



**MEMORANDUM**

**TO: Members of the Executive Committee**

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

**DATE: January 11, 2014**

**SUBJECT: Appointment of Shanel Montalvo as Senior Director of University-wide Policy**

**Action Requested**

The proposed resolution appoints Shanel Montalvo as Senior Director of University-wide Policy.

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Shanel Montalvo be, and hereby is appointed Senior Director of University-wide Policy, effective immediately. This appointment shall continue from the date of appointment until May 31, 2014.

**Background**

Appointed by the Executive Committee, the Senior Director of University-wide Policy will report to the President, be an advisor to the Executive Board and a part of the President's cabinet.

The Senior Director of University-wide Policy will be an 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, and veterans affairs.

The Senior Director of University-wide Policy will be responsible to:

- 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.

Ms. Montalvo previously served as the President's Deputy for Community Colleges. At Monroe Community College, she 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.