

**MEMORANDUM**

**June 1, 2014**

**TO: Members of the Executive Committee**

**FROM: Lori Mould, President**

**SUBJECT: Appointment of Sara Garfinkle as Director of Academic Affairs**

**Action Requested**

The proposed resolution appoints Sara Garfinkle as Director of Academic Affairs.

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Sara Garfinkle be, and hereby is appointed Director of Academic Affairs; effective immediately. This appointment shall continue from the date of appointment until May 31, 2015.

**Background**

Appointed by the Executive Committee, the Director of Academic Affairs will report to the Director of University-Wide Success.

The President's Director of Academic Affairs will be an advisor to the Executive Board, the Executive Committee, and the Student Assembly on matters related to academic affairs.

The Director of Academic Affairs will be responsible to:

- Serve as a representative of SUNY student academic concerns and initiatives to the SUNY Student Assembly, SUNY system, and the State of New York.
- Examine student issues that are academic in nature throughout SUNY as a whole.
- Examine, as needed, academic issues at specific member institution(s) by the request of the member institution, the Executive Committee, or the President.

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- Make recommendations on policies of the Student Assembly regarding Academic Affairs.
- Be authorized to bring back to the Student Assembly any issues that will affect the agenda items of the Student Assembly.
- Assist the Senior Director of University-Wide Student Success as directed.
- Assist the President as directed.

Ms. Garfinkle previously served as the Director of Academic Affairs of the Student Assembly (2013-1014) and as a voting and non-voting representative at SUNY Student Assembly conferences (2010-2013). She has also served as the President of the Student Association at Buffalo State College from 2011-2013.

Ms. Garfinkle received her B.S. in Exceptional Education from Buffalo State College. She is currently working on her MS in Curriculum and Instruction with a concentration in Educational Leadership at Buffalo State College.

Her resume is attached.