



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**
Matt Brown, Oregon State Archives, records management analyst;
Todd Albert, Oregon State Archives, public records advocate deputy
- 2:45 p.m. *Break*
- 3 p.m. **Hot Topics - Table Numbers:**
1. **Social Media Tools** Rachel Baker, 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*