



**Office of Human Resources**  
**Fall 2020 Department Representative Meeting**  
**October 14, 2020**  
**1:30 p.m. – 3:30 p.m.**

<b>Welcome and Introduction</b>	Shelley Lopez, <i>Program Director</i> , HR Communications/Special Projects	1:30 – 1:35
Remarks from VP Clark	Kyle Clark, <i>Vice President of Finance &amp; Administration</i>	1:35 – 1:45
Remarks & General Updates	Renisha Gibbs, <i>Associate Vice President of Human Resources and Finance &amp; Administration Chief of Staff</i>	1:45 – 1:55
Payroll Updates & Reminders	Evelynn Steffen, <i>Senior NRA Specialist</i> , Payroll Services	1:55 – 2:05
Employment-based Immigration Updates	Luciana Hornung, <i>Associate General Counsel</i> , Office of the General Counsel	2:05 – 2:10
Visiting Scholar Policy/International Student and Scholar Updates	Tanya Schaad, <i>SEVIS Data Coordinator</i> , Center for Global Engagement Kristen Hagen, <i>Associate Director</i> , Center for Global Engagement	2:10 – 2:20
Open Enrollment	Donna Grubb, <i>HR Specialist</i> , Benefits	2:20 – 2:25
Tips for Confirming a Top Candidate's Qualifications/Express Internal Path Enhancements	Amy Espinosa, <i>Assistant Director</i> , Employment & Recruitment Services	2:25 – 2:35
Smart ERP Onboarding Upgrade	Phaedra Harris, <i>Director</i> , HR Operations	2:35 – 2:45
Essential Piece Award	Renisha Gibbs, <i>Associate Vice President for Human Resources and Finance &amp; Administration Chief of Staff</i>	2:45 – 2:50
Employee Offboarding FFCRA Updates Calendar Year End Information	Christine Conley, <i>Sr. Associate Director</i> , Attendance & Leave	2:50 – 3:00
University Compensation Study	Shelley McLaughlin, <i>Sr. Associate Director</i> , Employment, Recruitment, and Compensation Services	3:00 – 3:05
Diversity & Inclusion Updates	Michelle Douglas, <i>Director</i> , Equity, Diversity & Inclusion	3:05 – 3:10
New HR Website	Shelley Lopez, <i>Program Director</i> , HR Communications/Special Projects	3:10 – 3:20
Questions & Answers	Department Representatives	3:20 – 3:30
<b>Closing Remarks</b>	Shelley Lopez, <i>Program Director</i> , HR Communications/Special Projects	