



## 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

## RESOLUTION

concerning

Establishment of Position of Associate Executive Secretary  
 and Adjustment of Salaries for Unclassified Central Office Staff  
 of the Board of Trustees for State Colleges

January 9, 1970

BE IT RESOLVED, That the Board of Trustees for State Colleges approves the position of Associate Executive Secretary as a permanent position retroactive to October 3, 1969; and

BE IT FURTHER RESOLVED, That the Board of Trustees for State Colleges, subject to its responsibilities defined in Section 10-109B of the General Statutes, adjusts the salaries of the unclassified professional staff of its central office as follows:

| <u>Position</u>      | <u>From</u><br><u>Salary Group &amp; Step</u> | <u>To</u><br><u>Salary Group &amp; Step</u> | <u>Effective</u><br><u>Date</u> |
|----------------------|---|---|---------------------------------|
| Executive Secretary  | 37 - 4 (26,401)                               | 39 - 7 (31,293)                             | 10/3/69                         |
| Associate Executive  | 30 - 2 (18,460)                               | 35 - 4 (24,320)                             | 10/3/69                         |
| Director of Planning | 30 - 3 (19,160)                               | 32 - 2 (20,045)                             | 10/3/69                         |

and,

BE IT FURTHER RESOLVED, That the Board of Trustees for State Colleges hereby rescinds the two resolutions adopted on September 19, 1969 on the subjects of the above resolutions.

EXPLANATION

- (1) The position of Associate Executive Secretary, originally approved by the Board of Trustees in July 1968, was ratified by the Commission for Higher Education on July 10, 1968 in a modified form that made it a temporary rather than a permanent position. The purpose of the first resolution is to establish the position as a permanent one at this time as originally intended by the Board of Trustees.
- (2) In the second resolution the salaries of Executive Secretary and Director of Planning are adjusted in exact relationship to the adjustments already approved by the Board of Trustees for the college administrators. (The Executive Secretary's salary is adjusted to the salary group and step of the college presidents.)
- (3) In the second resolution also, the salary of Associate Executive Secretary is adjusted to the salary group and step of a State College Vice President, an adjustment that reflects the responsibility of the position and compares reasonably with the number two positions in the central offices of other public higher education boards.
- (4) The third resolution clears the record. On September 19, 1969 the Board of Trustees passed two resolutions which were not implemented: the first "temporarily established" salary adjustments, retroactive to July 1, 1969, for Executive Secretary, Associate Executive Secretary, and Director of Planning; and the second established the position of Associate Executive Secretary as a permanent position retroactive to the same date.

*attach to  
Page 12  
Resolution*

September 30, 1969

If there be no change in the salary group of the position of Executive Secretary (group 37), it is recommended that the Associate Executive Secretary be placed in group 35 or 34.

On the other hand, if the Executive Secretary be placed in the same salary group as the Presidents (group 39), it is recommended that the Associate Executive Secretary be placed in group 37, group 36 or possibly group 35.

The rationale for the above is as follows:

1. The Associate Executive Secretary is the #2 administrator in the Central Office.
2. The usual salary group differential between #1 and #2 administrators in our state system is either two or three salary groups.

Whatever group is decided for the Associate Secretary position, it is suggested that the salary itself be in the twenty-three thousands simply because salaries for comparable #2 positions are not less.

If the salary of the Executive Secretary remains in group 37, the placement of the Director of Planning position at salary group 30, step 3 (\$19,860) seems appropriate.

On the other hand, if the salary group of the Executive Secretary is advanced, it is recommended that the Director of Planning position be advanced the same number of salary groups; and that the salary be not less than \$19,860.

Sincerely,

*J. Eugene Smith*

J. Eugene Smith  
Executive Secretary

JES/b

cc: Mr. Creed  
Mr. Gurney  
Mr. Wood

July 15, 1965

Dr. F. Don James, President  
Central Connecticut State College  
1615 Stanley Street  
New Britain, Connecticut

Dear Dr. James:

In accordance with recent conversations involving Dr. Croft, you and me, I am inviting Dr. Croft to accept a newly established position of Associate Executive Secretary in this office on a two-year leave of absence from his responsibilities at Central Connecticut State College. Since Dr. Croft has indicated his willingness to accept the position under this condition, if you approve of it, I am assuming that it will be alright for us to move ahead immediately. The formal approval for his appointment here and for his two-year leave of absence from Central would have to be ratified by the Board of Trustees at the regular September meeting.

I am certainly grateful for your willingness to be helpful in this matter. If there is anything more I can do at this time, please notify me.

We are planning for Dr. Croft to begin his work here on August 9, 1965.

Sincerely,

J. Eugene Smith  
Executive Secretary

JES/s

July 16, 1966

Mr. J. Edgar Hoover  
Federal Bureau of Investigation  
Washington, D.C.

Dear Mr. Hoover:

I am writing to you regarding the matter of the  
appointment of a new member to the Board of Directors of  
the American Telephone and Telegraph Company. I have  
been advised that you are currently reviewing the  
proposed appointment of Mr. [Name] to the Board.  
I believe that Mr. [Name] is a highly qualified  
individual who would be a valuable addition to the  
Board. I have enclosed herewith a brief biography  
of Mr. [Name] for your information. I would be  
pleased to provide any further information that  
you may require.

I am sure that you will find Mr. [Name] to be  
a most capable and experienced executive.

Very truly yours,  
[Signature]

Enclosure  
[Name]  
[Title]

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COMPARATIVE SALARY DATA

January 9, 1970

|                             | <u>Salary Group</u> | <u>Step</u> | <u>Annual Rate</u>                | <u>Effective Date</u> |
|-----------------------------|---------------------|-------------|-----------------------------------|-----------------------|
| <u>CHE</u>                  |                     |             |                                   |                       |
| Director                    | --                  | -           | \$36,000                          | 6/27/69               |
| Deputy Director             | 41                  | 2           | 29,211                            | 10/3/69               |
| Assoc. Dir. (Finance)       | 39                  | 4           | 28,635                            | 12/26/69              |
| Assoc. Dir. (Accreditation) | 39                  | 1           | 25,977                            | 10/3/69               |
| Cood. of Research           | 39                  | 1           | 25,977                            | 10/3/69               |
| <u>UCONN.</u>               |                     |             |                                   |                       |
| President                   | --                  | -           | \$38,000*                         | 10/1/68               |
| Provost                     | --                  | -           | 30,330                            | 1/1/69                |
| Vice President              | --                  | -           | 29,430*                           | 10/1/68               |
|                             |                     |             | (*Residence provided at no cost.) |                       |
| <u>TECHNICAL COLLEGES</u>   |                     |             |                                   |                       |
| Commissioner                | 43                  | 1           | 30,809                            | 1/9/69                |
| Director                    | 37                  | 1           | 23,866                            | 10/3/69               |
| Planning Officer            | 32                  | 2           | 20,045                            | 10/3/69               |
| <u>COMMUNITY COLLEGES</u>   |                     |             |                                   |                       |
| Executive Officer           | 41                  | 4           | 31,065                            | 10/3/69               |
| Academic Officer            | 37                  | 3           | 25,556                            | 10/3/69               |
| <u>STATE COLLEGES</u>       |                     |             |                                   |                       |
| President                   | 39                  | 7           | 31,293                            | 10/3/69               |
| Vice President              | 35                  | 4           | 24,320                            | 10/3/69               |

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# STATE OF CONNECTICUT

## COMMISSION FOR HIGHER EDUCATION

P.O. Box 1320 • HARTFORD, CONNECTICUT 06115

AREA CODE 203 566-3912

March 20, 1970

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

Dear Dr. Smith:

At the March 5, 1970 meeting of the Commission for Higher Education, in executive session, a quorum being present and voting, the enclosed resolution was approved. This action approves the increase in salaries for the positions of Executive Secretary, Associate Executive Secretary and the Director of Planning and further approves the position of Associate Executive Secretary as permanent.

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

Sincerely yours,

A handwritten signature in cursive script that reads "W. Robert Bokelman".

W. Robert Bokelman  
Associate Director

WRB:ewg  
enc.

January 13, 1970

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

Dear Dr. Hill:

Attached is a copy of a resolution adopted by the Board of Trustees for State Colleges during executive session on January 9, 1970. This resolution establishes a permanent position of Associate Executive Secretary and adjusts the salaries of the unclassified personnel in the Central Office.

The position of Associate Executive Secretary was originally approved by the Board of Trustees in July 1968. It was modified by the BHT on July 10, 1968 in a modified form that made it a temporary rather than a permanent position. The first part of the present resolution establishes the position on a permanent basis effective October 3, 1969.

In establishing this permanent position the Board set forth the responsibilities as being equivalent to that of a Deputy Director or Deputy Commissioner in other state agencies. The State College Central Office being relatively small, the present Executive Secretary and Associate Executive Secretary pretty much share the overall responsibility with the Associate Secretary being solely responsible in the absence of the Executive Secretary. The latter, in the Associate Executive Secretary position, has also been assigned the direct responsibility for budget preparation for the coming biennium.

UNCLASSIFIED

DATE 11/15/70

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Dr. W.G. Hill

January 17, 1970

As you know, the Board has taken previous action to establish guidelines for developing salaries for administrative personnel in the State College System. It has also implemented a first phase of this guideline.

The second part of the attached resolution adjusts the salaries of the Executive Secretary and Director of Planning in exact relationship to adjustments already approved by the Board of Trustees for the college administrators with the Executive Secretary's salary being adjusted to the salary group and step of the college presidents.

The resolution also establishes the salary of the Associate Executive Secretary to the salary group and step of a state college vice president, and adjustment that reflects the added responsibilities of the position and compares reasonably with comparable positions in central offices of other public higher education boards.

The third part of the resolution merely clears the record with respect to resolutions adopted by the Board for "temporary use" and which were never implemented.

Will you please submit this resolution to the CHB at their next meeting for ratification.

Sincerely,

Bernice C. Nisjadlik  
Chairman

BCN/mc /WEC  
Enc:

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At the January 9, 1970 meeting Board action was taken which related the salaries of the Executive Secretary, Associate Executive Secretary, and the Director of Planning to the college administrator ratio system. This action places the ratio of these salaries as follows:

|                               | <u>Ratio</u> | <u>Corresponds to</u>  |
|-------------------------------|--------------|------------------------|
| Executive Secretary           | 1.6          | College President      |
| Associate Executive Secretary | 1.3          | College Vice President |
| Director of Planning          | 1.2          | College Dean           |

When the ratio system was adopted by the Board on February 7, 1969 it was decided that the desired ratios should be attained over a three year period. The attached table indicates the first two stages of this progression.

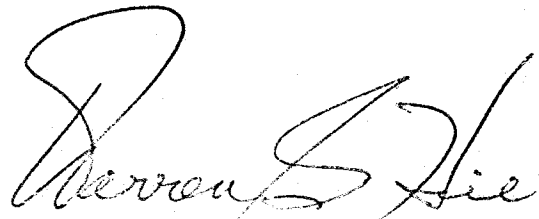
| <u>Position</u>               | <u>Initial Salaries (1968-69)</u> |             |               |                       | <u>Stage One (1969-70)</u> |             |               |                       | <u>Stage Two (1970-71)</u> |             |               |                       |
|-------------------------------|-----------------------------------|-------------|---------------|-----------------------|----------------------------|-------------|---------------|-----------------------|----------------------------|-------------|---------------|-----------------------|
|                               | <u>Group</u>                      | <u>Step</u> | <u>Salary</u> | <u>Mid Step Ratio</u> | <u>Group</u>               | <u>Step</u> | <u>Salary</u> | <u>Mid Step Ratio</u> | <u>Group</u>               | <u>Step</u> | <u>Salary</u> | <u>Mid Step Ratio</u> |
| Executive Secretary           | 37                                | 4           | 26,401        | 1.28                  | 39                         | 7           | 31,293        | 1.38                  | 41                         | 7           | 33,846        | 1.5                   |
| Associate Executive Secretary | (Temporary position)              |             |               | ---                   | 35                         | 4           | 24,320        | 1.18                  | 37                         | 4           | 26,401        | 1.28                  |
| Director of Planning          | 30                                | 2           | 18,460        | 0.96                  | 32                         | 2           | 20,045        | 1.04                  | 34                         | 2           | 21,785        | 1.13                  |

RESOLVED that the Commission for Higher Education, subject to its responsibilities contained in Section 10-324 of the 1967 Supplement to the General Statutes, approves the recommendation of the Board of Trustees for State Colleges to establish the position of Associate Executive Secretary as a permanent position, retroactive to February 6, 1970; and to adjust the salaries of the unclassified professional staff of its central office as follows:

Executive Secretary - Salary Group 39, step 7;  
Associate Executive - Salary Group 35, step 4;  
Director of Planning - Salary Group 32, step 2;

retroactively to February 6, 1970.

It is further resolved that the above action rescinds the action of the Commission on July 10, 1968, which provided for the establishment of the position of Associate Executive Secretary on a provisional basis only.



Warren G. Hill, Chancellor  
Commission for Higher Education

3/5/70  
Executive Session