



Office of Human Resources
Spring 2019 Department Representative Meeting
March 13, 2019
8:30 a.m. – 11:00 a.m.
College of Medicine Auditorium – Room 1400

Welcome and Introduction	Shelley Lopez, <i>Program Director</i> , HR Communications/Special Projects	8:30 – 8:35
Associate Vice President of Human Resources	Renisha Gibbs, <i>Associate Vice President of Human Resources and Finance & Administration Chief of Staff</i>	8:35 – 8:45
Center for Global Engagement Updates	Tanya Schaad, <i>SEVIS Data Coordinator</i> , Center for Global Engagement Luciana Hornung, <i>Assistant General Counsel</i> , Immigration Services	8:45 – 8:55
On Demand Training Workshops	Kandice Buchheister, <i>Training Specialist</i> , Office of Training & Organizational Development	8:55 – 9:00
New Employee Orientation Reminders	Janet Fryman, <i>Training Coordinator</i> , Office of Training & Organizational Development	9:00 – 9:05
Federal Work Study Appointments	Sherron Sloan, <i>Associate Director, Academic & Student Services</i> Jennifer Hall, <i>Student Financial Specialist</i> , Office of Financial Aid	9:05 – 9:20
Guardian Updates & Mass Appointments	Abigail Lejeune, <i>Assistant Director</i> , Employee Data Management	9:20 – 9:30
OPS Express Hiring Process Change	April Smatt, <i>Senior HR Specialist</i> , Employment & Recruitment Services	9:30 – 9:40
Break		9:40 – 9:50
Essential Piece Award	Renisha Gibbs, <i>Associate Vice President for Human Resources and Finance & Administration Chief of Staff</i>	9:50 – 10:00
Background Check Updates	Andrew Kapec, <i>University Background Check Manager</i> , Employment & Recruitment Services	10:00 – 10:10
Attendance and Leave Updates and Reminders	Anna Capenos, <i>HR Specialist</i> , Attendance & Leave	10:10 – 10:15
Faculty Relations Reminders	Rebecca Peterson, <i>Associate Director</i> , Faculty Relations	10:15 – 10:30
Questions & Answers	Department Representatives	10:30 – 10:50
Closing Remarks	Shelley Lopez, <i>Program Director</i> , HR Communications/Special Projects	10:50 – 11:00