

National Association of Presidential Assistants in Higher Education

NAPAHE

2019 Conference Schedule

For Professionals Supporting Higher Education's Leaders

MARCH 8-10, 2019

PHILADELPHIA MARRIOTT DOWNTOWN, PHILADELPHIA, PA

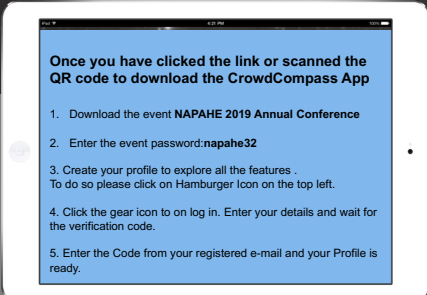
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NAPAHE 2019
32nd ANNUAL CONFERENCE
Philadelphia, PA
March 18-19, 2019
Philadelphia Marriott Downtown

Presented by
PASSAGEWAYS



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FRIDAY, MARCH 8, 2019

- 8:00–9:00 a.m. Conference Committee Work Session**
(Franklin 9, 4th Floor)
Committee members only
- 9:00 a.m.–noon National Association of Presidential Assistants in Higher Education (NAPAHE) Board Meeting**
(Franklin 9, 4th Floor)
Board members only
- 12:45–1:45 p.m. Conference Ambassador Training**
(Franklin 2, 4th Floor)
Conference ambassadors only
- 2:00–5:30 p.m. NAPAHE Registration Open**
(Franklin Hall, 4th Floor Registration Area)
2:00–2:30 p.m.
New Members/First-Time Attendees
2:30–5:30 p.m.
All Conference Attendees
- 2:30–3:30 p.m. First-Time Attendee/New Member Orientation**
(Salon G, 5th Floor)
 - **Kai S. Swanson**, Special Assistant to the President, Augustana College (IL)
 - **Heather M. Fehn**, Chief of Staff and Secretary to the Board of Trustees, The College of New Jersey
- 3:00–6:00 p.m. Speaker Ready Room for NAPAHE presenters**
(Franklin 401, 4th Floor)
- 3:30–3:45 p.m. Beverage Break**
(Franklin Hall, 4th Floor)
- 3:45–5:15 p.m. Pre-conference Sessions** (Pre-registration suggested)
 - 1. The Art of Communication**
(Franklin 1, 4th Floor)
 - **Michele Hughes**, Executive Assistant to the President, Biola University (CA)

2. **Culture & Strategy**
(Franklin 2, 4th Floor)
 - **Daniel A. Nolan III**, Chief of Staff, Georgia Gwinnett College
3. **Shared Governance**
(Franklin 9, 4th Floor)
 - **Steven C. Bahls**, President, Augustana College (IL)
4. **Balancing PA and Board Responsibilities**
(Franklin 10, 4th Floor)
 - **Katie Herschede**, Vice President for Strategic Initiatives and Chief of Staff, Widener University (PA)

5:30–7:30 p.m. **Opening Networking Reception**
Hard Rock Cafe, 1113-31 Market Street, Philadelphia

SATURDAY, MARCH 9, 2019

6:00–7:00 a.m. **Walking Group**
(Meet in the lobby by Starbucks)
Led by Kai S. Swanson

6:00–7:00 a.m. **Zumba**
(Room 309/310, 3rd Floor)
Led by Joemille Santiago

7:00 a.m.–
6:00 p.m. **Speaker Ready Room for NAPAHE Presenters**
(Franklin 401, 4th Floor)

7:30–9:00 a.m. **NAPAHE Registration Open**
(Franklin Hall, 4th Floor Registration Area)

7:30–8:00 a.m. **Breakfast Buffet**
(Liberty Ballroom, 3rd Floor)

8:00–9:00 a.m. **Roundtable Discussions**
(Liberty Ballroom, 3rd Floor)

Discussion Topics:

1. **A Million Little Things (and Many Big Ones)- Managing the President's Office**
2. **Board Operations**
3. **Cabinet Level Transitions**

4. **Calendaring—Strategic Use of the President’s Time**
5. **Canadian Institutions** (Saturday only)
6. **Chief of Staff and the Executive Team**
7. **Dealing with Difficult People**
8. **Digital Tools for Managing Faculty Promotion and Tenure**
9. **Email Etiquette—Setting an Email Standard**
10. **Enrollment Strategies**
11. **Event Planning**
12. **Experiences with Student Activism—An Opportunity to Share, Care, and Support**
13. **Faculty and Staff Relations**
14. **High-Level Searches**
15. **Higher Education Vocabulary**
16. **How Do I . . . ? (Tips and Tricks)**
17. **How to Write a Self-Evaluation and Performance Evaluation and Set Goals**
18. **Interim Transitions: How to Work with Systems**
(Chancellor and President)
19. **Mentoring Staff**
20. **Minutes—A Dreadful Task?**
21. **New to the Job**
22. **Presidential Engagement: Creating a Bond Between a President and Their Audience**
23. **Provost Assistant Topics**
24. **Relationship Building**
25. **Social Media Benefits and Pitfalls**
26. **Succession Planning in Administrative Offices**
27. **Teamwork Within the Office**
28. **Thinking of Changing Jobs?**
29. **What Do I Need to Know and Where Can I Get It?**
(Professional Development Resources)

9:15–10:45 a.m.

Welcome

(Liberty Ballroom, 3rd Floor)

Ted Mitchell, President, American Council on Education

2019 Opening Plenary Session

The Need for Speed: Navigating Higher Education's Future

Moderator: Philip G. Rogers, Senior Vice President, Learning and Engagement, American Council on Education

Panelists:

- **Drew Bogner**, President, Molloy College (NY)
- **Marcia G. Welsh**, President, East Stroudsburg University (PA)
- **Robert Zemsky**, Chair, The Learning Alliance for Higher Education, and Senior Scholar, Penn AHEAD, University of Pennsylvania

10:45–11:15 a.m.

Break

(Franklin Hall, 4th Floor)

Refreshments provided

11:15 a.m.–12:15 p.m.

Concurrent Sessions I

1. Generation Z

(Franklin 1, 4th Floor)

- **Wesley R. Fugate**, Vice President for Student Affairs and Dean of Students, Randolph College (VA)

2. New to the Job from the PA's and the President's Perspective

(Franklin 2, 4th Floor)

- **Raymond J. Rice**, President and Provost, University of Maine at Presque Isle
- **Lisa Smith**, Special Assistant to the President, University of Maine at Presque Isle

3. Communication Between the President's and Provost's Offices

(Franklin 8, 4th Floor)

- **Margaret Farrar**, Dean, College of Arts and Sciences, John Carroll University (OH)

4. PAs and Accreditation

(Franklin 9, 4th Floor)

- **George A. Pruitt**, President Emeritus, Thomas Edison State University (NJ)
- **Elizabeth H. Sibolski**, President, Middle States Commission on Higher Education

5. A Tale of Two Strategic Plans

(Franklin 10, 4th Floor)

- **Brent Carbajal**, Provost and Vice President for Academic Affairs, Western Washington University
- **Michael J. Torres**, Vice President for Technology and Institutional Effectiveness, Molloy College (NY)

12:30–1:45 p.m.

Networking Lunch—PA in the Hot Seat

(Liberty Ballroom, 3rd Floor)

Moderator: Kai S. Swanson, Special Assistant to the President, Augustana College (IL)

Panelists:

- **Kim Durr**, Chief of Staff, Southern Illinois University Edwardsville
- **Robert Kelly**, Vice President and Special Assistant to the President, Loyola University Maryland
- **Stefani Schuette**, Executive Assistant to the President, Lindenwood University (MO)

2:00–3:00 p.m.

Concurrent Sessions II

1. Data-Driven Decision-Making

(Franklin 1, 4th Floor)

- **Marco A. Krcatovich II**, Director of Institutional Research and Effectiveness, Governors State University (IL)

2. Implicit Bias in Hiring

(Franklin 2, 4th Floor)

- **Deneese Jones**, Vice President for Academic Affairs, Trinity University (TX)

3. **Mental Health on Campus: Realities, Recognition, Response**

(Franklin 8, 4th Floor)

- **Lisa Zakiya Newland**, Chair, Department of Social Work, Molloy College (NY)
- **Talita Ferrara**, Director, Student Personal Counseling Center, Molloy College (NY)

4. **Social Media Strategies**

(Franklin 9, 4th Floor)

- **Les Fugate**, Executive Vice President, RunSwitch Public Relations
- **Chris Nation**, Vice President of Digital, RunSwitch Public Relations

5. **Federal Relations Update**

(Franklin 10, 4th Floor)

- **Terry W. Hartle**, Senior Vice President for Government and Public Affairs, American Council on Education

3:00–3:45 p.m.

Break and Sponsor Showcase (Franklin Hall)

Snacks and refreshments provided

3:45–4:15 p.m.

Spotlight Sessions I

Spotlight Sessions are 30-minute sessions providing intensive focus on a particular topic or issue faced by presidential assistants and those supporting higher education's leaders. Modeled on TED Talks, experts in the field speak for 10 minutes, allowing time for interaction and a question and answer period.

1. **Bridging the Faculty and Staff Divide**

(Franklin 1, 4th Floor)

- **Raymond J. Rice**, President and Provost, University of Maine at Presque Isle

2. **Bullying in the Workplace/Power Dynamics**

(Franklin 2, 4th Floor)

- **Joseph Youngblood II**, Vice Provost and Dean of the John S. Watson School of Public Service, Thomas Edison State University (NJ)

3. **PA to President: Difficult Conversations**

(Franklin 8, 4th Floor)

- **Penny Perdue**, Chief of Administrative Operations and Liaison to the Board, Governors State University (IL)

4. Working in Unionized Environments

(Franklin 9, 4th Floor)

- **Brent Carbajal**, Provost and Vice President for Academic Affairs, Western Washington University
- **Melinda Assink**, Assistant to the Provost, Western Washington University

5. Help! I Need a Life Raft!

(Franklin 10, 4th Floor)

- **Bobbi Nelson**, Executive Assistant to the President and Assistant Secretary to the Board of Trustees, Union College (NY)

4:30–5:30 p.m.

Concurrent Session III

1. Using Technology to Enhance Office Efficiency

(Franklin 1, 4th Floor)

- **Heather M. Fehn**, Chief of Staff and Secretary to the Board of Trustees, The College of New Jersey

2. Chief of What? Who Do I Think I Am?

(Franklin 2, 4th Floor)

- **Kelley Mills**, Chief of Staff, Tarrant County College (TX)
- **Brian J. Shook**, Chief of Staff, Biola University (CA)

3. Presidential Transitions

(Franklin 8, 4th Floor)

- **Matthew Baughman**, Chief of Staff, Southern Illinois University Carbondale
- **Wesley R. Fugate**, Vice President for Student Affairs and Dean of Students, Randolph College (VA)
- **Barbara Sandoval**, Senior Executive Assistant to the President, Western Washington University

4. Other Duties as Assigned

(Franklin 9, 4th Floor)

- **Kerri Green**, Senior Assistant to the President and Assistant Secretary to the Board of Trustees, Hartwick College (NY)

5:30 p.m.

Dinner and Optional Activities on Your Own

Enjoy Philadelphia!

7:30–9:00 p.m.

Big Bus Philly by Night Tour (pre-registration required)

Join us for a citywide tour of Philadelphia's most notable attractions.

(Meet in lobby by Starbucks at 7:15 p.m.)

SUNDAY, MARCH 10, 2019

(Reminder: Daylight Savings—Spring Ahead One Hour)

- 6:30–7:15 a.m. Walking Group**
(Meet in the lobby by Starbucks)
Led by Kai S. Swanson
- 6:30–7:15 a.m. Zumba**
(Room 309/310, 3rd Floor)
Led by Joemille Santiago
- 7:00 a.m.–
4:30 p.m. Speaker Ready Room for NAPAHE presenters**
(Franklin 401, 4th Floor)
- 8:00–8:30 a.m. Breakfast Buffet and Annual Business Meeting**
(Liberty Ballroom, 3rd Floor)
- 8:30–9:30 a.m. Roundtable Discussions**
(Liberty Ballroom, 3rd Floor)
Repeat of Saturday morning discussion topics (except Canadian Institutions)
- 9:45–10:30 a.m. Affinity Group Sessions and Business Card Exchange**
These facilitated discussions will provide an opportunity to expand on some of the content discussed during the conference and how it might apply to specific types of institutions. Sessions are segmented by institution type to enhance the conversation. Attendees will also have a chance to share challenges, strategies, solutions, and business cards.
- 1. Public Colleges and Universities—Open Discussion**
(Franklin 1, 4th Floor)
 - **Kim Durr**, Chief of Staff, Southern Illinois University Edwardsville
 - **Heather M. Fehn**, Chief of Staff and Secretary to the Board of Trustees, The College of New Jersey
 - 2. Private Colleges and Universities—Open Discussion**
(Franklin 2, 4th Floor)

- **Will Ferbos**, Assistant Vice President and Deputy Chief of Staff, Tulane University (LA)
- **Kerri Green**, Senior Assistant to the President and Assistant Secretary to the Board of Trustees, Hartwick College (NY)

3. **University Systems—Open Discussion**

(Franklin 8, 4th Floor)

- **Mark Lanier**, Assistant to the Chancellor and Assistant Secretary to the Board of Trustees, University of North Carolina Wilmington

4. **Faith-Based Institutions—Open Discussion**

(Franklin 9, 4th Floor)

- **Kathryn Enke**, Chief of Staff and Lead Title IX Coordinator, College of Saint Benedict (MN)

10:30–10:45 a.m. **Break**

(Liberty Ballroom Foyer, 3rd Floor)

Cookies and refreshments provided

11:00 a.m.–12:30 p.m.

2019 Closing Plenary Session

(Liberty Ballroom, 3rd Floor)

Innovation, Inclusion, and Engagement: Colleges and Universities in Partnership with Their Local Communities

Moderator: **Erin O’Keefe**, Director, Center for Community Service and Justice, Loyola University Maryland

Panelists:

- **Margaret L. Drugovich**, President, Hartwick College (NY)
- **Michael A. Fitts**, President, Tulane University (LA)
- **David Wilson**, President, Morgan State University (MD)

12:45–1:30 p.m. **Conference Committee Debrief Meeting**

(Franklin 8, 4th Floor)

Committee members only

1:00–2:00 p.m. **ACE Vendor Hall Open for NAPAHE Attendees**

Refreshments available

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