



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

80 PRATT STREET - HARTFORD, CONNECTICUT 06103

AREA CODE 203 566-3040

MRS. BERNICE C. NIEJADLIK, CHAIRMAN
 JOHN F. ROBINSON, VICE-CHAIRMAN
 ERNEST A. JOHNSON, SECRETARY

EXECUTIVE SECRETARY
 J. EUGENE SMITH

AUTHORIZING RESOLUTION

establishing the position of

Executive Assistant (Unclassified) at Central Office

September 11, 1970

BE IT RESOLVED, That the Board of Trustees for State Colleges approves the position of Executive Assistant (Unclassified) as a permanent position in the Central Office, effective September 18, 1970.

Explanation of Resolution

The position of Executive Assistant (Salary Group 17) will supersede the present unclassified position of Personal Secretary (Salary Group 15). The person who fills the position will perform the duties formerly carried out by the "Personal Secretary" in the office of the Executive Secretary and will, in addition,

- (1) supervise the clerical personnel of the Central Office,
- (2) supervise the records and files and (3) take responsibility for recording the minutes of meetings of the Board of Trustees and its committees.

File



STATE OF CONNECTICUT

COMMISSION FOR HIGHER EDUCATION

P.O. Box 1320 • HARTFORD, CONNECTICUT 06115

AREA CODE 203 566-3912

September 10, 1970

Dr. J. Eugene Smith
Executive Secretary
Board of Trustees for State Colleges
80 Pratt Street
Hartford, Connecticut 06103

Dear Dr. Smith:

In Executive Session at the September 9, 1970 meeting of the Commission for Higher Education, a quorum being present and voting, approval was given to the enclosed resolution to establish the position of Executive Assistant (unclassified) in the Central Office of the Board of Trustees for State Colleges.

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

Sincerely,

W. Robert Bokelman
a.

W. Robert Bokelman
Associate Director

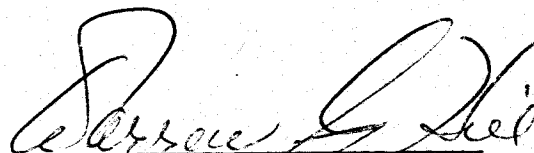
WRB:ja
Encl.
cc: Commissioner C. Perrie Phillips

RECEIVED

SEP 14 1970

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

RESOLVED that the Commission for Higher Education, subject to its responsibilities contained in Section 10-109b of the General Statutes, and subject to confirmation by the Board of Trustees for State Colleges at its next scheduled meeting, approves the request of the Board of Trustees for State Colleges to establish the position of Executive Assistant (unclassified) Salary Group 17, in the Central Office of the Board, effective September 18, 1970



Warren G. Hill, Chancellor
Commission for Higher Education

9/9/70
Executive Session

RECEIVED

SEP 14 1970

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

August 31, 1970

Warren G. Hill, Chancellor
Commissioner for Higher Education
140 Capitol Avenue
Hartford, Connecticut 06115

Dear Warren:

Attached is a copy of a resolution establishing the position of Executive Assistant (Unclassified) in the Central Office of the Board of Trustees for State Colleges. This resolution was approved by the Planning Committee of the Board at their meeting on August 27 and by the Personnel Committee at a meeting on August 28. The Board's September meeting is on September 22 and we know of no reason why it will not be adopted by the Board upon the recommendation of the Planning and Personnel Committees.

I understand that you have discussed this matter with Dr. Smith and therefore I assume no further information is necessary.

Will you please bring this resolution to the attention of the Board for action at their September 9 meeting so that we may make the position effective September 18, 1970 as indicated in the resolution.

Sincerely,

W. F. Choie
Associate Executive Secretary

WFC/hs
encl.

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