RESOLUTION

concerning

IMPLEMENTATION OF PERSONNEL POLICIES

GOVERNING

CONTRACTS WITH EXECUTIVE OFFICERS

December 5, 1975

WHEREAS, The Personnel Policies approved by the Trustees on June 13, 1975 specify that Executive Officers other than the College Presidents are to be given contracts for periods of one to three years, or, if they have served for seven years, up to five years, and

WHEREAS, The College President is to determine the length of contract subject to confirmation by the Board of Trustees, and

WHEREAS, The wording of each contract must conform to that approved by the Trustees, and

WHEREAS, The incumbent Executive Officers merit initial contracts in which the commitments appropriate to each are specified, therefore be it

RESOLVED, That the College Presidents' recommendations, as detailed in Addendum A, College by College, covering all incumbent Executive Officers, be approved at the salary grade, step and length of contract specified, and be it further

RESOLVED, That immediate notice of such approval be provided all incumbent Executive Officers through the office of the College Presidents, using the format set forth in Addendum B.

A Certified True Copy:

James A. Frost
Executive Secretary
### Executive Officers

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Name</th>
<th>Contract Period</th>
<th>Dates of Contract From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs, Vice President for Academic Affairs</td>
<td>Heimwarth B. Jestin</td>
<td>5 years</td>
<td>7/1/75</td>
<td>7/1/80</td>
</tr>
<tr>
<td>Administrative Affairs, Vice President</td>
<td>Wilfred Croft</td>
<td>3 years</td>
<td>7/1/75</td>
<td>7/1/78</td>
</tr>
<tr>
<td>Student Affairs, Dean of</td>
<td>Richard L. Judd</td>
<td>3 years</td>
<td>7/1/75</td>
<td>7/1/78</td>
</tr>
<tr>
<td>Arts and Sciences, Dean of</td>
<td>vacant</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Business, Dean of Education and Professional Study</td>
<td>John Lowry</td>
<td>3 years</td>
<td>7/1/75</td>
<td>7/1/78</td>
</tr>
<tr>
<td>Education and Professional Study, Dean of</td>
<td>Ray C. Dethy</td>
<td>3 years</td>
<td>7/1/75</td>
<td>7/1/78</td>
</tr>
<tr>
<td>Graduate Study, Dean of</td>
<td>Allan C. Erickson</td>
<td>5 years</td>
<td>7/1/75</td>
<td>7/1/80</td>
</tr>
</tbody>
</table>

F. Don James, President
12/3/75
SUGGESTION COMMITTEE SAY: Improve Your Own Condition; Earn Cash and Recognition: Send in a Suggestion!

Interdepartment Message

SAVE TIME: Handwritten messages are acceptable.
Use carbon if you really need a copy. If typewritten, ignore faint lines.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Frost</td>
<td>Executive Secretary</td>
<td>December 5, 1975</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles R. Webb</td>
<td>President</td>
<td>456-2231, ext. 221</td>
</tr>
</tbody>
</table>

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

Eastern Connecticut State College

The following Executive Officers will be given contracts in accordance with Board policy:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contract Dates</th>
<th>Base Rate</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>William E. Billingham</td>
<td>7/1/75 - 6/30/78</td>
<td>$998.32</td>
<td>34/4</td>
</tr>
<tr>
<td>Eugene E. Heide</td>
<td>7/1/75 - 6/30/78</td>
<td>1,047.48</td>
<td>36/3</td>
</tr>
<tr>
<td>Robert E. Meshanic</td>
<td>7/1/75 - 6/30/78</td>
<td>971.42</td>
<td>35/2</td>
</tr>
<tr>
<td>Delbert E. Meyer</td>
<td>7/1/75 - 6/30/78</td>
<td>1,117.05</td>
<td>36/5</td>
</tr>
<tr>
<td>M. Gene Moore</td>
<td>7/1/75 - 8/31/76</td>
<td>1,039.24</td>
<td>35/4</td>
</tr>
<tr>
<td></td>
<td>7/1/75 - 8/31/76</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EH:ms
### Appointments of Executive Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Period of Appointment</th>
<th>SG/Step</th>
<th>Compensation</th>
<th>as of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middlebrooks, Evann</td>
<td>Vice Pres. for Academic Affairs</td>
<td>7/1/75 - 6/30/77</td>
<td>37-7</td>
<td>$1234.26</td>
<td>7/1/75</td>
</tr>
<tr>
<td>Scheuerman, J. Claude</td>
<td>Vice Pres. for Adminis. Affairs</td>
<td>8/20/75 - 8/19/77</td>
<td>36-5</td>
<td>$1117.05</td>
<td>8/20/75</td>
</tr>
<tr>
<td>Kuslan, Louis</td>
<td>Dean, Arts &amp; Sciences</td>
<td>7/1/75 - 12/31/76</td>
<td>35-5</td>
<td>$1073.15</td>
<td>7/1/75</td>
</tr>
<tr>
<td>Rosenstein, Pearl</td>
<td>Dean, Graduate</td>
<td>7/1/75 - 12/31/76</td>
<td>35-7</td>
<td>$1140.96</td>
<td>7/1/75</td>
</tr>
<tr>
<td>Vitelli, Thomas</td>
<td>Dean, Student Affairs</td>
<td>7/1/75 - 12/31/76</td>
<td>35-6</td>
<td>$1107.05</td>
<td>7/1/75</td>
</tr>
</tbody>
</table>

Manson Van B. Jennings  
President  
December 4, 1975
Office of the President

December 4, 1975

To: Chairman, Board of Trustees for the State Colleges

From: Robert M. Bersi

Subj: Contracts for Western Connecticut State College Executive Officers

The following is submitted so that appropriate contracts might be executed pursuant to the Personnel Policies of the Board of Trustees for the State Colleges.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Term</th>
<th>Salary</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gertrude Braun</td>
<td>Dean of Academic Affairs</td>
<td>2 yrs.</td>
<td>35</td>
<td>6</td>
</tr>
<tr>
<td>Harold Burke</td>
<td>Dean of Student Affairs</td>
<td>2 yrs.</td>
<td>35</td>
<td>5</td>
</tr>
<tr>
<td>Carl Robinson</td>
<td>Dean of Administrative Affairs</td>
<td>2 yrs.</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>M. J. Rudner</td>
<td>Dean of Graduate Studies &amp; Extended Programs</td>
<td>2 yrs.</td>
<td>35</td>
<td>4</td>
</tr>
<tr>
<td>Gilbert Teal</td>
<td>Dean of the College</td>
<td>2 yrs.</td>
<td>36</td>
<td>4</td>
</tr>
</tbody>
</table>
TO: __________________________________________

Upon my recommendation, the Board of Trustees for Connecticut State Colleges, on ______________, 197__, confirmed your appointment as ___________________________ at __________________________ Connecticut State College.

Your appointment is for the period ______________ through ______________, unless renewed as provided in the Personnel Policies of the Board of Trustees.

Compensation is at Salary Grade ____, Step ____, payable bi-weekly in accordance with State payroll procedures. The State Salary Schedule for your salary is attached. Salary increments are subject to the provisions of Article I and Article XI Title C of the Personnel Policies adopted by the Board of Trustees on June 13, 1975.

When signed by you, this Agreement becomes mutually binding, subject to the Personnel Policies of the Board of Trustees for Connecticut State Colleges, and to the laws of the United States and the State of Connecticut.

It is understood that the offer of employment made herein shall be valid only through ______________, 197__, and, unless acceptance of this offer is evidenced by your signature hereunder and is received on or before said date or is received in an envelope postmarked on or before the said date, the said offer shall be null and void, and you shall be considered to have irrevocably relinquished any right, claim or expectation of appointment or continuing appointment.

President (Date)
Connecticut State College

I accept the conditions set forth in the above contract and am returning a signed original copy as evidence of my acceptance, retaining the duplicate copy for my personal records.

Appointee (Date)

12/5/75
December 19, 1975

TO COLLEGE PRESIDENTS:  Dr. F. Don James (CCSC)  
                      Dr. Charles R. Webb (SCSC)  
                      Dr. Manson Van B. Jennings (SCSC)  
                      Dr. Robert M. Bersi (WSAC)

Enclosed find copies of Resolutions #75-62 and #75-63 which were passed by the Board at its regular meeting held on December 5, 1975.

James A. Frost  
Executive Secretary

encl.
October 29, 1975

TO: Dr. Frost, Dr. Bersi, Dr. James, Dr. Jennings and Dr. Webb

FROM: Clinton M. Ritchie, Executive Officer for Academic Affairs

CONCERNING: Letters of appointment, reappointment, promotion, tenure commitment, and contract; notification of non-renewal, termination, suspension and non-replacement

As a consequence of reviewing the policies the attached list represents personnel matters requiring written notice from the College President. It will be helpful in identifying those matters for which it is essential that a specified format be used in order to be legally sound and fiscally responsible.

As requested, after meeting with Manson and reviewing his letters, and after meeting with Bernie McGovern and reviewing the letters used by the Regional Community Colleges, I began developing form letters for your use. The result appears stifling of your freedom to exercise your personal style in communicating. Yet it is clear we must develop a method of making legally and fiscally sound commitments if you and the Trustees are to be protected from litigation and or embarrassment.

My proposal, as a compromise: develop a format of commitment such as that used by the Community Colleges to be included as an attachment in your own letters. A common paragraph introducing the attachment should be used in the body of your letters.

Attached are rough samples of such forms covering certain critical areas. After discussing my recommendations and arriving at a consensus, I will develop more refined versions for use with the Personnel Committee on November 3, 1975.
Letters of appointment//contract

1. Appointment of Professional Personnel
   - Initial
   - Subsequent: yearly renewal, promotion, and tenure

2. Appointment of Executive Officers
   - Initial contract
   - Renewal
   - Continuing appointment contracts

3. Term Appointments
   - Initial
   - Renewal or extension

4. Termination or Non-renewal Notice
   - Non-tenure
   - Cause
   - Retrenchment
   - Abandonment

5. "Non-replacement" Appointments
   - Extend for less than 1 year

6. Promotion

7. Suspension

8. Reappointment After Retrenchment

Decisions:

1. Decide those areas above for which form letters or attachments are required, or desirable.

2. Decide whether form letters (model letters) or form attachments are to be used to handle fiscal and time commitments.

3. Decide whether to use yearly notices covering the fiscal and time commitments.
NOTICE OF (RE)APPOINTMENT - TENURED

ON ____________, 1975, the Board of Trustees of Regional Community Colleges at ____________ voted to offer you (re)appointment as ____________ at ____________. The appointment is for ________ months, beginning ____________ and terminating ____________. Compensation is at S.G. ____________, step ____________, payable bi-weekly for the period ____________, through ____________. IN ACCORDANCE WITH STATE PAYROLL PROCEDURES. THE STATE SALARY SCHEDULE FOR YOUR SALARY GROUP IS ATTACHED.

If the terms of the appointment stated herein do not coincide with the action of the Board as recorded in the official minutes of the Board, said minutes shall be deemed to constitute the official statement of said terms.

This appointment is a tenured appointment.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees of Regional Community Colleges.

FOR STATE

It is understood that the offer of employment made hereunder shall be valid only through ____________, 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void, and said appointee shall be considered to have irrevocably relinquished any right, claim or expectation of continued employment.

__________________________
Date

__________________________
President

__________________________
Date

__________________________
Appointee
NOTICE OF (RE)APPOINTMENT - NON-TENURE

On , 1975, the Board of Trustees of Regional Community Colleges of Connecticut voted to offer you (re)appointment as . The appointment is for months, beginning and terminating . Compensation is at S.G. , step , $------ payable bi-weekly for the period through . IN ACCORDANCE WITH STATE PAYROLL PROCEDURES, THE STATE SALARY SCHEDULE FOR YOUR SALARY GROUPS IS ATTACHED.

If the terms of the appointment stated herein do not coincide with the action of the Board as recorded in the official minutes of the Board, said minutes shall be deemed to constitute the official statement of said terms.

Appointments may be renewed by mutual agreement of the Board and the appointee. An offer to renew the appointment is indicated by action of the Board, and except as specifically provided by Board policy, no employee of the Board may, directly or indirectly, extend assurance of employment beyond the term of an appointment.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees of Regional Community Colleges.

FOR THE STATE

It is understood that the offer of employment made hereunder shall be valid only through , 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void, and said appointee shall be considered to have irrevocably relinquished any right, claim or expectation of continued employment.

________________________  __________________________
Date                          President

________________________  __________________________
Date                          Appointee
NOTICE OF REAPPOINTMENT - TERMINAL

FOR THE STATE

On , 1975, the Board of Trustees of Regional Community Colleges State
voted to offer you reappointment as Community College. The appointment is for months, beginning
terminating . Compensation is at S.G. , step , 
$ payable bi-weekly for the period through

IN ACCORDANCE WITH STATE PAYROLL PROCEDURES. THE STATE SALARY
SCHEDULE FOR YOUR SALARY GROUP IS ATTACHED.

This appointment is a terminal appointment. It is understood that this notice
constitutes notice of nonrenewal of this appointment, and no additional notice
will be issued. This stipulation does not prevent administrative appeal of the
determination not to renew the appointment, as provided by Board policy.

This agreement is subject to the laws of the United States and the State of
Connecticut and the personnel policies and procedures of the Board of Trustees for the
Regional Community Colleges.

It is understood that the offer of employment made hereunder shall be valid only
through , 1975, and unless acceptance of this offer is evidenced
by signature of the appointee and postmarking on or before said date, said offer
shall be null and void, and said appointee shall be considered to have irrevocably
relinquished any right, claim or expectation of continued employment.

Date ____________________________
President ____________________________

Date ____________________________
Appointee ____________________________
LETTER OF APPOINTMENT - LECTURER

I am happy to propose your appointment as Lecturer at Community College. The appointment is for _______ months, beginning _______, step payable bi-weekly for the period _______ through _______. Compensation is at S.C. _______, step _______.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees of Regional Community Colleges.

In the case of funding of this position by other than the general fund, the appointment is made contingent upon the continued availability of funding, and subject to automatic termination in the case of unavailability of said funding or necessary reallocation of said funds.

The appointment is a terminal appointment which does not require notice of intent not to renew. It is mutually understood that there should not be an expectation that it will be renewed.

Time served as Lecturer may not be credited toward eligibility for tenure.

The appointment may be terminated for inadequate performance or any other good and sufficient cause.

It is understood that the offer of employment made hereunder shall be valid only through _______, 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void.

Date

__________________________
(President) Director of Extension

Date

__________________________
Appointee
I am happy to propose your appointment as Educational Assistant at Community College. The appointment is for months, beginning and terminating. Compensation is at S.C., step payable bi-weekly for the period through.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees of Regional Community Colleges.

In the case of funding of this position by other than the general fund, the appointment is made contingent upon the continued availability of funding, and subject to automatic termination in the case of unavailability of said funding or necessary reallocation of said funds.

The appointment is a terminal appointment which does not require notice of intent not to renew. Although this appointment may be renewed, it is mutually understood that there should not be an expectation that it will be renewed.

Time served as Educational Assistant may not be credited toward eligibility for tenure.

The appointment may be terminated for inadequate performance or any other good and sufficient cause.

It is understood that the offer of employment made hereunder shall be valid only through 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void.

Date

President

Date

Appointee