MINUTES OF A STATED MEETING OF THE 
ADMINISTRATIVE MANAGEMENT COUNCIL GENERAL MEETING

A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, November 13, 2018 at 9:00 a.m., in the Eisner and Lubin Auditorium located on the 4th floor of the Kimmel Center at 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.

I. Preliminary Matters
   a. Call to Order and Approval of Minutes
      Michael McCaw

II. Reports
   a. Chairperson
      Michael McCaw
      i. Formation of the AMC and User Advisory Group (UAG) Ad Hoc Working Committee on Project Management
         1. Will provide administrator analysis and feedback for platforms that support teaching and learning needs of faculty and students
         2. AMC representatives:
            a. Nadia Cureton, Stern
            b. Ayana Phillips, Tisch
            c. Alan Watson, Tisch (co-chair)
            d. Brian Wummel, Public Safety

   ii. Senate Report
      1. University Judicial Board
         a. Katie Santo, Daniel Holub, Marcos Suazo, Mark Cariaso
      2. Our work this year will focus on reviewing and revising the following:
         a. NYU Guidelines for Protest and Dissent
         b. Senate Rules of Procedure III.2.f,
         c. Student Grievance Procedures.

   b. Committee Reports
      i. AIDE
         1. AMC AIDE Mix & Mingle on November 9th had ~50 attendees! Congratulations to Sonya Artis (Tisch) who won the AIDE Bingo game.
2. Next committee meeting: Wednesday, November 21st, 9:30am - 11:00am
   82 Washington Place, 5th Floor Conference Room
3. Development for a “Closing the Wage Gap/Pay Equity” Workshop

ii. Benefits
   1. The Benefits Committee is preparing a communication to UHR requesting
      clarification for the weather related closure policy.
   2. Spring Benefits Spotlight (Date: TBD) will focus on tuition remission.
   3. Next committee meeting: Friday, December 7th from 12:00 PM - 1:00 PM
      721 Broadway, 11th Floor Conference Room

iii. Community Service
   1. Thanksgiving Food Drive has ended to a huge success!
      a. 2,504 items donated online (504 items over our goal)
      b. On site items are still being calculated
   2. Special thanks to the committee members, site coordinators, Public Safety, and
      Jennie Tichenor!
   3. AMC Blood Drive will be held on Monday, November 19th from 10am - 4pm
      82 Washington Place, 1st Floor, Sign up at http://tinyurl.com/NYUAMCGives

iv. Professional Development
   1. AMC WorkHACK: Communicating with Constituents: Discover how you can use
      a variety of tools and tricks to update your communication strategy.
      a. Tuesday, December 4th from 1:00 PM - 2:00 PM 40 West 4th St, Room
         T-415. RSVP at https://events.nyu.edu/#!view/event/event_id/220588
   2. Next committee meeting: Thursday, December 6th from 3:30 PM - 4:30 PM 239
      Greene Street, Room 412
   3. Resume refresher event will be happening in Mid December - More info coming
      soon.

III. Guest Presentation
   a. Being@NYU Survey Update
      i. Stats of participation
         1. 21,699 people took the assessment
         2. 31.1% overall responses rate
         3. 33.1% of Undergraduates, 23.8% of Graduate/Professional students, 5.5% of
            Non-Degree Students, 30.0% of Faculty, and 54.7% of Staff/Administrators
         4. Special note - Rankin and Associates noted that our response rate, specifically
            with Staff and Faculty, was exceptional
      ii. Overarching findings - Within the last year:
         1. 17% of respondents personally experienced exclusionary conduct at NYU that
            interfered with their ability to work, learn, or live at NYU
2. 27% of respondents observed exclusionary contact at NYU
3. 42% of faculty respondents seriously considered leaving NYU
4. 55% of staff/administrator respondents seriously considered leaving NYU
   a. Of this statistic 57% Indicated Limited opportunities for Advancement,
      46.7% Indicated Salary, 34.6 Indicated Increased Workload

iii. There are many new initiatives created or reinforced in response to the results of the survey
   1. Student Success Initiative
   2. Faculty Recruitment, Retention, and Inclusive Excellence
   3. Professional Development Opportunities
   4. Work Life Office
   5. Preferred Name Changes
   6. Gender-Neutral and Accessible Restrooms
   7. Global Academic Centers
   8. New Positions: in OEO, Global Inclusion, and CMEP
   9. Staff/Faculty Affinity Networks, Disability, Inclusion, and Accessibility Working Group;
   10. New Director, Disability Inclusive Culture Position
   11. Bias Response Line

iv. Next Steps
   1. Improved Child-Care Support
   2. Women’s Leadership Forum
   3. Global Academic Centers
   4. Cross-University Collaborations, and Committees
      a. Committees (Chairs and charges included in the following Presentation)
         i. Global Inclusion Student Advancement Committee
         ii. Global Staff and Administrative Inclusive Excellence Committee
         iii. Global Inclusion Academic Affairs, Faculty, and Pedagogy Committee
         iv. Senior Global Inclusion Officers Committee
      b. Incubation groups - not included in the presentation
         i. Bringing small groups of constituents from across the university
            (15 to 20 at a time)
         ii. Email Raphael

v. Questions
   1. Question: There is a Position for Faculty Retention, Promotion and Inclusive Excellence, is there a position for Administrators and Staff. Reply: YES! They have been hired, they have signed the contract and will be announced soon.
   2. Question: The Women’s Leadership Forum is for Band 54 and under, is there a way to bring that down or create a secondary one? Reply: Wow, I’m unaware of that. Yes! I was unaware, that is low hanging fruit. My observation is that mentorship is very lacking at NYU.
3. Question: Are you doing anything regarding Age Discrimination? Reply: Yes, we are working with the Aging Center at NYU to help work with employees with generational differences. This is similar to our program helping Veterans.
4. Question: Regarding the large percentage of administrators leaving - do we have any tracking on where those are in the university? Are there higher concentrations in certain areas? Reply: Yes. While there is dissatisfaction across the university, there is tracking. The trends we see highlight underrepresented employees in certain areas, and around thresholds of salary bands. It’s showing that there is dissatisfaction regarding advancement past certain thresholds.
5. Question related to child support. Do we know what that will look like? Reply: We don’t know what it will look like but we know that it is a concern. There are concerns about time as well as affordability. We are leaving that to the committee to work
6. Question: Will there be a follow up surveys? Reply: We will be doing small pulse survey, as well as focus groups. It was communicated that this survey will hopefully be done every 3 to 5 years.
7. Question to clarify the incubator group. There are incubators for faculty, students, those who work with students and administrators. There will be one for each semester, but the point is to work towards ideas brought up in the survey.
8. Question about technology and the experience being different across the university. We are in a silo, but might need a united experience. Reply: That’s actually the big question we are working on right now, but a bit broader. We are spending a lot of time and effort to really drill down to what NYU needs to stand for and be seen as. For example the Mellon foundation looks at institutions and certifies them as an Mellon Mayes Undergraduate Fellows Program (MMUF) - NYU is not a MMUF institution, which doesn’t really matter, but if we are given a MMUF vetted institution, it signals that we’ve been vetted to other funding institutions. Mellon does not understand NYU because of the federated model.

IV. AMC Communications Committee Presentation
   Cassandra Bizzaro
   Logan Johnson
   a. Redesign of monthly AMC email to launch in February 2019- Share your thoughts!
      i. 250 responses received already! Survey closes on Monday, November 19th

V. General Announcements
   a. NYU Federal Credit Union Program Updates
      Mira Ness
      i. Featured products - Foreign Currency Exchange, First Time Home Buyer Grant, Citibike Discounts, Car Loans, Etc.

VI. OpenAMC Updates
   a. Flextime/Telecommuting or Summer Fridays - Currently under review/analysis with University Human Resources and Office of Work Life
b. Weather Related Closure Policy - Currently under review/analysis with AMC Benefits Committee

c. Election Day Civic Holiday - To be assessed

d. Sick Leave Buy Back/Donation Policy - To be assessed

VII. Adjournment

a. There being no more business, the meeting was adjourned at 10:25 AM

Respectfully submitted,

Alan Watson

AMC Secretary