Minutes of a Stated Meeting of the
Administrative Management Council
Tuesday, December 6, 2016

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, December 6, 2016 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; Atkinson, Mary Lou; Avgerinos, Christina (for Humphrie, Jamila A.); Bagley, Lauren M; Balogh, Sarah; Battaglia, Christine; Beresney, Ira; Bonaparte, Melissa; Boneta, Caroline E; Cariaso, Mark; Cleveland, John Paul; Coombs, Amy; Cureton, Nadia N; Daniels-Maina, Diana; DeAcetis, Maria; DelLeonard, Nora Anne; Denney, Katrina; Desantis, John; Devjani, Manish; Diana, Debra; DiGiovanni, Carly Rose; Drew, Regina Syquia; Duke, Elizabeth M; Estrada, Frances Monica; Fair, Amy M; Fannelli, Andrea; Fowler, Cristina; Garofalo, Amanda; Gee, Matthew K; Gessner, Nancy Therese; Gil, Claudia L; Goldkranz, Nicole; Gonzalez, Hector L; Gordon, David A; Gore, Heba Nassef; Gorgani, Shima; Gu, Hye; Guarino-Ramirez, Leah; Harrell, Zachary W; Hayes, Brianne; Hollingsworth, Carol Anne; Holub, Daniel; Huggins, David; Humphreys, Gisela B; Infante, Jennifer Lee (Stuart) (for Stedfeld, Eric L); Irving, Lance; Kalogerou, Maria (for Monahan, Jennifer); Kavalam, Pamela; Kelly-Fierro, Justine M; Kenigsberg, Norma K.S.; Khan, Liza; Kim, Jeremy Phillip; Kimball, Natalie (for Seltzer, Heather); Kniffin, Abigail; Kumar, Romeo; Kushner, Melissa; La Rosa, Letizia; Levine, Melissa; Lewis, Scott G; Lopez, Briseida L; Lutzky, Raymond Allen; Mack, Hah-Neef M; Maristany, Alita; Markowitz, Beth A; Martin, Jessica N; Martinetti, Pamela McCaw; McCullough, Kevin; McGowan, Susan A (for Ross, Aaron B); Meconis, Carrie A; Michels, Stevin Azo; Minteer-Baysal, Krista M.; Mitchell, Brenda S; Montoya, Jessie; Morris, Deborah J; Mourguess, Paris; Nadkarini, Alicia (for Bisberg, Laura Jessamyn); Niedenthal, David A; Pearson, Patricia Anne; Piyasena, Hasanthi; Popp, Adam J; Powell, Ann M; Pudjak, Caitlin (for Mendez, Dagoberto [Danny]); Remmers, Jamie; Rendall, Meredith (for Amparado, Keith D); Ritter, Carolyn S.; Rodriguez, Frances Angelica; Romano, Johanna; Santiago, Stephanie Lynn; Santo, Katie (for Chin, Nelson); Seelbach, Jacob (for Fertmann, Adam E); Sforza, Michael (for Laveau, Daniel); Shelosky, Matthew; Siegel, Wendy E; Sowell, Scott; Spangler, Michelle (for Webb, Malina Jai); Stewart, Pamela V; Stockwell, Kyle W; Thilman, Daniel; Tyhovych, Natalia; Urbano, Toni T; Vassallo, Marni; Vergara-Spagnola, Leizel G; Vergara, Paul (for Wallace, Michael); Villanueva, Carl; Vogelsang, David; Warrington, Patricia A; Watson, Alan; Watts, Leigh G; Williams, Claudine-Lonje A; Willyard, Sarah; Wolfe, Caroline; Wu, Nancy

Guest Administrators Present: 8

AMC Chair, Ray Lutzky opened the meeting by welcoming members of the AMC and calling the meeting to order at 9:09 am.

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on November 1, 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.

GUEST SPEAKER - Robert Bowell & Madan Dorairaj on Global Home
(Not verbatim):
- [Globalhome.nyu.edu](http://Globalhome.nyu.edu)
  - Replacement for NYU Home
    - Mobile responsive
    - Modern interface, allows for searching
    - New functionality
    - Make it easier, faster and quicker to get done what you need to get done
  - Some schools already have it, you might be familiar
    - Over winter break it will be made available to everyone
    - After the end of the spring semester, classic NYU home will retire
- Portal for Services and People
● Made up of “cards” featuring different Services or People
● Service “cards”
  ○ You can favorite a card
  ○ You can expand or minimize the description visible on a “card”
  ○ Three buttons at the bottom provide more information
  ○ Feedback and support links on back of cards
● They are trying to make it easier in the future to accept/ deny action items (example: approving MyTime requests)
● Customizable view of “cards” based on your school/unit and access needed
● Green promo “cards”
  ○ Announcements at the top of your home screen
  ○ Video tutorials
● Golden alert, badge card
  ○ “Do this thing!” card
  ○ Could be customized for individual needs
● Can edit the order of your cards
● Can search for cards tagged
● Filters are similar from NYU home
● User menu
  ○ Profile
    ■ visible and invisible
    ■ Can add tags through. Edit profile
    ■ Add a photo
    ■ Type an about me (90 characters)
    ■ Voluntary tags, comes from conversations with NYU about finding like interests
  ○ Settings
● Future - speaking freely integration (SFO) and language
● Links at bottom for tutorials, tips, feedback,
● Questions
  ○ Is this replacing google contact cards? No
  ○ Can you create your own card? No, but you can work with IT to create a card for your school/unit
  ○ What about a card for a website you visit every day? No, we’re dropping some features and this was one since so few people were using it
  ○ Can you create your own community tag? We’re open to that feature. There is an AMC tag. As we identify groups we’ll add those to the dictionary
● More questions - feedback form on the card is the fastest way

OFFICER REPORTS
AMC Chair, Ray Lutzky rlutzky@nyu.edu
● 3 absences rule review, we will be reaching out to those folks and voting if necessary in January
● January guest - Emergency Management
● February - meeting in Brooklyn, hot food - Lynn Brown will be our guest
● Personal Digital Content Policy - approved through SURs
● Active Shooter training presentation tomorrow 12/7 at Kimmel, enroll through iLearn
● Letter from President Hamilton - Combined Campaign

AMC Secretary, Katrina Denney katrina.denney@nyu.edu
● Open AMC - please visit and vote up issues you’d like to see discussed
● Top voted issues will be discussed in the “New Business” section of our general meetings.
SENATOR REPORTS -

- **Financial Affairs**, John DeSantis, jd1@nyu.edu
  - Draft letter to the SFAC is due February 1st
  - This year we were asked to include suggestions for savings in addition to our requests for increases in benefits and salary.
  - Discussed at the last meeting was the issue of affordability with our tuition rates and housing.
  - In recent years there has been a greater sharing of information related to budgets that has encouraged more discussion among committee members.

- **Executive Committee**, Ray Lutzky rlutzky@nyu.edu
  - Raised the concern about managerial support for admins participating in AMC
  - President Hamilton was concerned to hear about any grief admins were/are getting and will think through how to vocalize his and the University’s support of admins participation in the AMC

COMMITTEE REPORTS

- **Bylaws** - Norma Kenigsberg, norma.kenigsberg@nyu.edu
  - Change section 4b
    - AMC Bylaws, Section 4B was amended (unanimously approved) to remove the role of the Chairperson of the Compensation and Benefits Committee from the Vice-Chairperson’s duties.
    - In addition, a section indicating “duties as assigned” was added to the Vice-Chairperson’s responsibilities.
  - Discussion and questions:
    - The Vice-Chairperson can continue to Chair an AMC Standing Committee
    - Why we’re the two roles tied together in the first place?
      - No information is available as to why the Vice-Chairperson was originally named as the Chair of the Compensation and Benefits Committee; the best guess is that the positions of Chairperson and Vice-Chairperson were neither as complicated nor active as they are today, and the role of the Compensation and Benefits Committee was not as critical as it is today.
  - Vote: unanimous
    - Mike McCaw is now the Vice Chair of the AMC

- **Benefits** - Meredith Rendall, mr173@nyu.edu
  - Benefits Committee met two weeks ago
  - Formed governance for committee and set goals for this year
  - Tuition remission - reviewed survey that HR wants to put out, hoped it could go out before break, most likely will be January

- **Special Events** - Julie Kaplan, jhk1@nyu.edu
  - Reminder that there will be a Town Hall with President Hamilton this Friday, December 9th at 9:00-10:30 a.m. in Rosenthal Pavilion in Kimmel Center. A light breakfast will be available.
  - Please submit your question if you have not done so already. There is a space on the RSVP form for comments, and you can submit your question there. You may also send your questions by email to me or any of the AMC officers.
  - There will be an open mic for on-the-spot questions, time permitting.
Professional Development - Mike McCaw, mike.mccaw@nyu.edu
- Thank you for your vote!
- Open AMC - this committee started as a result of Open AMC
- Spring events
  - January event - “resume refresher” speed dating style & LinkedIn headshots taken
  - Mentor/mentee mixer events
  - Workhack 2 - sometime in February
  - TorchTech - Chair Fair, Tuesday, February 7th @ 1-3pm, now accepting applications
  - Late spring “unmeeting” event
- Emails coming soon about everything - contact Mike with questions

Community Service - Carrie Meconis, carrie.meconis@nyu.edu
- Food Drive super successful - over 3,914 items! Shout out to dental and nursing (over 1000 items between those two schools) online
- Toy Drive up - Goal 1000 items
  - Start competitions within schools
  - Online as well
- Recycling Drive
  - As you clean from the holidays, we'll take it
  - Eye glasses, cell phones, towels and blankets, cards, etc. list online
- Lunch and Learn series in January, library services (ancestry.com, streaming services)
- Naughty Knitters
  - Meets every Friday
  - Don’t need to already know how to knit or crochet - they will teach you!
  - Reach out to Jennifer Tichenor at jt6@nyu.edu if you are interested in joining

Administrators Inclusion, Diversity, & Equity Committee (AIDE) - Justine Kelly-Fierro, justine@nyu.edu
- Met on November 18th, 20 admins attended
  - Finalized AIDE mission
  - Developed Working Groups
  - Responded to EDI Task Force questions
- Next Meeting December 6th
- Join us to complete assessment of desired outcomes for administrators

University Committee Updates
- Superblock Stewardship Advisory Committee - Barbara Albrecht, balbrech@stern.nyu.edu
  - 181 Mercer Street updates, website, and events/exhibits
  - Permanent “181 Mercer Street Open House Space” in the new year at Washington Square Village Building 2

OTHER BUSINESS
- New Business - Open AMC topics
  A. Open AMC, Topic #1 - We should work with HR to create greater transparency regarding salary ranges within employment bands.
    1. Spoke about this at Benefits Committee meeting recently
    2. Looking at peer institutions and discussing with HR soon to determine next steps
  B. Open AMC, Topic #2 - The AMC should adopt the Health Benefits Working Group recommendation as a resolution: "Benefits salary tiers should be regularly reviewed and adjusted for inflation."
    1. We have included information about benefit tiers in previous Senate Financial Affairs Committee letters
    2. Concern is not knowing how the current administration is going to act
3. Impact of ACA, cadillac tax - a lot of this is up in the air
4. Please join the committee or contact Meredith if you are interested in these two issues

C. Open AMC, Topic #3 - It would be great to discuss creating opportunities for administrators to work abroad at our global sites similar to how students can study and faculty can teach abroad for a semester or year. This would obviously involve many steps, but maybe the AMC can lead the research into creating these opportunities.
   1. This might be a good initiative specifically during January and summer term
   2. AMC Chair and Vice Chair working on this - send ideas or comments on this issue to amc.info@nyu.edu

D. Open AMC, Topic #4 - The AMC should discuss recommending a proposal be drafted to the University Senate Academic Affairs Committee for Election Day to be added to the academic calendar as a University Holiday.
   1. This possibly was on the calendar previously - not sure about this?
   2. Worth discussing and seeing what the University's thoughts are on this idea
   3. Looking at peer institutions - Columbia University does recognize this every year, some other schools do this every 4 years
   4. AMC Senator Stevin Michels causally brought up at an Academic Affairs Committee meeting and it didn't receive much support
   5. The University might have traded this day for an extra day of Winter Break - number of days stayed the same
   6. Might be worth discussing the different possibilities (maybe a floating day, or in exchange for the Fall Break/Columbus Day, etc) many different options to consider while keeping the total number of University Holidays the same
   7. Worth a conversation especially in terms of being a leader in civic responsibility
   8. Maybe instead of asking for an entire day the AMC could research how to vote early and work on how to publicize this?
   9. We also work with large international population who do not have a right to vote
   10. Sounds like there is interest, but some concerns. We should get clarity on history of holiday calendar (Task assigned to AMC Senators - Stevin Michels, Justin Lerner, and John DeSantis) and when/how/why change was made
      a) Possible reason - We used to have a Fall Break and a Spring Break - fuel crisis prompted a consolidation with Winter Break

E. Open AMC, Topic #5 - The helping tools available to employees - AskPeopleLink and AskFinanceLink - are not especially helpful. Can we talk to the directors of those groups about overhauling their programs? At a university this size, we desperately need a one stop shop for answers to HR and financial questions. But the responses from these groups tend to be disavowing responsibility or sending the user on a wild goose chase to various other departments. No tickets should be marked "resolved" until the group knows the user's question or problem has actually been solved.
   1. AMC Senator Norma Kenigsberg (who also works in IT) will pass along this concern
   2. If you feel this is a major concern for you - please vote this up!
   3. Suggestion - get involved with the senior leadership at your school/unit that work with these services to communicate your issues before suggesting a complete overhaul
   4. Benefits Committee has mentioned this to HR, they report that their data/feedback is predominantly positive. Send in your comments/feedback so they hear about issues.
5. Important to note the difference between the services (ServiceLink [IT],
AskPeopleLink [HR], and AskFinanceLink) get clarity where/what the issues are
and report them appropriately

F. General Open AMC Comments
1. Wish there was a way to revise or comment on a suggestion on Open AMC
   a) Right now, this is not an option on Open AMC, but you can always send
      comments and thoughts to amc.info@nyu.edu
2. Please vote this up on Open AMC if you have concerns
3. Couldn't we do the “voting up” in the meeting? Give this to the Benefits
   Committee or PDC? Some time the online votes are not the same as what is
   brought up in meetings.

ANNOUNCEMENTS
  ● Tomorrow NYU Pride at Work luncheon event called “How I got here. Queer people. Queer paths.”
    Come get free lunch! (Questions - Justine Kelly-Fierro, justine@nyu.edu)
  ● NY Cares Coat Drive at 383 Lafayette - Bring in your coats through Dec 20th

There being no further business, the meeting was adjourned at 10:29 a.m.

Respectfully submitted,
Katrina Denney
AMC Secretary