MINUTES FROM THE AMC GENERAL MEETING
Tuesday, April 5, 2016

In attendance: Amico, Rosemary; Balogh, Sarah; Battaglia, Christine; Beresnoy, Ira; Biddle, Daniel C; Boneta, Caroline; Brooks, Shani; Camfield, Juliane; Chin, Nelson; Clarke-Ceres, Michele Lee; Cleveland, John Paul; Colon, Christian; Cureton, Nadia N; Daniels, Anita B; Daniels-Maina, Diana; De Leon, Evelyn; Deacetis, Maria; Denney, Katrina; Desantis, John; Devjani, Manish; Digiovanni, Carly Rose; Drew, Regina Syquia; Drummond, Katherine T; Dufour, Stina Marie; Dylenski, Rachael M; Eerdekens, Els; Fannelli, Andrea; Fertmann, Adam E; Garofalo, Amanda; Gee, Matthew K; Gessner, Nancy; Goldkranz, Nicole; Gu, Hye; Hagan, Rose; Hall, Cherrelle; Harrell, Zachary W; Hayes, Brianne; Heaps, Richard; Hollingsworth, Carol Anne; Holub, Daniel; Irving, Lance; James, Christopher; Kavalam, Pamela; Kelly-Fierro, Justine M; Kenigsberg, Norma K.S.; Kim, Jeremy Phillip; Kniffin, Abigail; Koskoralos, Elly; Kushner, Melissa; Ladisa, Ann Marie; Lui, Stephen F; Lutzky, Raymond Allen; Mainiero, Michael A; Malin, Gwenneth C.; Maristany, Alita; Markowitz, Beth A; Martin, Jessica N; Martinetti, Pamela; McCarthy, Colin; McCaw, Michael; McCullough, Kevin; McGowan, Susan; Meconis, Carrie A.; Mendez, Greg; Michaels, Stevin Azo; Misevis, Kim; Monahan, Jennifer; Montoya, Jessie; Morris, Deborah J.; Niedenthal, David A; Nieto, Carrolyn; O'Reilly, Hope; Pearson, Patti; Prendergast, Carrie A.; Ramos, Kristi Schwindt; Rendall, Meredith; Ritter, Carolyn S.; Rivas, Greg; Schroeder, Amelia; Soo Kim, Tatum D; Soule, Kristen B.; Spangler, Michelle; Stedfeld, Eric L; Stockwell, Kyle W; Thilman, Daniel; Tie, Juan H.; Tsang, Betty; Vergara-Spagnola, Leizel G; Villanueva, Carl; Vogelsang, David; Webb, Malina; Wein, Asuncion; Willyard, Sarah; Wright, Keren; Wu, Nancy;

The meeting was called to order at 9:05 am

APPROVAL OF THE MINUTES

The minutes from the last meeting in March 2016 were provided in advance with the agenda. Reading of the minutes was waived, and the minutes were approved unanimously. The final version of the minutes is posted on the AMC website.

Kristi Schwindt Ramos, Vice Chair, chaired the meeting in David Vintinner’s absence.

Guest Speaker

Kristi introduced our guest speaker, Sabrina Ellis, Vice President of Human Resources, with a brief review of her professional background. Kristi also mentioned that Sabrina will chair the Ad Hoc Committee on Tuition Remission and Portable Tuition.

Vice President Ellis {not verbatim}:

It is really a pleasure to be here with you this morning, and I want to thank the AMC for inviting me. I’m not entirely sure what day my appointment as Vice President was announced, but I don’t think it was even a few minutes before I got an email from Kristi saying that “We would love to have you at our April 5th meeting” so this has been in the works for a couple of months, and I’m really happy to have this as one of the first things on my schedule. Kristi did a great job talking about my background so I won’t go over that again, but what I will say is that I really do believe in simple but strong messages. You know that I was here for 9-1/2 years, and I had a wonderful opportunity to work with a great group of people under the direction and leadership of Senior Vice President Lynne Brown. It was a fantastic training ground for this role, and in saying that I believe in simple and clear messages, I, as well as the leadership team of University Human Resources, look forward to
working very closely with this group. I have read the memo that the AMC sent to Marty Dorph outlining some of the issues that have been talked about here including tuition remission, and one of the first things I was asked to do, as Kristi said, was to serve as the chair of the tuition remission committee so I’m jumping right in, and I’m excited about that work. The folks who are on that committee, 3 of whom are AMC members, are very knowledgeable about the issues and concerns of administrators around campus, and I’m sure that’s why they were selected to be on the committee as well as faculty members who also have an interest in making sure that we’re able to attract and retain the world-class faculty that we have here at NYU. So I am committed to working on that in the days and weeks ahead.

Some of the things that I’ve talked about with the groups that I’ve met with including the Human Resources officers across the University, is how I think about University Human Resources as a circle that includes Benefits, Compensation, Talent and Learning, Employee Relations, the HR Service Center and HR Communications and that there are lots of other circles that we work closely with although all those circles don’t report up to UHR. I think over the last 5 weeks, as we’ve had conversations internally, 2 things have risen to the top of what we want our visibility to be on campus. The first of those things is strategic service – being able to provide very good service to the University community - and the second of those things is strategic partnerships. So even though there is quite a diversified, hybrid structure here at NYU (we all know that it is a very decentralized University), we want to see ourselves as strong and strategic partners with you and with leaders and faculty across the University. So those 2 things will be the key themes you’ll be hearing me and others on the UHR team talk about: how we can provide strategic service and how we can build strong partnerships, and my being here is a good example of that.

There are 5 things that emerged from my conversations (not in order of importance) tuition remission, diversity, protection of minors, retirement optimization, and a minimum wage for students

I look forward to working with everyone here, and I’ll be doing some outreach by doing meet-and-greets. And I’m more than happy to come to schools to speak.

Question: Can you comment on using tuition remission for professional development?

Tuition remission is a means of attracting and retaining employees, not just to get the benefit, but to work in education. Education is a great place to work, and from the standpoint of training, we have some of the most renowned faculty in their areas of research. To be able to allow staff to take advantage of that helps us to do our jobs better since we can have the chance to experience the University as both student and employees.

Question: Can you comment on the increase in wages for the work-study program and in funds to hire code 119 employees [student employees without Federal Work Study awards]?

The increase in hourly pay for code 119 employees is both managed and funded individually at the school and unit level so we look to those units and departments to make those decisions on how to fund those employees.

Question: One of the topics the Benefits Committee has discussed is transparency, specifically, how the bands work, the salary ranges they represent, and the concerns from employees who are promoted within their own unit who do not get the same kind of salary bump as someone coming from outside the University. How we can make that more transparent?

Yesterday Cathy Zuckof, who leads the Talent, Learning, and the Organizational Development area, made an interesting observation: about 30% of people within the University are seeing career mobility, so they are definitely moving up. We didn’t dig deeper in terms of what we are seeing in terms of compensation, but I was
very encouraged by that number, and I think that as time goes on we will see that as a natural next step.

Question: You mentioned that you read the AMC letter to the Senate Financial Affairs Committee. What general impressions did you have about what we are asking for and what we are concerned about?

I was very encouraged by the invitation to be here, and it’s fantastic to be able to talk to administrators on campus because I think that one of the roles of the VP of HR is to have a finger on the pulse of what is going on and what the thoughts and concerns are of faculty, staff and administrators. The letter informed me in a very effective way to tap into what people are thinking and concerned about.

I wasn’t particularly surprised by the content; wages and benefits are something any employer is concerned about, and tuition remission is one of the main benefits at NYU. How the University invests in its workforce is what attracts people to the University and provides some insight about the core issues in talking to this group. I think as time goes on I want to be able to explore the experiences – I saw the wiki site for the tuition remission portion of the letter where someone expressed that they wanted to move up in the University, but that the cost associated with moving up to higher position was about $20,000. We don’t want a circumstance where people will forego a career move because of costs. I hope to hear more of those individual stories as time goes on.

Question: Can you give us a picture of what Governor Cuomo’s recent legislation will mean for us?

Family leave has been a national issue, and Governor Cuomo’s bill providing 12 weeks of paid leave essentially gives employers 3-4 years to implement it. That will give the University some time to consider how that would be enacted. At NYU the sick leave for administrators is fairly generous, and I think, in some respect, it will be an improvement for those that have been with the University for a shorter amount of time.

Question: You mentioned strategic service as one of the priorities for Human Resources. Using PeopleLink has been a directive for us to resolve many of our issues. There have stories both good and bad. Can you comment?

HR partners with PeopleLink to provide accurate information in response to questions and concerns. Our role is to help the PeopleLink team pass on information that we in Human Resources have to add to their knowledge database. As benefits change, those changes have to be updated. PeopleLink is a very core service to the University; we track metrics to see how the service is going, and we want to be a strong partner so that we can respond to questions about onboarding, pay or whatever circumstances come up.

In close, I really look forward to getting to know and work with you so please reach out to me with any questions. Thank you for the work that you do to make University a fantastic place to study and work, and I look forward to seeing you at Commencement later this year.

OFFICER ELECTIONS
David Vogelsang conducted the elections for the 2016-17 AMC officers. Report appended to minutes.
SENATORS’ REPORTS

John DeSantis (john.desantis@nyu.edu), Senator: Senate Financial Affairs Committee

At our last Senate Financial Affairs Committee meeting on March 18th, the Tenured and Tenure-Track Faculty Senators Council representatives gave what they called a discussion document on what they would like to see the budget process address. Without discussing the details of their concerns and needs as this document has still to be explored by our budget people, it is very detailed and well thought out. What should be of great interest to our constituency is the Tenured and Tenure Track Faculty feel that their salary and benefits should not be tied to the administrators’ salary and benefits. I suspect that this separation may come to pass in the future.

Ray Lutzky (rlutzky@nyu.edu), Senator: Senate Committee on Organization and Governance

SCOG is submitting a proposal to the Senate for vote this Thursday that will decide if we increase the size of the Senate to account for the Faculty of Health. This would result in AMC gaining one Senate seat (up from 6 to 7).

COMMITTEE REPORTS

Ad Hoc Committee on Sexual Misconduct, Daniel Holub, AMC Representative (daniel.holub@nyu.edu)
Climate Survey: The Committee was tasked with reviewing and commenting on the document which will be distributed in early to mid-April to a random sample of approximately 4,000 NYU community members. Town Hall: We had a town hall on March 21, 2015 in Jurow Hall, Silver Center. Information was shared and collected at this event.

Ad Hoc Committee for Tuition Remission and Portable Tuition, Meredith Rendall, AMC Representative (meredith.rendall@nyu.edu)
The Ad Hoc Committee for Tuition Remission and Portable Tuition met in March for the first time. After a brief welcome and introduction from Marty Dorph, we set the goal of the group, identified the different needs of the groups at the table (faculty and administrators -- faculty have a different view of retention than administrators), and established questions for Sabrina and Trish to take back to HR for the next meeting. Subsequent meetings have not yet been scheduled with the group. Within the last week, we set four meetings to run through the summer.

Community Service Committee, Carrie Meconis, Chair (carrie.meconis@nyu.edu)
The Committee last met in March, and in the last year, we hosted 3 Lunch & Learn events. Each event had 30-60 attendees so we consider that a success for this year. We participated in the Susan Komen Walk for breast cancer for the first time. Our recycling outreach collected over 2,000 items for various charities. We are currently working with the Parks Department to determine a date to clean up the park, and hopefully we’ll be able to send out that information this week. The last campaign of the year will be the Book & A Buck for PS 277 in the Bronx. The flyer will be available later this week. Books are available for purchase with a 20% discount at the NYU bookstore, and they will also be for sale prior to the May luncheon.

Special Events Committee, Julie Kaplan, Chair (kaplan@nyu.edu)
Report appended to the minutes

Benefits Committee, Kristi Schwindt Ramos, Chair (kristi.schwindt.ramos@nyu.edu)
Report appended to the minutes
Ad Hoc Committee on Work/Life Balance, Regina Drew, AMC Representative (regina.drew@nyu.edu)
The Committee has met 3 times and will be meeting again this Thursday and as mentioned earlier, Sabrina Ellis joined us for the meeting and talked about the priorities. Carol Hoffman, who heads Columbia’s Office of Work/Life also joined the meeting and contributed some valuable information about the work they do there. Joyce Rittenberg who headed the NYU Office of Family Care for 17 years also joined us and talked about the wonderful work they were able to do. We’re still collecting information working on the survey that we’d like to distribute to the University to solicit thoughts about work-life balance. We’re planning on presenting a report to the Senate in April.

Affordability Committee, Carrie Prendergast, AMC Representative (carrie.p@nyu.edu)
The Committee met recently, and we’re really interested in hearing about your ideas. I’m sure you’ve been receiving the communications from Ellen Schnall, who will be speaking at our May meeting, encouraging your participation.

Ad Hoc Committee on Diversity and Inclusion, Juan Tie (juan.tie@nyu.edu) and Gwynneth Malin (gcm207@nyu.edu) Co-Chairs
We’ve had four meetings so far and will be meeting again on Friday, April 8. We’re still looking for anyone who wants to send us emails about current, past or proposed programs about improved equity for students and staff.

Announcements
Kyle Stockwell announced that Pride@Work is sponsoring an Ally Week film screening of Out In The Night with the film’s director blair dorosh walther and NJ4’s Renata Hill and Patreese Johnson on Monday April 11 from 6-8:30 at the Global Center for Academic and Spiritual Life.

The meeting was adjourned at 10:12 am

BENEFITS
Kristi Schwindt Ramos, Chair

The Benefits Committee met on Friday, April 1. We discussed questions to ask Sabrina today, and we plan to invite Sabrina to attend a summer Benefits meeting to lay out our priorities for the 2016-17 year. In addition to what was outlined in our Senate Financial Affairs letter (tuition remission, fringe rate, salary tiers, leave policies, AMI), we hope to receive clarification on the salary ranges within salary bands, the hiring process for internal transfers, PeopleLink, and how to strengthen our relationship with NYU Langone and the NYU Child Study Center, among others. We plan to have regular meetings with her throughout the year.

Meredith Rendall and Erica Rothstein provided an update on the first meeting of the ad-hoc committee on tuition remission and portable tuition (which you’ve already heard), and I gave an update on the work-life balance committee (which you’ve heard today as well).

We discussed President Hamilton’s new affordability mission and I encouraged everyone to view the website and offer ideas or vote on proposals. I have voted on the flex-time suggestion as well as the recommendation to eliminate the 10% tuition remission cost share.

Mike McCaw updated us on the Professional Development Committee and encouraged AMC members to participate in the July showcase event.

Katrina Denny from TSOA updated us on progress made on AMI clarification and their new flex-time policy.
The work-life balance committee will be working to hopefully formalize a flex-time policy university-wide.

I followed up with Gail Weiner, Director of Labor and Employee Relations on the changes to leave policies and I was informed that the revised Bonding Leave Policy and Family and Medical Leave Policy have moved forward. Gail hopes to have information to share with the AMC on implementation in the coming months, if not sooner.

Meredith Rendall kindly offered to assist me with creating an internal website for the Benefits Committee as she did for the ad-hoc committee on tuition remission and I am grateful for this!

The Committee discussed an idea of hosting a “Benefit of the Month” lunch and learn series in 2016-17. More on this to come!

The Benefits will close out the academic year with a lunch on Monday, May 9 at 12:30. Location TBD.

Thank you~

**Special Events**

Julie Kaplan, Chair

The next meeting of the AMC Book Club will be on Monday, April 18 at 12:30 in Bobst Library. The group is currently reading *The Book of Daniel* by E.L. Doctorow. 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.

Upcoming Events for Spring 2016 are:

April 19 – The 28th Annual AMC Retiree’s Luncheon (invitation only)

May 5 – AMC End-of-the-Year General Meeting and Luncheon

May 27 through July 4 – The 2016 AMC Administrator’s Art Show. Please submit your work for the Art Show. The deadline is April 18! Details and applications are available on the AMC website.

Also note that we encourage you to support our Book-and-a-Buck campaign by contributing at the May 5th Luncheon. You will be rewarded with an extra raffle ticket if you contribute! A list of the books on the wish list will be circulated before the meeting, and will be for sale at the NYU Bookstore for several weeks. In addition, you will have an opportunity to purchase book on the spot at the luncheon.

As always, if you are interested in joining the Special Events Committee, or in pitching in during specific events, please contact Julie Kaplan at Julie.kaplan@nyu.edu.

**Nominations and Elections**

David Vogelsang, Chair

At this meeting, Nominations and Elections shared the nominations for AMC officers and took nominations from the floor. There were no nominations from the floor, and the final ballot included:

CHAIR - Raymond Lutzky and Michael McCaw
VICE CHAIR - Kristi Schwindt Ramos
SECRETARY - Nadia Cureton and Katrina Denney
TREASURER - Daniel Holub and Shakera Jones

Officer candidates were invited to make a short statement from their seat or from the podium if they wished.
Ballots were distributed and votes counted by Norma Kenigsberg and Regina Drew with the following results for Officers for 2016-17.

CHAIR - Raymond Lutzky  
VICE CHAIR - Kristi Schwindt Ramos  
SECRETARY - Katrina Denney  
TREASURER - Daniel Holub

While votes were being counted, N&E Chair shared the results of the elections for Representatives for the 2016-18 term. Elected Reps and Alternates have been notified, and a complete listing of those newly elected is currently posted on the AMC website:
https://nyu.edu/dam/nyu/adminMgmtCouncil/documents/Election%20Results/2016_AMC_rep_election_results.pdf

Senator nominations were shared and additional nominations were taken from the floor. Nominations will close on April 13th.

**From the Floor**
Denney, Katrina  
Dylenski, Rachael  
Michels, Stevin Azo  
Voekler, Nick

**Nominations from the Web:**
Albrecht, Barbara,  
Arshad, Ahmad  
Desantis, John  
Drew, Regina  
Fair, Amy  
Feliciano, Cheryl  
Holub, Daniel  
Jacks, Laura Jannae  
Lucine, Rachel  
Martin, Jessica  
Meconis, Carrie  
Misevis, Kim  
Morris, Deborah  
Murray, Christine  
Nieto, Carrolyn  
Rendall, Meredith  
Ross, Aaron  
Silberman, Evan  
Spangler, Michelle  
Vergara, Leizel  
Roman, Jose  
Bonano, Anthony  
Rathgeber, Jeffrey  
Giordiano, Jean  
Stedfeld, Eric  
Schroeder, Amelia