

MEMORANDUM 1617-11

June 4, 2016

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Tyler McNeil for Press Secretary

Action Requested

The proposed resolution appoints Tyler McNeil for Press Secretary.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Tyler McNeil be, and hereby is appointed Press Secretary effective immediately. This appointment shall continue from the date of appointment until May 31, 2017.

Background

Appointed by the Executive Committee, the Press Secretary will report to Director of Communications.

The Press Secretary will be responsible to the Executive Board, the Executive Committee, and the Student Assembly on matters related to media relations and press.

The Press Secretary will:

- Assist in the development of news releases and media advisories.
- Work to build relationships with news and media outlets throughout the state and region.

- Work to engage campus news organizations in the work and activity of the Student Assembly.
- Be in regular communication with student news outlets across SUNY's 64 campuses.

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