Minutes of a Stated Meeting of the Administrative Management Council
Tuesday, November 14, 2017

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, November 14, 2017 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 9:04 am.

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on October 10, 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.

REPORTS
[Not verbatim, presentation attached]

AMC Chair, Mike McCaw, mike.mccaw@nyu.edu

- Thank you for providing feedback after our October meeting
  - Benefits presentation was helpful, but more than one presentation per meeting was a lot
    - Some of the questions felt personal and maybe more suited to Benefits Fair or one-on-one meetings with HR
  - Administrative Improvement Initiative
    - Because we are being included much earlier on, there aren’t a lot of details - this is a double edged sword
    - AMC will not bring this up again unless there is a concrete announcement or detail to share - but please continue to communicate your concerns or ideas
  - Meeting space too small
    - We might move to Eisner Lubin more regularly since it’s a larger space and we’re now getting more and more involvement - which is great

- Being@NYU Survey
  - Launching today, 11/14/2017 - keep a look out for an email
  - Lobby of Kimmel today - free pizza and soda and fill out the survey (12pm-4pm)
  - Launch delay due to making sure only NYU community members are able to take the survey and also insure confidentiality
  - Looking for as much participation as possible
    - Question (from end of meeting) - Now that the 30% threshold has been moved away from, will schools/units still be able to request drilled down information?
      - Mike will ask for more info and follow up
      - Dentistry was told that there is no longer a threshold for requesting the info, but the higher the percentage of participation the more meaningful the data
    - Goal was to share the findings originally shared Spring 2018, this might be pushed back but they will try to hold to that timeline
  - Survey closes 12/14/2017

- IdeaScale - Relaunch for OpenAMC
  - Single sign-on - working on this
  - Should launch soon - hopefully we’ll review new tool at our Dec general meeting

- Inquiries into job applicants’ salary history
  - Does not apply to transfer / promotion opportunities
  - For new hires - salary range will be shared
  - This issue would great for the new Open AMC - please comment if you feel so moved!
AMC Vice Chair, Juan Tie jht1@nyu.edu
- Senior Unit Rep (SUR) meeting last week
- Notes from meeting will be shared for SURs who couldn’t attend and a survey will be going out to all SURs
- Goal is to have robust conversation and then form a small working group to create definition of SUR and responsibilities - then bring for a vote

University Senate
- Mike McCaw, mike.mccaw@nyu.edu
  - October 2017 Senate meeting notes linked in presentation
    - NYU Hurricane Maria Assistance Program
    - Response to faculty who were denied visas to Abu Dhabi
    - Urging outreach to government officials regarding upcoming tax reform
      - Could affect Tuition Remission
    - Presentation on distance learning
  - All Senators have a guest pass for University Senate meetings
    - Please reach out via amc.info@nyu.edu or directly to Senator if you’re interested in attending

AMC Committee Chairs
- Compensation & Benefits Committee
  - Benefits Spotlight: Adulting 101 - Wills & Trusts, Life Insurance, & 403(b)
    - 11/15/17 @ 12:30pm-1:30pm
- Community Service - Carrie Meconis, amc.csc-group@nyu.edu
  - AMC Blood Drive - 11/20 @ 10am-4pm (Pless Hall Lounge)
    - Sign-up to donate: www.tinyurl.com/ NYUAMCGives
    - 1 in 3 people will need a blood transfusion at some point in their lives
    - Only 2% of people donate now - if we got that number to 3% we would no longer have a blood shortage
    - Every donation saves 3 lives
    - Requirements
      - Between the ages of 16-76
      - Valid ID (employee ID works)
      - Feel well - eat and well hydrated before donating
    - Consider writing to your congressman and the FDA regarding regulations for donating blood
  - Thanksgiving Food Drive updates
    - Online portion has closed - goal exceeded with 1,812 items donated!
    - On site locations will collect until end of day Thursday (11/16)
  - Annual Toy Drive: November 27th-December 14th
    - New, unwrapped, non-violent toys
    - Bring them to collection sites or purchase online via Amazon Wish List
    - Manhattan and Brooklyn sites will receive donations
    - Smile.amazon.com - send extra pennies to charity when you make purchase
    - Next committee meeting is November 29th from 12:30-1:30pm @ 721 Broadway
- Professional Development Committee - Marni Vassallo, Marni.Vassallo@nyu.edu
  - Mentoring program will likely meet again in February
  - CPD Special Events Team Meeting
    - Friday, November 12th from 12:00 PM - 1:00 PM
      239 Greene Street, Room 345
  - AMC WorkHACK: Communities of Practice
    - Thursday, December 7th from 12:30 PM - 1:30 PM
      383 Lafayette Street, Room C06
      RSVP at www.tinyurl.com/amcworkhack3
- AMC Inclusion, Diversity, & Equity (AIDE) Committee - Justine Kelly-Fierro, justine@nyu.edu
  - October meeting highlights
    - Conversation with Sabrina Ellis - Looking into how different schools hold back AMI percentages for bonuses (more info to come) and introduction to Dr. Lisa Coleman
Next Meeting - November 29th, 9:30AM-10:30AM - 7 East 12th Street, 4th Floor Conference Room
- Conversation with Affinity Group leadership

GUEST SPEAKERS
Katherine Fleming, Provost
[Not verbatim, presentation attached]

- Provost for three semesters so far and goal is to go to bed with a fairly empty inbox. Job is a reactive one and things are addressed as they happen
- What am I doing?
  - Macro
    - Work-life matters - doesn't always mean children, but they are included - all sorts of ways an employer can try to foster the wellbeing of their employees
    - Sustainability issues and environmentalism
      - New position joining the University to address these issues at NYU
      - Long standing misconception that sustainability equals more expensive - not true
  - Academic Domain
    - NYU is very big and schools don’t always communicate with each other - not the school’s fault as everyone is very busy
    - There are initiatives all over the University that could increase collaboration and have meaningful academic connections outside of their own schools
    - Diversifying the faculty - Steinhardt and Tisch have been excellent in this regard
- Questions:
  - Vision for the Brooklyn campus - transportation and a “real” campus presence
    - Tandon is there - real school
    - What is the vision - not to simply be the school of engineering
    - MTA building - Media, Technology and the Arts (Steinhardt, Tisch, FAS, cyber-security with Law and Engineering)
    - Need more robust transportation system - talking to the MTA
    - Sign on the highway for Brooklyn Poly-Technic - change to “NYU Brooklyn”
  - Work-Life Balance
    - Will the new office offer services and support to administrators?
      - In the process of hiring this role
      - Will work closely with benefits and human resources
  - Tuition Remission
    - Almost total divide between people who would like a higher portable tuition benefit and 100% domestic tuition benefit
    - The way it will be settled is the way that is the most economically beneficial to the institution
    - Tax Reform bill under consideration - various versions make tuition remission taxable
      - The University is strongly advocating against this
      - One thing that is clear is that the benefits offered by higher education institutions are under attack
      - Looking to structure them in alignment with other institutions
  - Why are the admins who transfer Abu Dhabi and Shanghai not recognized
    - Wasn’t aware of this - will look into it and report back
  - What is your interest in Women’s Leadership in the University?
    - In the academic realm - launching workshops for women in academics
    - Giving people training so they know how to behave and respond when confronted with those situations
  - Discussions are happening in regards to schools/units moving to Brooklyn - when will folks be notified if this affects them?
    - Single most complicated thing at this University is space planning
    - The space planners themselves don't know what the dominos are for having new space
    - Our space in Brooklyn is not being treated in any way as a “back office”
    - Will try to find out if there is a better and more specific timeline
OTHER BUSINESS

- AMC Letter to Senate Financial Affairs Committee
  - Last Year’s Letter
    - Merit increase to 3% with bonus pool of 0.5%
    - Salary bands and job descriptions
      - Investigated peer institutions and whether they share min/max salary information - would like to include this in this year’s letter
      - Descriptions don’t accurately describe duties
    - Additional benefits from WageWorks
    - Administrative support - This was approved
    - Offered ways to assist in affordability initiative
  - This Year’s Letter
    - AMI - should a multi-year roadmap for increasing percentage
    - Work-Life asks - shuttle from Port Authority to Washington Square
  - Ideas from floor
    - Tuition Remission - look at ways to make this more appealing to admin
      - Ad hoc committee is slowing down to tax reform discussions
      - Looking at improving communication of current policy
    - Telecommuting
      - Standardized policy is something that is of interest
      - Flexible Work Arrangements - in the work life committee survey
    - Could we also include some of the ways that we could offer assistance in some of the initiatives the University has announced?
      - Excellent idea - we did this a bit last year and we will continue
  - Reach out to Meredith with ideas, comments, suggestions - mr173@nyu.edu

ANNOUNCEMENTS

- AMC Benefits Spotlight: Adulting 101 - Wills & Trusts, Life Insurance, & 403(b)
  Wednesday, November 15th, 12:30pm-1:30pm
  Tisch Building - 40 West 4th Street, Lobby (L101)

- AMC WorkHACK: Communities of Practice
  Thursday, December 7th, 12:30pm-1:30pm
  NYU StudentLink Center - 383 Lafayette Street, Room C06

- “Performing Poe” - Edgar Allan Poe Room Event
  Thursday, November 30th from 6:00 PM - 8:00 PM
  NYU Law, 245 Sullivan Street, Furman Hall

There being no further business, the meeting was adjourned at 10:18 a.m.

Respectfully submitted,
Katrina Denney
AMC Secretary
Agenda

- Call to Order
- Officers, Senators and Committees Reports
- Guest Speaker
  - Provost Katherine Fleming
- AMC SFAC Letter Discussion
- General Announcements
Call to Order
Chair’s Report

Michael McCaw, AMC Chair

- October post-meeting survey feedback
- Being@NYU survey
- OpenAMC relaunch
- Inquiries into job applicants’ salary history
Vice Chair’s Report

Juan Tie, AMC Vice Chair

- AMC Senior Unit Rep meeting on November 7th
  - Discussion of SUR role, designation, and responsibilities
  - Development of centralized resources
University Senate Report

- **October 2017 Senate minutes**

- Key highlights:
  - NYU Hurricane Maria Assistance Program
  - Response to faculty who were denied visas to Abu Dhabi
  - Urging outreach to government officials regarding upcoming tax reform

- Presentation from Clay Shirky, Vice Provost for Educational Technologies
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
Benefits Committee

Chair: Meredith Rendall, IT
amc-benefits-group@nyu.edu

- AMC Benefits Spotlight: Adulting 101
  - November 15th from 12:30 PM - 1:30 PM
  - RSVP: [www.tinyurl.com/AMCAdulting](http://www.tinyurl.com/AMCAdulting)
Community Service Committee
Chair: Carrie Meconis, Tisch
amc.csc-group@nyu.edu

- Thanksgiving Food Drive updates
  - Online portion has closed - goal exceeded with 1,812 items donated!
  - On site locations will collect until end of day Thursday (11/16)

- AMC Blood Drive: November 20th from 10:00 AM - 4:00 PM.
  - Sign up to donate: www.tinyurl.com/NYUAMCGives
  - Yadira Navarro - ynavarro@nybc.org

- Annual Toy Drive: November 27th-December 14th.

- Next committee meeting is November 29th from 12:30 PM-1:30 PM.
Committee on Professional Development

Chair: Marni Vassallo, Steinhardt

amc-pd-group@nyu.edu

- CPD Special Events Team Meeting
  - Friday, November 12th from 12:00 PM - 1:00 PM
  - 239 Greene Street, Room 345

- AMC WorkHACK: Communities of Practice
  - Thursday, December 7th from 12:30 PM - 1:30 PM
  - 383 Lafayette Street, Room C06
  - RSVP at [www.tinyurl.com/amcworkhack3](http://www.tinyurl.com/amcworkhack3)
Committee Reports and Announcements
Guest Presentation
Provost Katherine Fleming
Alexander S. Onassis Professor of Hellenic Culture and Civilization
AMC SFAC Letter Discussion
Background

- University Senate Financial Affairs Committee (SFAC) requests a letter from each Council in early Spring.
- AMC SFAC Senator presents letter to SFAC on behalf of AMC.
- Collaborations with AMC Benefits Committee and AMC Officers to draft letter.
- Letter is voted on by AMC representatives.
General Announcements
Upcoming Events

● “Performing Poe” - Edgar Allan Poe Room Event
  ○ Thursday, November 30th from 6:00 PM - 8:00 PM
  ○ NYU Law, 245 Sullivan Street, Furman Hall

● AMC Benefits Spotlight
  ○ Wednesday, November 15th from 12:30pm - 1:30pm

● AMC WorkHACK: Communities of Practice
  ○ Thursday, December 7th from 12:30pm - 1:30pm
Upcoming Events

● AMC December Meeting
  ○ Tuesday, December 12th from 9:00 AM - 10:30 AM
  ○ *Eisner and Lubin Auditorium*

  ■ Guest Speaker: Charlton McIlwain, PhD - Associate Dean for Faculty Development and Diversity; Associate Professor of Media, Culture, and Communication

  ■ Invited Guest: Lisa Coleman, PhD - Senior Vice President for Global Inclusion, Diversity, and Strategic Innovation / Chief Diversity Officer
amc.info@nyu.edu