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| Administrative Professionals Meeting  Thursday 4/13/2021, 11AM-12PM  Location: Zoom <https://mines.zoom.us/j/92993099483?pwd=dHcyN1ByTGVMaUN5UjUyUkQvQjdEdz09>  Facilitator: Julie Lambert   |  |  | | --- | --- | |  |  |   **Agenda** | |
| * Welcome | 11:00-11:05AM |
| * Updates   + MAPS - AP-Travel     - Nicole Horton & Amalia Queller   + Risk Management Update – (Natalie Vega)     - Email Natalie with questions * Breakout Room Teasers   + Commencement (Lisa Elson)   + Open Enrollment (Carla)   + Student Sick Leave Policy (Carla or Melisa)   \*\*Hold questions for breakout groups?\*\* | 11:05-11:15AM    11:15-11:25AM    11:25-11:35AM |
| * Breakout groups (there will be two sessions)   + Classified Open Enrollment & Student Sick Leave Policy - Carla Duncan & Melisa Grady (confirmed) (Nicole records)   + Tax Issues and Updates (sales tax and payroll tax on employee gifts) tentative: Jason Shuck & Kayla Harshman (Amalia records)   + Graduation Update including Volunteer Opportunities – Lisa Elson (Caroline records)   + Summer Graduate Contracts – Jenny Briggs (confirmed) (Kelly records) | #1-  11:35AM-11:45AM  #2-  11:45AM-12:00PM |