Minutes of a Stated Meeting of the Administrative Management Council  
Tuesday, September 12, 2017

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, September 12, 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. (9:07 am)

PRELIMINARY MATTERS - Approval of the Minutes
The minutes from the last meeting on May 4, 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
Tracey Gardner, Deputy Chief of Staff to the President
Danielle Mebert, AMC Inclusion, Diversity, & Equity Committee Co-Chair

[Not verbatim, presentation attached]:
- Climate Survey Working Group - Overview of committee process and recommendations
- Chief Diversity Officer - Lisa Coleman
  - Reports directly to the President
  - Sets strategic vision for NYU
  - Office space in 240 Greene Street
- Climate Survey coming this Fall 2017 (Being@NYU)
  - External consultant - Rankin & Associates Consulting
  - Climate Survey Working Group developed the questions and will be promoting the survey
  - Lisa is now taking over the Working Group, with guidance and support of previous members
  - Survey open to everyone at NYU on Oct 17 and runs through Nov 17
    - Voluntary, anonymous, multiple formats, focus on results
    - Qualitative and quantitative questions: 15-20 minutes
    - Can’t save and come back later in order to maintain anonymity
  - If a school or unit gets 30%+ participation, they can request specific results
  - climate_survey@nyu.edu with questions and/or suggestions

Jim Robertson, Executive Director of Web Services

[Not verbatim, presentation attached]:
- Why upgrade? 19 years old, limited code and functionality
- Goal - connect services, people, and content
- 30% of traffic is coming from non-desktop users
- New platform adds search functionality and customization
- People tabs - Profile with pre-populated information
- Can also “tag” yourself with descriptors to find colleagues with similar interests or backgrounds
  - Tag yourself as “AMC”!
OFFICER REPORTS
AMC Chair, Mike McCaw, mike.mccaw@nyu.edu
    ● AMC 101 [presentation attached]
        ○ Activity - “The AMC is...“
        ○ Overview of officers, AMC committees, Senate committees, and opportunities for volunteering and joining

AMC Vice Chair, Juan Tie, jht1@nyu.edu
    ● MLK Week Planning Committee - AMC participation
        ○ Previously, the AMC just gave funds, this year the AMC will take an active role on planning committee
        ○ Will be reaching out to the Senior Unit Reps (SUR) to schedule first meeting

OTHER BUSINESS
    ● Administrative Improvement Initiative [presentation attached]
        ○ Conversation is ongoing
        ○ More information will be reported at future AMC meetings and to SURs as available

ANNOUNCEMENTS
    ● Upcoming events [details in presentation attached]
    ● Upcoming guest speakers for AMC future meetings [details in presentation attached]

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

Respectfully submitted,
Katrina Denney
AMC Secretary
Agenda

- Call to Order
- Guest Speakers
  - Tracey Gardner, NYU Climate Survey
  - Jim Robertson, NYU Global Home
- AMC 101
- Other Business
- General Announcements
Call to Order
Being@NYU Survey

A benchmark to measure our progress in advancing equity, diversity, and inclusion
Background

NYU is committed to building a culture that respects and embraces diversity, inclusion, and equity, believing that these values – in all their facets – are, as President Andrew Hamilton said, "...not only important to cherish for their own sake, but because they are also vital for advancing knowledge, sparking innovation, and creating sustainable communities. They should be indispensable elements of an NYU education on all of our campuses. A diverse population encounters and appreciates all perspectives of an issue with a wealth of different approaches to confront it. The result is a higher quality of debate, and a more excellent and advanced academic enterprise."
Overview

- Open to everyone at NYU
- October 17 – November 17
- Voluntary
- Anonymous
- Multiple formats
- 15 – 20 minutes
- Focus on results
Your support

- Goal = 30% response rate
- Incentives!
- Please work with the ambassador(s) from your school/unit/institute to help promote the survey!
Thank you

Suggestions?
Questions?
climate.survey@nyu.edu
NYU Global Home Presentation
A Home for Everyone
NYUHome upgrade

Jim Robertson - NYU Digital Communications Group - Sep 12, 2017 - AMC meeting
Global Home Vision:

Connecting **services**, **people**, and **content** at all of NYU’s global locations in a **personalized** and **location-aware** environment.

- Mobile
- Searchable
- Customizable
- Interactive
- Social
- + more
A single responsive web UI that works across various device sizes.
Searchable, with auto-fill and suggested search.
Minimize:

Minimize/Maximize button + or -

...flips the Card over.

Maximize:

NYU Calendar

The NYU Calendar service, part of NYU Google Apps for Education, makes it easy to find and schedule meetings with other NYU community members and to reserve meeting rooms.

- **ACTIVITY FEED**
  
  **TODAY**
  
  **3:45 PM - 4:10 PM**
  
  Jim Robertson
  
  #IMP -- print
  
  https://docs.google.com/document/d/1XvcKnV7Jxgv5ccnQoJO/
  
  **3 MIN**

  **TODAY**
  
  **4:00 PM - 5:30 PM**
  
  NYU IT Support of Steinhardt’s Website
  
  Redesign Project
  
  82 Wash Sq East, Conference
  
  **10 MIN**

  **TODAY**
  
  **5:00 PM - 7:50 PM**
  
  Jim Robertson
  
  HOLD for NJ
June Jones:

```
SETTINGS ▼
Make this card a favorite?
Yes O

Activity Feed
Expand O

Maximum items to show
4 items 10

Show no items older than
2 days 7
```

João de Souza:

```
SETTINGS ▼
Make this card a favorite?
Yes O

Activity Feed
O Collapse

Maximum items to show
3 10 items

Show no items older than
1 7 days
```
June Jones:

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João de Souza:

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Select, then drag-and-drop to the order that suits you
Smart preview of content, direct links, and interaction -- and “GO” link to full content.
Now:

myTime
Your timesheet and time off requests and approvals.

GO

Phase 2:

myTime

ACTIVITY FEED

TODAY
BILL MOSS
Requested sick time
Aug 9-10 (21 hours)
YES NO

TODAY
JODI GOLDBERG
Requested vacation time
Sept 10-11 (14 hours)
YES NO

AUG 14, 2017
TOM MARTIN
Requested personal time
Sept 29 (7 hours)
YES NO

MY TIME OFF

VACATION
77 hours

PERSONAL
7 hours

SICK
346.5 hours

GO

Result:

Off-time approvals by managers will save 6 clicks and reduce time from 28 seconds to 3 seconds.
Now:

Phase 2:

Result:

Checking one’s balance will save 3 clicks and reduce time from 6 seconds to 1 second.
Introduce yourself to NYU! Upload a portrait photo. Fill out your NYU Profile!

**Morgan Prince**
- **Student**: History
- **Email**: map785@nyu.edu

**Leah Smith**
- **Student**: Business Statistics and Operations Research, Leonard N. Stern School of Business
- **Email**: lms319@nyu.edu

**Ulzee An**
- **Student**: Computer Science
- **Email**: ua349@nyu.edu

**Kuma Song**
- **Student**: Public Health
- **Email**: ts3454@nyu.edu

**Noah Fiorilli Nemerooff**
- **Student**: Film and Television

**Brian Centrone**
- **Student**: Film and Television, Tisch

**Academic and Professional Interests and Skills**
- Actuarial Science (Business/Insurance), Finance (Computers/Software).

**Social Interests**
- Soccer (Sports), Dance (Arts/Performing Arts), Violinists (Arts/Violin).

**Favorite Books, Movies, Shows, Music, Food, Etc.**
- Pop (Arts/Anti-Music), Reggae (Arts/Lyrics).

**On the Weekends, I Like To...**
- Relax, Play Soccer, Watch Netflix.

**In Five Years, I See Myself...**
- Starting my Graduate Degree.

**Languages**
- English.

**Hometown**
- Bermuda Dunes, California, United States.

**Places I’ve Lived**
- Bermuda Dunes, California, United States.
Introduce yourself!

NYU Home

Jim Robertson

jim@nyu.edu

ABOUT ME
Hi! My team is building Global Home. Use the feedback links if you have suggestions. Happy to hear them from you.
The Class of 2020 (so far)
Global Home has been designed to:

- Work on your desktop, laptop, tablet, and phone.
- Make it quicker and easier for you to find your way to NYU service.
- Introduce yourself to your NYU peers.
- Find others with like interests.
AMC participation welcome:

- Suggestions for tweaks
- Focus groups for Phase 2 features
- Encourage your colleagues to “introduce themselves”

Email me: jim@nyu.edu or nyuhome-feedback-group@nyu.edu
AMC 101
The AMC is...
What is the AMC?

- The Administrative Management Council (AMC) is the organization through which NYU administrators - management and professional personnel - participate in University governance.

- The AMC initiates, deliberates, and responds to the issues and concerns of its constituents and the University community. The AMC is committed to promoting the professional growth and development of NYU administrators, and it is deeply committed to community service.
Active and Meaningful Collaborations

● Engagement with other Councils

● Engagement with Senior Leadership

● Engagement within AMC
Engagement within the AMC

- Succession planning for AMC Officers, Senators, and Committee Chairs
- Ensuring longevity of the new AMC staff position
- Empowering the AMC Senior Unit Representatives with resources
- Strategically utilizing funding to support AMC’s mission
- Sharing data and supporting analyses across all AMC committees
- Creating a consistent presence for the AMC

*How does this advance the mission of the AMC?*
Michael McCaw
Chair, NYU AMC
Senator, University Senate Executive Committee

Senior Business Analyst, NYU IT Program Services Office

Mike.McCaw@nyu.edu
Juan H. Tie
Vice Chair, NYU AMC
Alternate Senator, University Senate Executive Committee

Associate Director, Campus Services

Juan.Tie@nyu.edu
Katrina Denney
Secretary, NYU AMC
Senator, Organization and Governance Committee

Director of Administration, FAS Politics Department

Katrina.Denney@nyu.edu
Daniel Holub
Treasurer, NYU AMC
Alternate Senator, University Judicial Board

Department Manager, FAS College Core Curriculum

Daniel.Holub@nyu.edu
University Senate Committees

- Executive Committee
- Public Affairs
- Financial Affairs
- Academic Affairs
- University Judicial Board
- Organization and Governance
University Committee Representation

- Advisory Committee on Sexual Misconduct
- Protection of Minors Steering Committee
- Security Advisory Committee
- Superblock Stewardship Advisory Committee
- TFSC Administration and Technology Committee
- Women’s Leadership Forum
- Senate Committee on Work Life Balance

- University Task Force
  - Affordability
  - Tuition Remission
● Benefits and Compensation Committee
  ○ Chair: Meredith Rendall, IT
  ○ Email: amc-benefits-group@nyu.edu

Charge: Conduct ongoing reviews of current personnel and benefits policies affecting administrative and professional staff, and submit recommendations to University Administration relative to existing policies.

Key Highlights: Successfully advocated for changes to existing benefits and creation of new benefits, including: interest-free deferred payment computer purchase program at the NYU Bookstore; second Master's Degree for spouses/registered same sex domestic partners/dependent children; enhancements to Bonding Leave and FMLA Leave policies; successfully advocated for a full-time support position for the AMC
ByLaws Committee

- Chair: Norma Kenigsberg, IT

**Charge:** Review the contents of the Bylaws, addressing the changing needs of the Council and eliminating any ambiguities. The Parliamentarian is responsible for rendering opinions on procedural matters according to the rules of the AMC using the Robert's Rules of Order, Newly Revised Edition, except when inconsistent with the AMC Bylaws.

**Key Highlights:** New senator appointments, officer duties, additional standing committees
Communications Committee

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

**Charge:** Provide updates of AMC activities and events as well as information of general interest.

**Key Highlights:** AMC website and calendar maintenance, email communications
Community Service Committee
  ○ Chair: Carrie Meconis, Tisch

Charge: As per the bylaws of NYU, identify and coordinate community service opportunities for the administrative population at the university.

Key Highlights: Fundraising walks, community relief collections, book/recycling/toy/coat drives, Naughty Knitters, Greenwich Village Halloween Parade, MLK Week
● Nominations and Elections Committee
  ○ Chair: David Vintinner, Institutional Research and Data Integrity

**Charge:** Responsible for conducting the annual elections of representatives and alternates, and for receiving nominations and administering elections for the officers of the Council (Chairperson, Vice-Chairperson, Secretary, and Treasurer) as well as conducting the election for Senators and Alternate Senators.
Committee on Professional Development

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

**Charge:** Assimilate newly hired administrators, foster cross school collaborations, and provide developmental opportunities for all NYU administrators through a voluntary paired mentoring program and related programming developed in cooperation with existing University resources.

**Key Highlights:** Mentoring program, AMC WorkHACK Sessions, “Resume Refresher” event, New Employee Welcome Letter, Professional networking

- **Announcements:**
  - Resume Refresher on October 12th. Enroll on NYU iLearn by searching for CAR 116
● Special Events Committee
  ○ Chair: Julie Kaplan, FAS

Charge: Provide and support programs which enrich the professional and personal lives of administrators

Key Highlights: Yearly Town Halls with NYU President, the annual Administrators’ Art Show, End-of-the-Year Luncheon for all administrators, and the Retirees Luncheon.
● **Ad-Hoc Committee on Inclusion, Diversity, and Equity**
  ○ **Co-Chairs:** Justine Kelly-Fierro, Steinhardt; Danielle Mebert, SPS
  ○ **Email:** amc-aide@nyu.edu

**Charge:** 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 hiring and retention.

○ **Announcement:**
  ■ AIDE Committee Meeting on Wednesday, September 13th at 9:30 AM
Proposed Goals Presented to AMC Executive Committee (8/17/2017)

- Improve the quality of administration and services supporting the NYU community
- Improve the quality of administrative information and reporting to enhance decision making
- Improve career opportunities, training and development for administrative staff
- Generate resources to support the academic enterprise and improve affordability
- Simplify administrative processes and structures – reduce/eliminate confusion as to how get things done
General Announcements
Upcoming Events

● AMC AIDE Committee Meeting
  ○ Wednesday, September 13th at 9:30 AM

● AMC New Representatives Welcome Reception
  ○ Tuesday, September 26th from 4:30 PM - 6:00 PM

● University Senate Meeting
  ○ Thursday, October 5th (open to Senators, Alternate Senators, and invited guests)

● 15th Annual Supplier Expo
  ○ Friday, October 6th from 11am - 2pm at Eisner and Lubin Auditorium
Upcoming Events

- **AMC Town Hall with President Andrew Hamilton**
  - Thursday, October 12th from 9:00 AM - 10:30 AM at NYU Law’s Greenberg Lounge

- **AMC/HR Resume Refresher**
  - Thursday, October 12th from 12:00 PM - 2:00 PM. Enroll for a 30 minutes slot on NYU iLearn - CAR 116
Guest Speakers for Upcoming AMC Meetings

- October: Patricia Halley, AVP for Global Benefits
- November: Provost Katy Fleming
- December: Associate Professor Charlton McIlwain
- Spring (to be confirmed): Martin Dorph, Sabrina Ellis, Bethany Godsoe, Toastmasters