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

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, March 13, 2018 at 9:00 a.m., in the Dibner Auditorium located at NYU Tandon School of Engineering, 5 MetroTech Center. 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 9:09 am.

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on February 13, 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

- February post-meeting survey feedback
  - Mostly positive
  - Question about soliciting question pre-meeting
    - We did but there was some confusion on protocol
    - Thank you for those who asked questions from the floor
- Met with SSC members
  - Great chance to get to know each other and answer some questions
- OpenAMC Feedback
  - Great start to the new platform - please check it out if you haven’t already
- NYU’s response to Aramark incident
- Request from NYU IT for AMC working group participants to evaluate administrative video collaboration and audio technologies (i.e. WebEx or Zoom)
  - Seeking volunteers for working group (7-10 people, no skill set required just be available to meet a few hours per month
  - Please contact Evan Silberman - ems296@nyu.edu
- University Senate Executive Board Updates
  - Resolution requesting T-FSC, C-FSC, and SSC representation on University Board of Trustees
    - AMC Executive Board is considering their request to join the resolution, but thoughtful of whether this is worth our effort
    - Presently not planning to join the resolution
  - Report from new Assistant Vice President for Sustainability
  - Update from new leadership at Wasserman Center for Career Development
- 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
  - Next Senate meeting is Thursday, March 29th from 9am - 10:30am.
    - Katrina Denney, FAS
    - Regina Drew, University Relations and Public Affairs
    - Amy Fair, Steinhardt
    - Michael McCaw, IT
    - Carrie Meconis, Tisch
AMC COMMITTEE REPORTS

- **Bylaws** - Norma Kenigsberg, nkk1@nyu.edu
  - Proposed additions to the AMC ByLaws:
    - A proposal to include a description of AMC Senior Unit Representatives formally in the Bylaws and to update related sections accordingly
      - Moved and seconded - Vote was unanimously in favor
    - A proposal to modify the membership details for the AMC Executive Committee
      - Moved and seconded - Vote was unanimously in favor
    - A proposal to modify the requirements for AMC Senator candidates with providing statements about their candidacy
      - Moved and seconded - Vote was unanimously in favor

- **AMC Inclusion, Diversity, & Equity (AIDE)** - Justine Kelly-Fierro & Danielle Mebert, amc-aide@nyu.edu
  - **AIDE Summer Book Club Recommendations** - still looking for recommendations if you have one to add to the current list
  - Next committee meeting:
    - Wednesday, March 21st from 9:30am - 11:00am @ Kimmel Center, 7th Floor, Center for Student Life

- **Compensation & Benefits** - Stevin Azo Michels, amc-benefits-group@nyu.edu
  - Benefits Spotlight Event: to be scheduled for mid-April, topic TBA
  - General Updates: Clarifying University policy vacation/sick day when University closes for weather emergencies
    - Waiting for written confirmation, but current response has been that day should be returned if University closes
  - Next committee meeting:
    - Friday, March 16th from 12:30pm - 1:30pm @ NYU Tisch, 721 Broadway, 10th Floor Conference Room

- **Community Service** - Carrie Meconis, amc-community-service-group@nyu.edu
  - Recycling Drive: completed; sorting and distribution later this month
  - Book Drive: March 19th - 23rd; used book collection for Books4Cause
    - See flyer for more details
  - Spring Blood Drive: Monday, April 30th from 10:00am - 4:00pm; registration email to be distributed in early April
  - Next committee meeting:
    - Tuesday, March 27th from 12:30pm - 1:30pm @ NYU Tisch, 721 Broadway, 12th Floor Dean’s Conference Room - Recycling Drive sorting party!

- **Communications** - Nadia Cureton, amc.communications@nyu.edu
  - NYU TorchTech Share Fair Presentation
    - Tuesday, March 20th from 1:00pm - 3:00pm @ Eisner and Lubin Auditorium
  - Updating AMC Committee email aliases

- **Professional Development** - Marni Vassallo, amc.professional.development@nyu.edu
  - AMC WorkHACK: Communication Tools
    - Thursday, March 15th, 12:00pm - 1:00pm @ Bobst Library, Room 745
  - AMC Mentoring Program Application
Next committee meeting:
- Tuesday, April 17th, 3:30pm - 4:30pm @ TBA

Nominations & Elections - David Vintinner, amc-elections-group@nyu.edu
- Nominations for Representatives will close March 13th (close of business today)
  - Schools/Units up for election this year: CUSP, CIMS, Libraries, FAS, Gallatin, IFA & ISAW, NYUAD, NYU IT, NYU Shanghai, Law, SPS, Steinhardt, UDAR, URPA
- Nominations for Officers will close April 3rd
  - Current Ballot:
    - Chairperson: Michael McCaw
    - Vice Chairperson: Justine Kelly-Fierro, Marcos Suazo, Juan Tie
    - Treasurer: Pamela Stewart
    - Secretary: Cassandra Bizzaro, Justine Kelly-Fierro, Alan Watson
- Nominations for Senators will close on April 10th (one officer role per candidate)

ANNOUNCEMENTS
- AMC April Meeting
  - Tuesday, April 10th from 9:00am - 10:00am @ Kimmel Center, Eisner and Lubin Auditorium
  - Officer elections
- AMC May Meeting
  - Thursday, May 3rd from 12:00pm - 1:30pm @ Kimmel Center, Rosenthal Pavilion
  - Luncheon and Senator speeches
- NYU Women in Information Technology
  - Programming to celebrate Women’s History Month - Full calendar of events online
  - Contact wit-steering@nyu.edu for more information
- March for Science (flyer attached)
  - April 14th, 9:00am - 1:00pm
  - www.marchforscienceny.com
- Ally Week
  - April 9-13th - more info coming soon

NEW BUSINESS
- DuoMobile SSO
  - FYI that the call option costs the University money - upcoming communication with more information
  - Concern brought about asking for personal device use
- Open AMC - https://openamc.ideascale.com
  - Sick Leave Buy Back - most popular idea currently
    - Looking to clarify how ideas are brought to Benefits committee
  - We will also be looking at how to weight our interaction with proposals/suggestions so its not just the most popular ideas that get attention

There being no further business, the meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Katrina Denney
AMC Secretary
Agenda

- Call to Order

- Reports
  - Chair’s Report
  - Committee Reports

- General Announcements
Call to Order
Chair’s Report
Chair’s Report

*Michael McCaw, AMC Chair*

- February post-meeting survey feedback

- [NYU’s response to Aramark incident](#)

- Request from NYU IT for AMC working group participants to evaluate administrative video collaboration and audio technologies
  - Please contact Evan Silberman - ems296@nyu.edu
University Senate Report

- Resolution requesting T-FSC, C-FSC, and SSC representation on University Board of Trustees
- Report from new Assistant Vice President for Sustainability
- Update from new leadership at Wasserman Center for Career Development
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.

Next Senate meeting is Thursday, March 29th from 9am - 10:30am.

- 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
Committee Chairs’ Report
ByLaws Committee

Chair: Norma Kenigsberg, IT

- Proposed additions to the AMC ByLaws:
  - A proposal to include a description of AMC Senior Unit Representatives formally in the Bylaws and to update related sections accordingly
  - A proposal to modify the membership details for the AMC Executive Committee
  - A proposal to modify the requirements for AMC Senator candidates with providing statements about their candidacy
3.C Representatives

(4) A Senior Unit Representative (SUR) is the primary contact for each AMC unit. One elected Representative from each AMC unit serves in this role. The SUR will serve a two-year term concurrent with the term of its unit.

After each unit’s Representative election, the unit’s elected Representatives will name the unit’s SUR. Each unit will employ the method for choosing its SUR most suitable to its size and requirements. The name of the SUR will be reported to the AMC Vice-Chairperson not later than two weeks after the election.

6. FUNCTIONS OF REPRESENTATIVES/ ALTERNATE REPRESENTATIVES

D. Senior Unit Representatives’ general responsibilities may include: coordinating filling unit Representative and Alternate Representative vacancies; reporting all changes to the unit’s Representatives and Alternate Representatives to the Chairperson of the Nominations and Elections Committee; liaising with the AMC Secretary regarding unit Representative attendance at all Council meetings; organizing requests for funding for unit-based AMC activities; sharing information about upcoming AMC events with the unit; encouraging the unit’s AMC constituency to volunteer and participate in AMC-sponsored events; and serving as liaison between the AMC Executive Committee, through the Vice-Chairperson, and the unit.

4.B.(3) Vice-Chairperson:
The Vice-Chairperson shall serve as the Chairperson of the Senior Unit Representatives group and as liaison between the Senior Unit Representatives and the AMC Executive Committee.
I. Executive Committee

(1) Executive Committee Charge
   a. The Executive Committee shall assist the Chairperson with the administration of the Council.
   b. The Executive Committee shall provide leadership to the Council by executing the decisions of the Council.
   c. The Executive Committee cannot propose to the University Administration formal changes on any policy issues affecting administrators without first consulting and obtaining the approval of the Council’s Representatives.
   d. The Council Chairperson shall serve as spokesperson for the Council in meetings with members of the University Administration to convey the expressed interests, concerns, and decisions of the Council.

(2) Executive Committee Members
   The voting members of the Executive Committee shall consist of:
   a. The current Officers of the Council
   b. The Senators
   c. The Chairpersons of the Standing Committees
   d. The Chairperson(s) of the Ad Hoc Committee(s)
   e. The Parliamentarian

   The Chairperson may invite other administrators to attend one or more Executive Committee meetings in a non-voting capacity.
3. ELECTIONS

B. Senators

In March, the Nominations and Elections Committee shall notify the constituents of the need for an election for Senators. Nominees shall be drawn from among the constituency of the Council providing that they are current or former elected members of the Council who have served in good standing within the past two years. Non-Council members who have actively served on Council committees within the past two years also are eligible. All candidates will be required to prepare a written statement regarding their goals and functions as a Senator. The candidates shall be expected to attend the end-of-year annual Council meeting in May where they will be required to give a brief statement about their candidacy. A candidate who cannot attend the annual Council meeting may designate someone, with the approval of the Chairperson of the Nominations and Elections Committee, to present his/her statement. In addition, each candidate shall be required to provide a statement about their candidacy at the end-of-year annual council meeting in May in a format determined by the AMC Executive Committee. The candidates’ written statements and ballots shall be made available to the constituents by a method approved by the Council within one week following the May annual meeting. Ballots must be submitted to the Nominations and Elections Committee within three weeks of the date they become available.

The constituency of the Council shall elect three Senators and four Alternates each year. Each Senator-elect shall assume a position on the Executive Committee of the Council on July 1. New Senators and Alternate Senators shall officially take office on September 1 following the May election. No individual may hold two Senate seats, whether Alternate or sitting Senator, at the same time.

In the event of an increase in the number of AMC Senators and Alternate Senators between elections, new Senate positions will be filled by the Alternate Senator(s) with the highest number of votes in the most recent Senate election.
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, March 21st from 9:30am - 11:00am
  ○ Kimmel Center, 7th Floor, Center for Student Life
Benefits Committee

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

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

● General Updates: clarifying policy vacation/sick day when University closes for weather emergencies

● Next committee meeting:
  ○ Friday, March 16th from 12:30pm - 1:30pm
  ○ NYU Tisch, 721 Broadway, 10th Floor Conference Room
Community Service Committee  
Chair: Carrie Meconis, Tisch  
amc-community-service-group@nyu.edu

- **Recycling Drive**: completed; sorting and distribution later this month

- **Book Drive**: March 19th - 23rd; used book collection for Books4Cause  
  - See flyer for more details

- **Spring Blood Drive**: Monday, April 30th from 10:00am - 4:00pm; registration email to be distributed in early April

- **Next committee meeting**:  
  - Tuesday, March 27th from 12:30pm - 1:30pm  
  - NYU Tisch, 721 Broadway, 12th Floor Dean’s Conference Room  
  - Recycling Drive sorting party!
Books4Cause: Used Book Collection
March 19th- March 23rd
Sponsored by NYU Administrative Management Council Community Service Committee

Here’s your chance to clear any dusty bookshelves! We are now collecting used books for a great charitable organization. Books must be in readable condition, but all genres and reading levels will be accepted. Their mission is described as:

“By donating gently used books to Books4Cause.com, donors create opportunities to help people in need. Book donations to Books4Cause.com have helped create over 100 libraries in Africa, recirculate hundreds of thousands of books and save millions more from landfills.”

Drop Off Locations

**Manhattan:**
- Tisch: 721 Broadway, 12th FL (Carrie Meconis)
- Stern: Tisch Hall, Rm 520 (Natasha Kempf)
- Silver Center: 100 Wash Sq East, Rm 1001E (Carol Hollingsworth)
- Nursing: 433 First Ave, 5th FL (Sangeeta Bhojwani)
- Center for Experimental Humanities: 14 University Pl, Ground Fl Reception (Nicole Pandolfo)
- Law School: 245 Sullivan at West 3rd, Rm 430 (Lisa Borge)
- 105 E 17th Street: 1st Fl, HR (Mirta Salomon)
- Silver School of Social Work: 1 Washington Sq North, Lobby (Benjamin Sher)
- 20 Cooper Sq: 5th FL, Center for the Humanities (Caroline Osse)
- UDAR: 25 w. 4th St., 3 Fl (David Huggins)
- Global Public Health: 665 Broadway, 11 Fl (Denise Upton)
- Bobst Library: 7 FL Staff Lounge (Jen Infante and Bonnie Brown)
- Steinhardt: 239 Greene St, 6 FL (Jennifer Ruocco)
- NYU IT: 10 Astor Pl, 7 Fl (Kerri Campbell)
- Judaic Studies: 53 Washington Sq S (Kirsten Howe)

**Brooklyn**
- NYU in Brooklyn Campus: 6 Metrotech Center, First Floor Security Area (Melissa Carhuayo)
- Center for Urban Science and Progress: 370 Jay Street, 12th floor (Christine Battaglia)
Communications Committee

Chair: Nadia Cureton, Stern
amc.communications@nyu.edu

- NYU TorchTech Share Fair Presentation
  - Tuesday, March 20th from 1:00pm - 3:00pm
  - Eisner and Lubin Auditorium

- Updating AMC Committee email aliases
Committee on Professional Development

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

- AMC WorkHACK: Communication Tools
  - Thursday, March 15th, 12:00pm - 1:00pm
  - Bobst Library, Room 745

- AMC Mentoring Program Application

- Next committee meeting:
  - Tuesday, April 17th, 3:30pm - 4:30pm
Nominations and Elections Committee
Chair: David Vintinner, University Enrollment Management
amc-elections-group@nyu.edu

- Nominations for **Representatives** will close **March 13th**.
  - CUSP, CIMS, Libraries, FAS, Gallatin, IFA & ISAW, NYUAD, NYU IT, NYU Shanghai, Law, SPS, Steinhardt, UDAR, URPA

- Nominations for **Officers** will close **April 3rd**.
  - Current Ballot:
    - **Chairperson**: Michael McCaw
    - **Vice Chairperson**: Justine Kelly-Fierro, Marcos Suazo, Juan Tie
    - **Treasurer**: Pamela Stewart
    - **Secretary**: Cassandra Bizzaro, Justine Kelly-Fierro, Alan Watson

- Nominations for **Senators** will close on **April 10th**.
General Announcements
Upcoming Events

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Upcoming Events

● NYU Women in Information Technology
  ○ March suite of programming to celebrate Women’s History Month
  ○ Full calendar of events available online
  ○ Contact wit-steering@nyu.edu for more information

● March for Science
  ○ April 14th, 9:00am - 1:00pm
  ○ www.marchforsciencenyc.com
  ○ Link to flyer
MARCH FOR SCIENCE
New York City

RALLY & SCIENCE EXPO

APRIL 14, 2018 | 9 AM
WASHINGTON SQUARE PARK, NEW YORK CITY

EVERYONE’S WELCOME!

#marchforsciencenyc
#ScienceMarchesOn

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amc.info@nyu.edu