



National Association of Presidential
Assistants in Higher Education

38th Annual National Conference
and Business Meeting

Conference Schedule

Published January 18, 2025

January 23-25, 2025

Marriott Marquis

Washington, D.C.



NAPAHE 2025 Conference Program & Schedule

Welcome to NAPAHE's 38th 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 38th 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 and read about what they have to offer your institution by clicking through the "Sponsors" icon on this 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-Roundtable 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 A. Sass
Chair, NAPAHE Board of Directors

Lynette Arner
Chair, NAPAHE Conference Planning Committee



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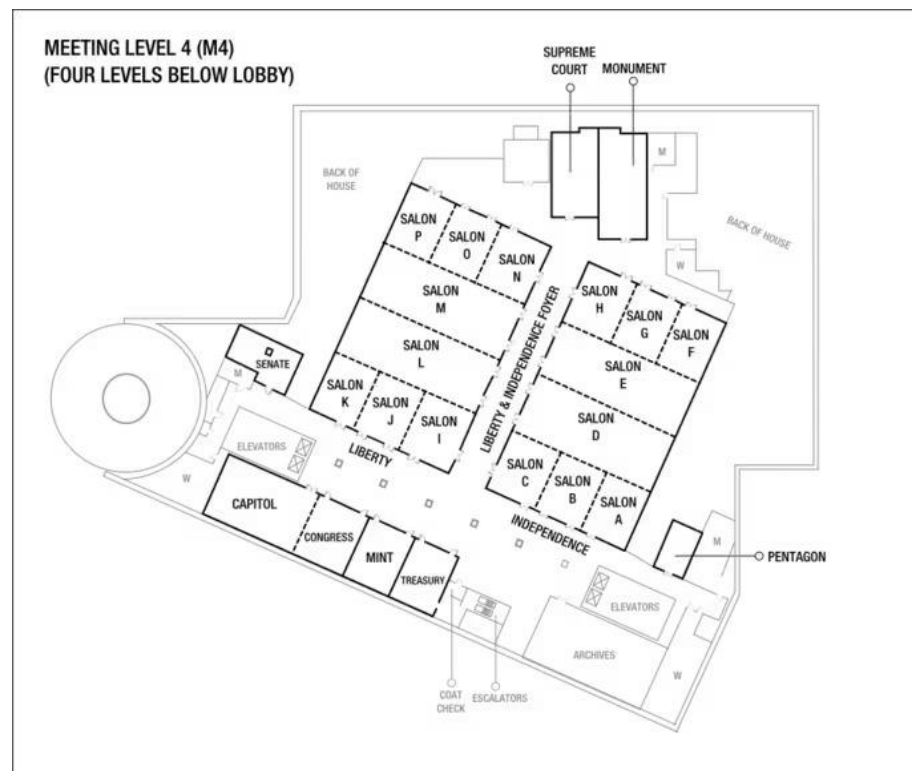
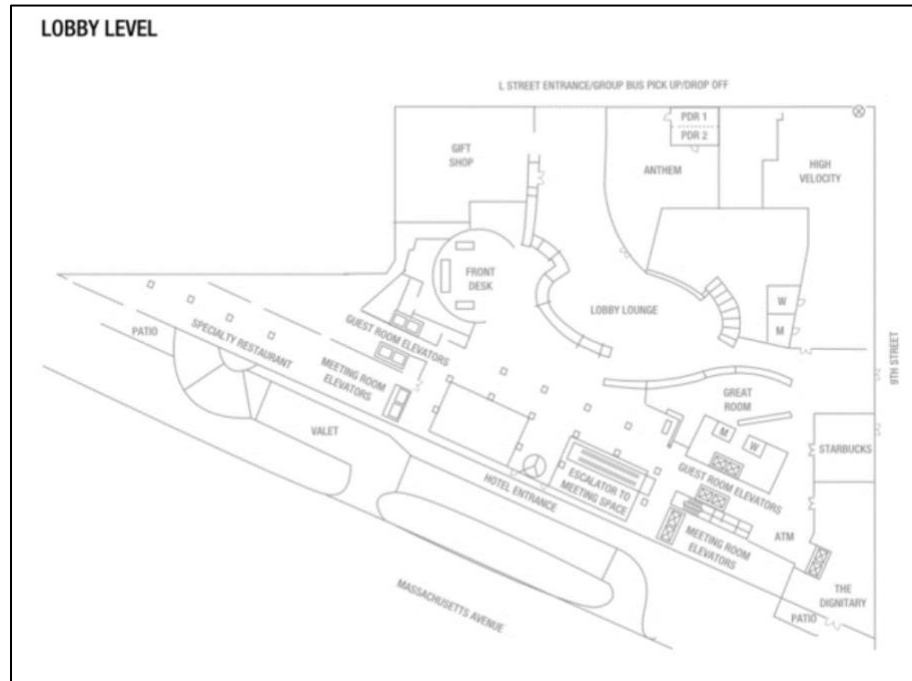
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Please visit <https://napahe.org/conference/sponsors> for more information.

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Conference Maps



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Conference Itinerary Overview

- For those in the Eastern and Central time zones, we have attempted to structure start times on Thursday, January 23, 2025 to allow for a 2-night hotel stay.
- Be sure to download our conference app. This is the best way to view our agenda, session information, speaker biographies, presentation highlights, and much more. Printed programs will not be provided this year.
- NAPAHE has partnered with nearby Escape Game Penn Quarter for a private group networking activity! In our 1-hour games, you and your team of NAPAHE colleagues are heroes on a mission. You'll enter a highly immersive, multi-room set where you'll crack codes, uncover clues, and solve puzzles. The games are collaborative, tactile, story-driven, and about more than just escaping: they are adventures. Games start at 7:00 p.m. on Thursday, January 23. Separate, advanced registration and payment are required. Transportation not included. [Click Here](#) to learn more.
- Looking for a low-key way to dine with NAPAHE colleagues? NAPAHE has identified a number of nearby restaurants for attendees to dine at in small groups. Join with a friend or meet some new ones. Advanced sign-up is strongly recommended. Pre-payment is not required (all dining is self-pay). [Click Here](#) to learn more.
- Our annual reception will be held on Friday evening this year. It will feature complimentary heavy hors d' oeuvres and beverages for registered conference attendees.
- Roundtable Sessions are facilitated discussions that provide an opportunity to network and expand on some of the content discussed during the conference and how it might apply to your work. These sessions will be offered Friday and Saturday and will cover multiple topics of interest. They are limited in size and carry the expectation that all participants have the opportunity to share in the conversation. Attendees will be able to join members with similar roles and types of institution for robust conversation
- NAPAHE's 38th Annual Business Meeting will be held on Saturday, January 25, 2025 at 8:15 a.m. EST in the Independence Ballroom of the Marriott Marquis Washington D.C. hotel. Meeting materials will be available to members prior to the meeting. Join us for breakfast on Saturday for The Annual Business Meeting and Transfer of the Gavel. All attendees are encouraged to attend. NAPAHE members are invited to vote.
- NAPAHE is proud to bring back Heart of NAPAHE for our 2025 conference. Conference attendees will have the opportunity to participate in Operation Gratitude to write a handwritten letter to our Deployed Troops, Recruit Graduates, Veterans, Wounded Heroes, and First Responders. In these unprecedented times, our heroes need our unwavering support.
- Missed a session or want to see it again? Vote for your favorite presentation within our conference app for the opportunity to see again as a "Back by Popular Demand" session on the final morning of the conference.



NAPAHE 2025 Conference Program & Schedule

Official Conference Schedule

All Registered Conference Attendees

Thursday, January 23, 2025

12:00 – 6:00 p.m. ET	NAPAHE Registration Open for All Attendees <i>Independence Foyer – Meeting Level M-4</i>
12:45 – 1:45 p.m. ET	Conference Ambassador Volunteer Training <i>Supreme Court – Meeting Level M-4</i>
2:00 – 3:15 p.m. ET	First-Time Attendee Orientation <i>Independence Ballroom – Meeting Level M-4</i>

Welcome to NAPAHE2025! 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 higher education professionals and NAPAHE members, as well as meet fellow newcomers.

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 for Enrollment Management, University of North Carolina Greensboro
- Valeria Singleton, Special Assistant, Office of the Provost, Florida A&M University

4:30 – 5:25 p.m. ET	Concurrent Sessions #1 <i>See Concurrent Session Schedule</i>
5:45 – 6:40 p.m. ET	Concurrent Sessions #2 <i>See Concurrent Session Schedule</i>
7:00 – 9:00 p.m. ET	Networking Activities & Dinner Groups



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Friday, January 24, 2025

7:00 – 8:00 a.m. ET	Walking Group <i>Meet in the hotel lobby near Starbucks</i>
7:30 – 9:00 a.m. ET	NAPAHE Registration Open for All Attendees <i>Independence Foyer – Meeting Level M-4</i>
7:45 – 9:00 a.m. ET	Breakfast Buffet <i>Independence Foyer & Ballroom – Meeting Level M-4</i>
8:50 a.m. ET	Welcome <i>Independence Ballroom – Meeting Level M-4</i> <ul style="list-style-type: none">• Lynette Arner, Executive Assistant to the President and Assistant Secretary to the Board of Directors, Sweet Briar College (VA); Conference Chair, Treasurer, NAPAHE Board of Directors• Lynn Pasquerella, President, American Association of Colleges & Universities
9:00 – 10:00 a.m. ET	Morning Plenary <i>Independence Ballroom – Meeting Level M-4</i> <i>Supporting Leadership Through Change: The Role of Presidential and Provost Assistants in Higher Education Transitions</i> <ul style="list-style-type: none">• Michael Bernstein, President, The College of New Jersey• DoVeanna Fulton, Provost, Norfolk State University• Artis Hampshire-Cowan, Senior Consultant and Senior Fellow, Association of Governing Boards (AGB); Retired Chief of Staff, Howard University
10:15 – 11:10 a.m. ET	Concurrent Sessions #3 <i>See Concurrent Session Schedule</i>
11:30 a.m. – 12:25 p.m. ET	Concurrent Sessions #4 <i>See Concurrent Session Schedule</i>
12:30 p.m.	Lunch Buffet <i>Independence Foyer & Ballroom – Meeting Level M-4</i>
1:00 p.m. – 1:15 p.m. ET	Annual Awards Ceremony <i>Independence Ballroom – Meeting Level M-4</i>



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Opening Remarks:

- Lynette Arner, Executive Assistant to the President and Assistant Secretary to the Board of Directors, Sweet Briar College (VA); Conference Chair, Treasurer, NAPAHE Board of Directors
- Michael A. Sass, Chief of Staff, University of Health Sciences & Pharmacy in St. Louis (MO); Board Chair, NAPAHE Board of Directors

NAPAHE's 2025 Award for Professional Achievement:

- Presented to Dr. Adriel A. Hilton, Director of Programs, Transition, and Youth Success Planning, Washington State Department of Children, Youth and Families

NAPAHE's 2025 Conference Grant Awardees:

- Angelique Miles, Chief of Staff & Director of the President's Office, Coker University
- Miranda Morris, Executive Administrative Assistant, Dakota State University

1:15 p.m. – 2:15 p.m. ET

Afternoon Plenary

Independence Ballroom – Meeting Level M-4

Insights and Innovation: Lessons from the e-Roundtable

- Heather Fehn, Vice President & Chief of Staff, Secretary to the Board, The College of New Jersey; NAPAHE Board of Directors
- Rolanda Burney, Chief Administrative Officer/Chief of Staff, Emory College of Arts and Sciences; Chair-Elect, NAPAHE Board of Directors

2:15 – 3:15 p.m. ET

Break & Sponsor Showcase

Independence Foyer – Meeting Level M-4

3:15 – 4:10 p.m. ET

Concurrent Sessions #5

See Concurrent Session Schedule

4:30 – 5:30 p.m. ET

Roundtable Affinity Group Discussions

Independence Ballroom – Meeting Level M-4
See Roundtable Schedule

5:45 – 7:00 p.m. ET

Cocktail Reception with Hors D'oeuvres

Hotel Lobby Mezzanine – Second Floor

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NAPAHE 2025 Conference Program & Schedule

Saturday, January 25, 2025

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

7:00 – 8:00 a.m. ET	Walking Group <i>Meet in the hotel lobby near Starbucks</i>
7:45 – 9:00 a.m. ET	Breakfast Buffet <i>Independence Foyer & Ballroom – Meeting Level M-4</i>
8:15 – 9:00 a.m. ET	NAPAHE Annual Business Meeting, Transfer of the Gavel, and Closing Remarks <i>Independence Ballroom – Meeting Level M-4</i>

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

Presiding:

- Michael A. Sass, Chief of Staff, University of Health Sciences & Pharmacy in St. Louis (MO); Board Chair, NAPAHE Board of Directors
- Rolanda Burney, Chief Administrative Officer/Chief of Staff, Emory College of Arts and Sciences; Chair-Elect, NAPAHE Board of Directors
- Stuart Schmidt, Executive Director, National Association of Presidential Assistants in Higher Education (NAPAHE)

Closing Remarks:

- Lynette Arner, Executive Assistant to the President and Assistant Secretary to the Board of Directors, Sweet Briar College (VA); Conference Chair, Treasurer, NAPAHE Board of Directors

9:15 – 10:15 a.m. ET	Conference to Campus Roundtable Discussions <i>See Roundtable Schedule</i>
10:15 – 10:45 a.m. ET	Break & Business Card Exchange <i>Independence Foyer & Ballroom – Meeting Level M-4</i>
10:45 – 12:00 p.m. ET	Back by Popular Demand
12:00 p.m. ET	Conference Concludes

Plenary Presentations

Session Descriptions

Breakfast Plenary (Friday, January 24, 2025, at 9:00 AM) **Supporting Leadership Through Change: The Role of Presidential and Provost Assistants in Higher Education Transitions**

As higher education faces unprecedented transitions, from economic and demographic shifts to natural disasters and changes in institutional leadership, the roles of professionals supporting higher education's leaders have never been more crucial. These professionals are on the front lines, managing the complexities that come with new presidents, provosts, and strategic priorities. In this session, seasoned professionals will share insights on how to effectively support leaders through times of change, streamline communication, and ensure continuity in the face of evolving demands.

Attendees will learn practical strategies for navigating leadership transitions, maintaining stability within the executive office, and fostering a collaborative environment during periods of uncertainty. This session is designed to equip participants with tools to help their institutions adapt to change smoothly and to support leaders in achieving long-term success. Join us to explore the pivotal role you play in guiding your institution through transition and learn best practices from experienced leaders.



Michael Bernstein
President, The College of New
Jersey



DoVeanna Fulton
Provost, Norfolk State
University



Artis Hampshire-Cowan
Senior Consultant and Senior
Fellow, Association of
Governing Boards (AGB);
Retired Chief of Staff, Howard
University

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Afternoon Plenary (Friday, January 24, 2025, at 1:15 PM)
Insights and Innovation: Lessons from the E-Roundtable

Session Description: Over the past year, the e-roundtable has been a space for vibrant discussion, thought-provoking questions, and innovative ideas for their roles. This interactive plenary session brings those discussions to life, highlighting the key themes and challenges raised by participants. Join two seasoned professionals as they provide actionable insights, share their experiences, and explore creative ways to enhance and innovate in our roles. This session is an opportunity to reflect on shared experiences. Come prepared to engage, share, and leave inspired with strategies to bring back to your institution.



Heather Fehn

Vice President & Chief of Staff, Secretary to the Board, The College of New Jersey; NAPAHE Board of Directors



Rolanda Burney

Chief Administrative Officer/Chief of Staff, Emory College of Arts and Sciences; Chair-Elect, NAPAHE Board of Directors



NAPAHE 2025 Conference Program & Schedule

Concurrent Session Schedule

Session #1 – Thursday, January 23 at 4:30 – 5:25 PM

Measuring Your Impact & Advocating for Yourself	Edward Cullinane
The Importance of Support Staff Councils in Higher Education	Emily C. Miesch
Unleash Your Strengths: A Journey of Self-Discovery	Sherry Hunter
Event Planning: From Inception to Completion	Cherice Grace Granger
Systemic Oppression Monopoly - A DEI Education Tool	Melinda Assink

See Conference App for Session Locations



NAPAHE 2025 Conference Program & Schedule

Concurrent Session Schedule

Session #2 – Thursday, January 23 at 5:45 – 6:40 PM

The Secret Sauce: Communicate with Impact and Influence
by Seeing the Invisible

Audrey Young

Communicator, Confidant, Cheerleader, and Coordinator:
Supporting Organizational Overhaul as a Chief of Staff

Dr. Lance Poston
Dr. Marianne Baernholdt

Beyond Busy: Practical Strategies for Work-Life Balance

Rebecca Monaghan

Creating in-house professional development for
administrative professionals

Holli Stillman

Global Ambassador: Redefining the Role Beyond Executive
Assistant

Kimberly Stender
Michelle Bopp-Smith
Jessica Abernathy

What if I could give you a 1st draft of your meeting minutes?

Matt Maxwell

See Conference App for Session Locations



NAPAHE 2025 Conference Program & Schedule

Concurrent Session Schedule

Session #3 – Friday, January 24 at 10:15 – 11:10 AM

You Are NOT a Fraud! Using Imposter Syndrome to Reclaim
Your Value and Advance Your Professional Workstyle and
Development Nicole Sment

Navigating Governmental and Legislative Relationships in
Higher Education Mark Burnham

Supporting Everyone but Yourself? Let's Change That! Stephie Berman

The Care and Feeding of Retired Presidents (& Others) Lorrie Kyle
Heather Fehn

Stirring the Pot: Uniting Teams Through Innovative Event
Planning Melanie Lewis
Regina Aton

See Conference App for Session Locations



NAPAHE 2025 Conference Program & Schedule

Concurrent Session Schedule

Session #4 – Friday, January 24 at 11:30 AM – 12:25 PM

Embracing Generative AI: Ethics and Practical Uses	Laura Burnham
When it Comes to College Athletics, How Should Title IX Work in 2025?	Dr. Karen Weaver
Defining and Elevating the Role of Chief of Staff: Navigating Leadership and Strategic Alignment in Higher Education	Dr. Fred M. Tugas
Creating a Circle of Trust in all of Your Circles	Frenika Rivers
Pomp, Circumstance, and a Dash of Fun: Inauguration Planning 101	Jacob Wood Carma Kinman

See Conference App for Session Locations



NAPAHE 2025 Conference Program & Schedule

Concurrent Session Schedule

Session #5 – Friday, January 24 at 3:15 – 4:10 PM

Anatomy of a Staff Meeting

Jessica Walling
Christopher Johnson

Will College Athletics Survive the Legal and Financial Challenges?

Dr. Karen Weaver

Crafting Compelling Storytelling: How to Elevate Executive Voices and Visibility

Dr. Elizabeth Rockstroh

Easier, Cleaner, Smarter: Google Tips and Tricks and Shortcuts

Stacia Mattan

From Pit Crew to the President's Office: How to Turbocharge Your University Events

Jennifer Sachs

See Conference App for Session Locations

Roundtable Discussions

Affinity Group Discussions

In this session, attendees will have the opportunity to engage in a semi-facilitated discussion with peers with similar titles. Tables will be divided by title/role/office:

- Office of the President/Chancellor
- Chiefs of Staff
- Office of the Provost
- Office of the Dean
- Board Professionals
- Other Cabinet or VP Offices
- Other Administrative Offices

Conference to Campus Discussions

In this session, attendees will discuss key takeaways and practical applications of what they have learned at the conference. Tables will be divided by institution type:

Roundtable Group	Location
Public Institutions	Salon L/M (combined)
Private Institutions	Capitol/Congress
Community Colleges	Archives
Higher Education Systems	Salon K
Faith-Based Institutions	Salon J
HBCUs/HSIs	Salon I
Technical Colleges	Treasury
Overflow	Independence Ballroom

See Conference App for Session Locations



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Stay Connected with NAPAHE!

Find us on Facebook, LinkedIn, and X to join the conversation using #NAPAHE2025.

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/>