

**National Association of Presidential Assistants in Higher Education
2022 Conference Schedule
For Professionals Supporting Higher Education's Leaders
March 4–6, 2022
Marriott Marquis San Diego Marina, San Diego, California**

Friday, March 4, 2022

- 8:00-9:00 a.m. **Conference Committee Work Session**
Conference Planning Committee only
- 9:00 a.m.-noon. **National Association of Presidential Assistants in Higher Education (NAPAHE) Board Meeting**
NAPAHE Board of Directors only
- 12:45-1:45 p.m. **Conference Ambassador Training**
Conference Ambassadors only
- 2:00-2:30 p.m. **NAPAHE Registration Open for First-Time Attendees**
- 2:30-5:30 p.m. **NAPAHE Registration Open for All Conference Participants**
- 2:30-3:30 p.m. **First-Time Attendee Orientation**
Lynette Arner, Executive Assistant, The Ohio State University
- 3:00-6:00 pm **Speaker Ready Room for NAPAHE Presenters**
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- 3:45–5:15 p.m. **Pre-conference Sessions**
- 1. New to the Job: A to Z**
Heather Fehn, Chief of Staff and Secretary to the Board of Trustees, The College of New Jersey
Steve Frieder, Senior Advisor to the President & Corporate Secretary, Marquette University (WI)
 - 2. Systemic Oppression Monopoly**
Brent Carbajal, Provost and Vice President for Academic Affairs, Western Washington University
Melinda Assink, Assistant to the Provost, Western Washington University
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- 7:00-9:00 p.m. **Outdoors Opening Reception**
Heavy hors d'oeuvres & beverages provided

Saturday, March 5, 2022

6:00–7:00 a.m. **Walking Group**
Kai Swanson, Special Assistant to the President, Augustana College (IL)

Meditation
Jenny Storey, Executive Assistant to the Sr. VP for Academic & Student Affairs and Provost, Georgia Gwinnett College

7:00 a.m.-6:00 pm **Speaker Ready Room for NAPAHE Presenters**

7:30-9:00 a.m. **NAPAHE Registration Open**

7:30–8:00 a.m. **Breakfast Buffet**

8:00–9:00 a.m. **Roundtable Discussions**

- 1. Beyond Board Portals**
Heather Fehn, Chief of Staff & Secretary to the Board of Trustees, The College of New Jersey
- 2. Cabinet Level Transitions**
Penny Purdue, Chief of Administrative Operations/Liaison to the Board, Governors State University
- 3. Improving Time Management Skills**
Kathleen Atts, Senior Assistant to the President, SUNY Geneseo
- 4. International Education- The New Realities**
Michael Wilhelm, Associate Vice Chancellor for International Programs, University of North Carolina Wilmington
- 5. Politics, Policy and the President's Office**
Mark Lanier, Assistant to the Chancellor/Board of Trustees, University of North Carolina Wilmington
- 6. Pursuing Graduate School**
Edward Cullinane, Executive Coordinator, Office of the President, Wentworth Institute of Technology
- 7. Strategic Planning**
Christopher Johnson, Chief of Staff, Texas Woman's University
- 8. Transitioning to a Non-Traditional President**
Brenda Helbling, Chief of Staff, University of Idaho
- 9. Provost Assistants' Open Conversations...with a Provost**
Brent Carbajal, Provost and Vice President for Academic Affairs, Western Washington University and Melinda Assink, Assistant to the Provost, Western Washington University

10.

Saturday, March 5, 2022, continued

8:00–9:00 a.m. **Roundtable Discussions**
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9:15–10:45 a.m. **Welcome**
Ted Mitchell, President, American Council on Education
Lisa Smith, Conference Planning Chair, NAPAHE

2022 Opening Plenary Panel: Presidential Perspectives: What Keeps Us Up at Night and What Gets Us Up in the Morning!

Panelists:
Kathryn A. Foster, President, The College of New Jersey
James Lentini, President, Molloy College (NY)
Joe Garcia, Chancellor, Colorado Community College System

Moderator: Don-Terry Veal, Vice President of State and Federal Relations and Chief of Staff, Morgan State University (MD)

10:45-11:00 a.m. **Break**
Refreshments provided

11:15-12:15 p.m. **Concurrent Sessions I**

1. Candid Conversations: Presidential Search and Transition
Kathryn A. Foster, President, The College of New Jersey
Heather Fehn, Chief of Staff & Secretary to the Board of Trustees, The College of New Jersey

2. Diversity, Equity, and Inclusion
J. Luke Wood, Vice President of Student Affairs & Campus Diversity and Chief Diversity Officer, San Diego State University (CA)

Saturday, March 5, 2022, continued

3. **The Intentional Calendar: How Assistants Can Keep Supervisors Sane**
Michele Byerly, Executive Assistant to the President, Biola University (CA)
4. **Preparing your Internal Team for Successful Board Meetings**
Steve Frieder, Senior Advisor to the President & Corporate Secretary, Marquette University (WI)
5. **Crisis Communications for Presidential Assistants**
Jon Kucskar, Special Assistant to the President & Assistant Vice President for Enterprise Risk Management, University of Maryland, Baltimore

12:30-1:45 p.m. **Networking Lunch: PA in the Hot Seat**

2:00-3:00 p.m. **Concurrent Sessions II**

1. **Federal Issues Overview**
Terry Hartle, Senior Vice President, Government Relations & Public Affairs, American Council on Education
2. **A Model That Makes DEI Everyone's Job**
Christopher Johnson, Chief of Staff, Texas Woman's University
3. **Rolling Agendas to Keep Your Leadership Team on Track**
Tracy Lindbergh, Chief of Staff, Southwest College of Naturopathic Medicine (AZ)
4. **President's Office & Institutional Advancement: So Happy Together**
Charles Wright, Associate Vice President for College Advancement and Chief Development Officer, The College of New Jersey
5. **Quality Partners: Working Collaboratively with your Accreditor**
Ellie Fogarty, Lead Vice President, Middle States Commission on Higher Education
Carmella Smith, Senior Director for Accreditation Services, Middle States Commission on Higher Education

3:00-3:45 p.m. **Break and Sponsor Showcase**
Refreshments provided

Saturday, March 5, 2022, continued

3:45-4:45 p.m. **Concurrent Sessions III**

1. **Growing Your Role**
Heather Fehn, Chief of Staff & Secretary to the Board of Trustees, The College of New Jersey
2. **How My Biggest Blunders Made Me Better**
Michele Byerly, Executive Assistant to the President, Biola University (CA)
3. **PA to President: Difficult Conversations**
Penny Perdue, Chief of Administrative Operations & Liaison to the Board, Governors State University (IL)
4. **Students in the President's Office**
Erik Cote, Chief of Staff, Wentworth Institute of Technology (MA)
Edward Cullinane, Executive Coordinator, Office of the President, Wentworth Institute of Technology (MA)

5:00 p.m. **Dinner on Your Own**

7:00-9:00 p.m. **Optional Activity: Scavenger Hunt**

Sunday, March 6, 2022

6:30–7:30 a.m. **Walking Group**
Kai Swanson, Special Assistant to the President, Augustana College (IL)

Meditation
Jenny Storey, Executive Assistant to the Sr. VP for Academic & Student Affairs and Provost, Georgia Gwinnett College

7:00-11:00 a.m. **Speaker Ready Room for NAPAHE Presenters**

8:00-8:45 a.m. **Breakfast Buffet/Annual Business Meeting**

9:00–10:00 a.m. **Roundtable Discussions**
Repeat of Saturday morning discussion topics

Sunday, March 6, 2022

9:00 a.m.- 2:00 pm **ACE Solutions Hub open for NAPAHE Attendees**

10:15-10:45 a.m.

Affinity Sessions

1. Presidential Assistants

2. Chiefs of Staff

Diane Fornieri, Chief of Staff and Secretary to the Board of Trustees, Molloy College (NY)

3. Provost Assistants

Kathleen Atts, Senior Assistant to the Provost, State University of New York College at Geneseo

4. Additional Assistants

Anne Marie Maratea, Assistant to the Dean of the School of Humanities and Social Sciences, The College of New Jersey

5. Board Professionals

10:45-11:00 a.m.

Break

Refreshments provided

11:00 a.m.-12:15 p.m.

2022 Closing Plenary Session

Panelists:

Philip Rogers, Chancellor, East Carolina University (NC)

Charlene Reed, Vice President and University Secretary,
Kent State University (OH)