



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

1280 ASYLUM AVENUE HARTFORD, CONNECTICUT 06105

*Reassigned
by Commission
for Higher Ed.*

RESOLUTION

concerning

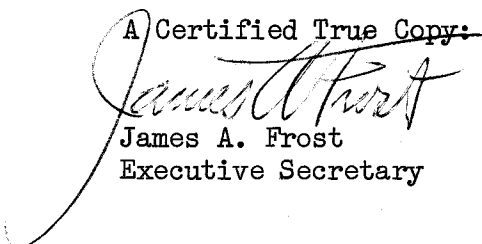
ESTABLISHMENT OF

CENTRAL OFFICE POSITION

September 6, 1974

- WHEREAS, The duties assigned to the position entitled Executive Assistant in the Central Office have changed over the years and now are as they are listed on the addendum to this Resolution, and
- WHEREAS, Equity requires the position entitled Executive Assistant to be reclassified to reflect the increased responsibility of that position, therefore be it
- RESOLVED, That, the position entitled Executive Assistant in the Central Office is discontinued and is replaced by a position entitled Associate for Board Communications and Records, and be it
- RESOLVED, That, the duties assigned to the Associate for Board Communications and Records are those on the addendum to this Resolution, and be it
- RESOLVED, That, Salary Group 21 is assigned to the position Associate for Board Communications and Records, and finally be it
- RESOLVED, That, this Resolution shall become effective on the first day of the first pay period immediately following the date the changes made by it are approved by the Commission for Higher Education.

A Certified True Copy:


 James A. Frost

Executive Secretary

Central Office: State Colleges of Connecticut

Responsibilities of the Associate for Trustee Communications and Records

September 6, 1974

1. Is responsible for the communication and distribution of Board decisions.

Such information is sent to persons who are concerned or who have need to know. To perform this function the Associate must have a detailed knowledge of the functioning not only of the State Colleges but of all agencies in education. The Associate also complies with legal requirement depositing documents with various persons or groups as required by law.

2. Is responsible to determine whether Board decisions are carried out.

The Associate checks with persons concerned to determine whether Board decisions have been carried out. When appropriate, a progress report is made to the Executive Secretary or other responsible official. When difficulties prevent the carrying out of decisions, the Associate attempts to remove them. If this fails the problem is brought to the attention of the appropriate person.

3. Prepares and arranges all meetings of the Board and all Board committees.

The Associate prepares the agenda for all meetings and provides the Trustees and their professional aides with the information required for decisions on questions under consideration. The securing of such information often requires the arranging of oral reports or the obtaining of written reports by persons from within the State Colleges and sometimes from without.

4. Supervises the preparation of Board records and the indexing and safe-guarding of such records.

The Associate sees that such records (including the records of Board committees) are accurate and are accessible to those who wish to consult them. Indexes for various groups of records are prepared as directed by the Associate. Microfilming and the dispersal of sets of records to insure safekeeping are planned and carried out by the Associate.

5. Responds to Inquiries.

The Associate responds to inquiries from the public, legislators, executive officers of the State government, officials of other states, members of private agencies, Trustees, faculty members, students, and College administrative officers. Usually the question is answered immediately or a solution to a problem is suggested to the caller. When necessary the Associate consults others to obtain an answer. The person consulted may be a College official, an officer of the Commission for Higher Education, a member of the Central staff, or another person.

6. Is an active participant in all meetings of the Central Staff.

As a professional person, the Associate takes part in staff discussions and accepts staff assignments. Since the staff is small such assignments often bear little relation to the ordinary duties of the office. The Associate keeps a record of all staff assignments and is responsible to remind the staff officer and the Executive Secretary when the completion of such assignments falls behind schedule.

7. Prepares official correspondence for the Board.

The Associate establishes and supervises a log recording correspondence received and the response to such correspondence. The responses are often prepared under the professional direction of the Associate. The Associate prepares correspondence for the signature of the Board Chairman and other Trustees. The correspondence of individual Trustees is usually in response to a written request or inquiry, consequently, the Associate must not only search out the answer but must exercise professional judgement in preparing replies.

(SC-1)

RESOLVED that the Commission for Higher Education, subject to its responsibilities contained in Section 10-324 of the 1972 Volume of the General Statutes, disapproves the request of the Board of Trustees for State Colleges to change the title of Executive Assistant in the central office to Associate for Trustee Communications and Records. The salary group would change from Salary Group 17 to 21.



Louis Rabineau, Chancellor
Commission for Higher Education

11/12/74
Executive Session