A stated General Meeting of the New York University Administrative Management Council was held on Tuesday, December 11, 2018 at 9:00 a.m., in the Colloquium Room located on the 5th floor of the Global Center for Academic and Student Life at 238 Thompson St. 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 9:05 am.

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

II. Reports
   a. Chairperson  
      Michael McCaw
      - Board of Trustee Engagement: Members of the executive committee are set to meet with the board directly following this meeting. The Board is meeting with all the senate executive councils.
      - Welcome to Members of the NYU Abu Dhabi Staff Advisory Council
      - HR Competencies and Rewards & Recognition Updates  
        - Members of the AMC met with chairs of two new committees created at request of Sabrina Ellis to review HR processes.
      - Inclusive Leadership & Management Institute is accepting applications until January 4th.
      - Request to give to NYU Community Fund
      - Brief discussion on Open AMC new ideas and ideas under review

   b. Senate Financial Affairs Report  
      Carrie Meconis
      - Letter is being drafted for review from the exec committee by end of January

   c. Committee Reports
      AIDE
      Next committee meeting:
      Wednesday, December 19th, 9:30am - 11:00am
      82 Washington Square East, 5th Floor
      - Next steps re: salary transparency/pay equity conversations and
approach

- Review wage gap workshop plan
- Planning for spring

Community Service

- AMC Blood Drive on November 19th had 29 participants resulting in 99 lives saved.
- AMC Toy Drive will be accepting donations until December 13th. Today is the last day for online purchases, and physical toys can be dropped off at site locations across campus.
- AMC Recycling Drive will begin immediately when we return from break. Please note that St. Jude's Recycled Card Project is back!

Next committee meeting:
Tuesday December 18th from 12:30 PM - 1:30 PM
721 Broadway, 9th floor conference room
Subcommittee of Community Service and AMC Data Assessment will be meeting December 13th at 12pm. If interested, please contact Carrie ASAP.

Professional Development

- AMC WorkHack: Communicating with Constituents was a great success. Thank you to our presenters!
AMC Resume Refresher will be taking place today from 12:00 PM - 2:00 PM.

Save the dates for a few exciting January events:
Emerging Professionals Wine and Cheese 101 - Jan 15th from 5:00 PM - 7:00
Speed Networking Mix & Mingle - Jan 23rd from 10:30 AM - 11:30 AM

Next committee meeting:
Thursday, January 10th from 3:30 PM - 4:30 PM.
239 Greene Street, 4th Floor

III. Guest Presentations
a. Student Success
MJ Knoll-Finn and Bernie Savarese
- The enrollment management “life cycle of a student” starts before they are even enrolled here...
- When MJ started in 2014 there was an attitude that we could not do better with our student first year retention rates but she did not agree with that mentality and we have reached 94 percent in 4 years. Graduation rates is at 84 percent and we want to raise that to 90 percent by 2026 first year retention want to raise to 96 percent by 2020
- MJ acknowledged 55 percent number from Being@NYU survey and that to
ensure student success we also need to make systemic changes for administrators

- Idea is not to keep piling work on administrators but to work smarter—MJ wants to focus on processes that work effectively and let go of those that don’t.
- Bernie Savarese took over to speak about NYU Connect powered by Starfish. Hobsons is a vendor who provided what they were looking for in a tool.
- NYU Connect phase one reaches advisors, faculty, student services and leadership. Especially for advisors and faculty it replaces a clunkier tool in Albert that was previously used to flag students.
- Following phases will connect other student services and eventually the students themselves.
- Mental Health concerns should still be handled by the wellness exchange.
- We have dedicated support team for NYU Connect.

Questions

Does data in this presentation reflect global sites?
MJ's response is that it was New York data. But eventually the tool will be expanded to them. Currently rates look fantastic and higher than New york.

How are we helping students with this aspect of their time at university and beyond?
MJ's response is is partly to move Natasha Bean into the Financial Education role. Also how admissions staff talk to aspiring students to frame their hopes and disappointments and try to dispel myths they may have while remaining positive about NYU.

Compliance question about keeping students engaged and mandatory roll-taking?
MJ's response was that that is partly compliance with the government.

Question about how NYU Connect can engage staff/admins outside of the advisor buckets?
Bernie’s response is that the goal over 18 months is to get all student-facing staff to use the tool. Follow-up to that: how do admins who are passionate about student success but are not necessarily student facing participate in it? MJ's response: AMC could make student mentorship/outreach/service a central component of what we are working on. The activity can grow from us and doesn't need permission from senior leadership.

b. Management Fellows Cohort Presentation  Aimee Clark, Manish Devjani, and Joanne Garce

About the program:
- Sponsored by Executive Vice President, Martin Dorph
- Year-long cohort program beginning early-October and concluding the following June
- 24 mid-level administrators (Bands 53 and 54) selected out of 100
- Next cohort planned for 2019-2020 academic year
- Our presenters worked on student success committee.
- The fellows felt the university has made a significant investment in their professional growth.
- Time Commitment:
  - Attend monthly full-day sessions
Question
How did the program fit in with the fellows' normal day job?
Response from Fellows was that it was a fair amount of work, more than the 10 hours per month that is listed in program description, but the work is worth it. The three agree that your team and managers need to be supportive of the endeavor.

IV. General Announcements

- The Office of Equal Opportunity (OEO) is responsible for advancing and monitoring the University's equal opportunity and affirmative action policies, procedures, and programs.
- OEO offers a number of workshops to make community members aware of NYU policies and other federal, state, and city laws regarding sexual misconduct, discrimination, and harassment, including reporting responsibilities and available University resources.
- Next NYU Senate meeting is Thursday, December 13th from 9:00 AM - 10:30 AM. AMC Senators are given one guest pass each for University Senate meetings.

V. Adjournment

a. There being no more business, the meeting was adjourned by 10:30am

Respectfully submitted,

Seamus Mullin

AMC Coordinator