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| Administrative Professionals MeetingThursday 4/13/2021, 11AM-12PMLocation: Zoom <https://mines.zoom.us/j/92993099483?pwd=dHcyN1ByTGVMaUN5UjUyUkQvQjdEdz09>Facilitator: Julie Lambert

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**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 |