Minutes of a Stated Meeting of the
Administrative Management Council
Tuesday, February 13, 2018

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, February 13, 2018 at 9:00 a.m., in the Colloquium Room located on the 5th floor of the Global Center for Academic and Spiritual Life at 238 Thompson Street. 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 9:03 am.

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on January 9, 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 SPEAKERS
[Not verbatim, presentation attached]

William Berkley - NYU Board of Trustees, Chair
- Large organizations only work well when they work for everyone - the Administrators are a vital part of that picture at NYU
- Knowing the truth of any dispute or situation is very important - and the truth is rarely at the “top”
- We’ve come a long way, with plenty of bumps, but we’re on the right trajectory now
- Everything you as Administrators do is so important to the school’s success - we want to give you all the support we can
- Q&A
  - What takes up most of your time?
    ■ These past few days - a student complaint, finding board members to attend a student lunch, weekly call with President Hamilton about current events and University.
  - President Hamilton made the issue of Affordability a top priority. What are some thoughts that the trustees have on this issue?
    ■ Ellen Schall - Chair of Affordability Committee
      - We set the goal of getting out of the top ten most expensive schools - we went from 4th most to 27th in 2 years
      - Doesn’t solve the issue because it’s a larger problem - higher education is too expensive. How do we solve the problem of education being too expensive?
      - Can we make the time to graduation shorter? Will it still deliver the quality education that our students expect?
      - Can we put courses online?
    ■ We have to address the core of how we run the place
    ■ There is never a board meeting when there isn’t a conversation about affordability - it’s high on the list
  - The Board has been reaching out to faculty and students lately, which is great. How does the board feel about reaching out to our constituency - Administrators?
    ■ Our goal is to have more interaction and more fruitful interaction with all constituencies
We want to hear from you (the AMC) about how to continue that interaction
  - What does the Board of Trustees focus on - long term issues or in the moment concerns?
    - The board deals with policy issues, issues that are outside the norm of “here’s how we run the place,” broad-scale problem solving, issues about what we are doing with nine Economics departments and seven Physics departments, etc.
    - The Board also approves financial decision making, borrowing tuition, average wage changes, real estate acquisitions, there are several committees
    - The day-to-day decision making is made by the Administration
  - If there is one thing that keeps you up at night regarding NYU what would that be?
    - Societal worry - everything is moving in extreme and nothing in moderation
      - People think that in order to express their views, it’s ok to do that at the expense of someone else’s views
    - NYU - How can we go on without a larger endowment? We need 10 billion dollars of financial aid so we can give access to students. My worry is that we won’t have the resources to continue being a place that levels the playing field.
      - When we stop being able to give financial aid, we become a school for the rich. We need to be a place for all kids.
  - We’re very happy to meet with smaller groups and talk about the issues. Many of you see problems and issues that we don’t.
    - You all may know things that will really make a difference that won’t cost much. Make a list. I can’t promise you we’ll do them - but if you don’t suggest them, no one is going to know about them.

REPORTS
[Not verbatim, presentation attached]
AMC Chair, Mike McCaw, mike.mccaw@nyu.edu
  - Great presentation on the Work-Life Committee’s work at the last meeting
    - Carrie & Kristi met with Grace Cosachov Protos, Executive Director of the newly created Office of Work Life and she will be at an AMC meeting in the fall
  - Being @ NYU Survey - Administrators had a 54% response rate
    - We will be analysing responses and assisting in response
  - Tax Reform Updates
    - Hoping we can now re-engage on the Tuition Remission committee
  - Administrative Process Improvement Initiative (APII)
    - Mike is sitting on the Steering Committee
    - Looking to fast-track a pilot project first - looking at the Budget Modification and Position Management process
    - Meeting with constituencies and will come up with a proposal
    - This is not looking to reduce headcount in any way, but to improve processes and service quality
    - Question - Will the results of the Being @ NYU Survey be included in this process?
      - The idea is to integrate all of this feedback in a meaningful way, so it is possible.
      - Be on the lookout for communications from Mike and/or your Senior Unit Rep for ways to be involved
  - University Senate Executive Board Updates
    - Resolution requesting T-FSC, C-FSC, and AMC representation on University Retirement Committee
    - Resolution to update University’s Student Conduct Rules and Procedures
    - Resolution requesting Liberal Studies representation in SSC
    - Considerations for use of social media and non-NYU third party digital platforms for teaching and learning
    - Finalized draft of AMC letter to SFAC
If you are interested in being involved in this process next year - please consider joining the Benefits Committee

- **AMC Vice Chair, Juan Tie** juan.tie@nyu.edu
  - Looking to form a Senior Unit Rep Working Group - please look for the email sent this morning from Juan and complete the doodle poll if interested
  - Goal is to have language to add to our Bylaws for the next meeting

- **AMC Administrative Coordinator, Seamus Mullin, seamus.mullin@nyu.edu**
  - Attending all committee meetings and finding opportunities for bringing those groups together - work is cut out for him this spring!

**AMC COMMITTEE REPORTS**

- **AMC Inclusion, Diversity, & Equity (AIDE) - Justine Kelly-Fierro & Danielle Mebert, amc-aide@nyu.edu**
  - Proposal to convert Ad-Hoc Committee into a Standing Committee
  - Mission: “The AMC Inclusion, Diversity, and Equity Committee engages administrators dedicated to fostering a University environment that affirms and respects the diversity in our community. To create a more inclusive, diverse, and equitable University, the AIDE Committee will 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, promotion, and retention; and encourage participation by administrators in professional development activities meant to strengthen community, increase awareness, and develop allyship.”
  - Activities
    - Meet with various University leaders (Sabrina Ellis, etc)
    - Summer Book Club - if you have suggestions for reading list, please reach out
    - Partnering with other AMC Committees
  - Points of discussion
    - Shouldn’t inclusion/equity be a part of every committee instead of it’s own
      - At this point in time, having its own committee and space to discuss these issues
    - There are a lot of folks on this committee that don’t participate in the AMC in other ways, so that might indicate that this space is unique and important
  - Vote is unanimous - AIDE will now be a standing committee within the AMC

- **Nominations & Elections - David Vintinner, amc-elections-group@nyu.edu**
  - Qualtrics nomination form to be sent in February for units with representative nominations, Officer nominations, and Senator nominations:
    - CUSP, CIMS, Libraries, FAS, Gallatin, IFA & ISAW, NYUAD, NYU IT, NYU Shanghai, Law, SPS, Steinhardt, UDAR, URPA
  - Rep elections will take place over a two week period in March.
  - Officer elections will take place in April during general meeting.
  - Senator nominations will be open through April with nominees presenting videos for the May AMC general meeting. Elections will run for two weeks in May.
  - Please reach out to amc.info@nyu.edu if you have questions about any of the roles, responsibilities and/or positions

- **Compensation & Benefits - Stevin Azo Michels, sam1@nyu.edu**
  - Benefits Spotlight in April - looking for venue (seating 50-100)
  - General Updates:
    - Cristina Fowler to serve as Benefits Committee Vice Chair
    - Review of suggestions on OpenAMC
      - Clarifying policy vacation/sick day when University closes for weather
emergencies
  ● What/how to forward requests, particularly focusing on zero-sum financing
    ○ Next committee meetings:
      ■ Friday March 16th; Monday April 9th; Monday May 14th @ 12pm - 1pm, location TBD

● Community Service - Carrie Meconis, amc.csc-group@nyu.edu
  ○ Annual Toy Drive: ~1,200 toys donated and distributed to Precinct 9, 84, and the Birch School
  ○ Recycling Drive: Ends March 2nd; see flyer for additional details
    ■ Last year for collecting
  ○ Book Drive: March 19th - 23rd; used book collection for Books4Cause
    ■ Please email Carrie at cam282@nyu.edu for more info
  ○ Adopt A School: Roberto Clemente PS13 in Brooklyn
    ■ Books available with 20% at NYU Bookstore starting in April; final collection on May 3rd
  ○ Next Committee Meeting: February 27th from 12pm - 1pm

● Professional Development - Marni Vassallo, Marni.Vassallo@nyu.edu
  ○ Next committee meeting
    ■ Tuesday, March 6th, 3:30-4:30pm @ 411 Lafayette Street, 5th Fl Conference Room
  ○ AMC WorkHACK: Communication Tools
    ■ Thursday, March 15th, 12pm - 1pm @ Bobst Library, Room 745
    ■ RSVP

NEW BUSINESS
● OpenAMC
  ○ Lots of activity after our focused February email
  ○ Please engage and submit ideas and vote
  ○ Goals
    ■ Help set agendas for future general meetings
    ■ Guide and support committee priorities
    ■ Engage 35% unique administrators (i.e., voting, commenting, adding ideas)
  ○ Reviewing top issues
    ■ These ideas might filter down to committees for future discussion/debate
    ■ We won’t only focus on top voted issues
  ○ What are the protections for sharing ideas that are contrary to current University policy
    ■ This platform is considered an extension of our meetings
    ■ As long as ideas shared aren’t threatening, all are welcome
  ○ Concerns conflating “wellness” and “money” - someone who is sick might come to work anyway versus the University view that this sick time is for catastrophic instances
    ■ Maybe buy-back should apply to vacation days and not sick time
    ■ Second idea posted about donating sick time to colleagues - maybe this conversation should be combined with the other
    ■ “Give and get” idea - be generous with others, but you must have a “bank” in place
    ■ There could be tax implications for donating time - something to look into, the issue might have come up before
  ○ Would be great if you could carry over more vacation days and use them when you could or buy out when you exit University
    ■ End of fiscal year is a hard time to use up your days - maybe we could move the
deadline to use or lose?

ANNOUNCEMENTS

● AMC March Meeting
  ○ Tuesday, March 13th, 9:00am - 10:00am @ NYU Tandon

● Panel Discussion: Black Writers in a Post-Obama America
  ○ Tuesday, February 27th, 5:30pm - 8:30pm @ Brooklyn Historical Society, 128 Pierrepont St.
    Brooklyn, NY 11201
  ○ RSVP

There being no further business, the meeting was adjourned at 10:26 a.m.

Respectfully submitted,
Katrina Denney
AMC Secretary
AMC General Meeting

Michael McCaw
February 13, 2018
Agenda

- Call to Order

- Guest Speaker
  - Mr. William Berkley, Chair of NYU Board of Trustees

- Reports
  - Chair’s Report
  - Officer Reports
  - Committee Reports

- OpenAMC

- General Announcements
Call to Order
Guest Speaker
Mr. William Berkley, Stern ‘66
Chair, NYU Board of Trustees
Chair’s Report
Chair’s Report

Michael McCaw, AMC Chair

- January post-meeting survey feedback
- Initial Being@NYU survey results
- Tax Reform Updates
- Update regarding Administrative Process Improvement Initiative
University Senate Report

- Resolution requesting T-FSC, C-FSC, and AMC representation on University Retirement Committee
- Resolution to update University’s Student Conduct Rules and Procedures
- Resolution requesting Liberal Studies representation in SSC
- Considerations for use of social media and non-NYU third party digital platforms for teaching and learning
- Finalized draft of AMC letter to SFAC

- Next Senate meeting is Thursday, February 15th from 9am - 10:30am.
Officers’ Reports
Vice Chair’s Report
Juan Tie AMC Vice Chair

● Request for Senior Unit Representative working committee January post-meeting survey feedback

● Recommendation to add SUR formally to AMC Bylaws
Committee Chairs’ Report
Administrators Inclusion, Diversity, and Equity Committee

Co-Chairs: Justine Kelly-Fierro, Steinhardt ; Danielle Mebert, SPS

amc-aide@nyu.edu

- Proposal to convert Ad-Hoc Committee into a Standing Committee

- “The AMC Inclusion, Diversity, and Equity Committee engages administrators dedicated to fostering a University environment that affirms and respects the diversity in our community. To create a more inclusive, diverse, and equitable University, the AIDE Committee will 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, promotion, and retention; and encourage participation by administrators in professional development activities meant to strengthen community, increase awareness, and develop allyship.”
Administrators Inclusion, Diversity, and Equity Committee

Co-Chairs: Justine Kelly-Fierro, Steinhardt; Danielle Mebert, SPS

amc-aide@nyu.edu

● Diversity & Inclusion
● Equity
● Collaboration
● Community Building and Service
● The Future
Nominations and Elections Committee
Chair: David Vintinner, University Enrollment Management
amc-elections-group@nyu.edu

- Qualtrics nomination form to be sent in February for units with representative nominations, Officer nominations, and Senator nominations:
  - CUSP, CIMS, Libraries, FAS, Gallatin, IFA & ISAW, NYUAD, NYU IT, NYU Shanghai, Law, SPS, Steinhardt, UDAR, URPA

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Benefits Committee

Chair: Stevin Azo Michels, Tisch
amc-benefits-group@nyu.edu

- Benefits Spotlight Event: to be scheduled for mid-April

- General Updates:
  - Cristina Fowler to serve as Benefits Committee Vice Chair
  - Review of suggestions on OpenAMC
    - Clarifying policy vacation/sick day when University closes for weather emergencies
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amc.csc-group@nyu.edu

- **Annual Toy Drive**: ~1,200 toys donated and distributed to Precinct 9, 84, and the Birch School

- **Recycling Drive**: Ends March 2nd; [see flyer](#) for additional details

- **Book Drive**: March 19th - 23rd; used book collection for Books4Cause
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- **Adopt A School**: Roberto Clemente PS13 in Brooklyn
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Committee on Professional Development

Chair: Marni Vassallo, Steinhardt
amc-pd-group@nyu.edu

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OpenAMC Updates
Cassandra Bizarro, Stern
AMC Communications Committee
OpenAMC

SNAPSHOT

» Soft launch on December 12, 2017
» Reminder email on February 1, 2018
» 4213 registered users
» 410 (10%) unique administrators engaging
» 14 ideas posted
» 1607 votes
» 38 comments
OpenAMC

Top Ideas by Votes

1. Sick Leave Buy-Back
2. Civic Holiday on Election Day
3. Summer Fridays
4. Flex Time/Telecommuting
5. Donate Vacation Days

287 Votes
199 Votes
199 Votes
133 Votes
111 votes
OpenAMC

GOALS

» Help **set agendas** for future general meetings

» Guide and support **committee priorities**

» **Engage 35% unique** administrators (i.e., voting, commenting, adding ideas)
Share your voice & encourage others!

OpenAMC
Contribute to the priorities of the NYU Administrative Management Council by sharing ideas with the administrator community.

GO
Upcoming Events

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