

**MEMORANDUM 1617-02**

**June 4, 2016**

**TO: Members of the Executive Committee**

**FROM: Marc J. Cohen, President**

**SUBJECT: Appointment of Robert Drumm for Chief of Staff, Student Affairs**

**Action Requested**

The proposed resolution appoints Robert Drumm as Chief of Staff of Student Affairs

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Robert Drumm be, and hereby is appointed Chief of Staff of Student Affairs effective immediately. This appointment shall continue from the date of appointment until May 31, 2017.

**Background**

Appointed by the Executive Committee, the Chief of Staff for Student Affairs will report to the President and be a part of the President's Cabinet.

The Chief of Staff for Student Affairs will be responsible to the Executive Board, the Executive Committee, and the Student Assembly on matters related to campus relations and academic affairs.

The Chief of Staff for Student Affairs will:

- Oversee the department of Academic Affairs, and the Chairs for State Operated Campuses and Community Colleges

- Follow up with the departments on a regular basis, offer assistance with their duties, and act as a sounding board for ideas to offer input.
- Act as a resource for the chairs to assist the Representatives in executing their duties
- Assist the President with other relevant tasks as requested.

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