Senior Assistant to the President Records; Records ua000.002

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M.E. Grenander Department of Special Collections & Archives
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Summary Information

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<tr>
<th>Repository:</th>
<th>M.E. Grenander Department of Special Collections &amp; Archives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Senior Assistant to the President Records</td>
</tr>
<tr>
<td>ID:</td>
<td>ua000.002</td>
</tr>
<tr>
<td>Date [inclusive]:</td>
<td>1987-2006</td>
</tr>
<tr>
<td>Physical Description:</td>
<td>0.75 cubic ft.</td>
</tr>
<tr>
<td>Physical Location:</td>
<td>The materials are located onsite in the department.</td>
</tr>
<tr>
<td>Language of the Material:</td>
<td>English</td>
</tr>
<tr>
<td>Mixed Materials [Collection]:</td>
<td>X</td>
</tr>
<tr>
<td>Abstract:</td>
<td>Records from the Senior Assistant to the President, Susan Supple.</td>
</tr>
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</table>

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Senior Assistant to the President Records, 1987-2006. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Senior Assistant to the President Records).

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Administrative History

An alumni of the University at Albany, Susan Supple joined the university administration in 1986. She served as special assistant to the president for presidential events and community relations from 2002-2006 and Special Assistant to the President from 2006 until her retirement in 2016. In this role, she acted as personal assistant to the president, oversaw strategic scheduling and planning of events and other presidential activities, acted as liaison to internal and external constituencies, and helped manage the business of the Office of the President. During her tenure she worked with presidents Kermit Hall, George Philip, and Robert Jones.
Scope and Contents

Contains records of the death of President Kermit Hall, materials concerning the president's residence, and records of seminars and events.

Arrangement of the Collection

The collection is unprocessed and is likely disorganized. Individual items may be difficult to find.

Administrative Information

Publication Statement
M.E. Grenander Department of Special Collections & Archives

Revision Description
EAD file created Migrated to ArchivesSpace 2014 2017 March

Processing Information
Processed in 2016 by unprocessed.

Acquisition Information
All items in this collection were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives by Susan Supple. 2006 February
Access

Access to this collection is restricted because it is unprocessed. Portions of the collection may contain recent administrative records and/or personally identifiable information. While it is likely that portions of the collection may be viewed, access must be managed by an archivist.

Copyright

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Controlled Access Headings

- Education, Higher--United States--Administration
- UAlbany Presidential Offices
- State University of New York at Albany.