



**MEMORANDUM 1718-06**

**June 10, 2017**

**TO: Members of the Executive Committee**

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

**SUBJECT: Appointment of Aliza Batrez for Press Secretary**

**Action Requested**

The proposed resolution appoints Aliza Batrez as Press Secretary

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Aliza Batrez be, and hereby is appointed Press Secretary effective immediately. This appointment shall continue from the date of appointment until May 31, 2018.

**Background**

Appointed by the Executive Committee, the Press Secretary will report to the Director of Communications and will be a member of the President's Cabinet.

The Press Secretary will be responsible to the Director of Communications, Chief of Staff, President, Executive Committee, and Student Assembly.

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.

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- Be in regular communication with student news outlets across SUNY's 64 campuses.

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