**MEMORANDUM** April 20, 2018

**TO:** Mr. John Sharp  
 Chancellor

**THROUGH:** Dr. CAO name goes here (with electronic signature)

**FROM:** Dr. President’s name goes here (with electronic signature)

**SUBJECT:** Appoint External Members to the Center for Academic Enrichment and Outreach Advisory Board at Texas A&M University-XYZ

The Center for Academic Enrichment and Outreach’s mission is to provide traditional and innovative educational opportunities to diverse community through targeted services and research that promote personal success. The center strives to build a foundation of success focusing on the enrollment, retention, and academic experience of the student. The external advisory board provides guidance and advice on the educational needs, program and development opportunities, and connections to additional resources.

**New Appointees to the Advisory Board:**

* Jessica Anderson—Program Director, Memorial Health System
* Abigail Combs—Vice President of Operations, American Health Corporation
* Elizabeth Dunn—Community Volunteer, Texas Council for Health
* Robert Hartman—Clinical Informatics Specialist, Mid-State Technical College
* Susan Spears—Special Education Teacher, retired faculty, Texas A&M University-Commerce
* John Travis, MD—Board-certified pediatrician, Scott & White Hospital
* Lisa Williams—Principal, Bushland Elementary, Bushland ISD
* Michael Zanek—Outreach Educational Specialist, Providence Health Services

**Appointment Request Acknowledged: Approved for Legal Sufficiency:**

James R. Hallmark, Ph.D. R. Brooks Moore

Vice Chancellor for Academic Affairs Deputy General Counsel

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_