Administrative Professionals Affinity Group Meeting
April 11, 2014
CCH, 118
Minutes taken by: Diane Hockenberry

Attendance: 25 participants (see attached list, I did not count Rebecca Jimenez or Judy Juricek)
11:03 a.m. – Rosie opened the meeting
- She allowed 10 minutes for everyone to enjoy their lunch and informed the group that she would be doing a group activity after Norma Lozano’s presentation.
11:11 a.m. – Rosie introduced Norma Lozano, from Human Resources. Norma was at the meeting to do a presentation on the new Electronic I-9 Program
- Norma presented a PowerPoint presentation on the new I-9 system and informed the group of lots of new information. (PPT is attached)
- Norma was humorous, interesting, answered multiple questions during her presentation and was extremely hospitable by letting everyone know that she is more than willing to answer questions via phone or email.
11:41 a.m. – Norma opened the group up to any questions they may have had after the presentation.
11:45 a.m. – Rosie began her activity with the group, however Tiffany Hearne came in and she paused her activity to allow Tiffany to speak.
11:48 a.m. - Rosie introduces Tiffany Hearne, Project Manager for the Provost’s/VP Academic Affairs Office. Tiffany went over the minutes from the April 1st Chairs meeting.
11:50 a.m. – Tiffany opened the group up for questions.
11:53 a.m. – Joanna Czerwinski, Human Resources Records Specialist took the floor for some announcements to include:
- Hire packets are available in her office; she will not email them so they must be picked up
- Islander Award Ceremony will be held 4/25/14 at 1:30 p.m. in the Ballroom
- Wellness program, “Be Well To Excel” has begun – you may get a punch pass at the Dugan Wellness Center, which is good for 5 times per month. You may renew punch pass each month. You may also get a free t-shirt, which will entitle you to walk daily at the indoor track, however you must have your free t-shirt on and your sand dollar card on you to walk.
- Wellness check up must be completed by June 30, 2014
- New faculty orientation will have 60+ new faculty this coming up fiscal year.
12:00 p.m. – Questions for Joanna
12:05 p.m. – Rosie sent everyone back into groups. The activity was to visualize a peak time/beginning of a semester; think of phone calls they receive and come up with their top 3-6 examples of questions they get; are there patterns? Can you group them into: academic, student, general,
administration, system or other? This created lots of laughter and generated lots of discussion.

12:30 p.m. – Rosie closed the meeting with a task given to one member of each group; to type up the questions from their discussion and email them to her. The person who types up the questions can stop in her office for a free gift.