MINUTES FROM THE AMC GENERAL MEETING
TUESDAY, APRIL 5, 2011

The meeting was called to order at 9:00 AM.

ATTENDANCE was taken via sign-in sheet.

Present:
George Agudow; Barbara Albrecht; Rosemary Amico; Keith Amparado; Beth Appel; Trisch Arbib; Hilarie Ashton; Jeanne Bannon; Diana Barnes; Barbara Benson; Daniel Biddle; Gennet Black (for Alison Moppett); Andria Blatt; Caroline Boneta; Katherine Brignole; Robert Butler; Charlene Chan; Sally Cummings; Anita Daniels; John DeSantis; Carly DiGiovanni; Maria DiPompo; Regina Drew; Katherine Drummond; Anita Dwyer; Andrea Fannelli; Tara Freese; Sheila Gay-Robbins; Ninette Gironella; David Gordon; Bartholomew Grachan; Monica Gray; Gisela Humphreys; Carole-Anne Ishimine O’Neill; John Johnson; Norma Kenigsberg; Betty Law (for Rafael Acevedo); Scott Lewis; Ida Longarino; Stephen Lui; Helen MacLeod-Brewer; Gary Mandarano; Joan Maniego (for Wendy Goldberg); Nicolas Marino; Neptali Martinez; Michael McCaw; Amanda McEntire; Karen Micallef; Kathleen Murray; David Niedenthal; Denean Paulik; Larry Pender; Beatrice Richardson (for Roddy Austin); Elizabeth Rohlfing; Marguerite Sharkey; Cheryl Silva; Dolores Spinelli; Anne Stubing; Michael Summers; Jennie Tichenor; Toni Urbano; Michelle Van-Ess; David Vintinner; David Vogelsang; Emily Westerman; Joanne Wilhelm; Patrick Wiseman

Absent:
Paulina Abaunza; Joanna Albanese; Rosemarie Anderson; Ellen Axelrod; Fred Barlow; Ira Beresnoy; Robert Brill; Alla Calderon; Erin Callihan; Stephanie Chelakes; Linda Chin; Marc Cincone; Louis Cusano; Annette Cutugno; Maria DeAcetis; Jane Delfavero; Michael Devlin; Debra Diana; Adam Ebnit; Elise Eisenberg; Saire Errico; Candyce Golis; Stewart Gonzales; Liz Greene; Elizabeth Hamilton; Scott Harlow; Olive Haughton; Thomas Helleberg; Angelelce Hyman; Christopher James; Jason Koth; Elizabeth Kuzina; Diana Lugo-Martinez; Rachel Maxwell; Richard Micek; Carlo Pellicciani; Ann Marie Powell; Marcella Runell; Chirag Sadana; Veronika Shiroka; Marie Spears; Susanna Stein; Tatiyana Weinstein; Jennifer Weitsen; Kristina Zacharias; Nelya Zonis; Maryann Zwaryczuk

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

FIRST GUEST PRESENTATION: Update on NYU 2031: NYU in NYC

• Lynne Brown, Senior Vice President for University Relations & Public Affairs, presented an update about the university’s space planning strategy, NYU 2031.
• NYU 2031 projects a need for as much as 6 million square feet over 25 years and is a pathway for how the 6 million square feet should be distributed across NYC, recognizing that not all the University’s needs can be accommodated in and around Greenwich Village.
• Highlights of the Core proposal:
  o New and improved open space - programmed as both passive and active, the plan calls for the opening of three acres of public open space.
  o No use of eminent domain and no need for residential tenant relocation.
  o A site for a new public school to be built by the City.
Plans for 1.3 million square feet of potential above-grade building, and an additional 1 million square feet of below-grade opportunities.

Creation of a mixed use environment on these, now mainly residential, NYU blocks.

- **General Timeframe:** A ULURP hearing will be held at the Department of City Planning in mid-May. The review process is expected to last until December 2011. Following ULURP certification, it could take another seven months (approximately Summer 2012) to get approvals from the City Council. Construction could begin in 2015.

- **Updated information** can be found online at [http://www.nyu.edu/nyu2031/nyuinnyc/](http://www.nyu.edu/nyu2031/nyuinnyc/). Everyone is also invited to see more about the plans at the NYU Open House space, 528 LaGuardia.

- **Questions and comments from the floor, and their responses, included:**
  - **What types of uses might be appropriate for below-ground space?**
    - Response: Different types of space can be placed below ground, particularly those that don’t require daylight: rehearsal/practice space, auditoriums, space for library materials, some classrooms.
  - **Has all the new space been allocated or is there still an opportunity to advocate for purposes such as a child care center?**
    - Response: Not all the new space has been allocated. Now might be a good time to re-activate space requests that may have been made earlier.
  - **Comments about the space crunch in administrative offices (specifically ITS). What are plans for the core administrative uses that need to grow?**
    - Response: We know that the university requires more space for both current and future uses and are trying to make that case. At the same time, NYU will always need to be space-efficient.
    - We encourage administrators to help us make the case by speaking about the space crunch at public meetings.
  - **What is happening with the Tower Video site?**
    - Response: Still to be determined; the site is constricted by zoning regulations.
  - **What about moving SCPS classes out of public school space and other problematic facilities?**
    - Response: We know some rental sites are problematic and are looking at solutions.

**REPORT FROM THE CHAIR:** Anita Dwyer ([anita.dwyer@nyu.edu](mailto:anita.dwyer@nyu.edu))

- Anita thanked everyone who was able to attend the annual AMC Town Hall with John Sexton on Thursday, March 24. Turnout was very strong.
- Anita congratulated the winners of this year’s Distinguished Administrator Awards:
  - **Amala Ankolekar-Hinge:** Director of Administration, Neural Science, Faculty of Arts & Science
  - **Patricia DeLorenzo:** Senior Director, Health Services, Office of the VP for Student Affairs & Services
  - **Kenneth M. Fauerbach:** CIO & Senior Director of Technology and Information Services, David B. Kriser Dental Center
  - **Paul Horan:** Student Advisor, Steinhardt School of Culture, Education, and Human Development
  - **Kathleen Murray:** Senior Director, Human Resources, School of Continuing and Professional Studies

- This year’s Year-End Meeting and Luncheon will be held on Friday, May 13 in Rosenthal Pavilion at the Kimmel Center. Invitations will be sent out shortly.
- The final University Senate meeting of the year will take place on Thursday, April 28. Any suggestions for President’s Question Time should be emailed to Anita by April 21.
COMMITTEE REPORTS

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

- Representative Elections:
  - Elections were currently underway in several schools and units, and scheduled to end on Friday, April 8.
- Senator Elections:
  - For the 2011-2013 term, there will be 2 Senator and 4 Alternate Senator positions available.
  - Nominations will be accepted through Friday, April 15.
- Officer Elections:
  - David invited nominations from the floor for any of the officer positions (Chair, Vice Chair, Secretary, and Treasurer). There were no additional nominations from the floor.
  - A slate of nominees was presented:
    - Chair: Anita Dwyer
    - Vice Chair: Alison Moppett
    - Treasurer: Michelle Van-Ess
    - Secretary: Regina Drew
  - Given that there were no contested elections, David called for a vote by acclamation. The slate was elected by acclamation.

By-Laws: John DeSantis (john.desantis@nyu.edu)

- John thanked all the members of his committee and paid special tribute to Norma Kenigsberg for her careful work on the Bylaws.
- Additional changes to the Bylaws:
  - Second reading for changes to the Nominations and Elections Committee responsibilities: John reviewed the suggested changes, which were first presented at the March meeting:
    
    The Nominations and Elections Committee is responsible for receiving the nominations and administering elections for the following officers of the Council: Chairperson, Vice-Chairperson, Secretary, and Treasurer, and for Senators and their Alternates. The Nominations and Elections Committee also will administer the elections for Representatives and their Alternates. Each September, the Nominations and Elections Committee shall complete an official membership census of the AMC constituency for general notification purposes. By February 15 of each year, the Nominations and Elections Committee shall complete an official census update to determine unit representation levels, to assure that the proportionate representation of all units on the Council is accurate, and to confirm the eligible voting members for the subsequent election process.
  - The Council voted to approve the changes.
- Regarding representation of administrators working in global sites, the committee is still looking into how administrators working abroad might be able to effectively serve as elected AMC representatives.
- The committee is also continuing to reach out to the Medical School to discuss possible AMC representation.
- UPDATE: The revised bylaws have been posted online at: http://www.nyu.edu/amc/about/bylaws.pdf

Benefits: Amanda McEntire (amanda.mcentire@nyu.edu)
Amanda thanked the committee members for their hard work over the course of the year. She also thanked the Office of Human Resources, particularly Linda Woodruff, for the office’s support this year.

The Benefits committee met in March to learn more about the university’s new banding compensation structure and passed along several questions to HR.

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

- **March Activity: “Operation Gratitude”**
  - From March 14-25, the committee sponsored a collection drive for “Operation Gratitude” in support of our troops. This is a national campaign entitled “The Patriotic Drive”. Over 1,000 items were collected.

- **Special April collection for Japan:**
  - In response to several inquiries, the committee decided to sponsor a special collection in support of Japanese relief efforts from April 11-15. All goods received will be donated to the AFYA Foundation ([www.afyafoundation.org](http://www.afyafoundation.org)). The items most needed are baby diapers, flashlights/batteries, portable radios/batteries, basic first aid supplies (clean and in good usable condition), vitamins, and feminine hygiene products.

- **Book and A Buck Campaign:**
  - The committee will be collecting books at the Year-End Meeting on May 13 for donation to the Learning Spring School, a local private school, which supports children with special needs and receives 80% of its funding from NYC.
    - UPDATE: The book wish list for Learning Spring School is posted online at: [http://www.nyu.edu/amc/images/books.pdf](http://www.nyu.edu/amc/images/books.pdf)
  - The “bucks” collected at the year-end luncheon will be donated to the Arbor Day Foundation. Every dollar plants a tree to replenish our nation’s forests.

- **Recycled Book Program:**
  - The monies collected this year through the recycled book program will be donated to the National Wildlife Federation’s “Adopt-a-Classroom” program. For $150 per classroom, schools serving disadvantaged children will receive a full school year's subscription to Ranger Rick, Your Big Backyard or Wild Animal Baby. With over $3,000 collected, we can support 20 classrooms with age-appropriate reading material about the world and wildlife.
  - Please continue to recycle unwanted books through the NYU Bookstore. Books donated to the NYU Bookstore through the upcoming Green Apple Move Out will benefit the Community Service Community Chest that supports many of charities throughout the year. This year’s flyers will be adjusted to better reflect that monies go to charity.

- **Naughty Knitters:**
  - The AMC/Naughty Knitters’ second annual “Spring Fling” was a great success, with a total of 51 administrators coming together to make baby blankets for Care for the Homeless. If you would like to participate in the Naughty Knitters’ 100-blanket drive on behalf NYC’s homeless, please contact Jennie Tichenor at [jt6@nyu.edu](mailto:jt6@nyu.edu).

The committee’s April meeting date will be held on Thursday, April 14 at 12:15 PM. Location is still pending. More info will be emailed to the committee once available.

**Special Events:** Barbara Benson ([bbenson@stern.nyu.edu](mailto:bbenson@stern.nyu.edu)) and Julie Kaplan ([julie.kaplan@nyu.edu](mailto:julie.kaplan@nyu.edu))

- The Retirees Luncheon is scheduled for Wednesday, April 27. The committee is looking for volunteers to assist with the luncheon. Anyone interested should email [julie.kaplan@nyu.edu](mailto:julie.kaplan@nyu.edu).

- The Year-End General Meeting and Luncheon has been scheduled for Friday, May 13 in Rosenthal Pavilion, Kimmel Center. Please save the date. Invitations will be sent to all administrators.
SECOND GUEST PRESENTATION: Banding Compensation Structure

- Linda Woodruff, Associate Vice President and Deputy of Human Resources, Marina Kartanos, Deputy of Compensation, and Eric Loffswold, Learning and Development Manager, delivered a presentation about the new banding compensation structure.
- The new structure was effective as of Friday, April 1.
- More information about NYU Bands can be found online at http://www.nyu.edu/content/dam/nyu/hr/documents/policies/BandsGuide.pdf
- Questions and comments from the floor, and their responses, included:
  - Many managers are concerned about being able to increase their employees’ salaries appropriately to retain good employees. Does the banding structure (with fewer levels than the grade-based structure) make it less clear when salaries should be increased?
    - Response: There are now specified guidelines for salary increases based on role enhancement, etc. The new structure focuses on the role, rather than only performance.
  - Why are salary ranges not posted online anymore?
    - Response: Salary ranges will not be published but are available through HR officers.
  - What are the levels within the bands?
    - Response: There are three levels within the bands: associate, intermediate, and senior.
  - What if a manager’s employees qualify for salary increases? Where will money come from to enable those increases?
    - Response: Some funds (the same pool as previously) is set aside for salary increases. Managers should talk to their HR officers if they feel their staff may qualify for increases.
    - Managers should also look to other tools, besides salary increases, to reward excellent performance.
  - As a result of reengineering, many administrators have to do more than they did previously, such as learning new computer systems and programs. Will they all qualify for salary increases?
    - Response: Salary increases due to role enhancement will be evaluated on a case-by-case basis.

OLD BUSINESS: None

NEW BUSINESS: None

MEETING ADJOURNED at 10:48 AM.

Respectfully submitted by Regina Drew, Secretary 2010-11