



National Association of Presidential
Assistants in Higher Education

37th Annual National Conference
and Business Meeting

Conference Schedule

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



NAPAHE 2024 Conference Program & Schedule

Welcome to NAPAHE's 37th Annual Conference and Business Meeting!

On behalf of the Board of Directors and the Conference Planning Committee of the National Association of Presidential Assistants in Higher Education, we welcome you to Washington, D.C. and to NAPAHE's 37th Annual Conference.

Each year, colleagues from colleges and universities around the country, and the world, gather to network, exchange ideas in interactive sessions, explore topics of mutual interest and enjoy time together. We have an outstanding lineup of speakers and facilitators who are eager to engage with you, share information, and gain insights from your own professional experience.

Our Conference Ambassadors are available to answer your questions and guide you throughout the week. Look for colleagues wearing blue "Ask Me" buttons, and don't hesitate to do just that!

We are grateful to each of the sponsors who have supported the work of NAPAHE this year, including the American Association of Colleges and Universities. Please take time to visit the Sponsor Showcase on Friday from 10:10 a.m. to 3:30 p.m. and read about what they have to offer your institution by clicking through the "Sponsors" icon on the conference app. Their support makes this conference possible.

If you are not already a member of NAPAHE, visit us at napahe.org to learn more about the membership benefits. Our members actively participate in e-Round Table discussions, webinars, and information sharing with colleagues in the field. The more involved you become, the more you will benefit from your peers' expertise and be able to share your own talents and creative strategies.

We look forward to interacting with you during the conference and thank you for all you do to support higher education leaders.

Welcome to the NAPAHE conference!

Michael Johnson
Chair, NAPAHE Board of Directors

Lynette Arner
Chair, NAPAHE Conference Planning Committee

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**Thank You to our generous
2024 Conference Sponsors!**

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NAPAHE Sponsors



Please visit <https://napahe.org/conference/sponsors>
for more information.



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Pre-Conference Meetings

Selected Audiences Only

Thursday, January 18, 2024

9:00 – 10:00 a.m. ET	NAPAHE Conference Planning Committee Work Session Conference Planning Committee only <i>Liberty Salon P – Meeting Level M-4</i>
10:00 – 10:30 p.m. ET	NAPAHE Executive Committee Meeting NAPAHE Board of Directors, Executive Committee only <i>Liberty Salon P – Meeting Level M-4</i>
10:45 – 1:00 p.m. ET	NAPAHE Board of Directors Meeting NAPAHE Board of Directors only <i>Liberty Salon P – Meeting Level M-4</i>
1:45 – 2:45 p.m. ET	Conference Ambassador Training Conference Ambassadors only <i>Supreme Court – Meeting Level M-4</i>
1:30 – 2:15 p.m. ET	NAPAHE Strategic Planning Meeting NAPAHE Board of Directors Strategic Planning Sub-Group only <i>Liberty Salon P – Meeting Level M-4</i>
2:30 – 3:15 p.m. ET	NAPAHE Communications Committee Meeting NAPAHE Board of Directors, Communications Committee only <i>Location TBD by Committee / On Own</i>
3:30 – 4:15 p.m. ET	NAPAHE Professional Development Committee Meeting NAPAHE Board of Directors, PD Committee only <i>Location TBD by Committee / On Own</i>



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Official Conference Programming

All Registered Conference Attendees

Thursday, January 18, 2024

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 Ballroom – Meeting Level M-4

Welcome to NAPAHE2024! This session is for our first-time NAPAHE Conference attendees. It is designed to help you get the most out of your conference experience and use your NAPAHE membership to your advantage. You will hear from seasoned HE assistants and NAPAHE members as well as meet fellow newcomers.

All participants are encouraged to bring a business card and a water bottle from their institution to participate in a swap during the session.

Moderators:

- Mia Casey, President's Executive Assistant and Director for Presidential Initiatives and Events, Baylor University (TX)
- Karen Dillon, Executive Assistant to the President and Chief of Staff, Grinnell College (IA)
- Brynne Pulver, Executive Assistant to the Vice Chancellor, UNC Greensboro
- Armando Robles, Executive Assistant to the President and Trustees, College of the Desert (CA)
- Stacy Thinnies, Executive Assistant Senior to the Vice President for Business and Finance, Western Michigan University

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4:30 – 5:45 p.m. ET

Pre-Conference Sessions

Systemic Oppression Monopoly – A DEI Education Tool

Supreme Court – Meeting Level M-4

Melinda Assink, Executive Assistant to the Provost and Executive Vice President, Western Washington University

AI and its Impact on Higher Education: Empowering Support Professionals

Monument – Meeting Level M-4

Judi Cook, Executive Director, Center for Excellence in Teaching and Learning, The College of New Jersey

A Successful Job Search

Liberty Salon P – Meeting Level M-4

Kim Caponi, Director of Presidential Communications and Operations, Waubonsee Community College

6:15 – 8:15 p.m. ET

Networking Reception Featuring PA on the Hot Seat

Independence Ballroom – Meeting Level M-4

Light fair & refreshments will be provided!

Opening Remarks:

- 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:

- Michael A. Sass, Chief of Staff, University of Health Sciences and Pharmacy in St. Louis (MO)
- LaJauna Ellis, Assistant Director-Business Operations, College of Engineering, Georgia Tech
- Karen Dillon, Executive Assistant to the President and Chief of Staff, Grinnell College (IA)



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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 Ballroom – 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 Ballroom – Meeting Level M-4

Tables on Friday are divided by title/role/office:

- Board Professionals
- Chiefs of Staff
- Deans' Assistants
- Provosts' Assistants
- Presidential Assistants
- Assistants to Other Cabinet Leaders (VPs, etc.)
- Other 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

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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 Grace Granger, Assistant to the President, SUNY Plattsburgh; **Emily King**, Presidential Assistant, Washington & Lee University
3. **New to the Job**
Liberty Salon P – Meeting Level M-4 (capacity 80)
Tracy Labadie, Chief of Staff, Kalamazoo Valley Community College
4. **Managing the Minutes**
Liberty Salon O – 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**
Liberty Salon N – Meeting Level M-4 (capacity 80)
Torsheika Maddox, Chief of Staff, University of Wisconsin-Madison

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

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

1. **Emotional Intelligence: The Key to Developing Effective Interpersonal Relationships in the Workplace**
Monument – Meeting Level M-4 (capacity 150)
Erica MacLeod, Executive Assistant to the Dean of Faculty, Arts & Sciences, College of William and Mary
2. **Advocating for You: Self-Care and Boundary Setting**
Supreme Court – Meeting Level M-4 (capacity 80)
Sheri Sargent, Chief of Staff and Vice President for

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Administrative Services, Minnesota State University, Mankato; **Cherice Grace Granger**, Assistant to the President, SUNY Plattsburgh

3. **Having a Fun President: Forging Meaningful Partnerships with Student Life**
Liberty Salon N – Meeting Level M-4 (capacity 80)
Mia Casey, President's Executive Assistant and Director for Presidential Initiatives and Events, Baylor University; **Dakota Farquhar-Caddell**, Associate Director of Student Activities, Baylor University
4. **A Broad View of Accreditation: Everyone's Skills and Talents Are Needed!**
Liberty Salon O – Meeting Level M-4 (capacity 80)
Dr. Derek Stone, Associate Provost for Academic Programs, Georgia Gwinnett College
5. **Navigating Trusteeship: Practical Building Blocks for Effective Boards**
Liberty Salon P – Meeting Level M-4 (capacity 80)
Jennifer Hendrickson, Associate Vice President for Advancement, President of Georgia Gwinnett College Foundation, Georgia Gwinnett College; **Laura Brown**, Assistant Director Donor and Board Relations, Georgia Gwinnett College

11:25 – 11:40 a.m. ET **Break**

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

1. **Administrative Nest Fest – We are UNiTed by Purpose**
Monument – Meeting Level M-4 (capacity 150)
Christi Hestand, Senior Executive Assistant, University of North Texas; **Sandy Kaltenbaugh**, Sr. Executive Assistant to VP for University Advancement, University of North Texas
2. **How Do We Measure Our Value, Measure Outcomes, and Advocate for Ourselves?**
Supreme Court – Meeting Level M-4 (capacity 80)

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Eddie Cullinane, Manager of Governance Affairs,
Babson College

3. **Minimizing Microaggressions in Higher Education**

Liberty Salon N – Meeting Level M-4 (capacity 80)

Waheeda Lillevik, Associate Professor of
Management, The College of New Jersey

4. **An influencer? Who, me?**

Liberty Salon O – Meeting Level M-4 (capacity 80)

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

5. **Advancement Services and Alumni Engagement:
Helping Presidents Connect More Effectively
with their Constituencies**

Liberty Salon P – Meeting Level M-4 (capacity 80)

Barbara Martell, Executive Director,
Advancement Services, Georgia Gwinnett College;
Holly Lisle, Director of Alumni Engagement,
Georgia Gwinnett College

12:30 – 12:45 p.m. ET

Break

12:45 – 2:00 p.m. ET

Awards Ceremony & Plenary Luncheon

Independence Ballroom – Meeting Level M-4

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

NAPAHE Award for Distinguished Service:

- Diane Fornieri, Deputy Secretary, Weill Cornell Medicine, Immediate Past Chair of the Board, NAPAHE Board of Directors

Partners in Practice

Our opening plenary features a president, provost, and their partners, who each face the challenging headwinds of today's

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higher education environment. These leaders will share how they approach the national and international issues impacting all institutions and how they partner with key advisors and others across the campus to serve their constituents and ensure student success. Bring your questions, our panelists look forward to engaging with our audience.

Plenary Panelists:

- **Carine Feyten**, President, Texas Woman's University
- **Christopher Johnson**, Chief of Staff, Texas Woman's University
- **Michelle Piskulich**, Provost and Vice President for Academic Affairs, Molloy University
- **Cindy Thomas**, Executive Assistant to the Provost, Office of Academic Affairs, Molloy University

Plenary Moderator:

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

2:00 – 2:20 p.m. ET

Break

2:20 – 3:10 p.m. ET

Concurrent Sessions III

1. **Diversity, Inclusion & Belonging - conversation about Faculty, Staff, and Student Engagement**
Monument – Meeting Level M-4 (capacity 150)
Jessie McGinty, Human Resources Engagement Lead, Georgia Gwinnett College; **Dr. Brandon Lewis**, Associate Professor of Curriculum and Instruction, Georgia Gwinnett College
2. **Grow Your Role**
Supreme Court – Meeting Level M-4 (capacity 80)
Heather Fehn, Vice President & Chief of Staff, Secretary to the Board of Trustees, The College of New Jersey
3. **Community Support/Partnerships: Finding Common Ground**
Liberty Salon N – Meeting Level M-4 (capacity 80)
Dr. Phillip Hartley, Associate Professor of

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Marketing, Georgia Gwinnett College

4. **Mastering the Art of Stress-Free Event Planning:
Tips and Tools for Seamless Execution**

Liberty Salon O – Meeting Level M-4 (capacity 80)

Stacy Thinnies, Executive Assistant Senior to the Vice President for Business and Finance, Western Michigan University

5. **Dancing with a New Partner: How to Efficiently
and Effectively Support a Leadership Transition**

Liberty Salon P – Meeting Level M-4 (capacity 80)

Armando Robles, Executive Administrative Assistant, College of the Desert; **Jana Seutter**, Senior Assistant to the President, St. Ambrose University

3:10 – 3:30 p.m. ET

Break & Closing of NAPAHE Sponsor Showcase

Independence Foyer – Meeting Level M-4

3:30 – 4:00 p.m. ET

Spotlight Sessions II

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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**

Liberty Salon P – Meeting Level M-4 (capacity 80)

Tracy Labadie, Chief of Staff, Kalamazoo Valley

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Community College

4. **Managing the Minutes**
Liberty Salon O – 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**
Liberty Salon N – 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)

Attendees will have the opportunity to enjoy one of two optional networking activities. Separate, advanced registration and payment are required for ticketed networking activities. We hope you will enjoy one of the two options listed below.

1. **Moonlight Old Town Trolley Monument Tour of D.C.**
Meet in hotel lobby at 6:45 p.m. EST
Join NAPAHE for a 2 1/2-hour private trolley tour of Washington, DC fully narrated by a licensed tour guide conductors. Includes stops at the FDR, Lincoln, Vietnam, Korean Veterans, and more. Meet in hotel lobby at 6:45 p.m. EST, trolley departs promptly at 7:00 p.m., with drop-off at the hotel afterwards.
2. **Sip & Paint**
Independence Ballroom – Meeting Level M-4
Stop by the hotel bar for a beverage of your choice before joining NAPAHE and colleagues on Friday at 7:00 p.m. EST inside the conference hotel for a fun-filled evening of creativity! Receive step-by-step instructions from a professional artist as we paint scenes from beautiful moonlit Washington D.C. All supplies are included and attendees will be able to take home their 9" x 12" painted canvas when finished.

Tickets will be distributed to individuals during NAPAHE registration on Thursday/Friday.

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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

Final Plenary Session

Independence Ballroom – Meeting Level M-4

REMARKS:

- **Lynn Pasquerella**, President, American Association of Colleges & Universities

Fostering cultures that engage in conflict, not violence

PLENARY SPEAKER:

- **Pamela E. Barnett**, Dean of the School of the Arts & Communication, The College of New Jersey

9:30 – 9:45 a.m. ET

Break

9:45 – 11:00 a.m. ET

Roundtable Discussions by Affinity Group

Independence Ballroom – Meeting Level M-4

Tables on Saturday are divided by institution type:

- Public Colleges/Universities
- Private Colleges/Universities
- University Systems

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- Community Colleges
- Faith-Based Institutions
- Other Groups

11:00 – 11:15 a.m. ET

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 Ballroom – 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 A. Sass, Chief of Staff, University of Health Sciences and Pharmacy in St. Louis (MO), 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



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Follow us on Twitter [@mynapahe](https://twitter.com/mynapahe) and join the conversation using #NAPAHE2024.

Visit NAPAHE on [LinkedIn](https://www.linkedin.com/company/napahe).

Learn more about NAPAHE on [Facebook](https://www.facebook.com/napahe).

NAPAHE Mission Statement

NAPAHE strengthens the professions of its members through programming, networking, and professional development opportunities that address the broad range of roles fulfilled by professionals who support higher education's senior leaders.

NAPAHE Vision Statement

To be the association of choice for professionals who support leaders in higher education.

To Learn More, Visit:

<https://napahe.org/>

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