



MEMORANDUM 1718-01

June 10, 2017

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Rey Muniz III for Chief of Staff

Action Requested

The proposed resolution appoints Rey Muniz III as Chief of Staff.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Rey Muniz III be, and hereby is appointed Chief of Staff of External Affairs effective immediately. This appointment shall continue from the date of appointment until May 31, 2018.

Background

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

The Chief of Staff will be a senior advisor to the President, Executive Board, Executive Committee, and the Student Assembly on a variety of matters.

The Chief of Staff will:

- Oversee the departments of Legislative Affairs, Communications, Rules, and Student Affairs.
- 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.

- Assist in development, evaluation, and modification of short term and long term goals.
- Attend appropriate meetings and/or hearings, as requested by the President.
- Assist the President with other relevant tasks as requested.

Rey's resume may be found upon request.