

Administrative Professionals Meeting

Wednesday 2/17/21 11am-12PM

Location: Zoom

<https://mines.zoom.us/j/92993099483?pwd=dHcyN1ByTGVMaUN5UjUyUkQvQjdEdz09>

Facilitators: Kathy White, Michelle Szobody, Carolyn Freedman, Kelly Ragland

**Agenda**

- Welcome (Kelly) & DI&A Icebreaker (Savannah AllsHouse) 11:00-11:15AM
- Call for New Organizing Members (Kathy) 11:15-11:20 AM
- MAPS announcements and questions (Nicole Byerley for AP and Janice Lander for Payroll update) 11:20-11:30AM
- HR Updates– Kathleen Feighny and Kathy White 11:30-11:45AM
  - Onboarding/Offboarding Updates
- Networking (Michelle) 11:45AM-Noon
  - Small Group Discussions (participants choose session to attend)
  - Topics:
    - Faculty Data and Other Questions (Melanie Barnhart)
    - Research Time & Effort Reports (Natasha Alizadeh)
    - MAPS questions (Janice Lander)