

# DAY ONE

THE NATIONAL COUNCIL ON TEACHER RETIREMENT PRESENTS

## ADMINISTRATIVE ASSISTANTS WORKSHOP

VIRTUAL | December 6 & 7 | AGENDA

MONDAY, DECEMBER 6, 2021 (all times are noted in ET)

11:00 – 11:15 a.m. (ET)

### Welcome from the National Council on Teacher Retirement

- Robyn Wheeler, Assistant Executive Director, NCTR
- Dean Kenderdine, Executive Director, NCTR

11:15 – 12:30 p.m.

### Introductions & General Roundtable Discussion

12:30 – 12:45 p.m.

Break

12:45 – 1:45 p.m.

### Return to Office

*Will things change when you return to the office? How do you restore your work culture with your team? What will change, what will stay the same?*

1:45 – 2:45 p.m.

### Board Meetings & Technology

*How have systems handled virtual Board meetings? Will this trend continue? What has worked and the outlook of future virtual Board meetings.*

- Katherine Farrell, Secretary to the Board of Trustees, Texas TRS

2:45 – 3:00 p.m.

Break

3:00 – 4:00 p.m.

### Supporting Your Board

*A candid conversation on how Administrative Assistants can support their Board in this new environment and beyond.*

- Nanette Sissney, Board Trustee, Texas TRS
- Karen Yamamoto, Board Trustee, CalSTRS

4:00 p.m.

### Wrap Up of Day 1



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# DAY TWO

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## ADMINISTRATIVE ASSISTANTS WORKSHOP

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TUESDAY, DECEMBER 7, 2021 *(all times are noted in ET)*

11:00 a.m. – Noon (ET)

### Cyber Security – Staying Ahead of Potential Threats

*As technology has been expanded and used more than ever in your day-to-day work, how do you ensure you are keeping up to date with the latest threats?*

- Andrew Bradford, Chief Risk Officer, New York City TRS
- Nitai Mandhyan, Sr. Vice President & Deputy Practice Leader, Aon Cyber Solutions

Noon – 12:15 p.m.

Break

12:15 – 1:15 p.m.

### Wellness

*How do you make time for yourself to breathe and experience calm during this unprecedented time with so many unknowns? Learn what other systems are doing to ensure the wellness of their employees.*

- Stacy Sakoulas, Senior Performance Management Consultant, Texas TRS
- Mark Mandel, Communications Specialist, Texas TRS

1:15 – 1:30 p.m.

Break

1:30 – 2:30 p.m.

### Diversity, Equity, and Inclusion (DEI)

*DE&I importance on the forefront—understanding the basics.*

- Tejdeep (TJ) Kochhar, Diversity & Inclusion Specialist, California State Teachers' Retirement System (CalSTRS)
- Jacqui Robertson, Global Head of Talent, Diversity, and Inclusion, William Blair

2:30 – 3:00 p.m.

### Wrap Up of Day 2 & Open Discussion

- Robyn Wheeler, Assistant Executive Director, NCTR
- Dean Kenderdine, Executive Director, NCTR



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