RESOLUTION

concerning

COMMENDATION OF MRS. RITA LEVY

September 3, 1976

WHEREAS, The retirement of Dr. Cletus Clow left vacant the position of Executive Officer for Finance and Management, and

WHEREAS, Mrs. Rita Levy, because of the delay in filling the position of Executive Officer for Finance and Management, did assume major responsibility in carrying the burdens of that office, working long hours at a level far above her normal assignment and displaying a capability that enabled the Central Staff to keep abreast of its fiscal and management charge,

now, therefore, be it

RESOLVED, That the Trustees commend Mrs. Levy for her diligence, skill, knowledge, ability, loyalty, and contribution to the successful functioning of the Board, and be it also

RESOLVED, That the Trustees express great pleasure and gratitude with Mrs. Levy's service to the Board and its Central Executive Staff.

A Certified True Copy:

James A. Frost
Executive Secretary
October 6, 1976

Dr. James A. Frost  
Board of Trustees for State Colleges  
P.O. Box 2008  
New Britain, Connecticut 06050

Dear Dr. Frost:

In Executive Session at the Commission for Higher Education meeting on Tuesday, October 5, 1976, a quorum being present and voting, SC-12, a resolution to establish the unclassified position of Administrative Assistant in the central office of the Board of Trustees for State Colleges and to name Mrs. Rita Levy to that position was approved.

Resolution SC-9 disapproved a change in the title of the Executive Assistant position in the central office of the Board.

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

Sincerely yours,

W. Robert Bokelman  
Director

Enclosures  
CC: Ms. Sandra Bilo, Personnel and Administration  
Mr. Zalman Bass,  
Mr. Richard Goldberg  
Mr. James Poloshian, Budget Division  
Auditors of Public Accounts
RESOLVED that the Commission for Higher Education, subject to its responsibilities contained in Section 10-324 of the 1975 version of the General Statutes, approve the request of the Board of Trustees for State Colleges to establish the unclassified position of Administrative Assistant in the central office of the Board and to name Mrs. Rita Levy to that position.

Louis Rabineau, Chancellor
Commission for Higher Education

10/5/76
Executive Session
August 25, 1976

Dr. Louis Rabineau  
Chancellor  
Commission for Higher Education  
340 Capitol Avenue  
Hartford, CT 06115

Dear Dr. Rabineau:

Acting under the provisions of Sections 10-109b and 10-325 of the General Statutes, the Executive Committee of the Board of Trustees for State Colleges unanimously established the position of Administrative Assistant to the Executive Officer for Finance and Management. The position will be placed in unclassified status, salary group 10, which is deemed comparable to Code 0081 unclassified positions established by the Personnel Policy Board.

Attached hereto is the resolution that will be recommended by the Executive Committee to the Board of Trustees at its September 3, 1976 meeting, together with the justification for the position. Please bear in mind the extremely low cost in effecting this personnel transaction, especially our plan to cancel a Typist II position, via Form 14 action, as a “trade-off”.

I strongly urge your favorable action, allowing retroactivity to August 27, 1976.

Sincerely yours,

James A. Frost  
Executive Secretary

JAF/BFR/b  
enclosures