AMC End of Year Luncheon

May 4, 2017
Agenda

• AMC “Adopt A School” Campaign
• AMC Chairperson’s Report
• AMC Accomplishments
• AMC Senator Elections
AMC 2017 “Adopt-a-School” Campaign

- The Charles A. Dorsey School - P.S. 67, located near the Brooklyn campus.
- Books will benefit school library.
- Bucks will go towards more books, art materials, school supplies, and more!
Chair’s Report

Raymond Lutzky, Tandon
Purpose of the AMC:

The Administrative Management Council (Council) is the organization through which the administrative and professional personnel participate in the governance of New York University.

Comprised of elected Representatives from each school and division, it shall function as an initiative, deliberative, and responsive body concerning policy issues affecting the University community.

The Council serves as a vehicle for promoting the continued professional growth and development of its constituents and is committed to participation in community services.
Your Administrative Management Council

- Originated as “second and third line managers” planning group for involvement in University governance more than 45 years ago

- First meeting convened October 23, 1970 for the creation of the organization and the selection of representatives (appointed by Deans and Officers)

- Officially elected officers in November 1971

- AMC role in the NYU Senate has evolved over time – originally, the AMC was represented by one senator and now we hold 7 voting seats in the Senate (and elect Alternate Senators)

We have come a long way because of volunteers…like you!
NEW YORK UNIVERSITY
WASHINGTON SQUARE, NEW YORK, N.Y. 10003
AAREA 318-998-3333
Office of the Chancellor
October 5, 1970

Memorandum to: Deans, Directors, Administrators and Employees in Groups 100 and 101
From: Chancellor Allan M. Carter
Subject: Formation of an Administrative Management Council

At the end of the last school year, the President and I had a series of meetings with second and third-line management. In the course of these meetings, many pertinent questions were raised in regard to the participation of this group in University decision making.

Vice President Benez is was assigned the responsibility for reviewing the problem and coming up with some preliminary recommendations. He met with some representatives of the management group, and out of these meetings came a series of recommendations to the President and the Chancellor.

To activate the Administrative Management Council, we propose to hold a meeting with representatives from each major administrative unit and school on Friday, October 23, at 10 a.m. in the Board Room at Vanderbilt Hall. For the initial meeting, we will ask officers to appoint two representatives from their unit, and the deans to appoint one representative from each school.

The meeting on October 23rd will be for the purpose of developing the purposes and the framework of the Council.

We propose that the agenda of the meeting consider the following:

2. A statement from the President and/or the Chancellor.
3. Selection of committees to develop:

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b. Frequency of meetings.
c. Selection process of members of the Council, e.g. elections, etc.
d. Relationship to Senate and other governance bodies.

The President and I consider the formation of this Council as a very important link in communications and policy consultation. We look forward to meeting with the Council and sharing with them significant problems that are important to the whole University community.
PRESIDENT CONVENESEN SENE
ON PROPOSED SUNY ACQUISITION
OF UNIVERSITY HEIGHTS CAMPUS

President Hester has called a special
meeting of the University Senate for
tomorrow, Feb. 24, to discuss the pro-
posal that the State University of New
York acquire the University Heights
campus as an upper level and graduate
center for engineering and technological
studies. Since Governor Rockefeller
disclosed last week that he was interested
in this option put forward by the Hard
Task Force on financial problems in
higher education, Dr. Hester has met
with faculty members and students at
University Heights and with the Faculty
and Dean's Councils. He also has invited
alumni to a meeting this afternoon in the
NYU Club.

ADMINISTRATIVE MANAGEMENT
COUNCIL ELECTS BRIENZA CHAIRMAN

Raymond J. Brienza, director of financial
aid, has been elected chairman of the
Administrative Management Council, a
recently established group representing
most of NYU's Code 101 and supervisory
personel (not including full-time faculty,
deans and directors). The Council,
which had been operating as a planning
group since the fall of 1970, held its
first University-wide elections for
representatives last November. Mr.
Brienza's election came at the Council's
regular meeting this month. At the same
time the group also approved a state-
ment of bylaws and goals, which will be
distributed to all represented personnel.
Also elected were Helen J. Kelly,
assistant to the director of the Office of
Field Research and School Services (ED),
vice chairman, and Norris J. Sullivan,
manager of institutional facilities at
University Heights, secretary.

DEATH

Marian Leishman Bellard, head usher
at NYU's Town Hall and a member of
the staff there for the past 50 years, died
of a heart attack Feb. 10. Mrs. Bellard
was 70 years old.
New York University
Interdepartmental Communication

ADMINISTRATIVE MANAGEMENT COUNCIL

June 2, 1975

Memorandum to: Council Representatives and Alternates

Meeting: Tuesday, June 10, 1975
10 A.M. - 12 Noon
Loeb Student Center, Room 623

AGENDA

1. Consideration of Minutes of meeting of May 6, 1975
3. Reports of the Chairpersons
4. Old Business
5. New Business

Note: The next meeting of the Administrative Management Council will be on September 9, 1975 in Room 623, Loeb Student Center at 10 A.M.
New York University
Administrative Management Council

MEMORANDUM

December 2, 1995

TO: Dr. Herbert Frommer, Chairperson SCOG
Members of SCOG

FROM: Tamu Al-Ismi
AMC Senator, SCOG Member

RE: THE ADMINISTRATIVE MANAGEMENT COUNCIL’S REQUEST FOR ADDITIONAL SENATORS

At our last meeting, you may recall that we agreed to continue further discussion on the topic of increased Senate representation. I have reported back to my AMC constituents on this issue and the AMC Executive Committee has also considered it extensively. I would like to share with you our conclusions in preparation for Thursday’s SCOG meeting.

Let me first address the point which several SCOG members felt it would be helpful to understand: What plans would the AMC have to insure that their four senators come from different schools or units around the university? In response, please note that the election process for AMC reps, upon which senatorial eligibility is dependent, is already a system of staggered elections, which makes improbable the likelihood of senators being elected from the same unit. Moreover, we would like to point out that AMC senators are fully an “at large” group of representatives, by virtue of their number of 2. There are approximately 30 schools and administrative units with elected representatives in the AMC. It is understood and expected that the AMC senators must represent and serve all administrators irrespective of their particular unit. Therefore, we feel confident and would certainly solicit your confidence, in our ability to manage our internal selection process to the university’s best advantage.

Secondly, we would like to be clear that what we are seeking is parity, not equality. We are looking to bring our Senate representation more in line with our actual responsibility for and involvement in the work of NYU. The AMC has been cited repeatedly in recent years for its successful efforts along many fronts. Specifically, our members have worked with:

- Assoc. Vice Pres. Lynne Brown on several successful Albany Days
- Vice Pres. Debra James on various community service initiatives
- Asst. Vice Pres. Karen Bradley on improvements to the university’s lay-off and severance pay provisions
- And President Oliva on efforts to improve relations between administrators and faculty members: the resulting committee voted to propose the Distinguished Administrator Awards, which will be inaugurated this academic year.
The impact of the AMC in the NYU community has grown over time and will continue to grow with the involvement and investment of dedicated volunteers...like you.

Get involved as a volunteer! Join a committee. Help with service projects. Participate in meetings and make your voice heard in the governance of New York University through the AMC.

Congratulations to the new officers and thank you! I am pleased to introduce your new Chair.
AMC Accomplishments
Benefits and Compensation Committee
Chair: Meredith Rendall, IT

- Aligned with TFSC and CFSC Benefits Committees to host joint Benefits meetings with HR and their Vendors / Account Reps.

- Hosted two Benefits Spotlight sessions increasing understanding of the benefits of the High-Deductible Healthcare Plan and highlighting the changes to the FMLA / Bonding Leave policy.

- Worked with HR Communications to ease discovery of updated University HR policies and increase awareness of the AMC through a link from the HR homepage.
Bylaws Committee
Chair: Norma Kenigsberg, IT

- Clarified the number of Senators and Alternate Senators elected.
- Redefined the role of the AMC Vice Chairperson.
- Established two standing committees - the Communications Committee and the Committee on Professional Development.
Community Service Committee
Chair: Carrie Meconis, Tisch

- **Thanksgiving Food Drive**
  - Over 4,000 items donated online & at collection sites around campus

- **Toy Drive - Over 900 toys donated to:**
  - 9th Police Precinct in the East Village
  - 84th Police Precinct in Brooklyn
  - The Herbert G. Birch Manhattan Early Childhood Center
  - The Osborne Association

- **Recycling Drive**
  - 1,800 cards to St. Jude's Ranch
  - 120 sheets, towels, blankets to Kitty Kind and Mighty Mutts
  - 244 glasses & cases to New Eyes
  - 42 cell phones to Chemo Comfort
  - 120 sneakers to Max Cure Foundation
Nominations and Elections Committee
Chair: David Vintinner, FAS

- Supported the election processes for:
  - AMC Officers
  - AMC Local Representatives
  - AMC Senators
Committee on Professional Development
Chair: Michael McCaw, IT

- Expanded the AMC Mentoring Program to include Administrative Deans and Code 106/clerical staff.

- Drew a combined 120+ administrators over two AMC WorkHACK Sessions.

- Supported 60+ administrators at Resume Refresher Events.
Special Events Committee
Chair: Julie Kaplan, FAS

- Coordinated the Presidential Town Hall with President Andrew Hamilton.
- Managed the 29th Annual Retirees Luncheon on April 19, 2017.
- Coordinating the 20th Annual Administrator's Art Show, which runs from May 27 - July 4 in the Stovall Family Art Gallery on the 8th floor of the Kimmel Center.
Ad-Hoc Committee on Inclusion, Diversity, and Equity
Co-Chairs: Justine Kelly-Fierro, Steinhardt; Danielle Mebert, Tisch

● Created mission statement:
  ○ Facilitate communication and partner with university leadership to monitor progress, provide policy recommendations, and strengthen initiatives that focus on workplace climate, diversity in hiring, pay equity, and employee retention; and
  ○ Encourage participation by administrators in professional development activities meant to strengthen community, increase awareness, and develop allyship.

● Articulated administrator needs and outcomes in report to the EDI Task Force

● Summer Book Club - bit.ly/2oXUm6R
  ○ Join us! 9:30am - JUNE 7, JULY 12, AUG 9, SEPT 13
Thanks to the generous support from the NYU’s AMC and the Office of Civil Engagement, the Naughty Knitters have been able to craft over 900 items during FY 17.

- 497 hats and scarves to the Lower East Side Girls' Club
- 247 toy bears to NYU's Knitting Without Borders for children overseas
- 74 scarves to the USO for NYS military service members
- 95 cat mats to cat rescue groups
- 20 blankets to NYU's Hassenfeld Center for pediatric cancer patients
- 230 baby blankets and counting to give to Care for the Homeless (up from 220 this time last year; we hope to break 300 blankets by June!)

Since our founding in 2004 by Jennie Tichenor, we have crafted over 6,300 items for those in need.
2016-2017 Recipients
(pictured with Sabrina Ellis, VP of Human Resources, and Martin Dorph, EVP of Finance and Information Technology)

- William Tavernia, FO&T
- Sandra Katz, Law
- Midori Yasuda, Tisch
- Anya Takos, Stern
- Michael Holland, CUSP
AMC Senator Elections Videos