



## ***NAPAHE Annual Meeting – Roundtable Discussion Facilitation Form***

*Saturday, March 9, 2019, 8:00 a.m. – 9:00 a.m.*

*Liberty Ballroom (Salons A, B and C)*

*Sunday, March 10, 2019, 8:30 a.m. – 9:30 a.m.*

*Liberty Ballroom (Salons A, B and C)*

*Roundtable Topic:*    Provost Assistants' Topics

*Facilitator:*    *Melinda Assink, Western Washington University – Assistant to the Provost*

### **Discussion Questions:**

1. What is the most challenging part of supporting one of the hardest working people on campus?
2. How can we become a strategic partner to our provost, moving beyond being the 'assistant'?
3. What are ways we can collaborate closer with our teammates in the president's office?

### **Discussion Key Points:**

1. Communication – Find the method that works for you and your provost and be consistent
2. Collaboration – With your provost, staff, and university leadership team

### **Participant Notes:**

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