Minutes of a Stated Meeting of the Administrative Management Council
Tuesday, April 10, 2018

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, April 10, 2018 at 9:00 a.m., at the NYU Kimmel Center for University Life in the Eisner & Lubin Auditorium, 4th floor, 60 Washington Square South. The meeting was convened with Mike McCaw as the AMC Chair.

AMC Chair, Mike McCaw opened the meeting by welcoming members of the AMC and calling the meeting to order at 9:08 am.

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on March 20, 2018, 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.

REPORTS
[Not verbatim, presentation attached]
AMC Chair, Mike McCaw, mike.mccaw@nyu.edu
- Survey from March meeting at Tandon
  - Low attendance due to weather and location, but quorum present
  - Some Bylaws changes voted on
    - AMC Executive Board
    - Senior Unit Rep position clarifications
    - Senate nominations more open-ended
- May meeting with include presentation with Campus Services
  - Dining Hall contract under review
  - Updates and solicit feedback
- Last University Senate meeting activity
  - Faculty and student councils asking for seats on Board of Trustees
  - AMC did not sign on to these resolutions
  - Chair of the Board reached out to set yearly presentation to AMC as well as additional collaborations
  - They are open to hearing our ideas moving forward
- Social Media resolution from Senate ad hoc committee
  - Considerations for the Use of Social Media and non-NYU Third Party Digital Platforms for Teaching and Learning
  - Norma Kenigsberg reviewed 5-year process
  - Motion passed
- Last senate meeting is on Thursday, April 26th - guest passes are available by contacting a current Senator

OFFICER ELECTIONS
- **Chairperson**
  - Michael McCaw, IT (elected)
- **Vice Chairperson**:
  - Katrina Denney, FAS (elected)
  - Justine Kelly-Fierro, Steinhardt
AMC COMMITTEE REPORTS

- AMC Inclusion, Diversity, & Equity (AIDE) - Justine Kelly-Fierro & Danielle Mebert, amc.aide@nyu.edu
  - Event at capacity on Thursday so likely going to offer it again in the summer
  - AIDE Summer Book Club Recommendations - decisions are still underway

- Compensation & Benefits - Stevin Azo Michels, amc.benefits@nyu.edu
  - Retirement updates package in the mail, info sessions HRS400 in iLearn
  - Committee is focusing on how to work with the issues on OpenAMC
    - Clarity on snow day / vacation day policy
    - Services provided in gender neutral bathrooms

- Community Service - Carrie Meconis, amc.community.service@nyu.edu
  - Recycling Drive Update
    - Cards, towels, eyeglasses, sneakers, and cellphones were delivered to charities. Thank you to all who collected and donated!
    - No longer collecting the cards for St Jude's - this was the last year as they have discontinued the program, working on options for next year
  - Spring Blood Drive
    - Monday, April 30th from 10:00am - 4:00pm; 82 Washington Square East
    - Sign up at www.tinyurl.com/NYUAMCGives
    - There is also a petition on changing the laws around donating blood
  - Adopt a School Campaign
    - Books for P.S. 57 (176 East 115th Street) will be available to purchase from the NYU Bookstore. All employees will receive a 20% discount.
      - Books will be collected during the May AMC meeting on May 3rd.
      - If you cannot attend the luncheon, you can leave the book with the NYU Bookstore in their collection box.
      - Books will be also available for purchase at the May AMC meeting.
      - PLEASE bring your BUCKS to donate as well.

- Communications - Nadia Cureton, amc.communications@nyu.edu
  - TorchTech Share Fair - view poster

- Nominations & Elections - David Vintinner, amc.elections@nyu.edu
  - AMC Representatives elections are complete - welcome new reps/_alts!
  - Nominations for Senators close today

- Professional Development - Marni Vassallo, amc.professional.development@nyu.edu
  - AMC Mentoring Program Application is open!
    - Please visit www.tinyurl.com/nyuamcmentoring for more information
    - Really looking for mentors!
  - Next committee meeting: Tuesday, April 17th, 3:30pm - 4:30pm
● Special Events
  ○ 30th Annual AMC Retirees Luncheon - Wednesday, April 18th from 12pm - 2pm
    ■ Feel free to spread the word with any retired friends or colleagues who may have missed the email invitation.
  ○ 21st Annual AMC Art Show
    ■ Application is open until Monday, April 25th.
    ■ Art gallery will be open from May 25th - September 9th in the Stovall Gallery on the 8th Floor of the Kimmel Center.

NEW BUSINESS
● OpenAMC
  ○ Feedback from March meeting was that Exec Committee give direction on how to interact with this resource
  ○ Ad hoc Committee of Research & Development
    ■ Motion passed to approve an ad hoc committee
    ■ If you are interested in serving on this group please reach out
  ○ Snow Day / Vacation Day
    ■ Benefits committee is working with HR to clarify policy
  ○ Flextime Arrangement Policy
    ■ The more clarity on various schools and units position on this topic is helpful
    ■ Becomes a factor in looking to transfer to positions - professional development opportunity
    ■ We included this in the Senate Financial Affairs letter
    ■ High on the list of the new Director of Work Life at NYU
    ■ This kind of benefit is to clarify a process by which you could determine is flextime is appropriate for your position and how you could ask for it and begin the conversation with your supervisor
    ■ Also need training for supervisors on how to make a flextime policy work for their unit
  ○ Administrator Mentorship Program
    ■ Juan Tie would like to propose a working group to explore this topic
    ■ Collaborating with the existing offices at the university to establish connections with AMC and as Administrators
    ■ Working group could live in the Community Service committee
    ■ Concerns regarding training required and liability
    ■ Might step on the toes of our professional Student Affairs staff already here at NYU
    ■ Since this proposal is for a working group to explore the idea, it might work well with the research ad hoc group that was just discussed
    ■ Clarifying that this is “admin to student” as opposed to the current mentor program
    ■ Important to clarify what kind of advice or mentorship we would provide in this mentorship
  ● Sustainability IdeaScale launched
    ○ AMC will transfer these ideas to their platform

ANNOUNCEMENTS
● NYU Women in Information Technology Seminar
  ○ “Train the Trainer: Tips for Enhancing Employee Learning” presented by Katie Santo, Digital Communications Group
■ Wednesday, April 11th from 12:00pm - 1:00pm
■ 10 Astor Place, 5th Floor Large Conference Room
■ RSVP online

● March for Science - April 14th, 9:00am - 1:00pm
  ○ www.marchforsciencenyc.com
  ○ Link to flyer

● AMC May Meeting - Thursday, May 3rd from 12:00pm - 1:30pm
  ○ Kimmel Center, Rosenthal Pavilion
     ■ Presentation from Campus Services on RFP for dining contract process
     ■ AMC Senator speeches
     ■ Committee reports and acknowledgements

There being no further business, the meeting was adjourned at 10:24 a.m.

Respectfully submitted,
Katrina Denney
AMC Secretary
Agenda

- Call to Order
- Chair’s Report
- AMC Officer Elections
- Committee Chair Reports
- OpenAMC Discussions
- General Announcements
Call to Order
Chair’s Report
Chair’s Report

Michael McCaw, AMC Chair

● March post-meeting survey feedback

● Upcoming University initiatives engagements

● University Senate resolutions requesting T-FSC, C-FSC, and SSC representation on University Board of Trustees

● For discussion: Considerations for the Use of Social Media and non-NYU Third Party Digital Platforms for Teaching and Learning
● The last Senate meeting of the academic year is Thursday, April 26th from 9am - 10:30am.

● 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 one of your AMC Senators:
  ○ Katrina Denney, FAS
  ○ Regina Drew, University Relations and Public Affairs
  ○ Amy Fair, Steinhardt
  ○ Michael McCaw, IT
  ○ Carrie Meconis, Tisch
  ○ Carolyn Ritter, Stern
  ○ Pamela Stewart, Steinhardt
AMC Officer Elections
2018-19 AMC Officer Ballot

○ **Chairperson**
  ■ Michael McCaw, IT *(elected)*

○ **Vice Chairperson:**
  ■ Katrina Denney, FAS *(elected)*
  ■ Justine Kelly-Fierro, Steinhardt
  ■ Evan Silberman, IT
  ■ Marcos Suazo, IT
  ■ Juan Tie, Public Safety

○ **Secretary:**
  ■ Cassandra Bizzaro, Stern
  ■ Alan Watson, Tisch *(elected)*

○ **Treasurer**
  ■ Pamela Stewart, Steinhardt *(elected)*
Committee Chairs’ Reports
Administrators Inclusion, Diversity, and Equity Committee  
Co-Chairs: Justine Kelly-Fierro, Steinhardt; Danielle Mebert, SPS  
amc.aide@nyu.edu

- **AIDE Summer Book Club Recommendations**

- **Next committee meeting:**
  - Wednesday, April 18th from 9:30am - 11:00am
  - Please email amc.aide@nyu.edu for room location.
Community Service Committee

Chair: Carrie Meconis, Tisch

amc.community.service@nyu.edu

● Recycling Drive Update
  ○ Cards, towels, eyeglasses, sneakers, and cellphones were delivered to charities. Thank you to all who collected and donated!

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Nominations and Elections Committee

Chair: David Vintinner, University Enrollment Management

amc.elections@nyu.edu

- AMC Representatives elections are complete!
- Nominations for Senators will close today.
Professional Development Committee

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

- AMC Mentoring Program Application is open!
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Special Events Committee

Chair: Julie Kaplan, FAS
amc.special.events@nyu.edu

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OpenAMC Discussions
● **Call for creation of ad-hoc committee for research, data, and evaluation**

● **Review and further investigation for personal time off implications for weather related University closures**

● **Related proposals for flexible time arrangements**

● **Call for mentorship/allyship with students**

● **Recommendation to share sustainability related suggestions**
General Announcements
Upcoming Events

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OUR PURPOSE
Supporting NYU Excellence by:

- **Advocating** for NYU administrators
- **Creating Opportunities** for professional growth
- **Giving Back** to the community

Our work primarily happens through **COMMITTEES**.

Any administrator (that’s probably **YOU**) can join to contribute to the work.

**Benefits**  amc.benefits@nyu.edu
**Bylaws**  amc.bylaws@nyu.edu
**Communications**  amc.communications@nyu.edu
**Community Service**  amc.community.service@nyu.edu
**Inclusion, Diversity, & Equity**  amc.aide@nyu.edu
**Nominations & Elections**  amc.elections@nyu.edu
**Professional Development**  amc.professional.development@nyu.edu
**Special Events**  amc.special.events@nyu.edu

OUR PROCESS

Did you know you can use sick time for preventative doctor’s appointments, like your annual appointments?

Pretty cool, huh?

**Use of Sick Time**

Sick leave can be used for one or more of the following purposes:

1. The covered employee’s mental or physical illness, injury or health condition, or the covered employee’s elective surgery, including organ donations.

NYU Sick Leave Policy, updated Mar 21, 2017

**Let’s see how that happened!**

2015

- **An idea was born.**
  - Hey, why can’t we use this sick time (officially) for preventative care?

2017

- **Committees work.**
  - The AMC Benefits Committee does lots of research, relationship building, and advocating for administrators. Basically, lots and lots of meetings.

- **HR approves!**
  - The request is approved.

- **Administrators rejoice.**
  - The policy change is released and the NYU AMC Benefits Committee toasts to all of their hard work!

YOUR ACTION

1 **Go to a meeting!**

Every month, all administrators meet and hear from a relevant and timely NYU speaker.

PS. There’s free breakfast! 🍳

2 **Vote on the ideas.**

You can now submit, vote, and add comments on topics that matter to you most as an administrator.

openamc.ideascale.com

QUESTIONS?

» nyu.edu/amc
» amc.info@nyu.edu
» openamc.ideascale.com