ADMINISTRATIVE MANAGEMENT COUNCIL GENERAL MEETING
Tuesday, September 11, 2018
9:00 AM – 10:30 AM
Global Center – 5th Floor, Colloquium Room
238 Thompson Street

● Preliminary Matters
  ○ Call to Order and Approval of Minutes  Michael McCaw
    ● Mike used Poll Everywhere multiple choice questions to introduce some fun statistics about the AMC’s size to remind folks all units are represented and the AMC covers all 3700 eligible admins. This was an educational opportunity as the majority of folks did not guess the correct answer.

● Reports
  ○ Chairperson  Michael McCaw
    ■ Mike discussed the communications team will be working on a revamped newsletter.
    ■ We will make sure OpenAMC has good governing body.
    ■ We want to continue to be at the forefront of APII and continue great collaborations with Senior Leadership.

  ○ Vice Chairperson  Katrina Denney
    ■ Katrina wants to continue working with SURs and senators
    ■ Make sure that there is increased transparency with the Senator role.
    ■ Katrina will also focus this year on sustainability.

  ○ Treasurer  Pamela Stewart
    ■ Pamela is going to reach out to deans for event sponsorship and unit heads to get more people to volunteer--remember “she is all about the money!”
III. Committee Reports

○ Administrators’ Inclusion, Diversity, and Equity Committee
  ■ Next committee meeting:
  ■ Wednesday, September 19th, 9:30am - 11:00am
  ■ 721 Broadway, 9th Floor Conference Room

  ■ Apply to be the new AMC AIDE Co-Chair at https://bit.ly/2Qgib43

○ Benefits Committee
  ■ Fall Benefits Spotlight: Student Loan Repayment (And Forgiveness!)
  ■ Friday, October 12th from 12:00 PM - 1:15 PM
  ■ 40 West 4th Street, Tisch Hall, Gould Plaza
  ■ RSVP at http://events.nyu.edu/#!view/event/event_id/213042

  ■ Next committee meeting:
  ■ Friday, September 28th from 12:00 PM - 1:00 PM
  ■ 721 Broadway, 11th Floor Conference Room
  ■ Call for volunteers to lead and work on new subcommittees!

  ■ Trish Halley and her team from NYU Global Benefits will outline key benefits changes at the October AMC General Meeting.

○ Community Service Committee
  ■ Summer blood drive
    ● 24 total units collected = 72 lives impacted

  ■ Next committee meeting:
    ● Tuesday, September 18th from 12:30pm - 1:30pm
    ● 721 Broadway, 9th Floor Conference Room

○ Communications Committee
  ■ New AMC email design and communication strategy underway!
  ■ Welcome to new committee members: Marcos Suazo, Logan Alexander, and Wayne Cook
  ■ Next committee meeting:
- Monday, October 1st from 12:00 PM - 1:15PM
- Tisch Hall, 40 West 4th Street, T-530 (5th floor)

- Professional Development Committee
  - Next committee meeting:
  - Thursday, September 13th from 3:30 PM - 4:30 PM
  - 239 Greene Street, Room 412

- AMC Mentoring Program kickoff to be scheduled in the coming weeks.
- Upcoming events include a Personal Branding Workshop, Resume Refresher, WorkHack Series Event, and a Networking Event.

- Special Events
  - 21st Annual AMC Art Show gallery open through September 19th
  - Welcome Reception for New AMC Representatives
    - Thursday September 27th from 9:00 AM - 10:30 AM
    - 721 Broadway, 12th Floor Conference Room

- Research and Assessment Committee
  - Next committee meeting:
  - Thursday, September 20th from 12:00 PM - 1:00 PM
  - 239 Greene Street, Room 610
  - Anyone interested to participate is welcomed!

IV. Announcements

- Short recap from Carrie Motschwiller about the list of upcoming LiveSmart events and workshops.
- Health Matters - registration is open for cholesterol/blood pressure screenings and flu vaccine clinics.
- Money Matters - several financial wellness workshops scheduled throughout the semester
- Community Matters - live monthly webinar topics offered by Carebridge, including opioid crisis, coping with a serious illness, and making decisions for an adult/elder loved one.
- Global Walking Challenge - new team structure this year! Registration begins in late September.
- NYU Benefits Fairs: Oct 24th (near Union Square); Oct 30th (Brooklyn); Nov 1st (Washington Square)
• She mentioned a new aspect of the global walking challenge where groups of admins can form teams to inspire friendly competition. The AMC will be creating a few.

• Presentation from Amy Hernandez on Torch Tech Summit 11/14/2018 in the Kimmel Center and call for presentation/poster proposals

• NYU Aging Incubator: Brown Bag Lunch Seminar - an information session to discuss how faculty and administrators can get involved in the Makerthon by being mentors to student teams or help us find mentors for students.

  - Monday, September 24th from 12:30 PM - 1:30 PM
  - 16 Washington Place, Launchpad Room
  - More information, including a RSVP link, is available at https://events.nyu.edu/#!view/event/event_id/212943

V. Adjournment

  There being no more business, the meeting was adjourned at 10:00 am

Respectfully submitted,
Seamus Mullin
AMC Administrative Coordinator
AMC General Meeting

Michael McCaw
September 11, 2018
Agenda

- Call to Order
- AMC 101
- Reports
  - AMC Officers
  - Administrative Coordinator
  - Committee Chairs
- General Announcements
Call to Order
● Using your phone, send a text message with **AMC** as the message to the following number:

     376-07

● Participate by texting your response.
How many units (schools, divisions, institutes, & presidential areas) are in the AMC?

- 10
- 17
- 23
- 27
- No clue
The AMC is comprised of **27 units**:

- Courant, FAS, Gallatin, IFA/ISAW, Meyers, NYU Abu Dhabi, NYU IT, NYU Shanghai, Law, SPS, Silver, Steinhardt, Stern, Tandon, Tisch, Wagner
- Divisions of Libraries, Student Affairs, Finance, Operations, Provost, UDAR, URPA
- EVP for Finance, EVP for Operations, Office of the President
How many administrators are part of the AMC?

100 - 300
300 - 600
600 - 900
900 - 1200
1200+

However many people are in the room right now
As of 9/2/2018, 3,612 administrators are in the AMC.
How old is the AMC?

10+ years
20+ years
30+ years
40+ years
50+ years
The first AMC meeting was held on October 23, 1970, making the AMC nearly **48 years old**.

- 47 years, 10 months, 20 days, and counting...
Chair’s Report

Michael McCaw, IT

- AMC’s agenda for upcoming year
  - Enhanced AMC marketing efforts with more attention on the administrator community
  - More engagement, communications, and governance with OpenAMC
  - More direct and concrete participation with the Administrative Process Improvement Initiative (APII)
  - Continued collaborations with Senior Leadership, University Senate Councils, and Board of Trustees to advance the work of our AMC Committees
  - Succession planning and soliciting more volunteers
Chair’s Report

Michael McCaw, IT

- OpenAMC Updates
  1. Summer Fridays
  2. Sick Leave Buy Back Policy
  3. Civic Holiday on Election Day
  4. Flex Time/Telecommuting
  5. 100% Tuition Remission
Vice Chair’s Report

Katrina Denney, FAS
Administrative Coordinator’s Report
Seamus Mullin, University Human Resources

● AMC Events Calendar page

● Sustainability Efforts
  ○ Can “Grounds 2 Grow On” work on your floor?
  ○ UHR’s Experience so far
Committee Chair Reports
Administrators’ Inclusion, Diversity, and Equity Committee

Chair: Justine Kelly-Fierro, Steinhardt
amc.aide@nyu.edu

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  - Wednesday, September 19th, 9:30am - 11:00am
  - 721 Broadway, 9th Floor Conference Room

- Apply to be the new AMC AIDE Co-Chair at https://bit.ly/2Qgib43
Benefits Committee

Chair: Stevin Azo Michels, Tisch; Vice Chair: Cristina Fowler, URPA

amc.benefits@nyu.edu

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- Trish Halley and her team from NYU Global Benefits will outline key benefits changes at the October AMC General Meeting.
Communications Committee

Chair: Cassandra Bizzaro, Stern
amc.communications@nyu.edu

● New AMC email design and communication strategy underway!

● Welcome to new committee members: Marcos Suazo, Logan Alexander, and Wayne Cook

● Next committee meeting:
  ○ Monday, October 1st from 12:00 PM - 1:15PM
  ○ Tisch Hall, 40 West 4th Street, T-530 (5th floor)
Community Service Committee

Chair: Carrie Meconis, Tisch
amc.community.service@nyu.edu

- **Summer blood drive**
  - 24 total units collected = 72 lives impacted

- **Next committee meeting:**
  - Tuesday, September 18th from 12:30pm - 1:30pm
  - 721 Broadway, 9th Floor Conference Room
Professional Development Committee

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

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  - Thursday, September 13th from 3:30 PM - 4:30 PM
  - 239 Greene Street, Room 412

- AMC Mentoring Program kickoff to be scheduled in the coming weeks.

- Upcoming events include a Personal Branding Workshop, Resume Refresher, WorkHack Series Event, and a Networking Event.
Special Events Committee
Chair: Julie Kaplan, FAS
amc.special.events@nyu.edu

● 21st Annual AMC Art Show Gallery open through September 19th.

● Welcome Reception for New AMC Representatives
  ○ Thursday September 27th from 9:00 AM - 10:30 AM
  ○ 721 Broadway, 12th Floor Conference Room
Research and Assessment Committee

Chair: Melissa Bonaparte, Steinhardt
amc.data@nyu.edu

● Next committee meeting:
  ○ Thursday, September 20th from 12:00 PM - 1:00 PM
  ○ 239 Greene Street, Room 610
  ○ Anyone interested to participate is welcomed!
General Announcements
NYU

Large-Scale, Single Day Event

**Audience**
- Up to 400 attendees
- NYU:
  - Faculty
  - Students
  - Staff
  - Alumni

**Features**
- Up to 44 Sessions + Posters
- Featured Keynote Speaker: Professor Yann LeCun
- Closing Plenary Session
- Vendor Expo
- VIP Reception
- Mentorship Program (Tentative)

**Tracks**
- Connected Health
- Teaching & Learning
- Entrepreneurship & Innovation
- Internet of Things
- Scholarship & Research
- Teaching & Learning
## Call for Proposals

### Total Submissions

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### Presentation Types

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### Participants

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Last updated: Week of 9/10
How Can You Help?

**Plenary Session**

Do you have a relationship with:

1. An NYU academic leader?
2. Prominent NYU alumni?
3. Faculty member, administrator or researcher doing amazing things in the tech space?

If so, we’d like to hear about it!

**Call for Proposals**

Please help us distribute the call for proposals, and soon registration, to your professional and personal NYU networks.

If you are aware of anyone in your network whose portfolio fits the criteria for the summit, please encourage them to submit a proposal.

**Vendor Sponsorship**

Is there a vendor with whom you are working where there is a mutual benefit for their engagement in the summit?

If so, we are interested in speaking to them about a sponsorship opportunity.
Tech Summit 2018

Submit a proposal to present by September 14

nyu.edu/techsummit
● **WiSA (Women in Student Affairs)** are hosting a "meet & greet" on Wednesday, September 12th.

  ○ For more information, including opportunities to collaborate, co-host, and/or promote, please contact Sarah Rosenthal at sarah.rosenthal@nyu.edu
Fall 2018 LiveSmart Offerings

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- **Money Matters** - several financial wellness workshops scheduled throughout the semester.

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- [Shareable PDF](#)
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- 16 Washington Place, Launchpad Room
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Next NYU Senate meeting is Thursday, October 4th from 9:00 AM - 10:30 AM.

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:

- Regina Drew, University Relations and Public Affairs
- Michael McCaw, IT
- Carrie Meconis, Tisch
- Carolyn Ritter, Stern
- Katie Santo, University Relations and Public Affairs
- Pamela Stewart, Steinhardt
- Juan Tie, Public Safety
AMC October Meeting will be held on **Tuesday, October 9th from 9:00 AM - 10:30 AM** in the Colloquium Room, Global Center.

**Guest Presentations:**

- Cecil Scheib, *Assistant Vice President of Sustainability*

- Trish Halley, *Assistant Vice President of Global Benefits*
amc.info@nyu.edu