I. Preliminary Matters
   ○ Welcome & moment of silence

   Cassandra Bizarro

   ■ Good morning everyone and welcome to the very first virtual AMC general meeting.
   ■ As of now we have over 170 attendees which is probably a record for an AMC meeting.
   ■ Before we get started today, I’d love for us to take a moment of silence together for those who are currently struggling because of this pandemic. Those who might have loved ones or colleagues who have lost their lives because of this, and for those who are currently on the frontlines of this crisis. Let’s just take a moment of reflection and peace and serenity for them…[pause for moment of silence]. Thank you for doing that with me.
   ■ I feel immensely proud of our community’s response to everything going on in this crisis from students, our faculty, our staff, and our administrators.
     ● I’ve witnessed thousands of panicked emails be responded to with thoughtful replies.
     ● Every concerned phone call from a student, a parent, or a faculty member still being responded to with that same grace. I haven’t seen a downtick in all of that.
     ● I’ve seen a sudden mobilization of our staff and administrator volunteers to move out over 11,000 undergraduate students from the residence halls.
     ● I’ve watched crying students be consoled after hearing devastating news regarding cancelations around our senior experience; those memories will be sealed into their experience forever.
Our community has continuously responded with grace and humility to last-minute pivots and more pivots.

- We’ve remained calm under pressure for everyone (our students, their parents, and our faculty members) all while let us not forget, becoming newly certified full-time homeschoolers, daycare workers, or eldercare providers on top of our full-time job.

So I am grateful to be with you all today and I hope that you and yours are in good health.

- Call to Order at 9:05am
  Cassandra Bizarro
  
  So with that, the April 2020 Administrative Management Council first ever virtual meeting will come to order.

- The minutes from our March meeting have been posted on the AMC website. They were also emailed to you in the last AMC Monthly. If there are any requested corrections, you can email amc.info@nyu.edu or you can put it in the Q&A.
  - If there are no corrections submitted, then the minutes will stand approved as distributed.

- Today we do have a full Agenda. But we will be moving quickly into our main event, which is our election for our Senator and Officer candidates.

- Zoom webinar housekeeping
  Cassandra Bizarro
  
  I wanted to let you know what we’ve set-up here. You’ll notice we’ve turned on both a Q&A box and a Chat box.

  - The Q&A box is being actively monitored by Christina Avgerinos, our wonderful Secretary and Juan Tie, our wonderful Treasurer. If you have any issues hearing, need something, or have a question about something that’s being discussed, please put it in the Q&A box.

  - The Chat we decided to leave on so you can catch up with each other and also relevant links will be dropped in the chat during the meeting thanks to Christina. So feel free to use that and I can see that people already are, which I’m glad to see!

- Zoom polls
  Cassandra Bizarro
  
  What would a Zoom webinar be without a couple of polls! This is probably my nerdy favorite Zoom feature.
Our first icebreaker question, a lot of us recently celebrated Easter and regardless if you celebrated or not, hopefully Easter candy was part of your life. You should be seeing the first poll now, and if you don’t feel free to chat your responses: when is it acceptable to start eating Easter candy?

- Are you like me and as long as those Reese's eggs are out at the CVS checkout line that's an acceptable time? Or are you good and you wait until Easter Sunday?
- It looks like the results are coming in now, almost a tie (approximately 40% each) between the people who hoard Reese's eggs like myself and those who indulge as soon as it goes on sale.
- That's fun! So great, this is working. I’m ending the poll and sharing the results to see where we all land. As Katie Santo says, “Easter Candy never has a season, especially when you can freeze it and we can always come back around.” So for those of you who celebrated, or whatever you’re celebrating, I hope you had a nice weekend.

Our second poll, my question to you is, why are you here?

- Maybe you’re an elected Representative and you’re required, I mean want to be here; maybe you’re an Alternate Representative filling in for a Representative; maybe you’re an Alternate Representative who is not filling in for anyone but you just love these meetings; maybe you’re neither of those things, but you love the AMC and you attend. Which for some of you looks like quite a number; or this if your first AMC meeting.
- We certainly made it easy for you to attend since right clicking a URL is far easier than going to an in-person meeting.
- I’m going to end the poll now and share the results with you all. Looks like most of you have to be here, but there are a lot of newbies. 36 of you said this was your first AMC meeting which is great. We welcome you and we’re so glad you’re here.
- Generally at our monthly meetings, we have a University guest speaker or two that share timely updates, projects, and sneak peeks of things going on. Today are our elections, but please join us again!
II. Reports
   ○ Chair Cassandra Bizarro

 ■ Senate Meeting Update
   ● Senate’s March meeting was canceled due to the coronavirus pandemic
   ● The Senate’s Executive Committee met virtually and decided to also cancel the 4/23 Senate meeting as well.
   ● That doesn’t mean Senate business is not happening. However, it does mean that most of the projects and deliverables that the Senate committees were working on have been paused in the wake of this crisis.
   ● The Senate rules and procedures allow for the Senate Executive Committee to “act in the name of the Senate on urgent matters that arise at times when the full body of the Senate cannot be convened.”
   ● For those of you who don’t know what the Senate Executive Committee is, it consists of President Hamilton who oversees it as well as the Chairs of each of the councils [Student Government, Tenure Track Faculty, Dean’s Council, Contract Faculty, and AMC].
     a. We’re a smaller group that will be meeting more frequently to accommodate that we’re in a crisis and communications are moving at the speed of light.
     b. We feel that time to connect is important; for the President to hear what’s coming up within each of our constituencies and for us to get feedback from him on what’s going on.
     c. My plan is to still bring our concerns in that forum when it makes sense. Minutes will be shared with the Senators who are currently serving.
   ● There’s never been a May Senate meeting so in theory we will reconvene the Senate in the fall.

 ■ In the works: Fund for Administrators in Need - nascent stages
   ● I wanted to share very preliminarily, that we are working with Sabrina Ellis, VP of HR in establishing a fund for administrators in need (and potentially open to staff).
• Idea came from last year’s submitted AMC Senate Financial Affairs Committee (SFAC) letter advocating for an administrator relief fund.
  a. People could apply for a grant or scholarship at a cap level.
  b. Could be for any use case, such as an unexpected emergency surgery and not expecting the out of pocket costs.
  c. Idea was met with interest in response to our letter and they explored what that would look like.
• In this crisis, more attention geared toward this (like the Student Relief Fund)
• Juan Tie, Mike McCaw, and Kristi Schwindt Ramos are serving on a working group who will come up with parameters for requests.
• This is very exciting early news especially to offer to NYU employee essential workers who are still coming to campus.

■ Reminder: Consider Adjusting Your Transit Accounts
• Friendly reminder to consider adjusting your transit accounts if you are using a service like WageWorks.
• Many of you wrote into us back in March asking why NYU couldn’t refund the transit account withdrawals that had taken place for the month of April.
• This was also an active topic on OpenAMC. I encourage you all to continue using that platform especially now as it’s a great way for us to hear your feedback and what’s on your mind. Also to take the temperature, and see if others are thinking the same thing, or have additional ideas.
• For those of you who hadn’t seen this, I wanted to confirm that I spoke with Trish Halley, VP of Global Benefits, about this issue and NYU cannot facilitate the refund. Not because they don’t want to, but because it is an IRS tax regulation that pre-tax benefits cannot be refunded.
• You can read the FAQs on the WageWorks site.
• If you have an unused ticket that was mailed out (i.e. a monthly ticket), you can request a refund via the PDF on the WageWorks site. They can help you navigate that process.
• For those of you who had the Transit Check activated, which autofills on an annual card, that seems like the most complicated of the processes. One administrator told me she canceled it for the rest of the year and is going to try and mail it in for a refund for April—she is uncertain if this will work but is going to try.

• We explored the idea of donating the cards to essential workers at NYU, particularly for those of us who already had a pre-filled card so it wouldn’t go to waste. But they shared that they are not using public transportation, as a vast majority of them are driving in because of their own health concerns. NYU has also opened up housing to those workers who wish to stay closer to campus.

• Sabrina Ellis raised this (essentially defunct transit checks) with our government contacts and they will address the request, but it’s not a priority. This would be something NYC takes on and the MTA and government would have to agree to refund because it’s a pre-tax benefit.

• We appreciate everyone raising this issue. If you haven’t done it already, let this serve as your reminder to change your elections for the foreseeable future, so you don’t have money piling up in a “purgatory account” (i.e. WageWorks credit card) or going to waste.

■ Resources: I have a few resources I wanted to share with you that are Covid related. There are a lot of resources swirling around and the next few slides are a mix of things that are newly available and also things I personally found useful.

■ Work Life COVID Resources
  • The Work Life Office has created a page that’s specific to their Covid-19 resources.
  • This has a lot of important go-to resources for surviving in the age of coronavirus.

■ Work Life Self Care Resources for Employees
  • Pretty new page and includes free counseling in the city, which some of you may have heard about.
• If finances are of concern for you, there are some cheap or free mental health support options listed on this page.

Support Groups
• Support group for NYU Community Members with Older Adult Loved Ones
  a. Before Covid-19, the Work Life Office was putting together a support group for administrators and faculty with older adult loved ones.
  b. They just had their first meeting and you’re welcome to join future meetings.
  c. The group meets every Friday from 11:30am-12:30pm. Feel free to email the Program Director, Stacey Gordon at slg584@nyu.edu for the Zoom link.
• Under the direction of Sabrina Ellis, myself, Carrie Motschwiller, Steven Lambart, and Grace Cosachov Protos, we’re partnering on creating support group offerings and events.
  a. The AMC Executive Committee has been helpful in determining what might resonate with everyone.
  b. This is all coming together in real time so we will share information as it becomes available.
• Support group in the works, and open to faculty, entitled “Self-Leadership and Self-Care for Leaders.”
• Potential future events such as a Town Hall conveying health information and Mental Health/Well-being
  a. We’re working from home during a global crisis which is very different from a traditional work from home day to get some focus time.

Virtual Wellness Programming
• LiveSmart has modified their programming to allow for virtual work so you can visit their web page and view the newsletter.
• Their calendar points to this Google Doc.

Resources - Trusted Sources
• SGPH “Covid-19 Perspectives” newsletter
There are a lot of great resources floating around written by NYU faculty and researchers, but this one caught my eye.

The School of Global Public Health started a new newsletter called “Covid-19 Perspectives” and you can sign up for it at the above link. It’s well-organized, easy to read, and comes out weekly so it’s just the right amount of news for me. I find the topics are perfect and timely.

**Office of Sustainability’s Virtual Earth Month 2020**

- We can’t enjoy her like we used to, but it’s Earth Month (held every April).
- The Office of Sustainability put together a list of virtual things you can do and one caught my eye that I wanted to share.
- Binge documentaries. In lieu of their in-person event, the [Environmental Film Festival](#) has made all of their films available for streaming.
- With that I’m going to turn it over to Juan Tie, AMC Treasurer, for our bi-annual budget report.

**Treasurer**  
Juan Tie

- I’ll be going over the budget reviewing where it stands now, how much we spent, a few highlights, and our plan moving forward.

**Fund spending by percentage**

- This horizontal bar graph shows our current budget across five categories: overall budget, operating budget, Committee funds, Senior Unit Representative (SUR) funds, sponsorships, and reserve fund.
- As of today, we’ve spent 51% of our budget, amounting to $47,083 with 49% remaining.
  - Normally this would be ideal at this time of the year.
  - But this year, seeing as it’s not normal times, we probably won’t get to spend our budget the way we expected and fiscally planned.
- Operating budget is where we should be at 54%.
- I’m happy that Committees were able to use 64% of funds appropriated for them.
• Unfortunately SUR funds were only at 18% for what was allocated to fund their requested events. That’s largely in part due to many SURs planning events to be held in April or summer, and obviously because of Covid that doesn’t seem possible.

• We sponsored 70% of the folks we said we would sponsor with the allocated funds.

• We spent 54% of our reserved funds which is on target.

• Overall, we’re in good fiscal health but the challenge is probably not being able to spend down the budget how we forecasted.

■ Operating budget pie and bar graph

• I wanted to show a breakdown of the operating budget.

• As you can see, close to 50% was spent on monthly meetings as expected.

• 29% spent on software, largely due to the $10,000 cost of IdeaScale (OpenAMC platform) in addition to Emma (used for AMC Monthly newsletter) which I’ll discuss in more detail later; these are all paid for already and spent.

• Special Events only accounted for 18%, usually that takes up a larger chunk of our budget.
  a. We only spent 26% of what we thought we would spend on Special Events, and have a surplus of $21,000.
  b. Quite a large surplus, but that’s primarily due to Covid impact - cancelation of Retirees Luncheon, this virtual April meeting, and having a virtual May Luncheon.
    i. Only 66% of monthly meeting funds have been spent thus far [i.e. no catering costs for virtual meetings, no space rental fee - free space in BK for March meeting.]

■ Highlights

• We secured $4,000 in new sponsorships, thanks to collaborating with other NYU offices including Work Life, UHR, and Community Engagement.
We’re discussing with NYU Central to pick up our Emma cost, as there is now a University-wide license for Emma, resulting in a net savings of $1,000.

We have a new AMC Funding Request Form (shout out to Kate Hogan and Seamus who helped put that together). For funding requests you can email me or amc.info@nyu.edu and that form can be shared.

**Remainder of FY20**

- As many of the Fiscal Officers on this call are aware, Covid has caused an unforeseen decline in income and costs.
  - Most Fiscal Officers have been asked to review their budgets and think about what funds can be given back.
- In being a good University partner, I think AMC should do the same, so we are targeting to give back 20% of our budget amounting to $18,400.
  - Obviously with money not being spent on special events and meetings, I don’t foresee a problem with that target.
- We are shifting our focus toward spending for our upcoming AMC 50th Anniversary.
  - We will have planned events for next academic year.
  - Purchase as much as possible during this fiscal year, in case next year’s budget is significantly reduced (maximize forward spending).
- Committees think forward for spending
  - For Committee Chairs, I strongly advise you start forward-thinking about things that can also be purchased in this fiscal year, for use next year, once COVID is over.
  - I will be reaching out to all the Committee Chairs separately to discuss further.
- Fiscal planning process for FY21 begins in June.

### III. Elections

- **Elections Process Overview**

  **Mike McCaw**
Today is an important day because we have a series of elections that will ensure that the Administrator community has appropriate representation, both in the University Senate as well as our local AMC.

I wanted to clarify who gets to participate as there could be some confusion about who does what.

- For Senate speeches, virtually everyone on this call can participate, as voting is open to all Administrators.
- Officer speeches are handled a bit differently for voting procedures, as only Representatives (or Alternate Representatives attending on their behalf) at this April 14 meeting can vote.

At the end of the Senator speeches, we’ll present a URL and QR code so you can participate in the vote: Senators, Officers

As a reminder, we have three Senator seats that are open alongside four Alternate Senator seats for the 2020-2022 year term.

It’s amazing to see how many of you are running. Kudos for putting your names out there and we wish you the best of luck!

Now I’ll turn it over to Seamus to moderate the Senator candidates.

- Senator Speeches
  - Christina Avgerinos
  - Cassandra Bizzaro
  - Noah Branman
  - Sanela Dervisevic-Ucar
  - Regina Drew
  - Daniel Holub
  - Inayah Lakhani
  - Susan Lee
  - Timothy Lopez
  - Cassandra Louie
  - William McCormack
  - Stevin Azo Michels
  - Nicholas Reed
  - Katie Santo
  - Joseph Sierra
Officer Process Overview

Wil Willoughby

Please be reminded that only Representatives or Alternate Representatives who are attending on behalf of a Representative, will be eligible to participate in voting for this year’s Officer candidates.

You can vote in one of two ways by using the URL on the screen, which will also be posted in the chat, or by the scannable QR code.

Good luck to all of our candidates running!

I’ll hand it back to Seamus Mullin who will moderate the Officer candidates.

Officer Speeches

Seamus Mullin

Chair candidate: Michael McCaw [uncontested]

Vice Chair candidates:

- Sanela Dervisic-Ucar
- Kristi Schwindt Ramos
- D Simmons Jendayi
- Marcos Suazo

Secretary candidates:

- Christina Avgerinos
- Maria Michelle Fareri
- Angie Hyman-Robinson

Treasurer candidates:

- Bruss Del Valle
- Juan Tie

Committee Chair Reports

Cassandra Bizarro

Thank you so much Wil and wow that was incredible.

I love this time of year too because I get to hear more about people that I normally would never get to know.
Thank you to everyone who is running and as mentioned, we will be sending out these links after the meeting.

- If you didn’t get to vote yet or wish to wait to cast your vote, you have until Friday, when we close the ballot for both elections.

The act of running is a huge feat. Even though we’re not in front of a huge room of people, it’s to Kristi’s point, almost more nerve-wracking staring into a vacant camera screen wondering if you’ve unmuted yourself or not.

Everyone did a phenomenal job today.

- It’s a great professional development exercise if anything.
- I’ve run for things and not won before, and I can attest that we will find a way to use your ingenuity and passion for being an NYU Administrator, regardless of where you land.

In the interest of time, I’m going to be running through our Committee Reports today (starting off with Benefits for those who are new to the meeting). Generally these are done by the Committee Chairs themselves because they’re the experts in their areas. I’ll also be skipping over committees who didn’t have anything to say, so you might see fewer slides than usual. That doesn’t mean the committee doesn’t exist anymore, just that they didn’t have any updates for today.

Benefits Committee

Kristi Schwindt Ramos

- Due to the abbreviated March meeting in Brooklyn, there was no March report. This report includes both February and March.
- The last two committee meetings were held on 2/21 and 3/23
  a. Our February meeting was devoted to planning for the Compensation 101 Event which was held on February 27.
     i. This session was well attended and we have sent all follow up questions to Sabrina Ellis and Marina Kartanos for comment.
     ii. Sent them follow-up questions right before Covid so there are now bigger fish to fry, but it's still on our minds.
b. Our March meeting was devoted to discussing Covid-related benefits and ideas for programming.
   i. I am meeting with Reji Mathew, a Psychotherapist with NYU Langone, as well as Monica DeJesus from the Working Mothers Support Group, to plan future events revolving around mental health and parenting during this crisis.

- We have compiled a list of Covid-19 related benefits as I know some things are getting lost in the sea of coronavirus emails.

  a. **United Health Care:**

     Co-Pays for COVID-19 Testing Waived

     Co-Pays for Virtual Visits Waived Through June 18

   i. **UHC** is extending a free emotional support helpline \((866-342-6892)\) so that all impacted faculty and employees may speak with trained mental health specialists at any time. The specialists can help you manage stress and anxiety so you may continue to address everyday needs. Callers may also receive referrals to community resources to address specific concerns, including financial and legal matters.

  b. **CVS Pharmacy:**

   i. **Relaxed Refill Restrictions:** CVS Pharmacy is temporarily waiving early refill limits on 30-day prescriptions for maintenance medications at any in-network pharmacy. You can now fill maintenance medication prescriptions ahead of schedule.

   ii. **Free Home Delivery:** CVS Pharmacy has waived charges for home delivery of all prescription medications. The Centers for Disease Control and Prevention (CDC) encourages people at higher risk for COVID-19 complications to stay at home as much as possible, so this convenient option can help you avoid coming to the pharmacy for refills or new maintenance
prescriptions. As always, there is no charge for delivery of prescriptions filled by CVS Caremark Mail Service pharmacy, when you choose mail.

iii. If you have any questions, please call CVS Health Customer Care at 800-421-5501.

c. For employees covered under the **NYU Sick and Safe Leave Policy and Procedure – New York City (Sick Leave Policy)**, employees may use **up to 40 hours of paid sick leave** where the employee needs to care for a child whose school or child care provider is closed by order of a public official due to a public health emergency.

i. If a covered employee chooses not to take sick leave for this purpose, if the school closure is not covered under the Sick Leave Policy, or if the employee is not covered under the Sick Leave Policy, an employee may make a request to their supervisor or department head to telework if the circumstances warrant.

ii. If an employee has questions, please contact the appropriate Human Resources Officer or Business Partner.

d. **Eldercare Consultant Benefit**

i. Stacey Gordon (Program Director, Next Phase, Adult Caregiving and Retirement, Work Life Office. slg584@nyu.edu, 212-998-2466) is available to support you if you are caring for an elder.

ii. In her role at Work Life, Stacey will be offering individual consultations on family caregiving, creating programming to address common caregiving issues and the social-emotional aspects around growing older, helping NYU community members plan and prepare for retirement, and creating an NYU Retired Faculty Association, with the goal of building community and maintaining connections to the university.
e. **Bright Horizons benefit** (expanded for Covid)
   
i. Update March 23, 2020: Bright Horizons has deactivated their Crisis Care Assist program.
   
   ii. The ability to request for reimbursement is now available ONLY IF Bright Horizons cannot fulfill your back-up care request using their in-network at-home caregivers.
   
   iii. Also right now the Bright Horizons call-line is primarily prioritizing care needs of healthcare workers, first responders, emergency personnel and essential workers. So when making a back-up care request, it's best to book online or use the app.
   
   iv. This is for both elder care and child care.

f. **TIAA One-on-One Financial Consultations by Phone or Online, Webinars on the Market**
   
i. Arrange a telephone meeting as you normally would schedule an in-person meeting by visiting [https://tiaa.org/schedulenow](https://tiaa.org/schedulenow); the confirmed meeting will then be converted to a phone meeting.
   
   ii. April 15, 2020 at 12:00 noon: [Quarterly Economic and Market Update with TIAA's Chief Investment Strategist](#)


g. **Wageworks Commuter Benefits**
   
i. For information about making changes to commuter benefits elections

h. **Spring 2020 LiveSmart_Virtual Wellness Programming**
   
   - As reported in February, Trish Halley announced that NYU has engaged Willis Towers Watson to perform a Request for Proposal (RFP) for the NYU medical (active and retiree) plans.
     
     a. I was invited to participate in an all-day meeting in May, which has since been postponed until the fall.
   
   - Next meeting will be on Friday, April 24 from 12:00-1:00pm via Zoom.

- Community Service Committee

  Carrie Meconis
Re�cing Drive went great. Items were successfully shipped; thanks to all participants.

Bear-A-Thon, Used Book Drive, and Adopt-A-School Drive have been postponed. The committee is looking into ways to extend support to these groups remotely.

There’s a blood drive the AMC is promoting. Unfortunately you can’t virtually donate blood, but you can participate with the different drives happening around the city and they’re in dire need.
   a. If you’re able to donate, especially if you’re close to one of the facilities, we would encourage you to do that.

Next meeting will be on Tuesday, April 21 from 12:45-1:45pm via Zoom.

Communications Committee
   Katie Santo

Please keep on sending us your favorite Did You Know? tips to use in future editions of the AMC Monthly via email to amc.communications@nyu.edu
   a. We get a lot of positive feedback about those.
   b. If there’s something that you wish you had known or someone has told you, that’s a great indicator that other people might want to know that.

Next meeting will be on Monday, April 27 from 12:30-1:30pm via Zoom.

Inclusion, Diversity, and Equity (AIDE) Committee
   Patti Pearson

Last week, we co-hosted the How I Got Here panel with Student Affairs Professional Development which was fantastic. The session recording, which featured Gary Fraser (Stern) Tanisha Johnson-Campbell (Meyers Nursing), and Chanel Ward (Tisch), will be included in the next AMC Monthly.

For our next committee meeting, we will have our general meeting from 10-10:30am and then be joined by Sheril Antonio, Senior Assoc. Dean of Strategic Initiatives at NYU Tisch, who will discuss her 33-year career at NYU.

Our next meeting will be on Thursday, April 16 from 10:00-11:00am
Nominations and Elections Committee

Mike McCaw

- Cassandra Bizarro: “Wow, look at all the hard work they’ve done to put together this election cycle and they did it wonderfully. So thank you to Mike, Wil, and all the committee members.”
- Please be sure to vote by 5pm Friday 4/17.
- This is a reminder that Representative elections for certain schools and units are happening right now: CUSP, Courant, Libraries, FAS, Gallatin, IFA/ISAW, Law, NYU Abu Dhabi, NYU IT, NYU Shanghai, SPS, Steinhardt, UDAR, and URPA.
  a. When you fill out the Senator ballot and indicate one of these aforementioned schools or units, you will also get that ballot for your respective Representative elections, again all due by this Friday.
  b. If you have any questions reach out to amc.info@nyu.edu

Professional Development Committee

Marni Vassallo

- Our next committee meeting will focus on planning for summer activities.
- All summer activity planning includes a little bit of contingency planning.
- Next meeting will be on Thursday, April 23 from 3:30-4:30pm via Zoom.

Special Events Committee

Julie Kaplan

- Happy to report that the annual AMC Art Show now in its 23rd year will still happen, with a transition to online.
  a. Thanks to the creativity of this year’s organizers Stephen Kaldon and Callie Hirsch.
  b. A link to apply to the Art Show was linked in the most recent AMC Monthly April 2020 issue.
  c. Application is due May 8, with artwork due on May 21, and the Show running from May 28 - Sept 11.
  d. We hope that you all participate.
e. Details are still being worked out as to how it will look virtually but I imagine it’ll be very creative as we have artists working on this.

- Sadly the Retirees Luncheon is canceled for this year but we (Seamus, Julie, and Cassandra) are working with the Work Life Office to come up with some form of summer engagement for them.
- Emerging Professionals, they are at their core networking and social activity based, so their events are on pause right now.
- Please join the next Emerging Professionals meeting on Friday, May 1 from 1:00-2:00pm via Zoom.

V. General Announcements

- Please save the date (hopefully you already have as it’s the same date as our originally scheduled AMC May Luncheon) for our next meeting entitled “AMC COVID-19 Forum” on Thursday 5/7 from 12:00-2:00pm.
  - We’re switching it up a little bit, reimagining our annual luncheon, given everything going on.
  - I’m organizing a slate of University speakers to come answer our questions on topics you want to hear about.
  - Submit your questions by Monday 4/27. This link will also be sent out with the ballots post-meeting, as well as through our Senior Unit Representatives to distribute widely.
  - We’ll organize the Agenda based on the top questions.
  - The questions will be shared with University leaders in advance so they can prepare their remarks and answer the questions fully.
  - This will be a great opportunity to hear more about everything. It will also be recorded, so if you miss it or want to attend part of it, you’ll be able to do that.

- Wellness Tip - Get your Zzzzzzs!
  - We do this Wellness Tip every month, but we really need it this month!
  - I don’t know about you but I’m having some weird dreams which I’m attributing to coronavirus anxiety.
■ If you’re having a hard time sleeping, here are some tips from the National Sleep Foundation.
  ● Sticking to a sleep schedule helps. Go to sleep and wake up at the same time every day, even on the weekend. Try not to sleep in too late. This can help you fall asleep faster and stay asleep.
  ● Bonus: Headspace has partnered with the Governor to offer free content for New Yorkers: https://www.headspace.com/ny
    a. I actually pay for this app because I love their sleep stories and fall asleep instantly every night. My favorite is Cat Marina.
■ Have a wellness tip? Send it along to amc.benefits@nyu.edu
  ○ Closing Thought: This too shall pass
    ■ It’s hard to believe that this is true and this too shall pass.
    ■ This phrase resonates with me on some days and not on other days; today for me it does and I hope it does for you as well in some way.
    ■ There’s so much uncertainty, but one thing is certain that quarantining ourselves will eventually stop and we’ll return to a form of normal way of life.
    ■ For me, having something to look forward to is how I’m staying sane.
    ■ Friday takes on a whole new meaning and I’m taking my full lunch hour.
    ■ So I want to leave you with something to look forward to Wednesday, April 22 is National Administrative Professionals’ Day.
      ● I encourage you all to take a moment to celebrate the contributions of your co-workers and teams. Especially if you are a manager who should be using this day as a way to say thank you for everyone going above and beyond.
      ● You could do something as simple as an email thank you or extra as a virtual card.
      ● Saying thank you always goes a long way, but especially as we are all navigating this weird time we’re in; it definitely lightens the load to hear it even more often.

VI. Adjournment
  ○ There being no more business, the meeting was adjourned at 10:26am.
Respectfully submitted,

Christina Avgerinos