



## MEMORANDUM

**August 21, 2015**

**TO: Members of the Executive Committee**

**FROM: Thomas D. Mastro, President**

**SUBJECT: Appointment of Margaret Herdzik as a Doctoral Granting Institution; Graduate Division Representative.**

### Action Requested

The proposed resolution appoints Margaret Herdzik as a University College Representative.

### Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Margaret Herdzik be, and hereby is appointed Acting Representative for University Colleges, effective immediately. This appointment shall continue from the date of appointment until May 31, 2016.

### Background

Appointed by the Executive Committee, the Acting Representative for Doctoral Degree Granting Institution; Graduate Division serves as a member of the Executive Committee representing their sector until such time as an official Representative can be elected.

The Acting Representative will be responsible to:

- Make weekly contacts with respective constituency representatives as assigned by the Executive Committee.
- Serve on at least one (1) standing or ad hoc committee of the Student Assembly.
- Submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.

- Perform any additional duties as determined by the Student Assembly or the Executive Committee.

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