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, March 19, 2019 at 9:00 a.m., in the auditorium located on the lower level of 433 First Avenue
(the College of Dentistry and College of Nursing) 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 9:03 am.

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

II. Reports
   a. Chair
      i. Self Care resources available online
         1. TedTalk: Got a Meeting? Take a Walk (3 mins)
         2. TedTalk: Why We All Need to Practice Emotional First Aid (17 mins)
      ii. Recent OpenAMC Submissions
         1. Add December 23, 2019 to Winter Recess
         2. Provide CPR Training to Administrators
         3. Streamline HR Resources for Administrators
      iii. Discussion about resolution requesting Liberal Studies Dean representation on the
           Deans Council
         1. Resolution submitted by a Contract Faculty Senate Council (C-FSC) senator has
            been shared with
            a. Senate Executive Committee
            b. the Councils (T-FSC, C-FSC, SSC)
            c. Senate Committee on Organization and Governance (SCOG)
         2. After a brief discussion giving background and other points of interest the
discussion ended with an informal poll by the chair for the AMC to abstain from
voting on this resolution.

III. Guest Presentation
   a. NYU Board of Trustees
      Mr. William Berkley
b. Questions to Mr. Berkley

i. What is one thing that is hindering the university, and if you could complete one thing only, what would it be?
   1. Response - Money. With everything we are doing, money is the hinderance.

ii. The AMC has enjoyed a number of conversations with strategic leaders at NYU about major University initiatives, including Affordability, Work life, Sustainability, Diversity Equity and Inclusion, the Administrative Process Improvement Initiative. The efforts have a large change-management component while dealing with the constraints of affordability. Members of the AMC have expressed concern that these initiatives might not be given enough resources to succeed. Has the Board received similar presentations about these initiatives, and would the Board be willing to review these initiatives to ensure they are set up to execute and sustain the changes they hope to succeed?
   1. Response - The Board is open to hearing if there are things that are going poorly, but a good university needs to experiment, and continue to try. If you don’t start, nothing will get done.

iii. What are you testing now and what are you deciding is not worth your time
   1. Response - We are testing shared services and how we can take more advantage of our medical system, and our health plans. We are testing an online health diagnostic system, which the medical school thinks will cut down the amount of visits, perhaps this will be made available to students. Board meetings have also been redesigned, as we broke up and we visited parts of the university that we haven’t experienced before.

iv. The AMC has been appreciative of the Board’s efforts to create and strengthen communication. This has been evidenced by Mr. Berkley’s commitment to meet with the AMC on a yearly basis, as well as the recent AMC executive committee meeting with members of the Board. How can the AMC communicate with the Board to keep them aware of ideas and issues? For example, the AMC leverages IdeaScale to crowdsourse and discuss potential ideas and has submitted their yearly letter to the Senate Financial Affairs Committee. Would it be helpful for the AMC to submit a report to the Board on an ongoing basis?
   1. Response - Anything that will help us understand more about the university would be helpful to the board.

v. What are your impressions of alumni giving
   1. Response - It is growing. About 7-9 years ago we only had 10% of alumni donating. Now it’s up to 50%
IV. Reports Pt. 2
   a. Committee Reports
      i. Inclusion, Diversity, and Equity Committee
         1. Upcoming event: Intersecting Wage Negotiations with Identities
            Friday, April 12th from 12:00 PM - 1:00 PM | 721 Broadway, Room 944
         2. AMC AIDE Committee is compiling a list of IDBE Resources at NYU and will be
            scheduling guest speakers for upcoming AIDE meetings from various NYU
            Offices regarding IDBE Resources
         3. Next committee meeting: Wednesday, March 27th from 9:30 AM - 11:00 AM, 721
            Broadway, 9th Floor, Room 920
      ii. Benefits Committee
          1. AMC Benefits Spotlight on Tuition Remission Wednesday, March 27th from
             12:00 PM - 1:00 PM
          2. Next committee meeting: Friday, April 5th from 12:00 PM - 1:00 PM
             721 Broadway, 11th Floor Conference Room
      iii. Community Service Committee
           1. AMC Recycling Drive wrapped up March 1st. Thousands of items donated!
           2. AMC Used Book Drive ended March 14th. 35 large boxes donated!
           3. AMC Adopt A School Book Drive | MS 223 in the Bronx has been chosen. Books
              will be available for purchase from the bookstore in April.
           4. Next committee meeting: Tuesday, April 16th from 12:30 PM - 1:30 PM
              721 Broadway, 9th Floor Conference Room
      iv. Communications Committee
          1. Be sure to check out the Behind The Title feature and nominate yourself or a
             colleague for a future spotlight.
          2. Next committee meeting: Monday, April 1st from 12:00 PM - 1:15 PM. 40 West
             4th Street, 5th Floor, Room T530
      v. Nominations and Elections Committee
          1. Nominations for the following positions:
             a. AMC Officers (open until April) - Chairperson, Vice Chairperson,
                Secretary, Treasurer
b. AMC Senators (open until May) - Three Senators and four Alternates Representatives (closed)

c. Schools: Dentistry, Global Public Health, Student Affairs, Meyers, Silver, Stern, Tandon, Tisch, Wagner

d. Units: Office of the President, Provost Division, Student Affairs, EVP for Finance, EVP for Operations

vi. Professional Development Committee

1. AMC WorkHACK: How to Own Your Career Path - Preparing for Promotion Wednesday, April 10th from 12:00 PM - 1:00 PM. Panel discussion with Sunita Devi (Kimmel), Shima Gorgani (Steinhardt), Rich Hurley (UHR)

2. AMC Resume Refresher - Tuesday, April 30th from 12:00 PM - 2:00 PM iLearn registration will be shared in the coming weeks

3. Next Emerging Professionals Working Group Meeting: Thursday, March 28th from 1:00 PM - 2:30 PM - 7 Washington Place, 4th Floor

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

vii. Special Events Committee

1. 31st Annual AMC Retirees Luncheon will take place in April (something to look forward to when you retire!) in partnership with the NYU Office of Work Life.

2. Upcoming events - mark your calendars!
   a. AMC May Luncheon Meeting Thursday, May 9th from 12:00 PM - 2:00 PM at the Rosenthal Pavilion Guest Speaker: Martin Dorph, NYU EVP
   b. Senatorial Candidate Videos, Annual "Adopt-A-School" Campaign, and our famous raffle prizes
   c. 22nd Annual AMC Art Exhibit and Spoken Word Event.
   d. Exhibit for visual art submissions will be available for viewing from May 24th to September 5th on the 8th Floor of the Kimmel Center. For questions, please contact Scott.Lewis@nyu.edu

V. General Announcements

a. NYU Federal Credit Union is hosting a number of mortgage and finance seminar dates throughout March. Mastering the Mortgage Process, Impacts on Closing Costs and Interest Rates, Smart Money Management Seminar (co-sponsored by NYU Work Life).
VI.  **Adjournment**
   a. There being no more business, the meeting was adjourned by 10:00am

Respectfully submitted,

Alan Watson

AMC Secretary
AMC General Meeting

Michael McCaw
March 19, 2019
Agenda

● Call to Order

● Reports

● Guest Presentation
  ○ Mr. William Berkley

● General Announcements
Call to Order
Greetings Kate!
Chair’s Report

Michael McCaw, IT

- **Self Care resources** available online
  - TedTalk: [Got a Meeting? Take a Walk](https://www.youtube.com/watch?v=3m9y3wWzR3A) (3 mins)
  - TedTalk: [Why We All Need to Practice Emotional First Aid](https://www.youtube.com/watch?v=1z0Z4Vqy3t0) (17 mins)

- **Recent OpenAMC Submissions**
  - [Add December 23, 2019 to Winter Recess](#)
  - [Provide CPR Training to Administrators](#)
  - [Streamline HR Resources for Administrators](#)
Chair’s Report

Michael McCaw, IT

- Discussion about resolution requesting Liberal Studies Dean representation on the Deans Council
  - Resolution submitted by a Contract Faculty Senate Council (C-FSC) senator has been shared with
    - Senate Executive Committee
    - the Councils (T-FSC, C-FSC, SSC)
    - Senate Committee on Organization and Governance (SCOG)
Committee Chair Reports
Administrators for Inclusion, Diversity, and Equity Committee

Co-Chairs: Sangeeta Bhojwani, Meyers ; Patti Pearson, Tisch

amc.aide@nyu.edu

- **Upcoming event:** Intersecting Wage Negotiations with Identities
  - Friday, April 12th from 12:00 PM - 1:00 PM
  - 721 Broadway, Room 944
  - [RSVP here](#) - space is limited!

- AMC AIDE Committee is compiling a list of IDBE Resources at NYU and will be scheduling guest speakers for upcoming AIDE meetings from various NYU Offices regarding IDBE Resources

- **Next committee meeting:**
  - Wednesday, March 27th from 9:30 AM - 11:00 AM
  - 721 Broadway, 9th Floor, Room 920
Benefits Committee

Chair: Stevin Azo Michels, Tisch; Vice Chair: Kristi Schwindt Ramos, FAS
amc.benefits@nyu.edu

● AMC Benefits Spotlight on Tuition Remission
  ○ Wednesday, March 27th from 12:00 PM - 1:00 PM
  ○ Focus on tax implications for tuition remission, financial aid, and course relatedness
  ○ RSVP online

● Next committee meeting:
  ○ Friday, April 5th from 12:00 PM - 1:00 PM
  ○ 721 Broadway, 11th Floor Conference Room

● Link to full committee report
Community Service Committee

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

- AMC Recycling Drive wrapped up March 1st. Donated items included:
  - ~1300 cards, ~80 cellphones, ~150 towels & 100 pillowcases, 11 large UPS boxes which included over 220 glasses, jewelry, silverware, ~140 pairs of sneakers

- AMC Used Book Drive ended March 14th. 35 large boxes donated!

- AMC Adopt A School Book Drive
  - MS 223 in the Bronx has been chosen.
  - Books will be available for purchase from the bookstore in April.

- Next committee meeting:
  - Tuesday, April 16th from 12:30 PM - 1:30 PM
  - 721 Broadway, 9th Floor Conference Room
Communications Committee

Chair: Cassandra Bizzaro, Stern

amc.communications@nyu.edu

- Be sure to check out the Behind The Title feature and nominate yourself or a colleague for a future spotlight.

- Next committee meeting:
  - Monday, April 1st from 12:00 PM - 1:15 PM
  - 40 West 4th Street, 5th Floor, Room T530
Nominations and Elections Committee

Chair: David Vintinner, Institutional Research

amc.elections@nyu.edu

- Nominations for the following positions:
  - **AMC Officers (open until April)**
    - Chairperson, Vice Chairperson, Secretary, Treasurer
  - **AMC Senators (open until May)**
    - Three Senators and four Alternates
  - **Representatives (closed)**
    - Schools: Dentistry, Global Public Health, Student Affairs, Meyers, Silver, Stern, Tandon, Tisch, Wagner
    - Units: Office of the President, Provost Division, Student Affairs, EVP for Finance, EVP for Operations
Professional Development Committee  
Chair: Marni Vassallo, Steinhardt  
amc.professional.development@nyu.edu

● AMC WorkHACK: How to Own Your Career Path - Preparing for Promotion  
  ■ Wednesday, April 10th from 12:00 PM - 1:00 PM  
  ■ Panel discussion with Sunita Devi (Kimmel), Shima Gorgani (Steinhardt), Rich Hurley (UHR)  
  ■ RSVP online

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  ○ Thursday, March 28th from 1:00 PM - 2:30 PM  
  ○ 7 Washington Place, 4th Floor

● Next committee meeting:  
  ○ Thursday, April 4th from 3:30 PM - 4:30 PM  
  ○ 239 Greene Street, 4th Floor
Special Events Committee

Chair: Julie Kaplan, FAS
amc.special.events@nyu.edu

- **31st Annual AMC Retirees Luncheon** will take place in April (something to look forward to when you retire!) in partnership with the NYU Office of Work Life.

- **Upcoming events - mark your calendars!**
  - AMC May Luncheon Meeting
    - Thursday, May 9th from 12:00 PM - 2:00 PM at the Rosenthal Pavilion
    - Guest Speaker: Martin Dorph, NYU EVP
    - Senatorial Candidate Videos, Annual “Adopt-A-School” Campaign, and our famous raffle prizes

  - **22nd Annual AMC Art Exhibit and Spoken Word Event**
    - Application is now live! Please submit before the end of April.
    - Exhibit for visual art submissions will be available for viewing from May 24th to September 5th on the 8th Floor of the Kimmel Center.
    - For questions, please contact Scott.Lewis@nyu.edu
Guest Presentations
Mr. William Berkley, Stern ‘66
Chair, NYU Board of Trustees
General Announcements
NYU Federal Credit Union is hosting a number of mortgage and finance seminar dates throughout March. Seminars will be held at N:

○ **Mastering the Mortgage Process**
  ■ Thursday, March 21, 2019 - 5:30 PM  7:00 PM
  ■ NYU Chemistry/Biology, Silver Center, 10th Floor Seminar Room (1003)

○ **Impacts on Closing Costs and Interest Rates**
  ■ Thursday, March 28, 2019 - 5:30 PM  7:00 PM
  ■ NYU Chemistry/Biology, Silver Center, 10th Floor Seminar Room (1003)

○ **Smart Money Management Seminar (co-sponsored by NYU Work Life)**
  ■ Wednesday, April 10th from 12:00 PM - 1:30 PM
  ■ 245 Mercer Street, 1st Floor Conference Room
  ■ [RSVP online](#)
● **Conversations**: Hosted by NYU President Andy Hamilton
  ○ President Andy Hamilton interviews NYU faculty, students, and alumni who are using their intellectual gifts, determination, and creativity to make a profound difference in our world.
  ○ Episodes are available on the Conversations page or through Apple Podcasts, Spotify, Stitcher, Google Play, Overcast, and Pocket Casts.
● Next **NYU Senate** meeting is Thursday, March 28th 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
Next **AMC monthly meeting** is Tuesday, April 9th from 9:00 AM - 10:30 AM at 238 Thompson Street, 5th Floor, Colloquium Room.

- **Elections for AMC Officers will be held during this time. Critical for AMC Representatives to attend!** If you cannot attend, please designate an Alternate Representative from your school/unit to vote on your behalf.
amc.info@nyu.edu