MINUTES FROM THE AMC GENERAL MEETING  
TUESDAY, DECEMBER 7, 2010

The meeting was called to order at 9:05 AM.

ATTENDANCE was taken via sign-in sheet.

Present:
Paulina Abaunza (for Diana Lugo-Martinez); Rafael Acevedo; Barbara Albrecht; Rosemary Amico; Keith Amparado; Rosemarie Anderson; Beth Appel; Patricia Arbib; Hilarie Ashton; Ira Beresnoy; Daniel Biddle; Andria Blatt; Brenda Burton; Charlene Chan; Anna Condoulis; Sally Cummings; Annette Cutugno; John DeSantis; Carly DiGiovanni; Regina Drew; Anita Dwyer; Daniel Ferraro (for Tara Freese); Ninette Gironella; Bartholomew Grachan; Olive Haughton; Richard Heaps (for Wendy Goldberg); Thomas Helleberg; Heather Herrera; Gisela Humphreys; Carole-Anne Ishimine O'Neill; John Johnson (for Linda Chin); Norma Kenigsberg; Jason Koth; Ida Longarino; Stephen Lui; Nicolas Marino; Neptali Martinez; Michael McCaw; Amanda McEntire; Kathleen Murray; David Niedenthal; Larry Pender; Elizabeth Rohlfing; Marcella Runell; Marguerite Sharkey; Cheryl Silva; Anne Stubing; Michael Summers; Jennie Tichenor; Michelle Van-Ess; David Vintinner; Emily Westerman; Joanne Wilhelm

Absent:
George Agudow; Joanna Albanese; Roddy Austin; Ellen Axelrod; Jodi Bailey; Jeanne Bannon; Barbara Benson; Caroline Boneta; Robert Brill; Robert Butler; Alla Calderon; Erin Callihan; Stephanie Cheales; Marc Cincone; Anita Daniels; Cathleen Dawe; Maria Deacitis; Jane Delfiaver; Michael Devlin; Debra Diana; Katherine Drummond; Adam Ebnit; Elise Eisenberg; Saire Errico; Andrea Fannelli; Candyce Golis; Stewart Gonzales; David Gordon; Monica Gray; Elizabeth Hamilton; Scott Harlow; Lizzette Hernandez; Angeilie Hyman; Christopher James; Elizabeth Kuzina; Scott Lewis; Rachel Maxwell; Karen Micallie; Richard Micek; Owen Moore; Alison Moppett; Carlo Pellicciari; Ann Marie Powell; Chirag Sadana; Veronika Shiroka; Maria Skouras; Dolores Spinelli; Susanna Stein; Anna Taruschio; Laura Tretner; Toni Urbano; David Vogelsang; Stephanie Vullo; Tatiyana Weinstein; Jennifer Weitsen; Kristina Zacharias; Nelya Zonis; Maryann Zwaryczuk

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

GUEST PRESENTATION on NYU Community Fund-United Way Combined Campaign 2010-11:
Bill Pfeiffer, Director, Office of Civic Engagement
- Bill Pfeiffer described NYU’s annual campaign for employee donations to support both the NYU Community Fund and the United Way of New York City.
- In 2009-10, university employees donated just under $100,000 for the Community Fund and approximately $30,000 for the United Way of New York City.
- Bill showed a special video about the Community Fund. The video can be viewed online at: http://www.nyu.edu/community.fund/videos/video.html?videoName=comm.fund.2008
- Donations and pledges can be made online through Friday, January 14 at http://www.nyu.edu/community.fund
REPORT FROM THE CHAIR: Anita Dwyer (anita.dwyer@nyu.edu)

- Anita gave a brief update on the University Senate activities over the fall semester:
  - The date and location for the All-University Commencement date was set for Wednesday, May 18 at Yankee Stadium.
  - The Senate Academic Affairs Committee is considering a proposal to change the academic calendar beginning Fall 2012. The proposal is to begin classes the Wednesday before Labor Day in order to shorten the period of time between move-in day and the first day of classes. The proposal would also create a two-day fall break in mid-October and add one day (Wednesday) to the Thanksgiving break. Exams would start slightly earlier.
    - Any administrator feedback about the proposal should be sent to michael.summers@nyu.edu.

- Diane Yu, Chief of Staff and Deputy to President John Sexton, is holding a series of lunches with administrators to hear about their concerns and get feedback about university initiatives. The AMC was invited to submit a limited number of names for inclusion. Anyone interested in participating should contact Anita.

- Anita and John DeSantis attended the Senate Financial Affairs Committee meeting the previous week and submitted the AMC’s draft AMI request. They were pleased to hear the committee’s acknowledgement of administrators’ many contributions and of the pressures upon administrators, particularly during re-engineering.

- 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. All AMC representatives, alternates, Senators and alternate Senators, and officers are invited to attend. Everyone is encouraged to bring a fellow administrator as their guest. Please RSVP online at: http://www.nyu.edu/rsvp/event.php?e_id=3167

COMMITTEE REPORTS

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

- Thanksgiving Food Drive:
  - The Thanksgiving food drive was very successful. Over 700 food items were collected and delivered to the St. Francis Xavier Mission for Thanksgiving basket for local families. Thank you to everyone who donated!

- Annual Holiday Toy Drive:
  - The Annual Holiday Toy Drive in support of the 9th Precinct Neighborhood party and Birch Family Services was underway until December 16.
  - Volunteers were needed to help sort toys on Friday, December 17, and also to assist with the 9th Precinct Neighborhood Party on Saturday, December 18.

- Recycled card drive:
  - The committee is collecting recycled cards for donation to St. Jude’s Holiday Children’s Ranch. Both holiday and general occasion cards are accepted. A few guidelines: please send just the front part of the card; exclude Hallmark, American Greetings, and Disney; and 5”x7” or smaller cards are preferred.
  - Please send the cards to Ida Longarino (TSOA, 721 Broadway, 12th Floor) until mid-February.

- The committee’s “Books for Bucks” recycled book drive is still ongoing. The proceeds (between $3,000-4,000/year) are given to support local charities. More info is online at http://www.nyu.edu/amc/committees/booksforbucks.pdf.
• Naughty Knitters: In the past month, the Naughty Knitters have donated 309 hats and scarves to the Visiting Neighbors seniors group as holiday gifts and donated 61 scarves to the USO for troops serving in Iraq and Afghanistan. The group will hold a knit-in in February in honor of Martin Luther King, and they will hold a spring fling in March or April. 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.

• The committee’s next meeting is on Thursday, January 20 at noon at TSOA, 721 Broadway, Dean’s conference room (12th floor).

By-Laws: John DeSantis (john.desantis@nyu.edu)
• The Bylaws committee was scheduling its next meeting. One agenda item will be the question of expanded membership on the AMC.

Nominations and Elections: Michelle Van-Ess, reporting for David Vogelsang (dv1@nyu.edu)
• The list of AMC representatives and alternates has been updated and posted on the AMC’s website at http://www.nyu.edu/amc/representatives/reps_dec.2010.pdf.
• David will reach out to his committee before the Winter Break to begin preparing for the spring elections.

Special Events: Barbara Benson (bbenson@stern.nyu.edu)
• No report.

Benefits: Amanda McEntire (amanda.mcentire@nyu.edu)
• The committee met with Kathy Zukof to discuss the vacation policy and special carryover days, and was pleased to receive a memo detailing a change to the policy.
  o Note that about one-third of all administrators have special carryover days. The average amount is nine days.
• The committee presented the following draft for discussion:

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

The last few years have been a difficult time for our economy as every sector was impacted by the economic recession. Likewise, the University faced turbulent times, but through forethought, strategic cost-saving measures, and responsible fiscal spending, NYU was able to mitigate many of the impacts. However, administrators are directly impacted by many of these cost-saving measures. We have met the many challenges faced during this time and remained resilient in our efforts to both sustain and improve the University.

For several years there has been a muted increase in salary raises while concurrently, the aggregated costs for basic needs have all increased. Health care costs have also risen compounding the financial strain on administrators. That notwithstanding, administrators have continually represented the University with sound professionalism, a strong work ethic, and we remain indefatigably dedicated to maintaining the highest level of service.

After thoughtful consideration and feedback from our constituents, the Administrative Management Council recommends the dedicated bonus pool be redirected and applied to the base salary pool for all administrators, and in recognition of the significant contributions administrators make on a constant basis, we respectfully request a 3% increase in the base salary pool.
• Major points made during the discussion:
  o Concern that the AMC was offering to give up the bonus pool voluntarily: bonuses can be a useful tool for manager incentives; once gone, bonuses may not be reinstated in the future
  o Concern over how bonuses are handled generally at the university: whether they are used effectively; whether they are distributed fairly; making the system more transparent; relationship of bonuses to AMIs
  o Desire to include more quantitative analysis in future salary letters (COLA, CPI, increase in health care costs)
  o Debate over whether it is more effective to ask for a higher AMI percentage (expecting it to be negotiated downward) or a lower AMI percentage (more realistic stance going in)
• It was agreed that the Benefits committee would revise the AMI request, and would present the revised version for consideration and a vote at the January general meeting

OLD BUSINESS: None

NEW BUSINESS:
• Margie Rodriguez reported that a memorial service for former NYU administrator Eileen Buckley would be held on December 15th at 3 PM at St. Joseph’s, 371 Sixth Avenue. All were invited to attend.

MEETING ADJOURNED at 10:29 AM.

Respectfully submitted by Regina Drew, Secretary 2010-11