

**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**
(Rancho Santa Fe 1-3, Lobby Level)
Conference Planning Committee only
- 9:00 a.m.-noon. **National Association of Presidential Assistants in Higher Education
(NAPAHE) Board Meeting**
(Rancho Santa Fe 1-3, Lobby Level)
NAPAHE Board of Directors only
- 12:45-1:45 p.m. **Conference Ambassador Training**
(Marriott Grand Ballroom 4, Lobby Level)
Conference Ambassadors only
- 2:00-2:30 p.m. **NAPAHE Registration Open for First-Time Attendees**
(Pacific Ballroom Foyer, Level 1)
- 2:30-5:30 p.m. **NAPAHE Registration Open for All Conference Participants**
(Pacific Ballroom Foyer, Level 1)
- 2:30-3:30 p.m. **First-Time Attendee Orientation**
(Rancho Santa Fe 1-3, Lobby Level)
Lynette Arner, Executive Assistant, The Ohio State University
Heather Fehn, Chief of Staff and Secretary to the Board of Trustees, The
College of New Jersey
Kai Swanson, Special Assistant to the President, Augustana College (IL)
- 3:00-6:00 pm **Speaker Ready Room for NAPAHE Presenters**
(Torrey Pines Room 2, Lobby Level)
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Friday, March 4, 2022

3:45–5:15 p.m.

Pre-conference Sessions

New to the Job: A to Z

(Marriott Grand Ballroom 3, Lobby Level)

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)

Systemic Oppression Monopoly

(Marriott Grand Ballroom 4, Lobby Level)

Brent Carbajal, Provost and Vice President for Academic Affairs, Western Washington University

Melinda Assink, Assistant to the Provost, Western Washington University

Navigating Trusteeship: Practical Building Blocks for Effective Boards

(Marriott Grand Ballroom 2, Lobby Level)

Jennifer Hendrickson, Associate Vice President for Advancement, Georgia Gwinnett College

Laura Brown, Assistant Director of Donor and Board Relations, Georgia Gwinnett College

7:00-9:00 p.m.

Outdoors Opening Reception

Marriott Marquis San Diego Marina, South Pool Patio, Level 1
Heavy hors d'oeuvres & beverages provided

Saturday, March 5, 2022

6:00–7:00 a.m.

Walking Group *(Meet near the Starbucks in the hotel lobby)*

Kai Swanson, Special Assistant to the President, Augustana College (IL)

Meditation *(Marriott Grand Ballroom Main Terrace, Lobby Level)*

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

(Torrey Pines Room 2, Lobby Level))

7:30-9:00 a.m.

NAPAHE Registration Open *(Pacific Ballroom Foyer, Level 1)*

Saturday, March 5, 2022

7:30–8:00 a.m. **Breakfast Buffet** (*San Diego Ballroom A/B/C, Lobby Level*)

8:00–9:00 a.m. **Roundtable Discussions** (*San Diego Ballroom A/B/C, Lobby Level*)

Discussion topics:

1. Beyond Board Portals

Heather Fehn, Chief of Staff & Secretary to the Board of Trustees, The College of New Jersey

2. Budgeting

Anne Marie Maratea, Assistant to the Dean, The College of New Jersey

3. Cabinet Level Transitions

Penny Perdue, Chief of Administrative Operations/Liaison to the Board, Governors State University (IL)

4. Calendaring

Crystal Gienger, Special Assistant to the Chancellor, Fletcher Technical College (LA)

5. Commencement

Brian Shook, Chief of Staff, Biola University (CA)

6. Facilitating Restorative Conversations

Kathleen Atts, Senior Assistant to the Provost, SUNY Geneseo

7. For Hiring Managers- The Impact of COVID, The Great Resignation, and Transferable Skills in an Emerging Candidate Pool

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

8. Hybrid/Remote Work Modalities

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

9. Improving Time Management Skills

Heather Cova, Chief of Staff, Washington State University

10. International Education: The New Realities

Michael Wilhelm, Associate Provost of Global Partnerships and International Education, University of North Carolina Wilmington

11. Mentoring

Rolanda Burney, Chief of Staff, University of Massachusetts Amherst

12. Other Duties as Assigned

Rowena Clukey, Executive Director of the Chancellor's Office, University of Maine System

13. Planning Events in a Post-COVID World

Erica Altamura, Assistant to the Chief of Staff, The College of New Jersey

14. Presidential Spouses/Partners/Families

Lynette Arner, Executive Assistant, The Ohio State University

Saturday, March 5, 2022

8:00–9:00 a.m.

Roundtable Discussions, continued

15. Presidential Transitions

Pam Higham, Executive Assistant & Coordinator of Special Initiatives, Allegheny College (PA)

16. 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

17. Strategic Planning

Christopher Johnson, Chief of Staff, Texas Woman's University

18. Teamwork in the Office

Sherrie Marrs, Executive Assistant to the President, University of Pikeville; Cathy Thornsby, Executive Assistant to the Provost, University of Pikeville

19. Transitioning to a Non-Traditional President

Brenda Helbling, Chief of Staff, University of Idaho

20. What is the "New Normal" for a President's Office?

Jon Kucskar, Special Assistant to the President and AVP for Enterprise Risk Management, University of Maryland, Baltimore

21. Pursuing Graduate School (*Sunday only*)

Edward Cullinane, Executive Coordinator, Office of the President, Wentworth Institute of Technology (MA)

22.

23.

24.

25.

9:15–10:45 a.m.

Welcome (*San Diego Ballroom A/B/C, Lobby Level*)

Lisa Smith, Conference Planning Chair, NAPAHE

Ted Mitchell, President, American Council on Education

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 P. 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)

Saturday, March 5, 2022

10:45-11:00 a.m. **Break** (*Pacific Ballroom Foyer, Level 1*)
Refreshments provided

11:15-12:15 p.m.

Concurrent Sessions I

1. Candid Conversations: Presidential Search and Transition

(Pacific Ballroom 16, Level 1)

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. Crisis Communications for Presidential Assistants

(Pacific Ballroom 25, Level 1)

Jon Kucskar, Special Assistant to the President & Assistant Vice President for Enterprise Risk Management, University of Maryland, Baltimore

3. Diversity, Equity, and Inclusion

(Pacific Ballroom 17, Level 1)

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

4. Preparing your Internal Team for Successful Board Meetings

(Pacific Ballroom 24, Level 1)

Steve Frieder, Senior Advisor to the President & Corporate Secretary, Marquette University (WI)

5. The Intentional Calendar: How Assistants Can Keep Supervisors Sane

(Pacific Ballroom 23, Level 1)

Michele Byerly, Executive Assistant to the President, Biola University (CA)

12:30-1:45 p.m.

Networking Luncheon featuring PA in the Hot Seat

(San Diego Ballroom A/B/C, Lobby Level)

NAPAHE Award for Professional Achievement:

Wesley R. Fugate, President, Wilson College (PA)

Kathryn Enke, Secretary to the Board and Strategist for Presidential Initiatives, American Association of Colleges & Universities

Saturday, March 5, 2022

12:30-1:45 p.m. **Networking Luncheon featuring PA in the Hot Seat, continued**

PA in the Hot Seat Panelists:

Rolanda Burney, Chief of Staff, University of Massachusetts Amherst

Brian Shook, Chief of Staff, Biola University (CA)

Claire Smith, Executive Assistant to the President and Assistant Secretary to the Board of Trustees, Trinity University (TX)

Moderator:

Kai Swanson, Special Assistant to the President, Augustana College (IL)

2:00-3:00 p.m.

Concurrent Sessions II

1. A Model That Makes DEI Everyone's Job

(Pacific Ballroom 17, Level 1)

Christopher Johnson, Chief of Staff, Texas Woman's University

2. Federal Issues Overview

(Pacific Ballroom 16, Level 1)

Terry Hartle, Senior Vice President, Government Relations & Public Affairs, American Council on Education

3. President's Office & Institutional Advancement: So Happy Together

(Pacific Ballroom 24, Level 1)

Charles Wright, Associate Vice President for College Advancement and Chief Development Officer, The College of New Jersey

4. Quality Partners: Working Collaboratively with your Accreditor

(Pacific Ballroom 25, Level 1)

Ellie Fogarty, Senior Vice President for Accreditation Relations, Middle States Commission on Higher Education

Carmella Smith, Senior Director for Accreditation Services, Middle States Commission on Higher Education

5. Rolling Agendas to Keep Your Leadership Team on Track

(Pacific Ballroom 23, Level 1)

Tracy Lindbergh, Chief of Staff, Southwest College of Naturopathic Medicine (AZ)

3:00-3:45 p.m.

Break and Sponsor Showcase *(Pacific Ballroom Foyer, Level 1)*

Refreshments provided

Saturday, March 5, 2022

3:45-4:45 p.m.

Concurrent Sessions III

1. Growing Your Role

(Pacific Ballroom 16, Level 1)

Heather Fehn, Chief of Staff & Secretary to the Board of Trustees, The College of New Jersey

2. How My Biggest Blunders Made Me Better

(Pacific Ballroom 17, Level 1)

Michele Byerly, Executive Assistant to the President, Biola University (CA)

3. PA to President: Difficult Conversations

(Pacific Ballroom 23, Level 1)

Penny Perdue, Chief of Administrative Operations & Liaison to the Board, Governors State University (IL)

4. Engaging Students in the President's Office

(Pacific Ballroom 24, Level 1)

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 *(Meet by the waterfall in front of the hotel)*

Sunday, March 6, 2022

6:30-7:30 a.m.

Walking Group *(Meet near the Starbucks in the hotel lobby)*

Kai Swanson, Special Assistant to the President, Augustana College (IL)

Meditation *(Marriott Grand Ballroom Terrace, Lobby Level)*

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

(Torrey Pines Room 2, Lobby Level)

Sunday, March 6, 2022

8:00-8:45 a.m. **Breakfast Buffet/Annual Business Meeting**
(San Diego Ballroom A/B/C, Lobby Level)

Don-Terry Veal, Chair, NAPAHE Board of Directors
Diane Fornieri, Chair-Elect, NAPAHE Board of Directors

9:00–10:00 a.m. **Roundtable Discussions** *(San Diego Ballroom A/B/C, Lobby Level)*
Repeat of Saturday morning discussion topics

9:00 a.m.- 2:00 pm **ACE Exhibit Hall open for NAPAHE Attendees**
(Pacific Ballroom 18-22, Level 1)

10:15-10:45 a.m. **Affinity Sessions**

1. **Presidential Assistants** *(Pacific Ballroom 16, Level 1)*
Kai Swanson, Special Assistant to the President, Augustana College (IL)
 2. **Chiefs of Staff** *(Pacific Ballroom 17, Level 1)*
Diane Fornieri, Chief of Staff and Secretary to the Board of Trustees,
Molloy College (NY)
 3. **Provost Assistants** *(Pacific Ballroom 23, Level 1)*
Kathleen Atts, Senior Assistant to the Provost, State University of New
York College at Geneseo
 4. **Assistants to Other Higher Education Leaders**
(Pacific Ballroom 24, Level 1)
Anne Marie Maratea, Assistant to the Dean of the School of Humanities
and Social Sciences, The College of New Jersey
 5. **Board Professionals** *(Pacific Ballroom 25, Level 1)*
Mary Reeves, Executive Assistant to the Chancellor, Colorado Community
College System
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10:45-11:00 a.m. **Break** *(San Diego Ballroom Foyer, Lobby Level)*
Refreshments provided

Sunday, March 6, 2022

11:00 a.m.-12:15 p.m. **2022 Closing Plenary Session** (*San Diego Ballroom A/B/C, Lobby Level*)

Welcome

Heather Fehn, Honorary Board Member, NAPAHE

Panelists: **Philip Rogers**, Chancellor, East Carolina University (NC)
Charlene Reed, Vice President and University Secretary,
Kent State University (OH)

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