



# March 11, 2021

## Annual Business Meeting

Via Accelevents Virtual Conference Platform  
1:45 pm CST



National Association of Presidential Assistants  
in Higher Education

NAPAHE Annual Business Meeting

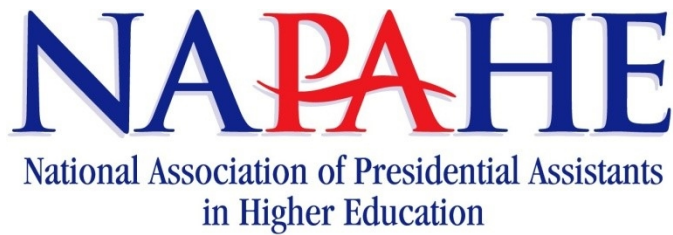
March 11, 2021

1:45- 2:30 PM CST

Accelevents Virtual Conference Platform

Agenda:

- I. Call to Order (Presenter - Kai Swanson, Time: 1:45 p.m.)
- II. Consent Agenda (Presenter - Kai Swanson)
  - Proposed New Board Members
  - Election of Officers
- III. Chair's Report (Presenter - Kai Swanson)
  - Recognition of Board Members
  - Recognition of Outgoing Board Member
  - Recognition of Board Leadership
  - Recognition of Grant Recipients
  - By-Laws Revision
  - Re-Election of Board Members to a Second Term
    - MOVED, that the NAPAHE membership approve the revised bylaw as presented.
    - MOVED, that the NAPAHE membership approve the recommended board members for a second-term.
- IV. Treasurer's Report (Presenter - Stephanie Johnston)
  - MOVED, that the NAPAHE membership approve the mid-year budget as presented.
- V. Professional Development Report (Presenter - Asma Raouf)
- VI. Passing of the Gavel and Remarks (Presenters - Kai Swanson, Don-Terry Veal)
- VII. New Business
- VIII. Announcements
- IX. Adjournment (Time: 2:30 p.m.)



## **New Board Members**

The Nominating Committee of the NAPAHE Board of Directors proposes the following new board members:

Candace Dodson- Reed, University of Maryland Baltimore County  
Pam Higham, Allegheny College (PA)



Candace Dodson-Reed  
Chief of Staff to the President  
Executive Director of the Office of Equity and Inclusion  
University of Maryland Baltimore County

Candace Dodson-Reed serves as the Chief of Staff and Executive Director of the Office of Equity and Inclusion at the University of Maryland Baltimore County (UMBC). Prior to her appointment in 2018, Candace was the AVP of Communications and Public Affairs at UMBC, a Vice President at the Greater Baltimore Committee and, for almost eight years, served as the Deputy Chief of Staff/Director of Constituent and Community Affairs for Howard County Government.

In 2012, Candace founded the African American Community Roundtable of Howard County, an umbrella group that connects members of the local black community.

Candace serves as an appointed commissioner on the US Commission on Civil Rights-Maryland State Advisory Committee, on the Maryland League of Conservation Voters Board of Directors, and as Vice Chair of the Board of Directors for the Downtown Columbia Arts and Culture Commission.

Candace graduated from UMBC with a BA in English and received her graduate degree from the McDonough School of Business at Georgetown University. She also graduated from the Institute for Educational Management at The Harvard University Graduate School of Education and completed Cornell University's Diversity and Inclusion Certificate Program.

In 2020, Candace was named a Maryland Top 100 Woman. She is the very proud mother of a college junior.



Pam Higham  
Executive Assistant to the President  
Coordinator of Special Initiatives  
Allegheny College (PA)

Pam Higham is the Executive Assistant to the President and Coordinator of Special Initiatives at Allegheny College in Meadville, PA. Her primary responsibilities include serving as the liaison to the Board of Trustees Governance Committee, plan orientation for new board members, support the president's goal to increase the focus on internationalization, and to plan and execute the College's national, state and student Prize for Civility in Public Life. Pam has been married to Jerry Higham for 37 years. They are the proud parents of twin sons, Ian and Andrew.

## **Slate of Board Officers**

The Nominating Committee of the NAPAHE Board of Directors proposes the following slate of officers:

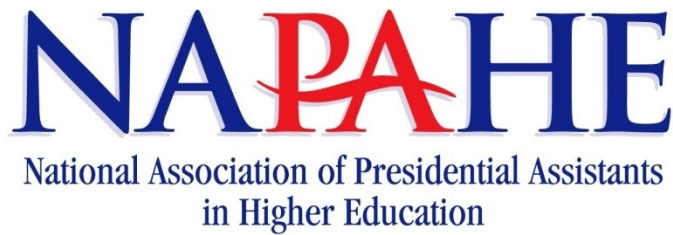
Chair: Don-Terry Veal, Morgan State University (MD)

Chair-Elect: Diane Fornieri, Molloy College (NY)

Secretary: Brian Shook, Biola University (CA)

Treasurer: Stephanie Johnston, Georgia Institute of Technology

Past Chair: Kai Swanson, Augustana College (IL)



### **A Special Thank You to the 2020-2021 NAPAHE Board of Directors**

Kai Swanson, Board Chair

Barbara Sandoval, Past Chair; Communications Chair

Don-Terry Veal, Chair-Elect

Brian Shook, Secretary

Stephanie Johnston, Treasurer

Diane Fornieri, Auditor; Professional Development Vice-Chair

Asma Raouf, Professional Development Chair

Stefani Schuette, Conference Planning Chair

Lisa Smith, Conference Planning Vice-Chair

Michael Johnson, Sponsorships Chair

Michelle Mulhern, Membership Chair

Cheryl Yuzwa, Membership Vice-Chair

Bobbi Nelson

Leshia Claudio

Will Ferbos

Melissa Maszczak

Steve Frieder

Jon Kucskar

Michael Sass

Heather Fehn, Honorary Board Member and Annual Survey Convener

Brittny Daubenheyer, Executive Director

### **Recognition of Outgoing Board Member**

Bobbi Nelson

### **Recognition of Board Leadership**

Barbara Sandoval, Past Chair

Stefani Schuette, Conference Planning Chair

### **Recognition of Grant Recipients**

Kathleen Haeberle, California Health Sciences University

Tudy Moncure, University of Maryland Extension

Larisa Pfeiffer, College of Southern Maryland

### **Bylaws Revision**

The NAPAHE Board of Directors met on January 19, 2021 to approve revisions to the bylaws under Article III, Section 1a: Active Members and Article IV, Section 3.

Motion: To add the following sentence to the bylaws under Article III, Section 1A:

“Exceptions may be made in certain circumstances as determined by the NAPAHE Board of Directors to allow current board members to serve for the remainder of their board service should their position change” AND to delete the word ‘immediate’ from Article IV, Section 3 so it reads: “Any member of the Board who has served a full term and has participated fully and engaged in board duties, shall be eligible for re-election to a second term.”

### **Re-Election of Board Members to a Second Term**

The Nominating Committee of the NAPAHE Board of Directors proposes the following re-election of board members to a second term:

Mike Johnson, University of Houston System (TX)

Stefani Schuette, Tiber Health (MO)

Kai Swanson, Augustana College (IL)

<b>Organization Budget</b>	<b>Budgeted</b>	<b>Actual</b>	<b>2021 Conference Budget</b>	<b>Actual</b>
<i>As of 1/31/2021</i>	<b>2020-2021</b>		<i>As of 1/31/2021</i>	
<b>Income</b>			<b>Income</b>	
Dues (60% of 592 members as of 7/1/20)	42,200	35,960	Conference Registration Income	8,316
Ticket fees (Optional Activity)	0	0		
Registration Fees	0	8,316		
Sponsorships	25,000	18,388		
2020 Conference/ACE Profit	0	0		
<b>Total Income</b>	<b>67,200</b>	<b>62,665</b>	<b>Conference Registration Income to Date</b>	<b>8,316</b>
<b>Expenses</b>				
Management Services	45,120	26,130		
ACE Membership Dues	3,395	3,395		
Non-Profit Status Filing	200	188		
Accountant Fees (taxes)	1,750	700		
Insurance	2,000	1,927		
Membership (HE Directory)	0	0		
Admin Expenses (travel)	1,250	0		
Board Mtg Catering/Room	2,000	0		
Printing	25	0		
Supplies	25	0		
Technology (website, portal, social media)	11,000	8,451		
Admin Business Expenses	6,250	2,662		
Grants for Conference	0	0		
NAPAHE Budget 2021 Conference Expenses	6,000	0	<b>Estimated Conference Expenses to Date</b>	
Transfer to Investment	0	0	Conference Services Fee	3,750
2020 Conference/ACE Expenses	0	0	Estimated Shipping (boxes from 2020)	250
<b>Total Expenses</b>	<b>79,015</b>	<b>43,453</b>		<b>4,000</b>
<b>Income-Expenses</b>	<b>-11,815</b>	<b>19,212</b>	<b>Registration Income- Estimated Expenses</b>	<b>4,316</b>
<b>Beginning Checking Balance- 7/01/2020</b>	<b>115,367</b>			
<b>Checking Balance-01/31/2021</b>	<b>134,578</b>			
<b>Investment Balance-01/31/2021</b>	<b>123,088</b>			



# NAPAEHE

National Association of Presidential Assistants  
in Higher Education

<b><u>Year</u></b>	<b><u>Board Chair</u></b>	<b><u>Institution</u></b>
2020	Kai Swanson	Augustana College
2019	Barbara Sandoval	Western Washington University
2018	Kathryn Enke	College of Saint Benedict
2017	Kim Durr	Southern Illinois University Edwardsville
2016	Heather Fehn	The College of New Jersey
2015	Monica Huffman	University of Central Missouri
2014	Sydney Peterson	Utah State University
2013	Phyllis Gregg	DePaul University
2012	Max Allen	University of North Carolina-Wilmington
2011	Blake Fry	University of Wisconsin-River Falls
2010	Kim Luse	Northern Kentucky University
2009	Linda Ryan	Drake University
2008	Linda Ryan	Drake University
2007	Beth Brooks	The Colorado College
2006	Cindy Baden	Hocking College
2005	Mike McGreevey	Ithaca College
2004	Emily Sinsabaugh	Edinboro University of Pennsylvania
2003	Jeff Johnson	University of Puget Sound
2002	James Dixon	University of North Carolina-Charlotte
2001	Felita Williams	Georgia Perimeter College
2000	Elizabeth Shoenfeld	Western Washington University
1999	Pam Parsons	Bridgewater State College
1998	Sylvia Payne	Indiana University-Purdue University
1997	Anthony Ross	Wichita State University
1996	Mark Curchack	Beaver College
1995	Mark Curchack	Beaver College
1994	Roland Smith	University of Notre Dame
1993	Mary Ann Shallberg	University of Houston-Clear Lake
1992	Sam Baker	Southern College of Technology
1991	Jane Buie	Loyola University
1990	James Scally	University of Kansas
1989	James Scally	University of Kansas
1988	Pamela Transue	The University of Washington
1987	Pamela Transue	The University of Washington



The idea for gathering a few presidential assistants started with one PA, Pamela Transue, from the University of Washington, who began her outreach in 1987 to 24 other presidential assistants all around the country to find out if they had anything in common. Two years later, after several phone calls and conversations, the momentum began to build. Everyone she talked to was delighted to discover others who had many of the same satisfactions and difficulties with their positions as assistants to presidents or chancellors.

In the course of those conversations, considerable enthusiasm was expressed for the notion that they gather, perhaps in connection with a meeting of a national higher education association. A steering committee of five was formed – known as the “Gang of Five” who laid the foundation for the Association’s first annual meeting.

The Presidential Assistants in Higher Education (PAHE) first met in 1988 to discuss and address mutual concerns, common problems, and issues of immediate and long-term professional interest. The experience of the first two meetings of PAHE, under the auspices of the American Council on Education, clearly demonstrated the need for continuing the organization. The goals of NAPAHE today are similar to what they were in 1988.

In 1989, at the request of the Steering Committee for Presidential Assistants in Higher Education, the University of Pittsburgh, undertook a major national study of incumbent assistants to the president and/or chancellor. A survey was sent to 650 institutions, which yielded 414 usable responses.

Significant milestones followed with the adoption of Bylaws and Constitution in 1993, and later the application for tax-exempt status formalizing the status of the National Association of Presidential Assistants in Higher Education. NAPAHE then formalized its association with the American Council on Education. The membership had a voice in electing the Board and its officers. With the adoption of the constitution and bylaws, NAPAHE moved into a new era of existence. However, at the same time it attempted to maintain the informal collegiality that it had characterized in earlier years. NAPAHE was a relative newcomer within the higher education community.

The number of PAs attending the annual meeting grew steadily over the years. For example, in 1993 the number in attendance was approximately 70 – today it is over 300.

For a comprehensive understanding of the many dimensions of presidential assistants, and practical advice about several key features of the role, a book titled, *Other Duties as Assigned*, published in 2009 and edited by Mark P. Curchack, who retired from Arcadia University, is available through a number of online sources.