

# The AI-Powered Executive Office

What if AI could complete **80% of your most dreaded tasks** in the time it takes to brew a cup of coffee?

This isn't science fiction — it's your new reality.

PAULA GARZA  
EA TO THE PRESIDENT  
ST. PHILIP'S COLLEGE




# Why This Matters to Us



AI conversations in higher ed focus on faculty and students – but **AI is already reshaping the executive office**, right here, right now.

Our job: ensure AI doesn't diminish our role, but **elevates it to strategic partnership.**

 If we don't set the policy, the technology will set it for us.

# Our Dual Mission Today

## **Master the Tools**

Practical AI applications for the executive office – real scenarios, real time savings.

## **Master the Ethics**

A foundational framework for ethical deployment and data security.

We cannot adopt powerful AI systems without a robust understanding of the guardrails.

# What's Your Soul-Crushing Task?

We all have *that one task* — the one that hits your desk and eats four hours of your Tuesday.

Board Minutes

Donor Thank-Yous

Reconciling 15 Calendars

Making Slides Pretty & Functional

**Write yours down.** We will come back to it — and solve it — before this session ends.



## THE MAGIC TRICK

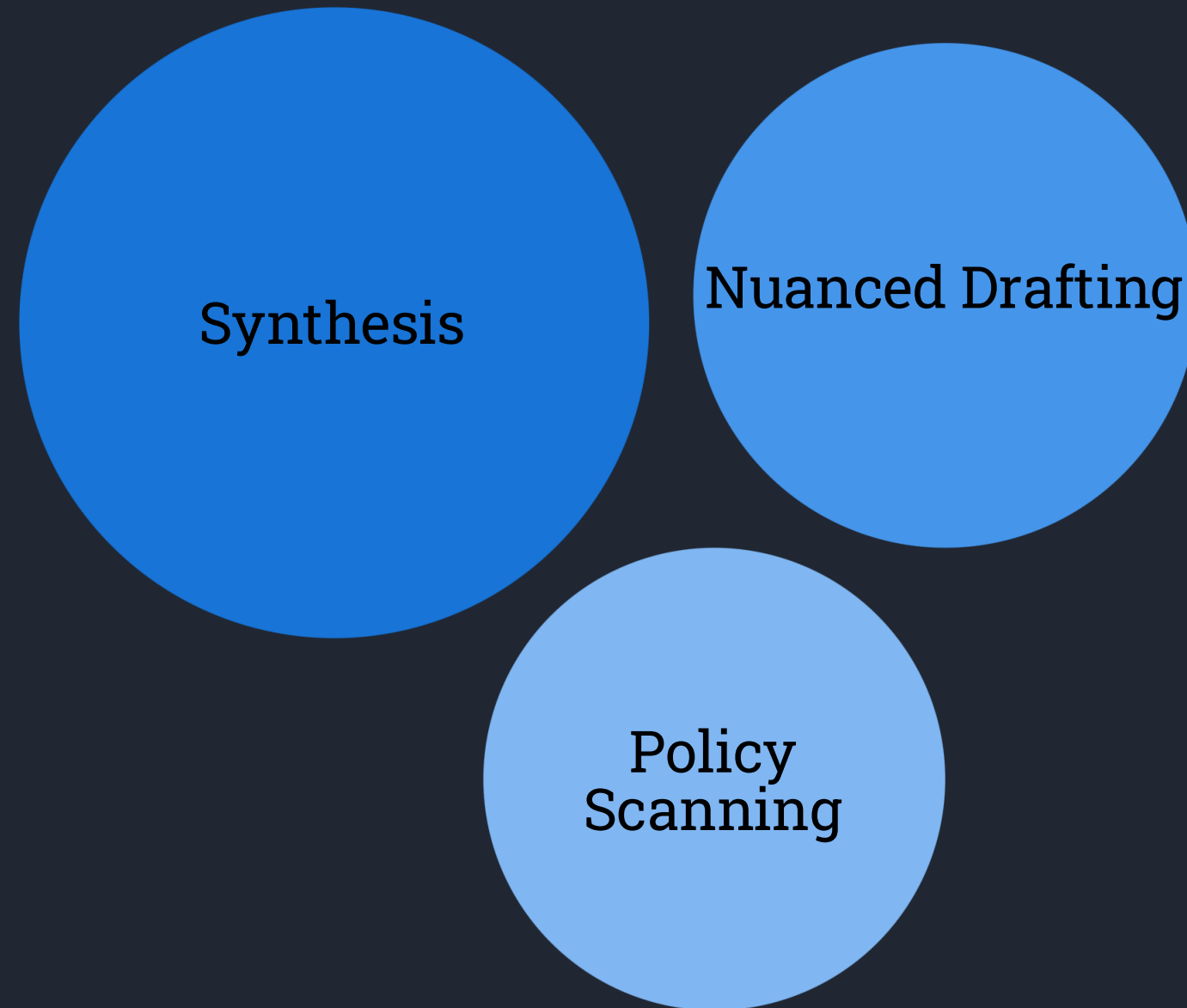
# From Time-Thieves to Automated Wins

By the end of this session, we'll have a **crowdsourced list** of exactly how AI tackles every one of those dreaded tasks — turning raw data into board-room-ready output while giving you back your afternoon.

The AI-powered executive isn't someone who delegates to a human. It's someone who delegates to a highly efficient, tireless digital partner.

## HEAVY LIFT SCENARIOS

# Three Ways AI Becomes a Strategic Partner



These aren't generic chatbot tricks — these are high-impact, real-world examples that save hours and elevate your President's presence.

# The Traffic Light Report

Your data must tell an instant story through visual design. The key is simplicity, honesty, and strategic framing that shows both performance and your plan.



Red

Needs immediate action or is stalled



Yellow

Items we are monitoring



Green

Task completed




**Why This Works:** Clear visual cues grab attention instantly. Honesty about deficits builds credibility, while brief explanations show ownership and forward-thinking solutions. Stakeholders see both performance and your strategic response—not just problems.

# Mirroring the Presidential Voice

The biggest fear: AI sounds robotic. But AI can learn your leader's DNA.

Use **Custom Instructions** to define their style:

- Professional tone
- Avoid jargon
- Every claim backed by a specific metric

 The first draft you get isn't just a report — it's *their* report.





# The Legislative Power-Play

HB 8, SB 17, SB 18, SB 2615 – massive, dense documents that fundamentally change how we operate.

→ **Feed the Documents**

Upload full legislative texts with a targeted lens

→ **Filter the Noise**

Highlight only parts affecting our service area and funding model

→ **Deliver the Signal**

President walks in as the most informed person in the room

## NEIGHBOR HUDDLE

# The Task-Tackle Brainstorm

Turn to your neighbor. Look at your dreaded task. Pick ONE and brainstorm:  
**How would you prompt AI to do 80% of the legwork?**

1

Who?

Act as a Senior Policy Analyst...

2

What?

What specific data are you feeding it?

3

How?

Give me a 3-bullet executive summary

**You have 10 minutes. Go!**

The secret isn't the AI — it's the quality of your instructions. If you ask a vague question, you get a vague answer. If you give a strategic instruction, you get a strategic result.

**You are the Prompt Engineer for the Executive Office.**  
You provide the context; the AI provides the capacity.

# The Radioactive Data Reality

## The Leakage Risk

Free/open-web AI tools absorb everything you type into their training library. You are putting your President's private thoughts on a **public billboard**.

## Human-in-the-Loop (HITL)

AI is a powerful drafter but a terrible judge. If the AI hallucinates a fact and it reaches the President's podium — **the AI doesn't get fired. You do.**



# Ethical Dilemma: Two Scenarios

## Scenario A: The Hallucinated Quote

AI generates a speech with an inspiring quote from a civil rights leader — who never said those words. The President delivers it. A reporter catches it.

**Who is responsible?**

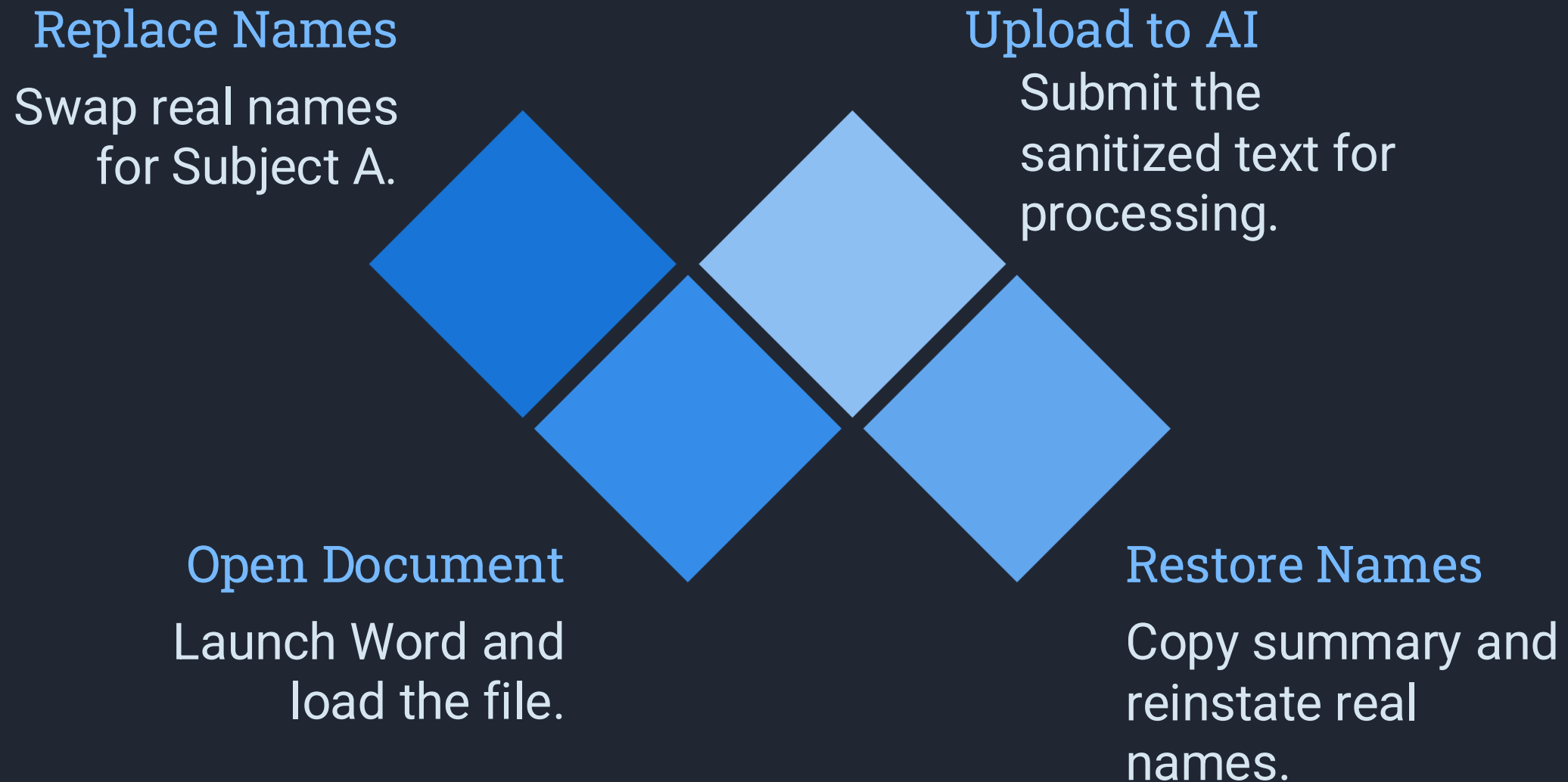
## Scenario B: The Personnel File

You upload a 50-page confidential personnel file to a standard AI tool. **Did that data just enter the public training model?**

Almost always yes — unless you're on an Enterprise-secured system.



## Paula's Pro-Tip: Sanitize Before You Upload



You've used the AI's brain without giving it the subject's identity.

**Protect the *who* while utilizing the *what*.**

# Paula's Pro-Tip: Sanitize Before You Upload

## Original:

To: Sarah, Professional Tutor

The purpose of this memo recaps our Coaching Session for the following: Tardiness/Absenteeism

On Friday, March 8, we discussed your concerns about the new schedule change. You are expected to be at work on time according to the established schedule (attached). You assured the team that you would take steps to ensure you would be at work when scheduled, yet our records show that you were absent on the following dates:

Monday, March 18<sup>th</sup>

Monday, February 19<sup>th</sup>

Monday, October 23<sup>rd</sup>

Monday, September 25<sup>th</sup>

Each instance you called Paula in within a 10-minute window of the shift to communicate you, Sarah, were unable to come to work. Without ample time of notification, the center along with other tutors James and Sara A. have been affected. Our services are student facing, and not having the appropriate staff on hand at their scheduled time interrupts the quality service and enhanced student experience we have continually strived to provide.

### **Expectations:**

Be at work on time according to the established schedule.

Any call-in should be communicated via phone call to Paula at least an hour prior to starting shift time.

Any tardiness should be communicated via phone call to Paula at least 15 minutes prior to starting shift time.

You, Sarah, show signs of engagement with Tutoring Services projects and other work assigned to you. You also have a great rapport with your embedded students Marsha & Kim and PAC's faculty like Joni & Bryce. Please do not let these absences become a main focal point to your outstanding work effort while in the lab.

Understand that the behavior identified in this document is unacceptable and will not be tolerated during your employment with Palo Alto College. Further violations of any Alamo Colleges' policy, procedures and/or directives, or Palo Alto College policy, procedures and/or directives, or Tutoring Services policies, procedures and/or directives may result in a **Written Warning** as well as further disciplinary actions, up to and including termination of employment.

I acknowledge receipt and understanding of this as a **Coaching Document**.

# Paula's Pro-Tip: Sanitize Before You Upload

## Sanitized:

To: **Professional Tutor 1 (PT 1)**

The purpose of this memo recaps our Coaching Session for the following: Tardiness/Absenteeism

On Friday, March 8, **Dean, Director, Coordinator**, and you discussed your concerns about the new schedule change. You are expected to be at work on time according to the established schedule (attached). You assured the team that you would take steps to ensure you would be at work when scheduled, yet our records show that you were absent on the following dates:

Monday, March 18<sup>th</sup>

Monday, February 19<sup>th</sup>

Monday, October 23<sup>rd</sup>

Monday, September 25<sup>th</sup>

Each instance you called **Coordinator** in within a 10-minute window of the shift to communicate you, **PT 1**, were unable to come to work. Without ample time of notification, the center along with other tutors **PT 2 & PT 3** have been affected. Our services are student facing, and not having the appropriate staff on hand at their scheduled time interrupts the quality service and enhanced student experience we have continually strived to provide.

### **Expectations:**

Be at work on time according to the established schedule.

Any call-in should be communicated via phone call to **Coordinator** at least an hour prior to starting shift time.

Any tardiness should be communicated via phone call to **Coordinator** at least 15 minutes prior to starting shift time.

You, **PT 1**, show signs of engagement with Tutoring Services projects and other work assigned to you. You also have a great rapport with your embedded students **S1 & S2** and PAC's faculty like **F1 & F2**. Please do not let these absences become a main focal point to your outstanding work effort while in the lab.

Understand that the behavior identified in this document is unacceptable and will not be tolerated during your employment with Palo Alto College. Further violations of any Alamo Colleges' policy, procedures and/or directives, or Palo Alto College policy, procedures and/or directives, or Tutoring Services policies, procedures and/or directives may result in a **Written Warning** as well as further disciplinary actions, up to and including termination of employment.

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# The Monday Morning Policy Framework

How do we bring this back to our campuses? Three pillars – present these to your leadership not as permission to be lazy, but as a **mandate to be efficient.**



## Transparency

Never hide AI use. Disclose it...*I used it, so that I could focus on providing strategic outcomes.*



## Security

Only Enterprise-grade tools. If the college hasn't vetted it, sensitive data stays out. Period.



## Verification

Humans draft, AI spruces up, AND then humans verify. We never lose our edge – we are the final judge of information integrity.

80%

Task Automation

Of repetitive drafting,  
synthesis, and formatting  
work

3hrs

Saved Per Report

Turning a 3-hour transcript  
into a one-page dashboard

1

Human in the Loop

Always. You are the final  
filter, the gatekeeper, the  
strategic partner

# Crowdsourced Best Practices



## Donor Tier Categorization

Use AI to categorize donors by engagement history before the President walks into a gala.



## Budget What-If Scenarios

Draft crisis scenarios to prep the President for a hard Board meeting.



## Plain-English Legislation

Translate complex HB 8 funding formulas into talking points faculty can actually use.



# You Are Not Replaced. You Are Amplified.

The Assistant of the future isn't replaced by a robot — they are amplified by one.

You are now part of a network of high-level operators who aren't just surviving the AI wave — **you are riding it.**

## SESSION RECAP

# From Curious to Competent

### 01 Identify Your Time-Thieves

Board minutes, donor letters, legislative scans, pretty slides.

### 03 Guard the Data

Enterprise tools only. Sanitize before upload. Human verifies always.

### 02 Become the Prompt Engineer

Strategic instructions → strategic results.  
Who, What, How.

### 04 Present the Policy

Transparency + Security + Verification = your Monday Morning mandate

# Stay Connected

Thank you for your leadership, your ethics, and your time.



## AI Executive Toolkit

The Policy framework, the Prompt Guide, and the John Doe placeholder privacy trick – all in one place.



Let's Keep the Conversation Going

Connect on LinkedIn as we move together from the **Assistant** role to the **Strategic Partner** role.