

## MEMORANDUM

**To: Molly Gray, Lieutenant Governor**  
**Fr: Hannah Nyoike**  
**Re: Champlain College Women's Tea**  
**Date: 3/15/2021**

### **Background:**

Event date: March 17, 2021 @ 3:30pm

This even is part of a dinner series, now zoom sessions, to bring women leaders to Champlain College to talk about their leadership journey with students, faculty and staff. Champlain College has been holding these events every semester for the last 4 years and they have proven to be popular and inspiring.

Linda Tarr-Whelan, Former UN Ambassador and U.S. Presidential Advisor, UN Status of Women Commissioner will host the event. You will be joined along side Dr. Rosalynne Whitaker-Heck. Dr. Heck is Associate Professor and Associate Administrative Dean in the Creative Media and Communications Division of Champlain College.

The event ask's that you elaborate on specific parts of your background that illuminate your journey. Please plan to speak for 10-15 minutes. After you both have spoken Linda will open it up for questions and will start with asking you both, "What do you wish you had learned in college that you learned later in life?" In the last five minutes Linda will ask for any closing remarks.

### **Speaking Order/Attendees:**

3:30 *Linda Introduces you and Dr. Heck*

3:40 *You give 10-15 min remarks*

3:55 *Dr. Heck gives 10-15 min remarks*

4:10 *Linda opens up for questions starting with" What do you wish you had learned in college that you learned later in life?"*

4:25 *Linda asks for any closing remarks*

4:30 *Event close*

### **Suggested Speaking Points:**

- Thank the Champlain College Women's and Gender Center
- Elaborate on specific parts of your background that illuminate your journey
- Speak to specific experiences you had, particularly around your college years, that brought you to where you are today
- *Be prepared to answer "What do you wish you had learned in college that you learned later in life?"*

**Attachments:**

Event Flyer- <https://view.champlain.edu/events/spring-break-womens-leadership-tea/>

Background on Linda Tarr-Whelan- <https://www.womensmediacenter.com/shesource/expert/linda-tarr-whelan>

Background on Dr. Rosalynne Whitaker-Heck\_  
<https://www.champlain.edu/academics/our-faculty/whitaker-heck-rosalynne>