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, January 8, 2018 at 9:00 a.m., in Grand Hall 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
   Call to Order and Approval of Minutes
   Michael McCaw

II. Reports
   a. Chairperson Report
      Michael McCaw
      ● Board of Trustee Engagement: Met with executive committee
      ● Feedback to last presentation about how admins can get involved that are not necessarily student facing:
        ○ Center for student life would like to create informal and formal non-classroom connections between students, admins and faculty…
        ● admins can reach out to the partnership program mailing list https://docs.google.com/forms/d/e/1FAIpQLSe6zi5K6ljCxlZv1k09PAV-pYDUSUc_efIFpLfwgl5k89Rog/viewform.
      ● Open AMC We are setting up a review committee that will use an extensive rubric to decide further action on ideas
      ● Question posed to assembly: Reactions or concerns with rubric for evaluating our OpenAMC submissions? No replies.

   b. Administrative Coordinator Report
      Seamus Mullin
      ● We have had overall excellent attendance but there are a few elected reps who have never been to a general meeting. Unfortunately we will have to remove them as representatives.

Questions
What are the attendance requirements?
Mike responded, as per bylaws no more than 3 missed general meetings without an alternate sub.
Have these reps in question reached out to AMC at all?
Norma clarified that these folks have missed more than 3 meetings, and it is important for these reps to attend or follow up with us. There have been no communications from them.

- Mike called for a vote to remove two reps who have failed their attendance requirements;
- Result 89 in favor, 1 opposed, 1 abstention

c. Budget Report (As detailed in meeting slides)  
Pamela Stewart

Questions
Why are there no round numbers in this report?  
Pamela responded that she was using exact numbers from UDW report
Can the treasurer provide examples of what events Senior Unit Reps have put on?  
Events have been held typically around meals/snacks: Stern had a breakfast presentation, Operations had a pizza lunch

d. Senate Financial Affairs Report  
Carrie Meconis

- Days of Service ask will be included
- Emergency fund for administrators in need: Carrie is conducting benchmarking
- Working with the AIDE committee to work on salary equity and compression
- We will ask for further clarification from Finance around AMI

Questions
What would a community service leave entail?  
Carrie responded with examples that she has gathered in her research.

e. Committee Reports

Community Service:
Turnout for toy drive was great but need is greater  
FAS reached out to local business for raffle gifts and Carly DiGiovanni mentioned that it was easier than expected. This helped incentivize admins to bring toys to their holiday party and led to their strong showing in the drive.

Communications
Looking for Behind the Title nominations for new email newsletter.

Professional Development
Highlighted two upcoming events: Emerging Professionals Wine and Cheese Tasting on 1/15 and Speed Networking on 1/23.

AIDE
Welcome to Sangeeta, the new committee chair!

III. Guest Presentations

a. Stonewall 50th Anniversary  
Regina Drew and David Vintinner

- This spring there will be a featured event for administrators how NYU factored into this post-stonewall history.
A call to reach out with any administrative moments that others may find interesting. Some of that history is not included in any official archive, but rather with administrators.

- There is always a float from nyu at the annual pride parade
- Various offices and organizations are welcome to create their own Stonewall event and cross-promote with University Events.

IV. General Announcements
   a. Inaugural community impact report. Arlene Peralta
      - They will like a committee member from AMC moving forward
      - Community engagement hopes to produce a report every 3 years.

V. Adjournment
   There being no more business, the meeting was adjourned by 10:22am

Respectfully submitted,

Seamus Mullin

AMC Coordinator