Minutes of a Stated Meeting of the 
Administrative Management Council 
Tuesday, April 4, 2017

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, April 4, 2017 at 9:00 a.m., at the Global Center for Academic & Spiritual Life, 5th floor Colloquium Room, 238 Thompson Street. The meeting was convened with Ray Lutzky as the AMC Chair.

AMC Representatives & Senators Present:
Albrecht, Barbara; Amparado, Keith D; Atkinson, Mary Lou; Aversano, Michael (for McCullough, Kevin); Bagley, Lauren M; Balogh, Sarah; Battaglia, Christine; Bhojwani, Sangeeta; Bisberg, Laura Jessamy; Bonaparte, Melissa; Boneta, Caroline E; Botos, Rachel L; Cariso, Mark; Che, Demaris (for Gordon, David A); Chin, Nelson; Cleveland, John Paul; Coombs, Amy; Cureton, Nadia N; Daniels-Maina, Diana; Deacetis, Maria; DeLeonard, Nora Anne; Denney, Katrina; Desantis, John; Devjani, Manish; Diana, Debra; DiGiovanni, Carly Rose; Drew, Regina Syquia; Dufour, Stina Marie; Estrada, Frances Monica; Fair, Amy M; Fannelli, Andrea; Fertmann, Adam E; Fowler, Cristina; Gee, Matthew K; Gil, Claudia L; Glassman, Howard; Goldkranz, Nicole; Gonzalez, Hector L; Gu, Hye; Guarino-Ramirez, Leah; Harrell, Zachary W; Haughton, Olive; Healy, Nanci H; Hollingsworth, Carol Anne; Holub, Daniel; Humphreys, Gisela B; Humphrie, Jamila A; Hyman-Robinson, Angelie; Infante, Jennifer Lee (for Stedfeld, Eric L); Irving, Lance; Jensen, Nicholas M; Kalogerou, Maria; Kaplan, Julie H; Kelly-Fierro, Justine M; Kenigsberg, Norma K.S.; Kniffin, Abigail; Kushner, Melissa; La Rosa, Letizia (for Gorgani, Shima); Ladisa, Ann Marie; Leal, Alyssa; Lutzky, Raymond Allen; Maes, Kimberly; Mainiero, Michael A; Markowitz, Beth A; Martin, Jessica N; Martin, Kevin; McCormack, William; McKelvin, Patricia K (for Hayes, Brianne); Meconis, Carrie A; Michels, Stevin Azo; Minter-Baysal, Krista M; Misevis, Kim; Mitchell, Brenda S; Monahan, Jennifer; Mourges, Paris; Murray, Christine Margaret (for Nieto, Carolyln M); Niedenthal, David A; Pearson, Patricia Anne; Piro, Jennifer; Piyasena, Hasanthi; Popp, Adam J; Powell, Ann M; Prendergast, Carrie A; Pudjak, Caitlin; Ritter, Carolyn S; Rodriguez, Franses Angelica; Romano, Johanna; Ross, Aaron B; Santiago, Stephanie Lynn; Schroeder, Amelia; Seltzer, Heather; Serret, Alexandra (for Kim, Jeremy Phillip); Sforza, Michael (for Lui, Stephen F); Shelosky, Matthew; Siegel, Wendy E; Sierra, Joseph; Solomon, Jasmine A; Stewart, Pamela V; Stockwell, Kyle W; Thilman, Daniel; Tie, Juan H; Tyhovych, Natalia; Urbano, Toni T; Vassallo, Marni; Vergara-Spagnola, Leizel G; Vergara, Paul; Vogelsang, David; Watson, Alan; Watts, Leigh G; Webb, Malina Jai; Wein, Asuncion; Wiker, Jason; Wilk, Emily Ann; Williams, Claudine-Lonje A; Willyard, Sarah; Wolfe, Caroline; Wu, Nancy; Zach, Judy

AMC Chair, Ray Lutzky opened the meeting by welcoming members of the AMC and calling the meeting to order at 9:02 am.

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on March 7, 2017, 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.

GUEST SPEAKER
Craig Jolley, Director, Student Conduct & Community Standards

[Not verbatim, presentation attached]:
- Student Conduct Office works with students who are “testing the boundaries of their independance” and we help them “get back on track” and “make it to the finish line”
- One of the challenges to our job is to do accomplish these goals when we don't have modern student policies - current “Code of Conduct” policy is over 40 years old, needed to be modernized
- Student Content Working Group met monthly starting in the Fall 2016 and was comprised by Student Affairs representatives from each school - allows for consistency for all school-based and University-Wide policies
- Made updates this so that policy makes sense to students
- Draw a distinction between academic misconduct (rests with school and faculty) and other kinds of misconduct
New policy includes active links to current policies and offices
Clarifies the University's position on “off-campus” conduct and online/social media
 Allows for Schools to develop and implement its own model for enforcement/adjudication or elect to utilize a centralized process
Policy will be sent to the University Senate this Fall 2017 and hopefully put into effect Fall 2018

Sabrina Ellis, Vice President, Human Resources

[Not verbatim, presentation attached]:

- Spoke to the AMC a year ago [April 2, 2016] right after starting her new role as VP of HR
- Planned to listen and ask a lot of questions over the last year
  - Presentation is an overview of what came from those sessions
- Stakeholders slide
  - Identifies who is benefits eligible at NYU, almost 17k
- UHR Support Structure slide
  - TLOD = Talent Learning and Organizational Development
  - HRSSC - HR Strategies and Solutions Center
- Feedback received
  - Desire to increase support for current employees who want to develop and increase skills and learning
    - Leadership development in particular
  - Retention & Recruitment - understand and Identify “what is the draw to coming to NYU”?
    - Tuition remission is a huge draw
    - Retirement program - 5% w/ no contribution, 10% match w/ employee 5%
  - Need to consistently update policies (i.e. Parental Leave)
  - Looking at retirement planning issues - ex: accidentally diverting 100% of paycheck accidentally, or dealing with TIAA and Vanguard can be confusing
  - Enhancing HR for research activity that isn’t exclusive at global sites
  - Develop online HR programming for global sites
- HR Strategy and Vision
  - Need to streamline onboarding process and make more consistent
    - In the next 2 weeks pilot launch - all students hired in an administrative units will be onboarded through Wasserman (trial to see if it goes well and will then revisit)
    - In 1-2 years - Administrators will also be onboarded through Wasserman
    - Then bargaining unit employees
  - Develop more ways to recognize administrators and expand existing programs
  - “One Stop” Retirement Services - “single record keeper”
    - New system will automatically calculate maximum contribution
  - Two big policies currently under review:
    - Tuition Remission
      - According to the survey's results, people are getting their degrees at NYU and then staying here
      - Big take away - kids are using the portable tuition remission even though they were accepted at NYU - looking at the portable benefit (it's not currently competitive enough)
      - Committee needs more time to evaluate data and will request an extension for a second year
    - Work-Life Resources
- Q&A
  - What is the percentage of admins using tuition remission to get their own degrees?
    - [Sabrina sent via email after meeting]: Based on the most recent numbers, we had about 910 administrators use TR last year. We are awaiting the numbers for this year.
○ How many employees don’t take advantage of the tuition remission because of the 10% they have to pay?
■ We did not see a decrease in the number of people using tuition remission when the change from 100% to 90% occurred.
○ Sabrina encouraged anyone with additional questions to reach out to her directly at sabrina.ellis@nyu.edu

OFFICER REPORTS
AMC Chair, Ray Lutzky, rlutzky@nyu.edu
● Congratulations to all those elected (or re-elected) as Representatives and Alternate Representatives for AMC for 2017-2019.
● Nominations for AMC Officers close today, April 4, and elections will commence momentarily for our new officers.
  ○ Senator nominations remain open until May 4, and we will describe how that will work at our End-of-Year Luncheon – elections will follow.
  ○ We will again solicit video submissions from candidates for display at the luncheon rather than calling candidates forward to make speeches.
● As a reminder, our End of Year Luncheon is scheduled for May 4 from 12pm-2pm in Rosenthal Pavilion, and I hope to see you all there for our Senator elections and to celebrate another wonderful year with our colleagues at NYU.
  ○ In particular, we hope you will support the “Adopt A School” campaign that will be mentioned in the Community Service Committee report by purchasing (and leaving) a book for PS 67’s library.
● The NYU Senate discussed and approved the academic calendar for 2018-2019 and 2019-2020 after much debate, specifically around an SSC request that the Jewish high holidays be given as holidays as they had been in the past.
  ○ The request was discussed but the academic calendars were approved by a majority without the addition of these holidays.
● SCOG is currently considering a proposal from the SSC to add students to the NYU Board of Trustees.
  ○ SSC leaders who worked on the resolution requested to present their work at today’s meeting, and I asked that they instead meet directly with the AMC SCOG Senators who will have the most say in whether (and in what form) this resolution moves forward.
● President Hamilton discussed the NYU amicus brief in response to the second travel ban executive order, his op-ed in the Washington Post in defense of science funding in the U.S., and the upcoming “March for Science” in Washington on April 22, which is Earth Day.
● On a personal note, since this is our last business meeting, I want to thank Representatives for their continued attendance and support this year and remind everyone what an incredible honor it is to volunteer to serve the NYU community in this way. I hope you will all join us on May 4 where I will expand on those sentiments in my final public remarks at Chair of this body.

SENATOR REPORTS
Senate Committee on Work-Life Balance - Carrie Meconis, carrie.meconis@nyu.edu
● Administrator response to survey is over 50%! Full report will be presented in Fall 2017.
COMMITTEE REPORTS

● Nominations & Elections - David Vintinner, david.vintinner@nyu.edu
  ○ 2,000 administrators were invited to vote for the units holding elections for representatives this year
  ○ Senator nomination - 9 nominees so far
    ■ 7 spots are open (3 are full senator, 4 alternates)
    ■ Video presentations again at the May luncheon
  ○ Officer elections
    ■ Speeches by candidates
      ● Chair
        ○ Michael McCaw
        ○ Meredith Rendall
      ● Vice Chair
        ○ Juan Tie
        ○ Nick Voelker
      ● Secretary
        ○ Katrina Denney
      ● Treasurer
        ○ Daniel Holub
        ○ Caitlin Pujdak
        ○ Joseph Sierra
        ○ Michael Sforza
  ■ Election Results for AY 2017-18
    ● Chair - Michael McCaw
    ● Vice Chair - Juan Tie
    ● Secretary - Katrina Denney
    ● Treasurer - Daniel Holub

● Compensation & Benefits - Meredith Rendall, mr173@nyu.edu
  ○ Between meetings right now, but more to report later
  ○ Started having joint benefits meetings with both faculty councils
    ■ UnitedHealthCare - just met
    ■ CVS CareMark - coming up soon
    ■ TIAA Cref - Fall 2017

● Tuition Remission (ad hoc) - Meredith Rendall, mr173@nyu.edu
  ○ Final report will be presented at next Senate Meeting
  ○ Putting together some models to focus group next year

● Special Events - Julie Kaplan, jhk1@nyu.edu
  ○ Retirees Luncheon - April 19th
  ○ Art show submission deadline - April 24th
  ○ Final Luncheon - May 4th

● Professional Development - Mike McCaw, mike.mccaw@nyu.edu
  ○ Workhack 2 event - April 13th - RSVP - www.tinyurl.com/amcworkhack2
    ■ (12:30-1pm) - University data warehouse resources available (UDW+)
    ■ (1-1:30pm) - Presentation on different 3rd-party apps (Alan Watson, TSOA)

● Community Service - Carrie Meconis, carrie.meconis@nyu.edu
  ○ Adopt a School: Books & Bucks (flyer attached)
    ■ PS 67 in Brooklyn near MetroTech - school has no library
Books will be on sale at the NYU bookstore, 20% discount (you can leave it there)
Bring the book to AMC May 4th luncheon or purchase then
Also can donate “bucks” to increase their arts and crafts supplies and library fund

- **University Equity, Diversity, & Inclusion Task Force (EDI)** - Juan Tie, juan.tie@nyu.edu
  - After about 1½ years, we’re wrapping up work - last meeting this Friday
  - Presenting final report to Senate at the next meeting, April 27th

- **Administrators Inclusion, Diversity, & Equity Committee (AIDE)** - Justine Kelly-Fierro, justine@nyu.edu
  - Meeting tomorrow at 9:30am, Washington Square North 1st Floor
    - Discussing response from Sabrina Ellis to letter
    - Planning for summer work based on EDI Final Report (book club?)
  - April 14th Ally Week Social for staff in the CMEP lounge

**ANNOUNCEMENTS**
- Naught Knitters - there seems to be enthusiasm for a branch in Brooklyn. More coming soon.

There being no further business, the meeting was adjourned at 10:33 a.m.

Respectfully submitted,
Katrina Denney
AMC Secretary
STUDENT CONDUCT
POLICY MODERNIZATION

Administrative Management Council
April 4, 2017

CURRENTLY IN EFFECT

Bylaw #80
Student Discipline
(Date unknown)

Rules for the
Maintenance
of Public Order (1969)

University Policy on
Student Conduct (1978)
OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

STUDENT CONDUCT WORKING GROUP

• Commenced in Fall 2016 with monthly meetings
• The group was charged with developing a new University-wide student conduct policy
• Collaborators in the fall included Student Affairs Deans and Directors from most of the academic schools, the Office of Student Conduct, and the Office of General Counsel
• Representatives from the University Senate (SSC, T-FSC, C-FSC, and AMC) have now joined the group for the Spring semester

OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

NYU STUDENT NON-ACADEMIC MISCONDUCT POLICY
NEW YORK UNIVERSITY
OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

TYPES OF MISCONDUCT

Established through
SCHOOL-BASED POLICIES

ACADEMIC
Cheating
Duplicate Submission
Plagiarism
Falsifying Results
Collusion
Improper Use of Online Course Functions
Academic Misrepresentation
Failure to Comply with Instructor’s Directives
Destruction of Lab Equipment or Materials
Failure to Meet Professional Standards

Established by
UNIVERSITY-WIDE POLICIES

DISCRIMINATION & HARASSMENT

INFO TECHNOLOGY

SEXUAL MISCONDUCT

SUBSTANCE ABUSE

WEAPONS

NEW YORK UNIVERSITY
OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

NEW NYU NON-ACADEMIC STUDENT MISCONDUCT POLICY

HIGHLIGHTS

A) Sets forth a logical, modern, and user-friendly code of conduct addressing contemporary campus issues with applicability to all students.

B) Replaces outdated policies to reflect current University structure, definitions, and campus climate.

C) Makes reference to other current existing NYU policies that require more detailed explanation (i.e. Sexual Misconduct, Substances, Weapons, Discrimination)
NEW YORK UNIVERSITY
OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

NEW NYU NON-ACADEMIC STUDENT MISCONDUCT POLICY

HIGHLIGHTS

D) Updates the University’s position regarding “off-campus” conduct to include online activity and social media

E) Clarifies applicability to student organizations

F) Updates language regarding “Demonstration and Protest”, recognizing the essential right to engage in peaceful protest while clarifying that the standards of conduct still apply.

G) Allows for each school to develop and implement its own model for enforcement/adjudication or elect to utilize (opt into) a centralized process administered under the Senior Vice-President for Student Affairs.
ANTICIPATED TIMELINE

March-April 2017
- Presentations to Senate Councils
- Working group continues meeting to finalize policy

October 2017
- Proposal shared at University Senate Meeting

November 2017
- Request for Approval by University Senate

Fall 2018
- New policy in effect

QUESTIONS AND COMMENTS

Craig Jolley
Director, Office of Student Conduct
craig.jolley@nyu.edu

Daniel Holub
AMC Representative on the Student Conduct Working Group
daniel.holub@nyu.edu
Favorite Quote of 2017

“In order to grow, you must give up the struggle to remain the same, and learn to embrace change at all times.”

Michael Singer, Author
Who we report to:

- President Hamilton
  - Martin Dorph, Executive Vice President
  - Sabrina Ellis, Vice President
Stakeholders

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<tr>
<th>Clients - Schools and Units</th>
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<tr>
<td>Faculty</td>
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<tr>
<td>Administrators</td>
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<tr>
<td>Researchers</td>
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<tr>
<td>Adjunct Faculty (benefits eligible)</td>
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<td>Union Employees</td>
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<tr>
<td>Retirees</td>
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<td>Total</td>
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School Supported HR:
Enhancing the Employee Experience
Stakeholder Feedback

Employee Learning & Development
- More Offerings for Administrators and Staff
- Competency Based Skills Training (Leadership Development)

Retention and Recruitment
- Understand and identify the “draw” to NYU
- Engagement with AMC, Senate Committees

End-User Support
- Review policy, process and systems
- Retirement Financial Planning

Enhance HR for Global Sites
- Support Global Programs and Research Activity
- Explore on-line learning
HR Strategy and Vision

- Talent and Employee Engagement Focus
- One Stop Retirement Services
- Updating HR Policies
- On-Boarding

Enhancing the Employee Experience
HR Strategy and Vision: Specifics

- Enhancing the Employee Experience
  - Skills Development
    - Recognition Programs
    - Employee Engagement
  - Single Record Keeper
    - Single Enrollment Process
    - Max Contribution Option
  - Tuition Remission
    - Work Life Resources

- Students
- Administrators
- BU Employees

New York University | Sabrina Ellis | Human Resources | April 4, 2017
Key Talent Metrics:

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
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<tr>
<td>722</td>
<td>Employees who participated in live training facilitated by the Learning and Organizational Development team.</td>
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<td>3,444</td>
<td>Employees who engaged with the on-line course content during the ten-month period of September 2015 through June 2016.</td>
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<td>33,157</td>
<td>NYU administrators, staff, faculty and students provided access to a learning community via the learning management system, iLearn.</td>
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<td>553</td>
<td>Approximate number of administrator/staff vacancies filled by the Talent Acquisition team.</td>
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<td>1,293</td>
<td>Total vacancies across all schools and units, with over 110,000 applicants during the same ten-month period.</td>
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<td>44%</td>
<td>Vacancies filled internally demonstrating NYU’s commitment to career mobility</td>
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Tuition Remission Survey

Excellent Participation (45%)
2,097 Administrators Completed the Survey

• 80% of administrators/researchers with a dependent attending NYU indicate that the tuition remission benefit was the deciding factor in their depending attending NYU.

• 50% of administrators using portable dependent tuition remission indicate that their dependent applied and approximately 45% of those who applied were accepted to NYU. Consistent with the faculty survey results, this indicates that that even with a guarantee of acceptance, many families are still opting to send their dependents to another school other than NYU.

TOP FEEDBACK COMMENTS

13% of administrators surveyed indicate a preference for increasing tuition remission from 90% to 100% for those who each more than $50,000 or increasing the salary threshold.
11% of administrator/researchers indicate a preference to increase portable tuition remission.

Currently, 152 administrator/researcher families have dependents attending another college or university other than NYU, while 110 administrator/researcher families have dependents attending NYU.
Q & A
Adopt a School:
“Books and Bucks”

AMC Community Service Committee announces the Adopt a School Campaign!

The Charles A. Dorsey School - P.S. 67, which is located near our NYU Brooklyn Campus, does not have a library. Build their library along with their classroom libraries by purchasing a book from the list below. Please help to make a difference in these children’s lives!

Look for the AMC Book Display at the NYU Bookstore. 20% discount when you purchase from the bookstore.

Please bring your book to the Year End AMC Meeting/Luncheon on May 4th
– 10th floor Rosenthal Pavilion, Kimmel Center.

*If you cannot attend the luncheon, you can leave the purchased book at the NYU bookstore in the donation box behind the register!*

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<tr>
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<td>Poems for Two Voices</td>
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<td>Henry &amp; Mudge</td>
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<td>Henry and Mudge Ready-to-Read value pack</td>
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<td>Margaret Wilde</td>
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<td>Fireflies</td>
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<td>Pecan Pie Baby</td>
<td>Jacqueline Woodson / Sophie Blackall</td>
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<td>Yolen</td>
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<td>Ish</td>
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<td>Laurie Hernandez “ I Got This”</td>
<td>Laurie Hernandez</td>
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<td>New Middle School Escape to Australia</td>
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<td>The Trails of Apollo</td>
<td>Rick Riordan</td>
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<td>Harry Potter</td>
<td>JK Rowling</td>
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<td>Diary of a Wimpy kid</td>
<td>Jeff Kinney</td>
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