



AICUO Executive Assistant Leadership Seminar

Tuesday, December 6, 2022
Franklin University Ross Auditorium

- 8:30 a.m.** **Registration** *Light breakfast offered*
- 9:05 a.m.** **Welcome & Introductions**
C. Todd Jones, President & General Counsel | AICUO
Dr. David Decker, President | Franklin University
- 9:15 a.m.** **AICUO 101**
C. Todd Jones, President & General Counsel | AICUO
- 9:30 a.m.** **Successfully Dealing with Difficult People**
Beverly Thomas, Assoc. VP of Human Resources | Columbus College of Art & Design
Anastasia Leptak, Executive Assistant to the Provost | Columbus College of Art & Design
Paula Lewis, Executive Coordinator to the President | Marietta College
- 10:30 a.m.** **Break**
- 10:45 a.m.** **Top 10 Technology Tools for Success in a Post-Covid Virtual World**
Darren Shahinian, Business Development Manager | ScholarBuys
- 11:45 a.m.** **Networking Lunch**
- 12:30 p.m.** **A Seat at the Table: Knowing Your Role and Owning It**
Dr. Kathy Fell, President | University of Findlay
- 1:00 p.m.** **Your Experience: Panel Discussion**
Anita Brown, Executive Assistant to the President & Board of Trustees | Antioch College
Liz Ditto, Executive Administrative Assistant to the President | University of Findlay
April Russell, Executive Assistant to the President | Heidelberg University
- 1:30 p.m.** **Break**
- 1:45 p.m.** **Roundtable Discussion**
- 2:45 p.m.** **Adjourn**