

**National Association of Presidential Assistants in Higher Education
2023 Conference Schedule
For Professionals Supporting Higher Education's Leaders
April 12-14, 2023
Marriott Marquis Washington, D.C.**

Wednesday, April 12, 2023

9:00-10:00 a.m. ET **NAPAHE CONFERENCE PLANNING COMMITTEE WORK SESSION**
Supreme Court – Meeting Level M4
Conference Planning Committee only

10:00 a.m.-1:00 p.m. **NAPAHE BOARD OF DIRECTORS MEETING**
Supreme Court – Meeting Level M4
NAPAHE Board of Directors only

1:45-2:45 p.m. ET **CONFERENCE AMBASSADOR TRAINING**
Supreme Court – Meeting Level M4
Conference Ambassadors only

3:00-3:30 p.m. ET **NAPAHE REGISTRATION OPEN FOR FIRST-TIME ATTENDEES**
Marquis Ballroom Foyer – Meeting Level 2

3:30-5:30 p.m. ET **NAPAHE REGISTRATION OPEN FOR ALL ATTENDEES**
Marquis Ballroom Foyer – Meeting Level 2

3:30-4:30 p.m. ET **FIRST-TIME ATTENDEE ORIENTATION**
Archives – Meeting Level M4

PANEL:

Lynette Arner, Executive Assistant to the Vice President and Dean, The Ohio State University

Mary Reeves, Executive Assistant to the Chancellor's Office, Colorado Community College System

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)

Wednesday, April 12, 2023, continued

3:00-6:00 pm ET **SPEAKER READY ROOM FOR ACE & NAPAHE PRESENTERS**
Woodley Park – Meeting Level M3

4:35–5:20 p.m. ET

AFFINITY SESSIONS

1. Presidential Assistants

Capitol – Meeting Level M4

Asma Raouf, Executive Assistant to the President, Northeastern Illinois University

2. Chiefs of Staff

Congress – Meeting Level M4

Diane Fornieri, Chief of Staff & Secretary to the Board of Trustees, Molloy University (NY)

3. Provost Assistants

Supreme Court– Meeting Level M4

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

4. Assistants to Other Higher Education Leaders

Mint– Meeting Level M4

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

5. Board Professionals

Treasury – Meeting Level M4

Edward Cullinane, Manager of Governance Affairs, Babson College (MA)

6:00-8:00 p.m. ET

OPENING RECEPTION

Cuba Libre Restaurant & Rum Bar: 801 9th Street NW, Washington, D.C. 20001
Conference attendees only. Heavy hors d' oeuvres & beverages provided.

Thursday, April 13, 2023

6:00–7:00 a.m. ET

MEDITATION

Anacostia – Meeting Level M3

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

Thursday, April 13, 2023, continued

6:00–7:00 a.m. ET **WALKING GROUP**
Meet by the Starbucks– Lobby Level
Kai Swanson, Special Assistant to the President, Augustana College (IL)

7:00 a.m.-3:25 pm ET **SPEAKER READY ROOM FOR NAPAHE/ACE PRESENTERS**
Woodley Park – Meeting Level M3

7:30-9:00 a.m. ET **NAPAHE REGISTRATION OPEN**
Marquis Ballroom Foyer – Meeting Level 2

7:30–8:00 a.m. ET **BREAKFAST BUFFET**
Marquis Ballroom Foyer: Salons 7-10 – Meeting Level 2

Attendees to sit at the roundtable topic of their choosing to enjoy breakfast. This assures their spot at the proceeding roundtable discussion.

8:00–9:00 a.m. ET **ROUNDTABLE DISCUSSIONS**
Marquis Ballroom Salons 7-10 – Meeting Level 2

Topics repeat on Thursday and Friday; the intent is for attendees to choose one topic per day.

- Applying Protocol Fundamentals for Office Success
- Building Community in the New Normal
- Building Trust Among Colleagues
- Cabinet-Level Transitions
- Calendaring
- Chief of Staff Open Conversations
- Cyber Risk: Think Twice, Click Once or Not?!
- Effective Verbal & Written Communication Skills
- Managing a Successful Presidential Transition
- Minutes
- New to the Role
- On-campus Internationalization: Where Global Meets Local
- Other Duties as Assigned
- Politics, Policy, and the President’s Office
- Working with Boards & Trustee Relations

Thursday, April 13, 2023, continued

9:05–10:35 a.m. ET **PLENARY SESSION**
Marquis Ballroom Salons 7-10 – Meeting Level 2

Where are We Headed? Righting the Ship and Charting the Course for our Future as Institutions of Higher Education

REMARKS:

- **Steve Frieder**, Senior Advisor to the President & Corporate Secretary, Marquette University (WI), and Conference Planning Chair, NAPAHE Board of Directors

MODERATOR:

- **Dr. Wesley R. Fugate**, President, Wilson College (PA)

PANELISTS:

10:40-11:00 a.m. ET **BREAK & OPENING OF NAPAHE SPONSOR SHOWCASE**
Foyer– Meeting Level M4
Refreshments provided

11:10-12:10 p.m. ET **CONCURRENT SESSIONS I**

1. Alumni Affairs

Congress – Meeting Level M4

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

2. Magic Words: Effective Communication to Convey Your Message and Charm the Occasional Snake

Capitol – Meeting Level M4

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

3. Creating a Culture of Care on Your Campus

Mint – Meeting Level M4

Jordan Draper, Assistant Vice President for Student Affairs & Dean of Students, The College of New Jersey

4. The Impact of Presidential Transitions

Supreme Court – Meeting level M4

Rolanda Burney, Chief of Staff, University of Massachusetts Amherst

Thursday, April 13, 2023, continued

11:10-12:10 p.m. ET **CONCURRENT SESSIONS I**

5. The Art and Science of Pestering: A Provost's Assistant and Provost Tell All

Treasury – Meeting Level M4

Jeffrey Osborn, Provost and Vice President for Academic Affairs, The College of New Jersey

Gem Perkins, Executive Assistant to the Provost, The College of New Jersey

12:20-1:50 p.m. ET **NETWORKING LUNCHEON FEATURING PA ON THE HOT SEAT**

Marquis Ballroom Salons 7-10 – Meeting Level 2

REMARKS:

- **Steve Frieder**, Senior Advisor to the President & Corporate Secretary, Marquette University (WI), and Conference Planning Chair, NAPAHE Board of Directors
- **Liz Reinert**, Executive Director, Suited for Change
- **Dr. Kathryn Enke**, Secretary to the Board and Strategist for Presidential Initiatives, American Association of Colleges & Universities, and 2022 Recipient: NAPAHE Award for Professional Achievement
- **Dr. Philip G. Rogers**, Chancellor, East Carolina University, and 2023 Recipient: NAPAHE Award for Professional Achievement

MODERATOR:

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

PANELISTS:

2:00 -3:00 p.m. ET **CONCURRENT SESSIONS II**

1. Employee Leadership Development Programs

Capitol – Meeting Level M4

Jennifer King, Chief of Staff, University of Arkansas at Fort Smith

2. Finding Your Inner Green Squirrel: How Discovering Your Spirit Animal Can Help You Navigate Life's Challenges

Congress – Meeting Level M4

Erica Loewe, Executive Assistant to the Vice President of Business & Finance, Elgin Community College (IL)

Thursday, April 13, 2023, continued

2:00 -3:00 p.m. ET **CONCURRENT SESSIONS II**

3. The Pandemic Generation: Understanding Gen Zen, the Students of Today and Tomorrow

Supreme– Meeting level M4

Wesley Fugate, President, Wilson College (PA)

4. Systemic Oppression Monopoly, A DEI Education Tool

Treasury – Meeting Level M4

Melinda Assink, Assistant to the Provost, Western Washington University

5. Working With Your Board of Trustees

Mint– Meeting Level M4

Edward Cullinane, Manager of Governance Affairs, Babson College (MA)

Larisa Pfeiffer, Chief of Staff, College of Southern Maryland

3:10-3:30 p.m. ET

BREAK & CLOSING OF NAPAHE SPONSOR SHOWCASE

Foyer– Meeting Level M4

Refreshments provided

3:40-4:40 p.m. ET

CONCURRENT SESSIONS III

1. Topic TBA

Supreme Court – Meeting Level M4

Jann L. Joseph, President, Georgia Gwinnet College

Katherine Kyle, Chief of Staff and Vice President for Human Resources, Georgia Gwinnet College

2. Free Speech, Social Justice, and Protests

Mint – Meeting level M4

Nakeshia Williams, Vice President for Student Success, Well-Being, and Belonging, Hollins University (VA)

3. Tightrope Walking: Tips for Managing a Search Committee Process

Capitol – Meeting Level M4

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

Jon Kucskar, Special Assistant to the President and Associate Vice President for ERM, University of Maryland, Baltimore

Thursday, April 13, 2023, continued

3:40-4:40 p.m. ET **CONCURRENT SESSIONS III**

4. Rolling Out a Campaign

Congress – Meeting Level M4

Wayne Webster, Interim President, The College of Wooster (OH)

5. Shared Governance

Treasury – Meeting Level M4

Steven Bahls, President Emeritus, Augustana College (IL)

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

5:00 p.m. ET **DINNER ON YOUR OWN**

7:00-9:00 p.m. ET **ACE WOMEN'S LEADERSHIP DINNER**

Registration/pre-purchased ticket through ACE required; Doors open at 6:30 p.m.

8:00-10:00 p.m. ET **NAPAHE OPTIONAL ACTIVITY:**

Shear Madness Interactive Comedy at the Kennedy Center

2700 F Street, NW, Washington, DC 20566

Registration/pre-purchased ticket through NAPAHE required.

<https://napahe.org/coa-2023> \$45 per person.

Cost of transportation is **not** included. [2 miles from hotel to Kennedy Center]

Meet at 7:00 p.m. by the Starbucks in the hotel lobby if you wish to ride-share.

The show begins at 8:00 p.m.

Friday, April 14, 2023

Attendees are encouraged to wear their school or organization colors today

6:00–7:00 a.m. ET **MEDITATION**

Anacostia – Meeting Level M3

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

6:00–7:00 a.m. ET **WALKING GROUP**

Meet by the Starbucks–Lobby Level

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

Friday, April 14, 2023, continued

7:00–11:00 am ET **SPEAKER READY ROOM FOR NAPAHE/ACE PRESENTERS**
Woodley Park – Meeting Level M3

7:30-8:00 a.m. ET **BREAKFAST BUFFETT**
Marquis Ballroom Foyer: Salons 7-10 – Meeting Level 2

Attendees to sit at the roundtable topic of their choosing to enjoy breakfast. This assures their spot at the proceeding roundtable discussion.

8:00–9:00 a.m. ET **Roundtable Discussions**
Marquis Ballroom Salons 7-10 – Meeting Level 2
Topics repeat on Thursday and Friday; the intent is for attendees to choose one topic per day.

9:00 a.m.- 2:00 pm ET **ACE EXHIBIT HALL OPEN TO NAPAHE ATTENDEES**
Liberty & Independence Ballroom – Meeting Level M4

9:10-10:15 a.m. ET **PLENARY SESSION**
Marquis Ballroom Salons 7-10 – Meeting Level 2

TITLE

REMARKS:

- **Steve Frieder**, Senior Advisor to the President & Corporate Secretary, Marquette University (WI), and Conference Planning Chair, NAPAHE Board of Directors
- **Dr. Ted Mitchell**, President, American Council on Education

MODERATOR:

SPEAKER:

Dr. Nasser Paydar, U.S. Assistant Secretary for Postsecondary Education

10:25 a.m.- 11:10 a.m. **AFFINITY SESSIONS**
1. Presidential Assistants
Monument – Meeting Level M4

Asma Raouf, Executive Assistant to the President, Northeastern Illinois University

Friday, April 14, 2023, continued

10:25 a.m.- 11:10 a.m. **AFFINITY SESSIONS**

2. Chiefs of Staff

Congress – Meeting Level M4

Diane Fornieri, Chief of Staff & Secretary to the Board of Trustees, Molloy University (NY)

3. Provost Assistants

Mint – Meeting Level M4

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

4. Assistants to Other Higher Education Leaders

Supreme Court – Meeting Level M4

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

5. Board Professionals

Treasury – Meeting Level M4

Edward Cullinane, Manager of Governance Affairs, Babson College (MA)

11:20-11:30 a.m. ET

BREAK & BUSINESS CARD EXCHANGE

Marquis Ballroom Salons 7-10 – Meeting Level 2

Refreshments provided inside ballroom

11:30- 11:45 a.m. ET

NAPAHE ANNUAL BUSINESS MEETING, TRANSFER OF THE GAVEL, & CLOSING REMARKS

Marquis Ballroom Salons 7-10 – Meeting Level 2

All conference attendees are invited to attend; active NAPAHE members are encouraged to vote.

PRESIDING:

- **Diane Fornieri**, Chief of Staff & Secretary to the Board of Trustees, Molloy University (NY), and Chair, NAPAHE Board of Directors
- **Michael Johnson**, University Chief of Staff, University of Houston (TX), and Chair-Elect, NAPAHE Board of Directors

CLOSING REMARKS:

- **Steve Frieder**, Senior Advisor to the President & Corporate Secretary, Marquette University (WI), and Conference Planning Chair, NAPAHE Board of Directors