



MEMORANDUM

June 6, 2015

TO: Members of the Executive Committee

FROM: Thomas D. Mastro, President

SUBJECT: Appointment of Marc Cohen as Chief of Staff

Action Requested

The proposed resolution appoints of Marc Cohen as Chief of Staff.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Marc Cohen be, and hereby is appointed Chief of Staff, effective immediately. This appointment shall continue from the date of appointment until May 31, 2016.

Background

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

The Chief of Staff will be a senior advisor to the Executive Board, the Executive Committee, and the Student Assembly on system-wide initiatives.

The Chief of Staff will be responsible to:

- Oversee all Cabinet officers and ensure they are discharging their duties.
- Assist in development, evaluation, and modification of short term and long term goals.
- 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.

Marc's resume may be found through Google Drive or upon request.