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, April 9, 2019 at 9:00 a.m., in the Colloquium Room located on the 5th floor of 238 Thompson Street. 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. OpenAMC reminders
         1. Include the "why" behind your idea. It will be easier to garner support from the community when you provide the backstory that led to that idea.
         2. If possible, share your suggested outcome. This is a place for ideas and if you have an end goal in mind, or even a possible solution, then feel free to share it.
         3. Ideas should be constructive. Avoid using this as a forum purely for venting.
      ii. Congratulations to the 2018-19 NYU Distinguished Administrator Award recipients!
         1. Maya Ardon, College of Dentistry
         2. Christine Facto-Reynoso, University Enrollment Management
         3. Craig Jolley, Student Affairs
         4. Michael McCaw, Information Technology
         5. Carrie Meconis, Tisch School of the Arts
         6. Nina Nguyen, University Human Resources
         7. Yael Shy, Student Affairs
         8. Candace Sumner-Robinson, Liberal Studies, Arts and Science
   b. Committee Chairs
      i. Administrators for Inclusion, Diversity, and Equity Committee
         1. Upcoming event: Intersecting Wage Negotiations with Identities
            a. Friday, April 12th from 12:00 PM - 1:00 PM | 721 Broadway, Room 944
         2. Next committee meeting:
            a. Wednesday, April 17th from 9:30 AM - 11:00 AM | Kimmel Center, Room 703
            b. Kelle Colyer-Brown from the NYU Office of Equal Opportunity is presenting on mitigating unconscious biases from 10:00 AM - 10:30 AM.
ii. Benefits Committee
   1. AMC Benefits Spotlight on Tuition Remission (great turnout!) If interested, please see the slides. (Tuition remission benefits overview slides) (Tuition remission job relatedness slides)

iii. Community Service
   1. AMC Used Book Drive for Books4Cause completed!
   2. AMC Adopt A School Book Drive
      a. MS 223 in the Bronx has been chosen. View this video about the school. Books will be available for purchase from the NYU Bookstore in April. Purchased books can be brought to the AMC May luncheon on May 9th.
   3. Next committee meeting: Tuesday, April 16th from 12:30 PM - 1:30 PM | 721 Broadway, 9th Floor Conference Room

iv. Communications
   1. Metrics for AMC Monthly emails
      a. Top clicks for February and March have been:
         i. NYU Museums Staff Access (Did You Know? section)
         ii. Add to Calendar (AMC monthly meetings)
         iii. Nominations and Elections form
         iv. AMC Recycling Drive
   2. Be sure to check out the Behind The Title feature and nominate yourself or a colleague for a future spotlight.

v. Professional Development
   1. AMC WorkHACK: How to Own Your Career Path - Preparing for Promotion
      a. Wednesday, April 10th from 12:00 PM - 1:00 PM
      b. Panel discussion with Sunita Devi (Kimmel), Shima Gorgani (Steinhardt), Rich Hurley (UHR), Ben Vien (IT), moderated by Mike McCaw (IT)
      c. RSVP online - just a few seats remain!
   2. AMC Resume Refresher
      a. Tuesday, April 30th from 12:00 PM - 2:00 PM
      b. Register on NYU iLearn Register on NYU iLearn by searching for CAR 117
   3. Next committee meeting:
      a. Thursday, May 2nd from 3:30 PM - 4:30 PM | 239 Greene Street, 4th Floor

vi. Special Events
   1. 31st Annual AMC Retirees Luncheon will take place in April in partnership with the NYU Office of Work Life.
   2. Upcoming events - mark your calendars!
      a. 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

3. AMC May Luncheon Meeting
   a. 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

III. AMC Officers Elections - Nominees
    Chair - Cassandra Bizzaro
    Vice Chair - Kristi Schwindt Ramos
    Secretary - Christina Avgerinos
    Treasurer - Pamela Stewart, Joseph Sierra, Juan Tie
    i. Ballots were counted after the meeting and the results will be communicated at a later date.

IV. General Announcements
    a. The final NYU Senate meeting of AY 2018-19 is Thursday, April 25th from 9:00 AM - 10:30 AM.
    b. 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:
       i. Regina Drew, University Relations and Public Affairs
       ii. Michael McCaw, IT
       iii. Carrie Meconis, Tisch
       iv. Carolyn Ritter, Stern
       v. Katie Santo, University Relations and Public Affairs
       vi. Pamela Stewart, Steinhardt
       vii. Juan Tie, Public Safety

V. Adjournment

There being no more business, the meeting was adjourned at 9:56am
Agenda

- Call to Order
- Reports
- AMC Officers Elections
- General Announcements
Call to Order
Chair’s Report

Michael McCaw, IT

- OpenAMC reminders

1) Include the "why" behind your idea. It will be easier to garner support from the community when you provide the backstory that led to that idea.

2) If possible, share your suggested outcome. This is a place for ideas and if you have an end goal in mind, or even a possible solution, then feel free to share it.

3) Ideas should be constructive. Avoid using this as a forum purely for venting.
Chair’s Report

Michael McCaw, IT

- Congratulations to the 2018-19 NYU Distinguished Administrator Award recipients!
  - Maya Ardon, College of Dentistry
  - Christine Facto-Reynoso, University Enrollment Management
  - Craig Jolley, Student Affairs
  - Michael McCaw, Information Technology
  - Carrie Meconis, Tisch School of the Arts
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  - Yael Shy, Student Affairs
  - Candace Sumner-Robinson, Liberal Studies, Arts and Science
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

● Next committee meeting:
  ○ Wednesday, April 17th from 9:30 AM - 11:00 AM
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Benefits Committee

Chair: Stevin Azo Michels, Tisch; Vice Chair: Kristi Schwindt Ramos, FAS

amc.benefits@nyu.edu

- AMC Benefits Spotlight on Tuition Remission
  - Great turnout and information! If interested, please see the slides below.
    - Tuition remission benefits overview slides
    - Tuition remission job relatedness slides
  - For specific follow-up questions on tuition remission not covered in the slides, or on the Employee Benefits page, please contact askpeoplelink@nyu.edu or 212-992-LINK, Monday through Friday 8am to 6pm

- Updates to AMC Benefits Committee website include recent successes, a link to UHR updates, and a link to the NYU Office of Work Life. Future updates will include previous spotlight event materials and a designated tuition remission resources and tips section.
Community Service Committee

Chair: Carrie Meconis, Tisch

amc.community.service@nyu.edu

- AMC Used Book Drive for Books4Cause completed!

- AMC Adopt A School Book Drive
  - MS 223 in the Bronx has been chosen.
  - Books will be available for purchase from the NYU Bookstore in April. Purchased books can be brought to the AMC May luncheon on May 9th.
  - https://vimeo.com/67219559

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  - 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

- Metrics for AMC Monthly emails
  - Top clicks for February and March have been:
    - NYU Museums Staff Access (Did You Know? section)
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    - Nominations and Elections form
    - AMC Recycling Drive

- Be sure to check out the Behind The Title feature and nominate yourself or a colleague for a future spotlight.
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), Ben Vien (IT), moderated by Mike McCaw (IT)
  - [RSVP online](#) - just a few seats remain!

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  - Register on NYU iLearn [Register on NYU iLearn by searching for CAR 117](#)

- **Next committee meeting:**
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Special Events Committee

*Chair: Julie Kaplan, FAS*

amc.special.events@nyu.edu

- **31st Annual AMC Retirees Luncheon** will take place in April in partnership with the NYU Office of Work Life.

- **Upcoming events - mark your calendars!**
  - **22nd Annual AMC Art Exhibit and Spoken Word Event**
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AMC Officers Elections
Congratulations to the 2019-2020 AMC Officers!

AMC Chairperson
● Cassandra Bizzaro, Stern

AMC Vice Chairperson
● Kristi Schwindt Ramos, FAS

AMC Secretary
● Christina Avgerinos, Law

AMC Treasurer
● Juan Tie, Public Safety
● **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.
CAREGIVING FROM AFAR

Co-hosted by NYU Work Life and the NYU Aging Incubator

IF YOU LIVE AN HOUR OR MORE AWAY FROM AN OLDER PERSON WHO NEEDS YOUR CARE, YOU ARE A LONG-DISTANCE CAREGIVER.

Join us for an in-depth conversation about “caregiving from afar” and the many forms that care can take. Elder law attorney Sara E. Meyers and NYU School of Medicine professor Dr. Joshua Chodosh will be discussing the critical issues facing older adults today and providing the answers you need to support your loved ones.

THURSDAY, APRIL 11TH
3:00-4:30PM
NYU STEINHARDT, 82 WASHINGTON SQUARE E
PLESS HALL, 1ST FLOOR
RSVP AT NYU.EDU/WORKLIFE
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  ○ **Juan Tie**, Public Safety
Next AMC monthly meeting is Thursday, May 9th from 12:00 PM - 2:00 PM at the Rosenthal Pavilion, 10th Floor, Kimmel Center.

- Senator nominees, year-end reports, Adopt a School, raffle with prizes!