MINUTES FROM THE AMC GENERAL MEETING
Tuesday, December 2, 2014

The meeting was called to order at 9:01 a.m.

ATTENDANCE

The requirements for a quorum were met.

**APPROVAL OF THE MINUTES**

The minutes from the last meeting were provided in advance with the agenda; reading of the minutes was waived. The minutes from the November 2014 meeting were approved with one correction: Events Report should have read “No report”.

Norma Kenigsberg gave a report on the new policy on NYU’s access to personal digital content.

**REPORTS OF THE OFFICERS**

**PRESIDENT’S REPORT**

The AMC Representative attendance policy was discussed. According to the bylaws, after three missed AMC meetings without arranging for an alternate to sub, a member would no longer be a representative. They would continue to be a member of the AMC. Members who have missed two or three meetings have been contacted. Those who miss three will be subject to a vote on removal at the January meeting in accordance with the bylaws.

The AMC will need a new chair and vice chair for next year as David and Melissa do not intend to run for re-election. Those wishing to have a larger role in the AMC should consider running for these offices. Nominations are made in March and elections take place in April, are announced in May, and become effective July.

Faculty Senators Council Committee on Administration and Technology: Norma Kenigsberg, Committee Member

- Norma gave an overview of the draft of the new University policy to complement existing policy regarding personal digital content (PDC). The policy sets limits to the circumstances under which PDC of faculty, students, and staff can be accessed. This policy is not finished and the draft is being released for comment. The committee working on this policy is made up of administrators and faculty. The policy consists of seven items regarding requests to NYUIT for access to information:
  1. Guidelines on who can make the request and the necessary paperwork that must be filed.
  2. Notice is given to the individual whose information is requested.
  3. Scope limits are specified.
  4. Records of the process (not content) will be retained.
  5. Adherence to Federal, international and state laws as well as other NYU policies.
  6. Establishment of a faculty oversight committee (new) appointed by the Provost. It will be faculty run and faculty will comprise the majority but should include members from administration.
  7. Definition of terms and listing of related policies.

For more information regarding this process and/or policy as it develops, contact
TREASURER REPORT

Andrea Fannelli, Treasurer

- The Treasurer announced the approval of 3 funding requests: $200 for a reception for AMC reps at the Institute for the Study of the Ancient World; $400 for an ITS/GTS rep meeting; and $400 for a Wagner School rep meeting. The invitation to AMC reps for tour and reception of the Institute for the Study of the Ancient World will be sent out shortly.

SENATE REPORT

Kristi Schwindt Ramos, Senator

- No report

COMMITTEE REPORTS

Community Service, Ida Longarino (amc-community-service-group@nyu.edu)

- The Thanksgiving food drive collected 750 food items for Xavier Food Mission. Thank you to everyone who donated.
- December 4 – 18 is our annual toy drive to benefit the Birch Early Childhood Center and the Ninth Precinct for children between the ages of 4 and 14. The online wish list purchases through Amazon are set up. Click on Gifts & Wish List and enter the name “NYU Administrative Management Council”. There is a flyer with drop-off sites posted on our website.
- December 19 is toy sorting for the Ninth Precinct with distribution at the Precinct Holiday Party on Saturday the 20th. We thank Aramark for providing cookies and beverages.
- Beginning in January will be our recycle campaigns in addition to collecting used holiday cards for St. Jude’s, eyewear, and cell phones. Gently used sneakers and athletic shoes will be collected for a sneakers campaign for the Max Cure Foundation. Instead of being sent to the landfill, sneakers will be refurbished and made available to those in developing countries, and will raise money to fight pediatric cancer. Principal drop off sites are Coles, Palladium and Brooklyn Athletic Center. Special thanks to Carl Villanueva and Stephanie Pryor for their help with this campaign. Site coordinators are needed to arrange to have collection bins placed at their locations, contact ida.longarino@nyu.edu or balbrech@stern.nyu.edu if interested.

Benefits and Compensation, Melissa Lucas-Ludwig (amc-benefits-group@nyu.edu)

- The results of the Benefits Usage Survey to administrators was discussed.
- The Benefits and Compensation committee will work with the Healthcare Working Group to develop some recommendations for improvements. They will look at what other institutions are doing.
- A motion was made and seconded to repeal the 10% tuition remission employee cost share. The vote was unanimous in favor, with one abstention.
- The full Benefits and Compensation committee report is attached at the end of the minutes.

Bylaws, Norma Kenigsberg
• No report.

Superblock Stewardship, Barbara Albrecht, AMC Member and Chair of the Construction/Mitigation Subcommittee, (balbrech@stern@nyu.edu).
  • No report.

Special Events, Julie Kaplan (amc-special-events@nyu.edu)
  • The Winter Social will be Thursday, January 15 in the Greenberg Lounge in the Law School.
  • The inaugural AMC Family Day at Coles is Sunday, January 25.
  • The full Special Events Report is attached at end of minutes.

Communications, Anne Stubing (amc-communications-group@nyu.edu)
  • No Report

Healthcare Working Group, Nadia Cureton (nadia.curetan@stern.nyu.edu)
  • Presented an update including a description of the impending ACA Excise tax that is expected to be levied against the university’s health care offerings in 2018 should they remain deemed too valuable.
  • Options: increase cost share, eliminate high cost plans to reach better balance. HMOs, which are high cost plans, are being eliminated.
  • The group is looking at options, pros, and cons, as well as quantifying expected costs. They will evaluate the cost-saving measures being implemented for next year and where those savings will be applied (i.e. to minimize the tax, for better benefits).

Professional Development, Michael McCaw (mike.mccaw@nyu.edu)
  • The Professional Development Committee report is attached at the end of the minutes.

Nominations & Elections, Regina Drew (amc.elections@nyu.edu)
  • NYU Shanghai and Abu Dhabi are not currently part of the AMC. We will move forward with adding both schools as constituent units of the AMC.
  • Special elections will be run for both schools so that they may have Representatives in place by the February meeting.

NEW BUSINESS

• The top openamc issue(s) were introduced by David Vintinner:
  a. Bonding leave for a new child was discussed. A proposal to make the bonding leave allowed within the same terms as FMLA. The proposal was amended to include allowing both parents to take the leave and to allow one parent to be able to give their eligibility to their employee spouse. After further discussion, it was decided to refer this to the Benefits and Compensation Committee and table it until January. The vote was unanimous in favor of tabling this until January.
  b. Tuition remission for job related courses taken outside of a degree program as a special student up to the school maximum. This issue will be referred to the Professional Development Committee and will be discussed in January.

ANNOUNCEMENTS
• All Campus Games will be Wednesday, February 25, 2015 from 5 pm – 10 pm. See
http://www.nyunews.com/2014/03/04/games-3/ for more information

CLOSING REMARKS

The next meeting will be held Tuesday, January 6, 2015 in the Colloquium Room.

The meeting was adjourned at 10:30 a.m.

Attachments:

- Professional Development Report
- Benefits and Compensation Report
- Special Events Report
The Ad Hoc Professional Development Committee was established to help assimilate newly hired administrators, to foster cross school collaborations, and to provide professional developmental opportunities for all administrators through a voluntary peer mentoring network and related programming (in collaboration with existing University resources). I have assembled a diverse working group that includes administrators across multiple departments, including SPS, FAS, SHC, Provost, Wagner, Registrar, TLOD, and Steinhardt. Our first charge is to establish protocols for the mentoring dynamic. Starting in Spring 2015, the committee will:

- Communicate with the NYU administrators community to determine interest in mentoring and the need for professional development initiatives
- Conduct an ongoing review of best practices for in-person and virtual mentoring
- Determine the mechanism for mentor pairings
- Develop programming to train potential mentors
- Identify strategies for less formal/“one-off” mentoring dynamics
- Develop an assessment tool to evaluate mentor pairings and measure related outcomes

Once these foundational action items are completed, we will create a timeline to launch a pilot mentoring program and to enhance professional development programming. For additional information or to share any ideas or suggestions, please feel free to email me at Mike.McCaw@nyu.edu.

Additionally, the Talent, Learning, and Organizational Development team from NYU HR expressed interested in meeting with an AMC focus group to participate in a University-wide learning needs assessment. This focus group will discuss:

- Overall administrator needs - Gaps in skills you're noticing in your work units
- The current Building Leadership Excellence Program and how it can be modified or improved
- Reactions to new initiatives that the Learning & Organizational Development team is considering

The TLOD team aims to use the information they collect to enhance the training opportunities currently provided. They are also willing to present their overall findings at a future AMC meeting. This focus group will provide a strategic opportunity to offer candid feedback and to positively shape professional development opportunities offered by HR.

Michael McCaw
Chair, Ad Hoc Professional Development Committee
Faculty Affairs Administrator, NYU Steinhardt
Mike.McCaw@nyu.edu
The Benefits and Compensation committee report

The Benefits and Compensation committee met on November 17th and reviewed the benefits usage survey results. We received a total of 1,551 responses to the AMC Benefits Usage Survey which was the highest number of responses to any AMC survey sent in the past! The survey responses will guide the committee’s work in the near future as we try to pursue requested changes and examine suggestions.

The following survey trends were identified:

- The lowest enrollment for all of the benefits was the adoption service at less than 1%.
- The highest enrollment for all the benefits was the retirement plan at 91%.
- The lowest % for those enrolled in a benefit but not using it was for the Wageworks dependent care plan at 1%.
- Tuition remission had the greatest number of responses for those who said they were familiar with this benefit but were not currently enrolled in it at 44%.
- The Health Advocate Service had the highest % of responses for those who said they were not familiar with that benefit at 53%.
- The Group Legal Plan and Identity Theft Plan had the highest % of responses from those who said they were not interested in that benefit.
Good morning. In Special Events news, please mark your calendars for the following upcoming events:

1. The AMC Annual Winter Social on January 15, 2015. This festive gathering will take place in the Law School’s Greenberg Lounge from 4:30-6:00 p.m. Gear up for the Spring 2015 semester, with refreshments, libations and good company in a warm and beautiful space. No strings attached! Look for an e-blast with details.

2. The Inaugural AMC Administrators’ Family Day at Coles on January 25, 2015. NYU Athletics and the Administrative Management Council will welcome all NYU administrators and their families at Coles that day for two basketball games, lunch, prizes and lots of fun. On the house! Special thanks to Stephanie Pryor for driving this venture. Details to follow.

3. The next meeting of the AMC Book Club will be on Monday, January 5th at 12:30 in Bobst Library. The group is currently reading *The Goldfinch* by Donna Tartt. Details can be found on the AMC website. Anyone who is interested in the book club should contact either Michael Hanrahan at michael.hanrahan@nyu.edu, or Eric Stedfeld at eric@nyu.edu.

Thanks to Eric for designing the AMC Book Club Bookmarks. Eric not only presented the idea to create a bookmark, but also took the excellent photograph. Be sure to pick one up on your way out.

Best wishes to everyone for a happy holiday season!