National Association of Presidential Assistants in Higher Education

37th Annual National Conference and Business Meeting

DRAFT Conference Schedule

January 18-20, 2024
Marriott Marquis
Washington, D.C.
Thursday, January 18, 2024

9:00 – 10:00 a.m. ET  
**NAPAHE Conference Planning Committee Work Session**  
Conference Planning Committee only  
*Independence Salon H – Meeting Level M-4 (capacity 80)*

10:00 – 1:00 p.m. ET  
**NAPAHE Board of Directors Meeting**  
NAPAHE Board of Directors only  
*Independence Salon H – Meeting Level M-4 (capacity 80)*

1:45 – 2:45 p.m. ET  
**Conference Ambassador Training**  
Conference Ambassadors only  
*Supreme Court – Meeting Level M-4 (capacity 120)*

12:00 – 3:30 p.m. ET  
**NAPAHE Registration Open for First-Time Attendees**  
*Independence Foyer – Meeting Level M-4*

3:00 – 5:30 p.m. ET  
**NAPAHE Registration Open for All Attendees**  
*Independence Foyer – Meeting Level M-4*

3:15 – 4:15 p.m. ET  
**First-Time Attendee Orientation**  
*Independence Salon A-E – Meeting Level M-4*  

**Moderators:**  
- TBA

4:30 – 5:45 p.m. ET  
**Pre-Conference Sessions**

**Topic 1:** TBA  
*Supreme Court – Meeting Level M-4*

**Topic 2:** TBA  
*Monument – Meeting Level M-4*

**Topic 3:** TBA  
*Independence Salon H – Meeting Level M-4*

6:15 – 8:15 p.m. ET  
**Networking Reception Featuring PA on the Hot Seat**  
Registered Conference Attendees only  
*Independence Salon A-E – Meeting Level M-4*

**Opening Remarks:**

Revised 10/20/2023
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- Michael Johnson, Chief of Staff, University of Houston (TX), Chair of the Board, NAPAHE Board of Directors

**PA on the Hot Seat Moderator:**
- Kai Swanson, Special Assistant to the President, Augustana College (IL)

**PA on the Hot Seat Panelists:**
- TBA

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**Friday, January 19, 2024**

7:00 – 8:00 a.m. ET  **Walking Group**  
*Meet in the lobby near Starbucks*
- Kai Swanson, Special Assistant to the President, Augustana College (IL)

8:00 – 9:00 a.m. ET **NAPAHE Registration Open**  
*Independence Foyer – Meeting Level M-4*

8:00 – 9:00 a.m. ET **Breakfast Buffet**  
*Independence Foyer – Meeting Level M-4*

8:25 a.m. ET  **Welcome**  
*Independence Salon A-E – Meeting Level M-4*
- Lynette Arner, Executive Assistant to the Vice President and Dean, The Ohio State University; Conference Chair, NAPAHE Board of Directors

8:30 – 9:30 a.m. ET **Roundtable Discussions by Affinity Group**  
*Independence Salon A-E – Meeting Level M-4*

Topics repeat on Friday and Saturday. The intent is for attendees to choose a table that most closely matches their type of institution and role.

1. Public Colleges and Universities- Board Professionals
2. Private College and Universities- Board Professionals
3. Public Colleges and Universities- Chiefs of Staff
4. Private College and Universities- Chiefs of Staff
5. University Systems- Chiefs of Staff
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6. Community Colleges - Chiefs of Staff
7. Public Colleges & Universities - Deans’ Assistants
8. Private College & Universities - Deans’ Assistants
9. University Systems - Deans’ Assistants
10. Community Colleges - Deans’ Assistants
11. Public Colleges and Universities - Presidential Assistants: Table 1
12. Private College and Universities - Presidential Assistants: Table 1
13. University Systems - Presidential Assistants: Table 1
14. Community Colleges - Presidential Assistants: Table 1
15. Public Colleges and Universities - Presidential Assistants: Table 2
16. Private College and Universities - Presidential Assistants: Table 2
17. University Systems - Presidential Assistants: Table 2
18. Community Colleges - Presidential Assistants: Table 2
19. Public Colleges and Universities - Provosts ‘Assistants
20. Private College and Universities - Provosts’ Assistants
21. Public Colleges & Universities - Assistants to Other Cabinet Leaders
22. Private College and Universities - Assistants to Other Cabinet Leaders
23. University Systems - Assistants to Other Cabinet Leaders
24. Community Colleges - Assistants to Other Cabinet Leaders
25. Public Colleges and Universities - All Titles
26. Private College and Universities - All Titles
27. University Systems - All Titles
28. Community Colleges - All Titles

9:40 – 10:10 a.m. ET

Spotlight Sessions I

Spotlight Sessions are 30-minute sessions providing intensive focus on a particular topic or issues faced by those supporting higher education’s leaders. Modeled on TED Talks, presenters speak for 10 minutes, allowing time for interaction and a question-and-answer period.

1. **Calendaring**
   *Monument – Meeting Level M-4 (capacity 150)*
   **Laura Burnham**, Senior Executive Assistant to the Dean of Libraries, University of Michigan (Ann Arbor)

2. **The Face of the Office and Professionalism**
   *Supreme Court – Meeting Level M-4 (capacity 80)*
   **Cherice Granger**, Presidential Assistant, SUNY Plattsburgh; **Emily King**, Presidential Assistant,
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Washington & Lee University

3. **New to the Job**  
   *Independence Salon H – Meeting Level M-4*  
   (capacity 80)  
   **Tracy Labadie**, Chief of Staff, Kalamazoo Valley Community College

4. **Managing the Minutes**  
   *Independence Salon G – Meeting Level M-4*  
   (capacity 80)  
   **Armando Robles**, Executive Administrative Assistant, Office of the President, College of the Desert

5. **The Evolving Role of Supporting Leaders in Higher Education**  
   *Independence Salon F – Meeting Level M-4*  
   (capacity 80)  
   **Torsheika Maddox**, Chief of Staff, University of Wisconsin-Madison

10:10 – 10:30 a.m. ET  
**Beverage Break & Opening of Sponsor Showcase**  
*Independence Foyer – Meeting Level M-4*

10:35 – 11:25 a.m. ET  
**Concurrent Sessions I**

1. **Topic A**  
   *Monument – Meeting Level M-4* (capacity 150)

2. **Topic B**  
   *Supreme Court – Meeting Level M-4* (capacity 80)

3. **Topic C**  
   *Independence Salon F – Meeting Level M-4* (capacity 80)

4. **Topic D**  
   *Independence Salon G – Meeting Level M-4* (capacity 80)
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5. Topic E  
   Independence Salon H – Meeting Level M-4  
   (capacity 80)

11:25 – 11:40 a.m. ET  Break

11:40 – 12:30 p.m. ET  Concurrent Sessions II

1. Topic A  
   Monument – Meeting Level M-4 (capacity 150)

2. Topic B  
   Supreme Court – Meeting Level M-4 (capacity 80)

3. Topic C  
   Independence Salon F – Meeting Level M-4  
   (capacity 80)

4. Topic D  
   Independence Salon G – Meeting Level M-4  
   (capacity 80)

5. Topic E  
   Independence Salon H – Meeting Level M-4  
   (capacity 80)

12:30 – 12:45 p.m. ET  Break

12:45 – 2:00 p.m. ET  Awards Ceremony & Opening Plenary Luncheon  
   Independence Salon A-E – Meeting Level M-4

NAPAHE is partnering with ____ to collect gift cards. Donations will be accepted at the beginning of the networking luncheon.

TOPIC TBA

Opening Remarks:

- Lynette Arner, Executive Assistant to the Vice President and Dean, The Ohio State University; Conference Chair, NAPAHE Board of Directors
- Michael Johnson, Chief of Staff, University of Houston (TX), Chair of the Board, NAPAHE Board of Directors
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NAPAHE Award for Professional Achievement Ceremony:
- Philip G. Rogers, Chancellor, East Carolina University; 2023 Award Recipient
- RECIPIENT INFO HERE

Plenary Moderator:
- TBD

Plenary Panelists:
- TBD

2:00 – 2:20 p.m. ET  Break

2:20 – 3:10 p.m. ET  Concurrent Sessions III

1.  Topic A  
   Monument – Meeting Level M-4 (capacity 150)

2.  Topic B  
   Supreme Court – Meeting Level M-4 (capacity 80)

3.  Topic C  
   Independence Salon F – Meeting Level M-4 (capacity 80)

4.  Topic D  
   Independence Salon G – Meeting Level M-4 (capacity 80)

5.  Topic E  
   Independence Salon H – Meeting Level M-4 (capacity 80)

3:10 – 3:30 p.m. ET  Snack Break & Closing of NAPAHE Sponsor Showcase  
   Independence Foyer – Meeting Level M-4

3:30 – 4:00 p.m. ET  Spotlight Sessions II

Spotlight Sessions are 30-minute sessions providing intensive focus on a particular topic or issues faced by those supporting higher education’s leaders. Modeled on TED Talks, presenters speak for 10 minutes, allowing time for interaction and a question-and-answer period.
1. **Calendaring**  
   *Monument – Meeting Level M-4 (capacity 150)*  
   **Laura Burnham**, Senior Executive Assistant to the Dean of Libraries, University of Michigan (Ann Arbor)

2. **The Face of the Office and Professionalism**  
   *Supreme Court – Meeting Level M-4 (capacity 80)*  
   **Cherice Granger**, Presidential Assistant, SUNY Plattsburgh; **Emily King**, Presidential Assistant, Washington & Lee University

3. **New to the Job**  
   *Independence Salon H – Meeting Level M-4 (capacity 80)*  
   **Tracy Labadie**, Chief of Staff, Kalamazoo Valley Community College

4. **Managing the Minutes**  
   *Independence Salon G – Meeting Level M-4 (capacity 80)*  
   **Armando Robles**, Executive Administrative Assistant, Office of the President, College of the Desert

5. **The Evolving Role of Supporting Leaders in Higher Education**  
   *Independence Salon F – Meeting Level M-4 (capacity 80)*  
   **Torsheika Maddox**, Chief of Staff, University of Wisconsin-Madison

4:00 – 7:00 p.m. ET  
**Dinner on your own**

7:00 – 10:00 p.m. ET  
**NAPAHE Networking Activities** (optional)  
Registration/pre-purchased ticket through NAPAHE required. Tickets will be distributed to individuals during NAPAHE registration on Thursday/Friday.  
- Option 1: Moonlight Monument Tour of D.C.  
- Option 2: Sip & Paint

More information to be announced soon.

Revised 10/20/2023
7:00 – 7:30 p.m. ET  Evening Meditation (optional)
Pentagon – Meeting Level M-4
• Jenny Storey, Executive Assistant to the Sr. VP for Academic & Student Affairs and Provost, Georgia Gwinnett College

Saturday, January 20, 2024

Spirit Day! Attendees are encouraged to wear their school gear/sweatshirt today.

7:00 – 8:00 a.m. ET  Walking Group
Meet in the lobby near Starbucks
• Kai Swanson, Special Assistant to the President, Augustana College (IL)

8:00 – 9:00 a.m. ET  Breakfast Buffet
Independence Foyer – Meeting Level M-4

8:30 – 9:30 a.m. ET  Roundtable Discussions by Affinity Group
Independence Salon A-E – Meeting Level M-4

Topics repeat on Friday and Saturday. The intent is for attendees to choose a table that most closely matches their type of institution and role. See Friday’s schedule for details.

9:30 – 9:45 a.m. ET  Break

9:45 – 11:00 a.m. ET  Final Plenary Session
Independence Salon A-E – Meeting Level M-4

TOPIC TBA

REMARKS:
• TBA

MODERATOR:
• TBA

SPEAKER:
• TBA
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11:00 – 11:15 a.m. ET

**Refreshment Break & Business Card Exchange**

*Independence Foyer – Meeting Level M-4*

11:20 – 11:50 a.m. ET

**NAPAHE Annual Business Meeting, Transfer of the Gavel, and Closing Remarks**

*Independence Salon A-E – Meeting Level M-4*

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

**Presiding:**

- Michael Johnson, Chief of Staff, University of Houston (TX), Board Chair, NAPAHE Board of Directors
- Michael Sass, Chief of Staff, University of Health Sciences & Pharmacy in St. Louis, Board Chair-Elect, NAPAHE Board of Directors

**Closing Remarks:**

- Lynette Arner, Executive Assistant to the Vice President and Dean, The Ohio State University; Conference Chair, NAPAHE Board of Directors