



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

**ADVISORY BOARD
AGENDA ITEM SUMMARY**

Meeting Date: October 11, 2019

Item: **Election of a Secretary**

Type: Action

Section 5.2 of the Bylaws of the University of Tennessee, Knoxville Advisory Board provides for the election of a Secretary for the Advisory Board upon the recommendation of the Chancellor from the campus administrative staff. The Chancellor recommends that the Advisory Board elect Susan England, Assistant to the Chancellor, as Secretary for the Advisory Board. If elected, Ms. England will replace Rachel Rui, former Assistant to the Chancellor, who recently transferred to another position at UTK in the Center for Global Engagement.

Susan England has been an employee at UTK since 2014. Prior to beginning service as the Assistant to the Chancellor last month, she served as the Administrative Coordinator to the Provost. Prior to joining UTK, she was the Executive Assistant for Turkey Creek Medical Center, supporting the CEO, CFO and CNO (Chief Nursing Officer). Ms. England was with the medical center through the transitions during the four sales of the medical center and continued to support senior executives throughout each transition. Susan England holds a BS in Education from UT-Knoxville.

The Chair will call for the following motion:

I move adoption of the following Resolution:

Resolved: The University of Tennessee, Knoxville Advisory Board elects Susan England to serve as Secretary of the University of Tennessee, Knoxville Advisory Board.