



MEMORANDUM 1718-17

June 10, 2017

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Micaelyn Ketchen for Assistant to the Secretary

Action Requested

The proposed resolution appoints Micaelyn Ketchen as Assistant to the Secretary

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Micaelyn Ketchen be, and hereby is appointed Assistant to the Secretary effective immediately. This appointment shall continue from the date of appointment until May 31, 2018.

Background

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

The Assistant to the Secretary will be responsible to the Secretary for assisting with their duties.

The Assistant to the Secretary will:

- Act as a Principal advisor to the Secretary on all matters.
- Assist the Secretary with development and dissemination of meeting minutes
- Assist the Secretary in dissemination of resolutions and other communications to appropriate parties.

State University Plaza, N501
353 Broadway, Albany, NY 12246
P: 518.320.1288 | **F:** 518.320.1557

www.sunysa.org

- Other duties as assigned by the Secretary.

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