Preliminary Matters

- Call to Order
  
- Intro & Summer Recap
  - Cassie works at Stern and has been a longstanding administrator at NYU for seven years.
  - Committee overview highlights from this summer:
    - Professional Development Committee has the biggest mentoring cohort to date at 62 pairs this year (nearly doubling last year’s record 35 pairs!)
    - AMC Book Club participated in NYU Reads, community-wide reading and thoughtful dialogue around Educated: A Memoir by Tara Westover.
    - Emerging Professionals hosted a School Crawl event which provided a campus tour and information about important resources for both new and seasoned administrators alike.
  - SFAC Letter response
    - Senate Financial Affairs Committee (SFAC) Letter is authored by AMC Senate Committee every year
    - This summer was the first time we’ve had a follow-up meeting with Sabrina Ellis (VP of HR) and Stephanie Pianka (Chief Financial Officer) to talk through our recommendations.
• We will have a semesterly meeting to help inform our letters, in seeking guidance and strengthening our future recommendations

• The SFAC response will be discussed in more detail at the upcoming Benefits Committee Meeting.

• Key takeaways include: organizing a Comp 101 Workshop with HR to help demystify the AMI and Salary Band process; an NYU-wide Telecommuting policy is on the horizon and the AMC Executive Committee will be presented with a draft for feedback prior to it’s release; our request for a coordinated community service day request is being reviewed by a newly formed committee in Sabrina’s office, with Carrie Meconis and Mike McCaw serving as our reps for that initiative.

■ Summer recap via raise of hands word association. “Raise your hand if your summer was”: restful, had travel in it, stressful, way to short

• Cassie described her summer in one word “transformative” - with the loss of her mother, she reflected on how do we all show up to work and bring our full selves. In order to do that, it’s important that we foster an inclusive community wherein we can have an open dialogue about monumental loss that you have experienced. We are an AMC family and you are not alone.

• **Reports**
  ○ Chair Cassandra Bizarro

  ■ Spoke to a lot of people this summer including representatives, senators, officers, and committee chairs, and when asked why they are involved in AMC there were common themes: where they hear about things first, can devote time to an NYU cause they care about, and feel more connected to NYU because of the work we’re doing.
Top Priorities for this year:

- AMC Annual Report - Christina Avgerinos and I are co-chairing a working group to spearhead our first annual year in review report. Details are still being fleshed out, but the goal is to share with various stakeholders AMC’s accomplishments year-to-year.
- Election redesign - with Mike McCaw overseeing this project in his new role as Chair of the Nominations and Elections Committee
- OpenAMC platform enhancement - the only tool we 3,700 administrators have at our fingertips to hear what’s on people’s minds, so let’s make sure we’re using it strategically and frequently.
- AMC 50th Anniversary - it’s our 50th birthday next year! Help us brainstorm how to share our collective history and programming; please contact Cassie if you are interested in getting involved in this working group (especially if you’re a librarian or researcher).

Share your AMC Pride

- Special thanks to the Communications committee for spearheading this
- Be sure to pick up and display your AMC Pride office card. This is a small signifier of your involvement in the AMC; email signature options will be shared along with a disclaimer to adding verbiage to your email signatures.

Bylaws Amendment Vote

- Please read the bylaws which spells out what and why we do what we do in the AMC!
- This change is being requested as this year’s Vice Chair (Kristi) is chairing the Benefits Committee; as the Bylaws currently stand the language regarding SURs is connected to the Vice Chair.
• Amended text edit to read as follows: “The Chairperson shall designate a Chairperson of the Senior Unit Representatives group with the approval of the Executive Committee.”
  a. Places under the duties of the Chair to assign a SUR point person at the Chair’s discretion pending approval of the Executive Committee
  b. Strikes assigning to the Vice Chair exclusively.

• The motion was seconded, moved to adopt, no questions/debate; with a majority vote in favor, the resolution is adopted.

○ Coordinator
  Seamus Mullin
  ■ Help shape our revamped, year-round AMC Book Club.
  • Will be a year round schedule and intent to meet semesterly
  • Select books and themes that speak to convos from AIDE and other committee-relevant topics
  • Next Meeting = Friday, October 11 from 12:30-1:30pm at the East Building, Room 412
  ■ Reminder: return your name badges after the meeting!

○ Committee Chairs
  ■ AIDE
    Sangeeta Bhowani
    • Next meeting = Thursday, September 12 from 10-11am at 721 Broadway, Room 920; shortened meetings to 1 hour.
    • 2 programs: Fall Networking Meeting (held last year also); Spring Wage Negotiation Workshop Part II; discuss meeting schedule for the year and inviting guest speakers
    • Email Sangeeta and Patti at amc.aide@nyu.edu if interested in participating
Benefits Committee

Kristi Schwindt Ramos

- June meeting, met with “Baby and Child at NYU” via a group of developmental professors; can participate in a research study on child development and cognition.
- Work Life announcement: new enhanced back-up care program through Bright Horizons (formerly Caregivers on Call). This is inclusive of backup care, elder care, and additional family supports
  a. Employee cost for center-based care is only $15/child or $25 per family per day; in-home adults = $6/hr
  b. Visit “Working Family Solutions - Bright Horizons” NYU page for registration details and additional information.
- Tuition Remission Benefits
  a. Per the announcement on October 9, 2018, and has taken effect as of this fall, employees earning less than $100,000 will have 100% of tuition waived.
- Several Stern online certificates are available to current NYU employees at a 40% discount (valued at $1,320 per course post-discount).
- United Health Care 3 virtual options (via the app): virtual visits for non-critical conditions, behavioral health visits, and NYU Langone Virtual Urgent Care for non-emergency via the app
- “Corporate Offers” emails are NOT affiliated with NYU. PeopleLink advises not to use them or their discounts and instead use those discounts approved by NYU.
- Next meeting = Thursday, September 12 from 12-1pm with Trisch Halley as guest speaker (and next University guest speaker at General Meeting).

Community Service Committee

Carrie Meconis

- Next meeting = Tuesday, September 17 from 12:45-2pm at 721 Broadway, 9th Floor Conference Room at Tisch
- Annual Food Drive will be the committee’s first event of the year. Looking to expand site coordinator list across different
schools, please contact Carrie at amc.community.service@nyu.edu if you’re interested in serving as a school site coordinator.

■ Communications Committee        Katie Santo
  • As of June, began sending Welcome Email to new administrators. Over the summer, welcomed 99 administrators with a 97% open rate, far surpassing the market average open rate of 20%. The Welcome Emails dovetail with the UHR Onboarding Initiative.
  • AMC Monthly was redesigned earlier this year; actively seeking contributions for content especially for nominations in the “Behind the Title” series to highlight administrators.
  • Next meeting = Monday, September 22 from 12:30-1:30pm at 40 W4th St, Room T-530

■ Nominations and Elections Committee        Mike McCaw
  • Focusing efforts on election process redesign
  • Next meeting = Tuesday, September 17 from 11am-12pm at 726 Broadway, Room 723
    a. “AMC Elections 101: The Inside Scoop on Running for an Elected Position” event - share stories about being a Rep/Elected Official to those thinking about becoming more involved in AMC

■ Professional Development Committee        Marni Vassallo
  • Record breaking year with the Mentoring program; over 100 admins participating in the program.
  • Fall Work Hack event - Best Practices for Event Planning, 10/24 from 12-1pm at 239 Greene Street, Room 302
    a. Call out to Event planners to participate
  • Workshop on Conference Proposals and Publications, 11/22 from 12:30-2pm at 239 Greene Street, Room 302
  • Save the Month: Resume Refresher event in December
Next meeting = Thursday, September 19 from 3:30-4:30pm at 239 Greene Street, Room 412 [typically meet the 3rd Thursday of every month.]

Special Events Committee  Julie Kaplan
- Emerging Professionals Group is now housed under Special Events; Mia Rubel is serving as co-chair of the Events Committee with Julie.
- Save the Dates for the following events:
  a. Welcome Breakfast for New Reps - 9/25 from 9-10:30am
  b. Fireside Chat with President Hamilton - 10/29 from 9-10:30am
  c. Retirees Luncheon in April
  d. May Luncheon- 5/7 from 12-2pm
  e. AMC Art Show (usually lasts all summer) - dates TBA in Spring 2020

Emerging Professionals Events
- Save the Date: Oktoberfest Beer Tasting - 10/17 from 5-7pm at Kimball Hall, 246 Greene Street (1st Floor Lounge)
- Next meeting = Wednesday, October 2 from 3-4:30pm at 7 Washington Place, 4th Floor Training Room

Research and Assessment Committee (Ad-Hoc)  Cassandra Bizarro
- Open to all who are interested in data and surveying
- This will be especially helpful with data collection for the AMC Annual Report
- Next meeting = Thursday, September 19 from 12:30-1:30pm at 239 Greene Street
University Guest Speaker

NYU Connect

Bernie Savarese, AVP Student Success

Holly Halmo, Director Student Success Initiatives

- 8/25/18 was the official launch of NYU Connect
- Student success = an ethos + an office
- Three categories to measure student success: Position & Rank, Financial Stability, Perceived Value (ROI)
- NYU broke the top 30 ranking in US News at #29
- 4 P’s of success = Profile, Progress, Process, Promise
  - Progress + Process = The How - what is the experience we provide, simple? student-centered?
- Vince Tinto ’93 Model of Voluntary Departure diagram:
  illustrates the complexity student must navigate in Higher Ed
  - Historically, universities have left this up to chance. NYU will not.
- Benchmark Retention Rates
  - Fall ‘14 92% → Fall ‘18 94% [Goal = 96% by 2020; competitors avg 97-98%]
  - 6 year graduation rate = 80% [Goal = 90% by 2026]
- Mission of NYU Connect (technology to drive human interaction) is to find and help students who need it most;
  serves as a step-saver to stop students from getting caught in the “NYU shuffle” thereby empowering students to connect and ask for help
- Case Management at NYU via Student Success Specialists, who are student-focused professionals guiding students on where to start
- Some features include: Connect Me, Appointments, Success Network, Referrals & Flags (to express concern for a student), Kudos (to celebrate success)
  - Google Calendar integration
  - 34,000 advising notes were written last year
Launches:
- Fall 2019 - Courtesy Meals Program
- Fall 2020 - Rollout to Grad students & schools

Office of Student Success is located on 4th floor of 383 Lafayette
- Meetings with Student Specialists can take place in Gould Hall or Brooklyn, wherein the location is responsive to each student’s location.
- Student Success Forums are held quarterly and newsletters are circulated, please contact studentsuccess@nyu.edu for more information.

General Announcements
- Sexual Harassment Prevention Training  Cynthia Thaler, Program Manager OEO
  - All NYU employees—including student workers—based in New York State are required to complete sexual harassment prevention training by October 9, 2019, and on an annual basis thereafter.
  - This training is required by law annually for New York City and state law
  - The training can be found on iLearn OEO 150; please take during work hours.
  - Cynthia is happy to report that more than 70% of all NYU Administrators have completed the training thus far and challenges us to complete the training today, if we haven’t already, as soon as possible.
  - Please don’t hesitate to reach out to equal.opportunity@nyu.edu should you have any further questions.

- Next General Body Meeting will be held on Tuesday 10/8/19 from 9-10:30am at 238 Thompson Street, 5th Floor Grand Hall. This will be a benefits-focused meeting featuring University Guest Speakers Trisch Halley, Assistant Vice
President of Global Benefits, and Grace Cosachov Protos, Executive Director of Work Life Office

- Next Senate Meeting will be held on Tuesday 10/3/19 from 9-11:00am at 238 Thompson Street, 5th Floor Colloquium Room. Please contact amc.info@nyu.edu if you’re interested in attending as a Senator’s guest.
  - Each Senator has a guest pass for every Senate Meeting.
  - These are very interesting meetings to hear about what is happening behind the scenes at NYU.

- Wellness Tip: Take your meeting on the go with walking meetings!
  - Walking meetings can help with circulation, productivity, and have been proven to boost creativity.
  - The best time for a walking meeting is immediately before lunch to address that mid-morning slump, or late afternoon to inject a burst of energy.
  - Inform meeting participants in advance that the meeting will be active.
  - Highly recommended from Cassie & Kristi who recently had a walking meeting of their own.
  - Wellness Tips will be infused regularly into our monthly General Meetings.

- Adjournment

- There being no more business, the meeting was adjourned at 10:20 am.

Respectfully submitted,
Seamus Mullin
AMC Administrative Coordinator
AMC GENERAL MEETING  

September 10, 2019
CALL TO ORDER
Agenda

Call to Order
Reports
Committee Reports
University Guest
General Announcements
The AMC Professional Development Committee will be welcoming their biggest mentoring cohort to date—nearly doubling last year’s record high of 35 pairs with this 62 pairs this year!

The AMC Book Club participated in the NYU Reads community-wide reading and engaged in thoughtful dialogue around Educated: A Memoir by Tara Westover.

The AMC Emerging Professionals group hosted a successful School Crawl event.

SFAC Letter Response and follow up
How was your summer?
Chair’s Report

Cassandra Bizzaro, Stern

- Year in review document for historical purposes
- Election redesign project to support diversity of candidates for all elected roles
- Enhance utilization of OpenAMC platform
- AMC 50th Anniversary Working Group
Share your AMC pride

Ask me about the NYU AMC

The AMC fosters University-wide relationships that ignite community engagement, thoughtful dialogue, and vital progress.

nyu.edu/amc/get-involved
amc.info@nyu.edu

Bob Cat
Director, NYU
Senator, University Senate Executive Committee
New York University
25 West Fourth Street
Phone: 212-998-0000

Are you an NYU administrator? Ask me about my involvement in the NYU Administrative Management Council (AMC)!

Get yours now! »
Vote

https://docs.google.com/document/d/1cWSyUHqqEwdGs9ksX_ASgw0vlEhhJNxXw9jgAvKH19g/edit
Help shape our revamped, year-round AMC Book Club
Selects books and themes for entire AMC community to discuss during upcoming year
Discuss partnership opportunity with NYU Reads initiative

Next Meeting
Friday, October 11
12:30 - 1:30 PM
239 Greene Street, Room 412
Administrators for Inclusion, Diversity, and Equity (AIDE) Committee

Co-Chairs:
Sangeeta Bhojwani, Meyers; Patti Pearson, Tisch
amc.aide@nyu.edu

Next Committee Meeting
Thursday, September 12
10:00 AM - 11:00 AM
721 Broadway, Room 920

Join us! »
Benefits Committee

Chair: Kristi Schwindt Ramos, FAS; Vice Chair: Daniel Holub, CAS
amc.benefits@nyu.edu

- Baby&Child@NYU
- Bright Horizons announcement
- Tuition remission benefit reminder
- Stern online certificate discount
Benefits Committee

Chair: Kristi Schwindt Ramos, FAS; Vice Chair: Daniel Holub, CAS
amc.benefits@nyu.edu

- Faculty/employee distress resource
- UnitedHealthCare virtual options
- FYI: “Corporate Offers”

Next Committee Meeting
Thursday, September 12
12:00 PM - 1:00 PM

Join us! »
Bylaws Committee

Chair: Norma Kenigsberg, IT
amc.bylaws@nyu.edu

Join us! »

Next Committee Meeting
Unscheduled
Community Service Committee

Chair: Carrie Meconis, Tisch
amc.community.service@nyu.edu

Next Committee Meeting
Tuesday, September 17
12:45 PM - 2:00 PM
721 Broadway, 9th Floor
Conference Room

Join us! »
The new administrator welcome email has been a success; 97% open rate and 46% click to open rate


Next Committee Meeting
Monday, September 22
12:30 PM - 1:30 PM
40 W 4th St, Room T-530
Nominations and Elections Committee

Chair: Michael McCaw, Provost
amc.elections@nyu.edu

● First meeting to discuss:
  ○ Election redesign
  ○ AMC Elections 101
  ○ Review submissions for Behind the Title series

Next Committee Meeting
Tuesday, September 17
11:00 AM - 12:00 PM
726 Broadway, Room 723

Join us! »
Professional Development Committee

Chair: Marni Vassallo, Steinhardt  
amc.professional.development@nyu.edu

- Mentoring Program Update: Record breaking year with 130 participants!
- More updates coming soon.

Next Committee Meeting
Thursday, September 19  
3:30 PM - 4:30 PM  
239 Greene Street, Room 412

Join us!
Professional Development Committee

Chair: Marni Vassallo, Steinhardt
amc.professional.development@nyu.edu

Save the Date

● WorkHack on Best Practices for Event Planning
  ○ October 24, 12 PM
  ○ 239 Greene St, Room 302

● Workshop on Conference Proposals and Publications:
  ○ November 22, 12:30-2 PM
  ○ 239 Greene St, Room 302

● Resume Refresher: December
Special Events Committee

Co-Chairs:
Julie Kaplan, Chemistry;
Mia Rubel, Public Safety
amc.special.events@nyu.edu

- The Committee is pleased to announce that we will house the Emerging Professionals Working Group.

- **Save the Date:**
  - Welcome Breakfast for New Reps
    - Sept. 25, 9-10:30 AM
  - Fireside Chat with President Hamilton
    - Oct. 29, 9-10:30 AM
  - May Luncheon
    - May 7, 12-2 PM
Special Events Committee

Co-Chairs:
Julie Kaplan, Chemistry;
Mia Rubel, Public Safety

amc.special.events@nyu.edu

Save the Date:
- Oktoberfest Beer Tasting
  - Tuesday, Oct. 17, 5 PM

Next Emerging Professionals Committee Meeting
Wednesday, October 2
3:00 - 4:30 PM
7 Washington Place, 4th Floor Training Room

Join us! »
Research and Assessment Committee (Ad-Hoc)

Chair: Melissa Bonaparte, Steinhardt	
amc.data@nyu.edu

Next Committee Meeting
Thursday, September 19
12:30 PM - 1:30 PM
239 Greene St., Room #i
GUEST SPEAKER
Bernie Savarese
Assistant Vice President for Student Success

Holly Halmo
Director of Student Success Initiatives
GENERAL ANNOUNCEMENTS
Important Reminder

NYU's Required Sexual Harassment Prevention Training for Employees

All NYU employees—including student workers—based in New York State are required to complete sexual harassment prevention training by October 9, 2019, and on an annual basis thereafter.
Next General Meeting

**Tuesday, October 8**
9-10:30 a.m.
238 Thompson St in the Grand Hall

**Guest Speakers:**
- Trisch Halley, Assistant Vice President of Global Benefits
- Grace Cosachov Protos, Executive Director of Work Life Office
Upcoming Senate Meeting

Thursday, October 3
9-11:00 a.m.
238 Thompson St in the Colloquium Room

AMC Senators are given one guest pass each for University Senate meetings. If you are interested to attend as a guest, please reach out to amc.info@nyu.edu.

Cassandra Bizzaro
Regina Drew
D Simmons Jendayi
Mike McCaw
Carrie Meconis
Katie Santo
Juan Tie
Wellness Tip

Take your meeting to-go! Walking meetings can help with circulation, productivity, and have been proven to boost creativity.
Thank you!

Please remember to hand in your name badge as you leave!

amc.info@nyu.edu