RESOLUTION

concerning

Central Office Staff Position

October 5, 1973

WHEREAS, The Trustees desire that budgets be prepared in a manner easily comprehended by persons who are not specialists in higher education, and,

WHEREAS, A management information system and management indices must be developed if the principles of accountability required by the Trustees are to be established, and,

WHEREAS, The accomplishment of these tasks require the services of a person well trained and well experienced in the finance and management of institutions of higher education, be it

RESOLVED, That the Board of Trustees for the State Colleges of Connecticut, acting under the authority of Sections 10-325 and 109b of the General Statutes hereby establishes the position of Provost for Finance and Management in the Central Office, in Salary Group 38, effective immediately.
December 13, 1973

Dr. Warren G. Hill  
Chancellor  
Commission for Higher Education  
340 Capitol Avenue  
Hartford, Connecticut 06115

Dear Chancellor Hill:

In the last Executive Session of the Commission for Higher Education, a resolution was passed approving a finance and management position and a Steno III position for the Central Office for State Colleges. We, of course, welcome the support of the Commission for both these positions. However, we believe that while Section 10-324 of the General Statutes empowers the Commission to specifically exercise position control over the "executive secretary and executive staff", in our view it does not include control over non-executive positions such as stenographic and other clerical staff, which are not executive positions.

The Trustees would, therefore, appreciate some clarification of this matter since it adds complication to what is already a complex procedure of approving Central Office positions.

Sincerely,

James A. Frost  
Executive Secretary

cc: Mr. Edward H. Simpson, Commissioner
Mr. Edward H. Simpson, Commissioner
Personnel Department
State Office Building
Hartford, Connecticut

Dear Mr. Simpson:

In Executive Session at the Commission for Higher Education meeting on Tuesday, December 4, 1973, a quorum being present and voting, the following resolutions were approved:

- Anniversary increments for unclassified members of the Commission staff effective December 21, 1973.
- The interim staffing requirements for the Board for State Academic Awards.
- Establishment of a finance and management position and a Steno III position in the Central Office of the Board of Trustees for State Colleges.

I hereby certify that these are true copies of the resolutions.

Sincerely yours,

W. Robert Bokelman
Director

WRB:ja
Enclosures
CC: Mr. Zalman Bass, Personnel Department
    Mr. James Poloshian, Budget Division
    Auditors of Public Accounts
    Dr. Bernard Shea, Board for State Academic Awards
    Dr. James A. Frost, State Colleges
RESOLVED that the Commission for Higher Education, subject to its responsibilities contained in Section 10-324 of the 1969 Supplement to the General Statutes to approve the size of the executive staff of the central offices of the respective boards of trustees, hereby takes the following action relative to a proposal made by the Board of Trustees for the State Colleges at a meeting on October 5, 1973:

1. Approves the establishment of a position in finance and management in the Central Office, in Salary Group 37, effective immediately, and

2. Approves the establishment of a position of Stenographer III, Salary Group 8, effective immediately.

Warren G. Hill, Chancellor
Commission for Higher Education

12/4/73
Executive Session
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<td>Dr. James A. Frost</td>
<td>Board of Trustees for State Colleges</td>
<td>October 16, 1973</td>
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<td>W. Robert Bokelman, Director</td>
<td>Commission for Higher Education</td>
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**SUBJECT:** Proposed additions to central office staff

This office has received the resolution passed by your Board of Trustees on October 5, 1973, establishing a position of Provost for Finance and Management to serve in the Board's Central Office. The Commission has a responsibility to approve the size and conditions of employment of the executive staffs of the constituent units (Sec. 10-324a-6, G.S.).

We will have this item on the agenda of the Fiscal Policy and Planning Committee at its meeting on the morning of November 6, 1973. It would be helpful if you would plan to be present to explain any questions about the position and the proposed salary level. Your request will be supported by the Commission staff. Since the position is included in your approved budget for 1973-74, we see no opposition to its recommendation to the full Commission.

SAVE TIME: If convenient, handwrite reply to sender on this same sheet.
November 7, 1973

Dr. James A. Frost
Board of Trustees for State Colleges
1280 Asylum Avenue
Hartford, Connecticut

Dear Dr. Frost:

In Executive Session at the Commission for Higher Education meeting on Tuesday, November 6, 1973, a quorum being present and voting, the enclosed resolution was approved authorizing the Board of Trustees for State Colleges to establish a position in the central office to have responsibilities in the areas of finance and management with the position title and salary to be determined at a later date.

I hereby certify that this is a true copy of the resolution.

Sincerely yours,

W. Robert Bokelman
Director

WRB:ja
Enclosure
RESOLVED that the Commission for Higher Education, subject to its responsibilities contained in Section 10-324a of the 1969 Supplement to the General Statutes, approves the request of the Board of Trustees for State Colleges to establish a position in the central office to have responsibilities in the areas of finance and management with the position title and salary to be determined at a later date.

Warren G. Hill, Chancellor
Commission for Higher Education

11/6/73
Executive Session
Dr. James A. Frost  
Executive Secretary  
Board of Trustees for the State Colleges  
1280 Asylum Avenue  
Hartford, Connecticut 06105

Subject: Provost for Finance and Management

Dear Dr. Frost:

Your communication on October 19, 1973 and the resolution of the Board of Trustees of October 5, 1973 causes us to request more information and amplification regarding the establishment of the position of Provost for Finance and Management.

Already in the Central Office there is an existing job class of Chief Fiscal Officer - State Colleges. Additionally, there is the position of Associate Executive Secretary, Board of Trustees for State Colleges. It is not clear to us whether the proposed position is truly a budget-financial-administrative type of class or one in the public relations realm. We also note that each of the four state colleges has a Dean of Administrative Affairs. If it is intended that there be stronger central control of administration, then, it would follow that the positions aforementioned would be diminished in level of responsibility.

As you know, I am presently serving as a member of an Ad Hoc Salary Committee that is working in connection with the Commission for Higher Education to evaluate salary structures throughout the system. However, this committee does not address itself to the question of need or the organizational structure of any of the constituent units.

Sincerely,

Edward H. Simpson  
Commissioner of Personnel  
and Administration

EHS:pat