Minutes of a Stated Meeting of the Administrative Management Council
Tuesday, January 10, 2017

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, January 10, 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; Avgerinos, Christina; Balogh, Sarah; Berthoumieux, Jean-Alex; Bisberg, Laura Jessamyn; Bizzarro, Cassandra (for Gee, Matthew K); Botos, Rachel L; Candelario, Andrea (for Boneta, Caroline E); Cassimire, Diane (for Villanueva, Carl); Che, Demaris (for Gordon, David A); Chen, Jiabei (for Wu, Nancy); Chin, Nelson; Christodoulou, Maria (for Karafin, Diana Leilani); Cleary, Kacie (for Dufour, Stina Marie); Cleveland, John Paul; Coombs, Amy; Cureton, Nadia N; Daniels-Maina, Diana; Deacets, Maria; DeLeonard, Nora Anne; Denney, Katrinka; Depena, Toni; Desantis, John; Devjani, Manish; Diana, Debra; DiGiovanni, Carly Rose; Drew, Regina Syquia; DuBois, Rachel; Duke, Elizabeth M; Fair, Amy M; Fannelli, Andrea; Ferttann, Adam E; Gessner, Nancy Therese; Gibson, Margaret (for Garofalo, Amanda); Gil, Claudia L; Goldkranz, Nicole; Gorgani, Shima; Gu, Hye; Guarino-Ramirez, Leah; Haughton, Olivia; Hayes, Briarne; Healy, Nanci H (for Vogelsang, David); Hollingsworth, Carol Anne; Huggins, David; Humphreys, Gisela B; Humphrie, Jamila A; Hyman-Robinson, Angelie; Irving, Lance; Kaplan, Julie H; Kavalam, Pamela; Kelly-Fierro, Justine M; Kenigsberg, Norma K.S.; Khan, Liza (for Hagan, Rose); Kniffin, Abigail; Kumar, Romeo; Kushner, Melissa; La Rosa, Letizia (for Bonaparte, Melissa); Ladisa, Ann Marie; Leal, Alyssa (for Thilman, Daniel); Lewis, Scott G; Long, Audrey (for Pyasena, Hasantha); Lui, Stephen F; Lutzky, Raymond Allen; Mainiero, Michael A; Maristany, Alita; Markowitz, Beth A; Martin, Jessica N; McCaw, Michael; McCormack, William (for Bhojwani, Sangeeta); McCullough, Kevin; Mebert, Danielle (for Lopez, Briseida L); Meconis, Carrie A; Minguela, Norma; Minteer-Baysal, Krista M.; Misevis, Kim; Mitchell, Brenda S; Monahan, Jennifer; Mourguies, Paris; Murray, Christine Margaret (for Nieto, Carrollyn M); Niedenthal, David A; Popp, Adam J; Powell, Ann M.; Prendergast, Carrie A; Pruitt, Henry; Pudjak, Caitlin (for Mendez, Dagoberto [Danny]); Rendall, Meredith (for Romano, Johanna); Ritter, Carolyn S.; Rodriguez, Frances Angelica; Ross, Aaron B; Santiago, Stephanie Lynn; Santo, Katie (for James, Christopher); Seitzer, Heather; Sforza,Michael (for Wallace, Michael); Shelosky, Matthew; Shin, Michelle K.; Shivers, Kelvin O.; Siegel, Wendy E; Solomon, Jasmine A; Sowell, Scott; Spangler, Michelle (for Webb, Malina Jai); Stedfeld, Eric L; Stewart, Pamela V; Stockwell, Kyle W; Tie, Juan H; Urbano, Toni T; Vassallo, Marni; Vergara-Spagnola, Leizel G; Vergara, Paul (for Gonzalez, Hector L); Warrington, Patricia A; Watson, Alan; Wein, Asuncion (for Beresnoy, Ira); Wiker, Jason; Williams, Claudine-Lonje A; Wolfe, Caroline (for Pearson, Patricia Anne)

Guest Administrators Present: 11

AMC Chair, Ray Lutzky opened the meeting by welcoming members of the AMC and calling the meeting to order at 9:06 am.

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on December 6, 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 - Jeff Stevens on Emergency Management
(Not verbatim, presentation attached):
- Resolve to be ready
- Public safety “renaissance” at NYU
  - Meet the needs of our students, faculty and staff at NYU and global sites
  - Take away some of the fear around emergencies and discuss how we empower
  - Know what to do
- What we’ve done
  - Improved notification system
  - Social media campaigns
  - Mobile campus safety app
  - Emergency procedures flip chart
  - Updated classroom signage
● Three things
  ○ Get a kit
  ○ Make a plan
  ○ Stay informed

● Make a kit
  ○ Make it the bag you always carry
    ■ Water
    ■ Snack (avoid chocolate)
    ■ Portable power supply
    ■ Little space blanket
  ○ At home
    ■ A little larger
    ■ Little things
    ■ 3 days of food and water
    ■ Flashlight
    ■ Batteries
    ■ [www.Do1thing.com](http://www.Do1thing.com)

● Make a plan
  ○ Talking with your roommate/family/partner about where we meet up
  ○ Have a communications plan
  ○ Take into account your unique needs (iPad loaded, deck of cards, coloring books, etc)

● Stay informed
  ○ Social media
    ■ [https://www.facebook.com/NYUPublicSafety](https://www.facebook.com/NYUPublicSafety)
    ■ [https://twitter.com/nyudps](https://twitter.com/nyudps)
  ○ Local media and news
  ○ Weather
  ○ NYU alerts
    ■ Update your contact info in peoplesync
    ■ Enrolled as soon as you get a net ID
  ○ Subscribe to the alerts from the Notify NYC system - [www.nyc.gov/notifynyc](http://www.nyc.gov/notifynyc)
  ○ Know the difference between an advisory, watch and warning

● Resources online
  ○ NYU BeSafe - [www.nyu.edu/besafe](http://www.nyu.edu/besafe)
  ○ Ready.gov - [www.ready.gov](http://www.ready.gov)
  ○ Plan Now NYC - [https://plannownyc.cityofnewyork.us/](https://plannownyc.cityofnewyork.us/)
  ○ Department of State - [https://www.state.gov/m/dghr/o/c23132.htm](https://www.state.gov/m/dghr/o/c23132.htm)
  ○ Do1Thing - [www.do1thing.com](http://www.do1thing.com)

● Questions
  ○ Consider medications and maybe tools in your go bag
  ○ Offering guidance on violence/active shooter
    ■ Dec 7 event, having him back again and will advertise through AMC
  ○ Orientations for students?
    ■ Talking about how to approach that right now, to make them aware of resources.
    ■ He's been here 6 months so conversations are ongoing

● Contact Jeff with questions
  ○ 212.998.4645 or [stevens@nyu.edu](mailto:stevens@nyu.edu)
OFFICER REPORTS

AMC Chair, Ray Lutzky rlutzky@nyu.edu

- Happy New Year, happy new term, thank you to those of you who traveled from a distance to be at this meeting
- Thank you to everyone who attended our Town Hall with President Hamilton on 12/9; well attended, good questions, positive feedback from the President
- Reminder - Next meeting on February 7th will be held at 9 am in Brooklyn, at Pfizer Auditorium in 5 MetroTech Center (AKA Dibner Building)
  - Easily accessible via the A/C/F/R trains at the Jay St. - MetroTech stop
  - Lynn Browne will be our speaker, and will discuss NYU’s plans for Brooklyn, including the renovations of 370 Jay Street, a 400,000 sq. foot building adjacent to the NYU Tandon School of Engineering, which will be completed this year.
  - Hot breakfast items will be served; please come visit the Brooklyn campus for this event. Regular attendance rules will be relaxed for this meeting given the location.
- We are required by the bylaws to vote on the removal of AMC Representatives who have missed 3 meetings this year.
  - I have reached out to them, and given those who missed meetings the opportunity to correct the record or offer alternative explanations.
  - We still have 3 Representatives that have failed to meet this requirement and offered no explanation, and I now call for a vote to remove those who did not attend last semester.
  - Motion to discuss - John DeSantis, seconded - Julie Kaplan
    - “Year” refers to this academic year, i.e. since the September 2016 meeting
    - We tried to find all kinds of coverage with Alternates
    - We did reach out
  - Vote to remove reps with 3 absences passed (2 abstentions)

Elections are upcoming; please consider running again (or looking for more folks to run for Rep/Alternate slots)
- Following units are up:
  - College of Dentistry
  - College of Global Public Health
  - Division of Student Affairs
  - Executive Vice President for Finance
  - EVP Operations (needs new name...)
  - Meyers College of Nursing
  - Office of the President
  - Provost Division (including new Globals)
  - Silver School of Social Work
  - Stern School of Business
  - Tandon School of Engineering
  - Tisch School of the Arts
  - Wagner School of Public Service
  - Always looking to fill vacancies, especially for alts
  - More info coming at next meeting
  - Officer elections in April
  - Senator elections in May

We are beginning work on our annual financial letter which is presented to the Senate Financial Affairs Committee (SFAC)
- This usually includes requests about Merit Increases/processes, benefits, healthcare, and family leave
- More information will be forthcoming.
- Next AMC meeting we’ll have a draft to review before submitting to SFAC
  - Note: Draft attached to minutes
Meredith Rendall (Compensation & Benefits Committee Chair) - This year were also asked to supply ideas for cost savings and how we would pay for things, please send ideas her way.

- Student ID stickers available at StudentLink in Manhattan and Brooklyn for administrators enrolled in courses.
- Remote participation - currently investigating options to allow for what is accommodated in our bylaws with minimum cost and maximum effectiveness.

SENATOR REPORTS - NONE

COMMITTEE REPORTS

- Compensation & Benefits - Meredith Rendall, mr173@nyu.edu
  - Committee has begun work on SFAC letter
  - Invited Sabrina Ellis and others from HR to our February meeting
  - We’ve been contacted by the Contract Faculty to have a joint Benefits meeting with HR so we’re in the process of setting up a meeting so we can present a unified front

- Tuition Remission (ad hoc) - Meredith Rendall, mr173@nyu.edu
  - Working on setting up next meeting

- Special Events - Julie Kaplan, jhk1@nyu.edu
  - If anyone is interested in being on the events committee, please contact Julie
  - The committee will be meeting on January 25th
  - Upcoming Events
    - Retirees luncheon - April 19th
    - Year end luncheon - May 4th
    - The Art Show will be celebrating its 20th Anniversary. We have not nailed down the dates yet, but please submit your art and spread the word amongst your artistic colleagues.
    - A Summer Social is being considered

- Professional Development - Mike McCaw, mike.mccaw@nyu.edu
  - Resume Refresher event - January 18th
    - Currently at capacity
    - Maybe another one during the spring break
    - If you are interested in reviewing resumes contact Mike
    - Gift card and headshot as a thank you

- Community Service - Carrie Meconis, carrie.meconis@nyu.edu
  - Very successful toy drive in December - 800 toys (ish)
    - Took on collecting for 3 organizations
      - 9th Police Precinct in the East Village
      - 84th Police Precinct in Brooklyn
      - The Herbert G. Birch Manhattan Early Childhood Center
      - The Osborne Association
  - January & February - recycling drive is underway FLYER ATTACHED
    - Cell phones
    - Eyeglasses and Cases
    - Front of Cards (holiday, birthday, you name it)
    - Old sheets, blankets and towels
Sneakers
- Next meeting near the end of January

University Equity, Diversity, & Inclusion Task Force (EDI) - Juan Tie, juan.tie@nyu.edu
- Did not meet this month, Feb 3 is next meeting
- Staff & Admin working group is putting together a draft of outcomes
- Meeting with AMC AIDE group to incorporate their input
- Working with Sabrina Ellis to coordinate a Code 106 Listening Session
- Chief Diversity Officer interviews begin next month
  - Top tier applicants (100s of apps down to just a few)
  - There is always a lot of interest in NYU
- The AMC has been asked to participate in the climate survey at NYU
  - Reinking and Associates, Jan 13th, working group to discuss this survey

Administrators Inclusion, Diversity, & Equity Committee (AIDE) - Justine Kelly-Fierro, justine@nyu.edu
- Danielle Mebert has been selected as the Co-Chair
- Held 3 meetings this fall - very productive
- Finalizing findings to present to EDI
- Climate Study Working Group - Danielle will serve as AMC rep danielle.mebert@nyu.edu

OTHER BUSINESS
New Business - Open AMC topics
- #3 - ServiceLink [IT], AskPeopleLink [HR], and AskFinanceLink Concerns
  - We are working through this now to separate out the issues
  - Discussing at our next board meeting
- #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
  - Working on clarifying the record on whether NYU observed historically
- #13 - The AMC should propose that monthly employees be paid on the last day of the month rather than the first. If this is not possible every month, perhaps an exception could be made for the January 1st paycheck
  - Issues related to pay specifically - how do we address this?
  - I don't think anything is outside our ability to ask
    - Several years ago this was a problem, but now some admins receive in their direct deposit before the 1st of the month
    - Has to do with taxes?
    - What's the point of doing it first day vs last day?
    - Maybe ask for an accounting issue if it was switched? Ask about the why?
    - Recall we had this discussion before, as much as possible, they try to pay before the weekend
  - AMC will always fund a meeting within your units to increase communication about any topic
  - Might also want to think about what other ways to address issues brought up on open AMC - communication or education
- #6 - Other companies offer a paid sabbatical as a perk for long term employees. (The example I know of is very generous: once you've been at the company 7 years, you get 3 paid months off.) Would NYU consider a version of this to encourage longevity?
  - We can ask
  - Not aware of any US institutions that offer this, but there may be some global sites
Can we get the name of the other school that does this so we can offer peer institutions? Please email amc.info@nyu.edu if you are aware of any schools that offer this benefit!

- Sounds like it would be in addition to what we already have for vacation days
- Maybe it could be vacation days getting higher the longer you stay
- Bring this up at the next Exec Board meetings

- #6.2 - The AMC should reduce its number of representatives, so it is one representative for every 40 administrators. This way there won’t be so many vacancies in alternate rep spots, and we will be able to continue to fit into the Colloquium Room we usually meet in
  - Our structure is slightly different then the faculty senates
  - If you are interested in this, vote it up
  - Visit the AMC rep page and see if there are vacant spots, help us recruit more reps and alts
  - What is the current rep to admins ratio numbers? (We’ll need to gather this info from Nominations & Elections Chair, David Vintinner)

- General “Open AMC” Feedback
  - Is there a way to see when these things were posted?
  - Do we clear out old topics? (Yes, in September)
  - We’ve talked about updating this system, if you have ideas please send them to amc.info@nyu.edu
  - Would be great to have a way to mark comments as “assigned” or “under discussion/review” or the reason it was removed
  - Would be great it you could comment or reply to suggestions

**ANNOUNCEMENTS**

- Mera Ness - NYU Federal Credit Union ([https://www.nyufcu.com/](https://www.nyufcu.com/))
  - Founded in 1982 as a benefit for NYU community
  - Many offerings, including:
    - First time home buyer grants
    - Free financial counseling
    - Help consolidated debt
    - Debt counseling
    - Saving for retirement
    - Improving credit score
  - Will host event on any topic if you want it
  - Will help you analyze your finances for free - you don't have to a member
  - 726 Broadway - new home, January 27th open house (10am-1pm)

There being no further business, the meeting was adjourned at 10:17 a.m.

Respectfully submitted,

Katrina Denney
AMC Secretary
What’s Old is New Again!
January 4th - February 28th

We are now collecting all these items! Please bring in to a drop off location below!

**Cell phones** - http://www.chemocomfort.org/
**Eyeglasses and Cases** - http://www.lenscrafters.com/onesight#sd
**Front of Cards** (holiday, birthday, you name it) - https://stjudesranch.org/about-us/recycled-card-program/
**Old sheets, blankets and towels** - http://www.petco.com
**Sneakers** - http://dunkyourkicks.org/

*Sponsored by NYU Administrative Management Council Community Service Committee

**DROP OFF LOCATIONS**

So many locations you can bring these items to and drop them off! Check it out:

**Manhattan:**
Tisch: **721 Broadway** – 12th floor (Carrie Meconis/Ida Longarino) & 10th floor (Stevin Azo Michels)
Stern: KMC Executive Programs suite 4-100, office 4-109 (Janet Vitebsky)
Courant: **251 Mercer Street** – Room 626 (Beth Markowitz)
Silver Center: Chemistry Dept – **100 Wash Sq East**, 10th Floor, Rm 1001E (Carol Hollingsworth)
Dental: **345 East 24th Street**, Suite 3W (Deborah Morris)
**105 East 17th Street**, 1st Floor HR (Hande Teano & Mirta Salomon)
**105 East 17th Street**, 4th Floor Lobby (Caity Pujdak)
Bobst Library, 70 Washington Sq South, Lobby (Bonnie Brown)
**1 Washington Sq North** – Lobby, 1st floor (Benjamin Sher)
Draper Program: **14 University Place**, Ground fl Reception (Nicole Pandolfo)

**Brooklyn:**
CUSP: **1 Metro Tech Center**, 19th Floor, Reception Area (Christine Battaglia)
FINANCIAL AID: 1 Pierrepont Plaza, 7th Floor (Steven Moxness)
Resolve to Be Ready: 
#PrepareNYU

January 2017
Department of Public Safety Mission

The NYU Department of Public safety is committed to providing safety and security for our community and property, enabling the pursuit of academic and professional goals.

Emergency Management Mission

The Emergency Management team is committed to providing a robust, all-hazards emergency management capability to our global community aimed at reducing disaster risk, improving response capability, enhancing individual preparedness, and protecting lives.
Strategic Goals

• Provide a centralized function throughout the Global Network University as a service to all schools, departments, Portal Campuses and Global Academic Centers
• Empower individuals throughout the NYU Community with lifelong skills that allow them to effectively prepare for, respond to and recover from disasters
What We’ve Done:

- Improve our Emergency Notification System
- #PrepareNYU Social Media Campaign

What We’re Looking At:

- Mobile Campus Safety App
- Emergency Procedures Flip Chart
- Updated Classroom Signage

However, nothing matters without individual preparedness…
Three critical actions can help each and every person at NYU must take:

1. Get a Kit
2. Make a Plan
3. Stay Informed
There are two types of kits to consider making, a Go Bag and an Emergency Supply Kit.

Go Bag:

- Water/Snack
- Emergency Blanket
- Portable Phone Charger

Emergency Supply Kit:

- Flashlight
- 3 Days Supply of Food and Water
- Batteries
Making a Plan is a key element to being prepared. Work with roommates and/or family members to know what to do in an emergency. Consider the following elements:

- Communications
- Evacuation
- Rally Points
- Unique Needs
Stay Informed

NYU Department of Public Safety Social Media
• https://www.facebook.com/NYUPublicSafety
• https://twitter.com/nyudps

Local and National News Media

Weather

Notification Platforms
• NYU Alert
• Notify NYC- www.nyc.gov/notifynyc
What’s the difference between a weather watch and warning?

**Advisory**
Advisories are informational statements. They are a “head’s up” that you may want to take the weather into account when planning your day. Examples are Snow Advisories in the winter; they aren’t dangerous, but they may make you change your travel plans.

**Watch**
Watches are issued when conditions are favorable for a severe weather event. When a Watch is in effect for your area, you should begin preparing for any actions you may need to take should the severe weather event occur.

**Warning**
Warnings are issued when a severe weather event is occurring or is imminent. If a Warning is issued for your area immediately take action. If it is a Flood Warning, get to higher ground. If it is a Tornado Warning, get to the lowest point in your home.
NYU BeSafe
  • www.nyu.edu/besafe

Ready.gov
  • www.ready.gov

Plan Now NYC
  • https://plannownyc.cityofnewyork.us/

Department of State
  • https://www.state.gov/m/dghr/flo/c23132.htm

Do1Thing
  • www.do1thing.com
Help #PrepareNYU

Jeff Stevens
Director of Emergency Management
o. 212.998.4645
c. 646.599.1252
stevens@nyu.edu