



# ADMINISTRATIVE PROFESSIONALS WORKSHOP

THURSDAY, NOVEMBER 8, 2018 | MT. HOOD ROOM

- 8 a.m.           **Registration, Welcoming Remarks and Introductions**
- 8:45 a.m.       **Take Control of Your Time and Get the RIGHT Things Done!**  
Bethanne Kronick, Simplify NW
- 10 a.m.         *Break*
- 10:15 a.m.      **Take Control of Your Time and Get the RIGHT Things Done!** (continued)
- 11 a.m.         **Everything You Wanted to Know About Executive Sessions but Were Afraid to Ask**  
Steve Kelley, OSBA, director of board development  
Spencer Lewis, OSBA, member services attorney
- 12 p.m.         **Lunch** *Salon F*
- 1 p.m.           **Everything You Ever Wanted to Know About Public Records**  
Kristopher Stenson, Oregon State Archives, ORMS administrator
- 2:45 p.m.       *Break*
- 3 p.m.           **Hot Topics - Table Numbers:**
1. **Social Media Tools** Rachel Fleenor, OSBA, branding and digital marketing specialist
  2. **Tort Claim Notices, Subpoenas and Lawsuits** Michael Miller, OSBA, litigation services attorney
  3. **Legislative Impact on Policy** Peggy Holstedt, OSBA, director of policy services
  4. **Ethics** Spencer Lewis, OSBA, member services attorney
  5. **Board's Role in Terminations** Amy Williams, OSBA, attorney
  6. **Board's Role in Student Discipline** Andrea Schiers, OSBA, attorney
  7. **Board Hearings** Callen Sterling, OSBA, attorney
  8. **Pay Equity** Peggy Stock, OSBA, director of labor services
  9. **Forecast5** Kristen Miles, OSBA, board development specialist
- 4 p.m.           Adjourn and **Opening Reception**  
*\*No-host beverages and hors d'oeuvres*