



**EDUCATIONAL OFFICE  
PROFESSIONALS OF OHIO**

are **POPPIN'** in Marion, Ohio!



**Friday, October 4, 2024**

**Maynard Hall Guthery Room (Second Floor)  
Marion Technical College/OSU Marion Campus  
1461 Mt. Vernon Avenue, Marion, Ohio**





# CONFERENCE AGENDA

**Friday, October 4, 2024**

Guthery Room, Maynard Hall 2nd Floor

OSU Marion / Marion Technical College Campus

7:15 AM - 8:00 AM

**Registration and Continental Breakfast**

8:00 AM - 8:30 AM

**Welcome and Introductions**

8:30 AM - 10:00 AM

**Envisioning & Cultivating a Mindful Life** (Katy Oberle)

*Break, raffle, networking, headshots*

10:15 AM - 11:15 AM

**New Technology & AI in the Workplace** (Mike White)

11:15 AM - 11:35 AM

**Annual EOPO Meeting**

11:35 AM - 12:35 PM

**Lunch, networking, raffle, headshots**

12:35 PM - 1:35 PM

**Gratitude as a Way of Life** (Clarisma Jones)

*Break, raffle, networking*

1:50 PM - 2:20 PM

**PSP Basics** (Katherine Reichley, CEOE)

2:25 PM - 2:55 PM

**Project Inbox Zero** (Chelsea Glezen)

3:00 PM - 3:30 PM

**Sitting is the New Smoking** (Dr. Chad Hensel)

3:30 PM - 4:00 PM

**Wrap up, raffle winners, evaluations**

## *Envisioning & Cultivating a Mindful Life* by Katy Oberle

Learn what mindfulness is and how it can benefit you at work, at home, and out in the world. Experience a guided meditation practice, learn creative ways to integrate mindfulness into daily life, and make a collaged vision board that highlights your values and intentions related to mindful living. Relax and enjoy this opportunity to “fill your cup” with creativity, present-moment awareness, self-compassion, and connection!



### *About the Speaker*

Katy Oberle is a Columbus, OH native, a licensed marriage and family therapist turned Creative Mindfulness Coach, and a singer/songwriter. She provides creative mindfulness programming to individuals, groups, and organizations to help them manage stress, enhance connection, and access self-compassion, gratitude, wonder, creativity, and joy.

She is also co-founder of The Be Sanctuary, a new wellness community in Upper Arlington, as well as a Sr. Artist-in-Residence at Ohio Health Cancer Care Centers, providing

vocal/guitar music and sound baths to patients and their families.

She is an active member of her community, serving as a Director of the Upper Arlington Civic Association, and Co-Chair of the UA Community Health Action Team (in collaboration with Franklin Co. Public Health).

## *New Technology and AI in the Workplace* by Mike White

In this session, we will cover how to use artificial intelligence and Microsoft products to increase your productivity in the workplace. Microsoft Forms, Co-Pilot, and other tools will be covered. If desired and time allows, bring a project that you would like to discuss as a group to find more efficient ways to complete.

### *About the Speaker*

Mike White has been in higher education since 2009, working in various different roles including contract instructional designer for a large non-profit university, Instructional Designer/Faculty, Director of the Business and Information Technology department, and now the Associate Dean of Technical Programs including Correctional Education. Mike has contributed to multiple NSF Grants as a Co-PI and Senior Personnel, presented at national and local conferences and contributed to Teaching Accessible Computing first edition. Mike is a member of the Quality Matters Instructional Design Association, Council for the Study of Community College, and Ohio Penal Education Consortium.





# *Gratitude as a Way of Life* by Clarisma Jones

- There's so much to complain about!
- What if we chose to be grateful instead?
- Making space for gratitude throughout the day.
- Establishing a rhythm of thanksgiving.
- I got off track. Now what?

## *About the Speaker*

A community organizer by day, a comedian and motivational speaker by night known as "Clarisma Jones." A Virginia native currently invested in life in Ohio, Clarisma Jones represents the zaniest and most reflective aspects of my personality.



# *PSP Basics* by Katherine Reichley, CEOE

The National Association of Educational Office Professionals (NAEOP) provides the opportunity for members to enhance their professional competencies through participation in the Professional Standards Program (PSP). During the session we will talk about this important benefit of NAEOP membership and the components needed for a successful application. No degree is required. Start tracking your association participation and collecting your professional development certificates, and you could be the next PSP certified person from Ohio.

## *About the Speaker*

Katherine Reichley, CEOE, is the Academic Assessment and Accreditation Specialist at Otterbein University in Westerville, Ohio, where she has worked for 35 years. Most recently she served two terms as the NAEOP Northeast Area Director concluding her time on their board at the end of July 2024. As part of her various NAEOP board roles, she served as Chairman of the Public Relations, Awards & Scholarships, Long Range Planning, and Bylaws Committees. She received her PSP Master Degree PSP Certificate and CEOE designation in 2011.





# *Project Inbox Zero* by Chelsea Glezen

Are you overwhelmed with the number of emails that clog up your inbox every day? Are you tired of falling behind on tasks or projects because an email (or two) fell off your radar? Let me show you an impressive strategy to manage your inbox down to ZERO every day. Both Google and Outlook users can thank me later!



## *About the Speaker*

Chelsea has been an administrative assistant for an executive, a dean, and five directors all at the same time! Efficiency is the name of the game in order to keep things running smoothly at Marion Technical College. She has recently earned a promotion as Interim Director of Disability Services at Marion Tech, which is due, in part, to her performance and experience as an administrative assistant. In addition to her role at the college, she serves on the EOPO board as President Elect 2024-2026. Chelsea holds a master's degree in Organizational Leadership: Higher Education.

# *Sitting is the New Smoking* by Dr. Chad Hensel

In this session, Chad utilizes his Physical Therapy background to teach you about some body mindfulness techniques you can practice in your own office or in the classroom with your students in order to increase your overall health, productivity, and mental function.



## *About the Speaker*

Chad Hensel has over 25 years of clinical experience. Dr. Hensel serves as Director of the PTA Program at Marion Tech College and the Associate Dean of Health. Clinical experience has been focused on outpatient orthopedics and sports medicine, while teaching orthopedics at MTC. Dr. Hensel has been presenting continuing education workshops for over ten years in both live and webinar formats. He has been a faculty member for both PT and PTA programs before serving in his current role as Director. Dr. Hensel continues to lecture and lead labs in the PTA and

OTA curriculum at Marion Tech College. His Bachelor of Science is from Bowling Green State University, while his Masters of Health Science and post-professional Doctorate of Physical Therapy were earned from the University of Indianapolis. Member of the APTA and the Education Section as well as a member of the National Strength and Conditioning Association (NSCA).

# Headshots

Professional headshots will be available for a **\$10 donation to the MTC Foundation**. You may donate to any scholarship fund or MTC project on the website. **You can make a donation online ahead of time [here](#).**

## Service Project

This year we are collecting the following items for the **Connections Center** on Marion Tech's campus:

- Dry and canned goods
- Diapers (various sizes) and baby wipes
- Feminine and personal care hygiene products

### **About MTC Connections Center**

The Connections Center is located in Bryson Hall and serves as a resource for students to receive assistance and support in combating challenges or personal situations that may impact their academic experience.

In conjunction with the Buckeye Food Alliance and the Mid-Ohio Food Collective, the Connections Center houses a fully stocked and resourced food pantry available to all students and members of the Marion community. Additionally, our Student Resource Navigator is located in the Connections Center, who is available throughout the week to provide assistance and resources to MTC students and employees.



# Social Hour

## Ralphie's Sports Eatery

Thursday, October 3, 2024 at 6:00 PM - 9:00 PM

Join us for a social and networking event with trivia and games! The social hour is at no additional cost for registration.

Food and drinks are welcome on your own.

Add your RSVP on your conference registration form.

1833 Marion-Mt. Gilead Rd., Marion, OH. 43302

# Hotel Information

**Holiday Inn** 1842 Marion-Mt. Gilead Rd.  
Marion, OH. 43302

[Book Here](#) to get the group discount of **\$117/night!**  
Use group code: **DWW**



# EOPO Cook Book

We're embarking on a culinary adventure to compile a cook book that celebrates the diverse flavors and talents within our professional community. From hearty comfort foods to elegant delicacies, every dish tells a story and reflects the unique tastes of our group.

**Submit by August 1, 2024 to be featured.**

The cookbook will be released at the 2024 EOPO Conference on October 4!

[Click here](#) to send in your submission. More than one submission welcome!



# CAMPUS DIRECTIONS

**1461 Mt. Vernon Avenue, Marion, OH. 43302**

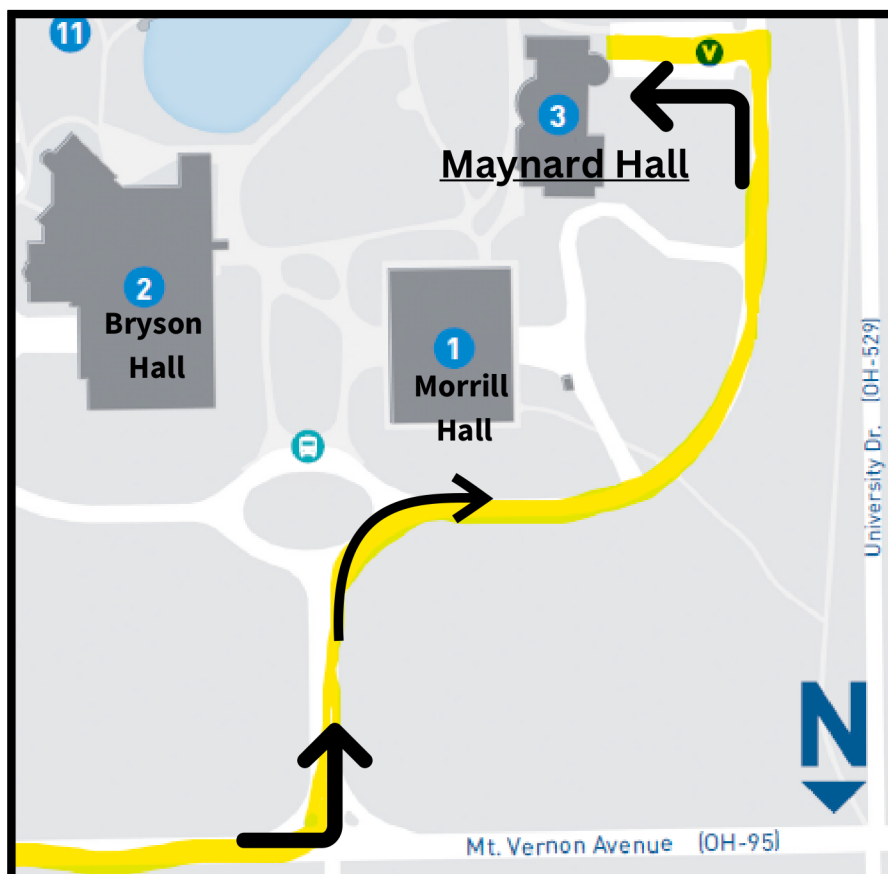
From 95/Marion-Mt Gilead Road, turn left onto Mt Vernon Avenue into the college's main entrance. You will see signs for both OSUM and Marion Tech at the entrance.

Proceed into the roundabout and take the first exit on the right.

Follow the road around until you see a sign for **Maynard Hall** on the left (marked as building #3 on the map below).

You may park in the visitor lot, where there are also accessible parking spaces available.

**The Guthery Room** is located on the second floor of Maynard Hall.





# October 4, 2024 EOPO CONFERENCE REGISTRATION FORM

Register online at <https://eopo-oh.org/>

Or complete this form and return to EOPO Treasurer Evelyn Urbin at [evelynurbin@gmail.com](mailto:evelynurbin@gmail.com)  
or mail with payment to 172 Fredericksburg Dr., Avon Lake, OH. 44012

**Make checks or purchase orders payable to: "Educational Office Professionals of Ohio"**

**\*\* Early Bird Special, \$10 off if registered before September 13, 2024! \*\***

## Registration Cost (check one)

*Note: A \$5 convenience fee will be added when paying online with a credit card)*

- \$120.00 - **EOPO Members Early Bird** (increases to \$130.00 after September 13, 2024)
- \$130.00 - **NAEOP Members**
- \$145.00 - **Non-Members**; Add a new membership (\$25) & pay early bird members amount (\$120)
- \$97.50 - **Retired Members**
- Check here if you are a first-time attendee, and receive a \$10 discount on registration!**

## Membership Fee (to be enclosed with registration)

- \$25.00 - **New Membership** (\$1 convenience fee added for credit card payments)
- \$25.00 - **Renew Membership** (\$1 convenience fee added for credit card payments)
- \$10.00 - **Retired**
- \$20.00 - **Associate** (\$1 convenience fee added for credit card payments)

## Registration Form

Name: \_\_\_\_\_ District/School Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Any special dietary needs? \_\_\_\_\_

Will you need any accommodations on campus? \_\_\_\_\_

Will you be attending the social event on Thursday, October 3, 2024 @ 6:00 PM?

- Yes     No     Maybe

I heard about EOPO through (name): \_\_\_\_\_

Total amount enclosed: \$\_\_\_\_\_ Check #\_\_\_\_\_ PO #\_\_\_\_\_ Invoice my district:\_\_\_\_\_

**Registration and payment deadline is September 30, 2024.**

**No cancellations or refunds after September 30, 2024.**