive:**
  - The Annual Holiday Toy Drive in support of the 9th Precinct Neighborhood party will be held in December on Saturday, December 18.
  - An Amazon.com “Wish List” for the December Holiday Toy Drive has been created.
  - Volunteers are needed to help sort toys on Friday, December 17th at 721 Broadway in the first floor common room.
  - **Update:** A flyer for the Holiday Toy Drive has been posted online at: [http://www.nyu.edu/amc/committees/holidaytoydrive.pdf](http://www.nyu.edu/amc/committees/holidaytoydrive.pdf).
- **Naughty Knitters:** The Naughty Knitters is a group of “crafty” members who meet twice monthly to knit or crochet a variety of hand-crafted items that are donated to local charities. If you want to add your name to the listserv for the Knitters’ semi-monthly sessions and other events, e-mail Jennie Tichenor at [jt6@nyu.edu](mailto:jt6@nyu.edu).
• “Books for Bucks”: This is an on-going collection drive that provides discretionary funds for various charities that we support while also helping to reduce mountains of paper at landfills. Details regarding this campaign are posted online at http://www.nyu.edu/amc/committees/booksforbucks.pdf.
• The next meeting of the CSC is scheduled for Wednesday, November 17 at noon 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 committee is searching for a new co-chair to join Barbara Benson and the committee members. Please email the committee at amc.special.events@nyu.edu if you are interested.

Nominations and Elections:  David Vogelsang (dv1@nyu.edu)
• With the assistance of Larry Pender and Regina Drew, we have been able to update the rosters of representatives for each of the schools and divisions, and have been contacting alternates to fill in representative vacancies. As per the by-laws, we are contacting the individuals who had received the next highest number of votes in the most recent election.
• In preparation for the spring elections, David will be scheduling a meeting in the coming weeks to look at the representation of the administrative divisions, especially those that have been affected by re-engineering. If you are interested in participating in this discussion, please sign up on the committee sheet or email David at dv1@nyu.edu. This conversation had been started last year but was tabled due to ongoing administrative restructuring.

By-Laws: John DeSantis (john.desantis@nyu.edu)
• The committee is considering the question of whether officers who are no longer elected reps are permitted to vote on AMC matters raised before the entire Council. The by-laws do not address this issue. John is inclined to leave this question up to the Council.
  o There is precedent for previous officers voting even when no longer an elected rep for a school or division.
  o Some felt that officers should be allowed to vote, given their greater level of involvement in the Council.
  o The matter was referred for further discussion within the By-Laws committee.
• Another governance question arose: should other NYU administrators who are not represented at the AMC be included and, if so, how?
  o How should administrators at NYU Abu Dhabi and other global sites – and NYU-Poly once it is fully incorporated – be represented?
  o If these groups have different benefits packages, should they be represented on the AMC?
  o Is there a way to give these groups a voice on the Council, even if not as full voting reps?
    ▪ There could be strong community value in this.
  o These questions should also be raised at the University Senate level as well.
  o It was noted that Medical School administrators are also not represented on the AMC.
  o This issue was also referred to the By-Laws committee for further discussion. The committee will report back to the full Council with its suggestions.

OLD BUSINESS: None
NEW BUSINESS:

- John DeSantis informed the council that the Executive Committee had discussed the possibility of getting additional administrative or clerical help for the AMC, along the lines of that offered to the Faculty Senators and Student Senators Council. Even a part-time person could be helpful in updating the AMC website.
- Alison Moppett noted that the NYU Local blog had posted an interesting article about cost-cutting measures at the university, including new information about these measures. The article can be found at: http://nyulocal.com/on-campus/2010/11/01/cost-cutting-measures-save-nyu-millions-but-at-hefty-cost-to-staff/

MEETING ADJOURNED at 9:44 AM

Respectfully submitted by Regina Drew, Secretary 2010-11