



**MEMORANDUM**

**TO: Members of the Executive Committee**

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

**DATE: August 3, 2013**

**SUBJECT: Appointment of Shanel Montalvo as President's Deputy for Community Colleges**

**Action Requested**

The proposed resolution appoints Shanel Montalvo as President's Deputy for Community Colleges.

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Shanel Montalvo be, and hereby is appointed President's Deputy for Community Colleges, effective immediately. This appointment shall continue from the date of appointment until May 31, 2014.

**Background**

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

The President's Deputy for Community Colleges will be an advisor to the Executive Board, the Executive Committee, and the Student Assembly on community college issues and serve as the President's liaison to community colleges, as needed.

The President's Deputy for Community Colleges will be responsible to:

- Serve as a mediator for individual community college student governments as requested by the President.
- Assist individual community college student governments with internal matters.

- Remain abreast of and report to the President any issues taken up by the individual community college board of trustees that affect students and/or the student government.
- Create and update a contact list with all community college student trustees' information.
- Compile a list of the dates of all New York Community College Association of Presidents (NYCCAP) meetings.
- Assist the President as directed.
- Serve as an advisor to the Executive Board.

Ms. Montalvo previously served as President of the Student Government Association and Student Trustee at Monroe Community College. She also served as a Voting Delegate to the Student Assembly representing Monroe Community College.

Ms. Montalvo is currently studying Business Administration at Monroe Community College.

His resume is attached.