

## MEMORANDUM

June 22, 2013

**TO: Members of the Executive Committee**

**FROM: Tremayne T. Price, President**

**SUBJECT: Appointment of Daniel Soszynski as Chief of Staff and Deputy to the President**

### Action Requested

The proposed resolution appoints Daniel Soszynski as Chief of Staff and Deputy to the President.

### Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Daniel Soszynski be, and hereby is appointed Chief of Staff and Deputy to the President, effective immediately. This appointment shall continue from the date of appointment until May 31, 2014.

### Background

Appointed by the Executive Committee, the Chief of Staff and Deputy to the President will report to the President, be an advisor to the Executive Board and a part of the President's cabinet.

The Chief of Staff and Deputy to the President will be a senior advisor to the Executive Board, the Executive Committee, and the Student Assembly on system-wide initiatives including, but not limited to, the areas of academic affairs, diversity, environmental affairs, information services and technology, and veterans affairs.

The Chief of Staff and Deputy to the President will be responsible to:

- Oversee all Cabinet officers and ensure they are discharging their duties.
- Work with President in implementing staff development activities for the organization.

- Assist in development, evaluation, and modification of short-term and long-term goals.
- Be responsible for the process of establishing the system-wide policy agenda by the Fall semester meeting of the Student Assembly.
- Make recommendations to the Executive Board on system-wide policy developments.
- Provide, in January, a mid-year update and recommendations to the Executive Committee on the state of the policy agenda and other system-wide priorities.
- Expected to attend appropriate meetings and/or hearings, as needed.
- Serve as an advisor to the Executive Board.
- Assist the President as directed.
- Work with the Executive Board to create monthly agenda.

Mr. Soszynski previously served as a Representative to the Executive Committee, representing graduate students.

Mr. Soszynski received his BA in History, his first MA in Public Policy, and is currently working on his second MA in Higher Education Administration, all from Stony Brook University.

His resume is attached.