



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

SCR#75-55 ^{See} 76-28

See 76-94a

(See Minutes of
Sept. 26, 1975 Mtg.
of Board of Trustees)

RESOLUTION

concerning

QUALIFICATION AND SALARY GUIDELINES

for

PROFESSIONAL ADMINISTRATIVE, LIBRARY AND COUNSELING POSITIONS

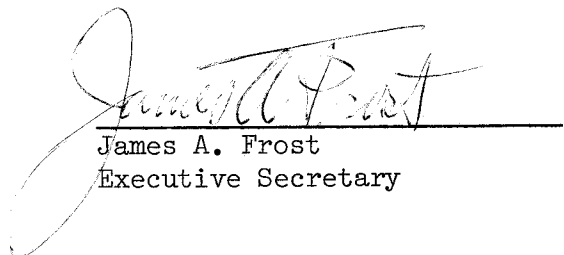
November 7, 1975

WHEREAS, The Board of Trustees for State Colleges on June 13, 1975 adopted Personnel Policies which set forth qualification requirements and classification titles for the professional staffs under its jurisdiction, and

WHEREAS, Certain professional staff positions presently are not in conformance with the provisions of the aforesaid Personnel Policies, be it

RESOLVED, That, effective retroactively to September 26, 1975, present positions in professional administrative, library and counseling categories which do not fully conform to the provisions of the Personnel Policies shall be made so to conform and incumbents of such positions shall have their salaries and classification titles adjusted appropriately, using the guidelines for this purpose as set forth in the addendum to this resolution, such adjustment to in no way infringe upon any employee's eligibility for a salary increment under the provisions of Public Act No. 75-581.

A Certified True Copy:


James A. Frost
Executive Secretary



STATE OF CONNECTICUT

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P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
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November 18, 1975

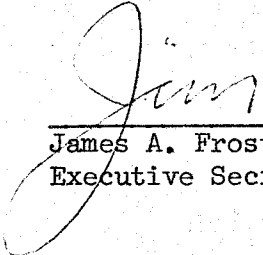
TO THE COLLEGE PRESIDENTS:

Dr. Robert M. Bersi (WCSC)
Dr. F. Don James (CCSC)
Dr. Manson Van B. Jennings (SCSC)
Dr. Charles R. Webb (ECSC)

SUBJECT: Board Resolutions

For your information and guidance the following Resolutions passed by the Trustees on November 7, 1975, are enclosed:

- #75-51 - The Authorization of Expenditures for Honoraria and Consultation Fees
- #75-53 - Appointments to Membership on Traffic Committees
- ✓#75-55 - Qualification and Salary Guidelines for Professional Administrative, Library and Counseling Positions



James A. Frost
Executive Secretary

JAF/b
encl.



STATE OF CONNECTICUT
COMMISSION FOR HIGHER EDUCATION
P.O. Box 1320 . HARTFORD, CONNECTICUT 06101
AREA CODE 203 566-3912

OCT 09 1975

October 9, 1975

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 7, 1975, a quorum being present and voting, resolution SC-5 was approved for the Board of Trustees for State Colleges to redesignate position classifications for administrative personnel, counselors, and librarians in accordance with the policies adopted by the Board on June 13, 1975.

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

Sincerely yours,

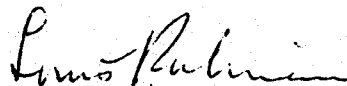
W. Robert Bokelman
W. Robert Bokelman
Director

WRB:ja

Enclosure

CC: Frederic Rossomando, Personnel Department
Zalman Bass, Personnel Department
Victor Harris, Personnel Department
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 to make comments and recommendations on proposed changes in the salary schedules by the board of trustees of a constituent unit, approve the recommendation of the Board of Trustees for State Colleges to redesignate position classifications for administrative personnel, counselors, and librarians in accordance with the policies adopted on June 13, 1975.



Louis Rabineau, Chancellor
Commission for Higher Education

10/7/75
Executive Session

AWB
developing
mess.

I move that the concept as expressed in the presentation re-designating improperly designated personnel to properly designated personnel and redesignations of counselors and librarians be made in accordance with the Personnel Policies as adopted on June 13, 1975, and that each College President review the particular personnel involved, arrive at the appropriate administrative position and salary in accordance with the Personnel Policies and in accordance with the proposed guidelines for implementing these policies presented and that appropriate letters be sent to each of the personnel involved, indicating the rank, salary, and that in addition they will receive the annual increment over and above the listed salary.

Motion moved by Judge Geen, seconded by Mr. Gurney, and unani-
mously approved by the Personnel Committee on September 22, 1975.

Guidelines for Implementing
Board of Trustees Personnel Policies
Dated June 13, 1975
Relative to Administrative Faculty

Nov 7, 1979
79-55

1. All improperly classified positions will be designated as Administrator I, Administrator II, Administrator III, Administrator IV, or Administrator V by the College President. In making such reclassifications the College President may follow any or all of the following guidelines:
 - 1.1. Maintain current salary of incumbent.
 - 1.2. Current salary plus 1975 Summer Session salary.
 - 1.3. Current salary plus 20%.
 - 1.4. In a very limited number of cases the guidelines issued in 1.1, 1.2, and 1.3 may not adequately compensate for duties performed and responsibilities held. In such cases the College President may make special recommendations to the Board for the provision of appropriate compensation.
2. No more than 15% of the administrative faculty (professional personnel consisting of 10- and 12-month administrators, librarians and counselors but excluding Deans, Vice Presidents, and Presidents) at a college shall be designated Senior Administrator (Administrator IV) or Supervisory Administrator (Administrator V).
3. In each of the following classifications not more than 50% of the employees shall be in the following salary groups:
 - 3.1. For Assistant to Administrator (Administrator I)
 - Salary Group 16 - \$10,440 - \$12,852
 - Salary Group 17 - \$11,003 - \$13,481
 - Salary Group 18 - \$11,602 - \$14,146

3.2. For Assistant Administrator (Administrator II)

-- Salary Group 24 - \$15,420 - \$18,966

-- Salary Group 25 - \$16,216 - \$19,894

-- Salary Group 26 - \$17,058 - \$20,874

-- Salary Group 27 - \$17,952 - \$21,900

3.3. For Associate Administrator (Administrator III)

-- Salary Group 27 - \$17,952 - \$21,900

-- Salary Group 28 - \$18,904 - \$22,990

-- Salary Group 29 - \$19,095 - \$23,595

4. Promotions from one salary group to another shall require Board of Trustees approval of the College President's recommendations.

5. A change of employment classification from 10/12 to 12/12 or 12/12 to 10/12 shall require Board of Trustees approval of the College President's recommendations.

1. Assistant to Administrator (Administrator I).

A Bachelor's degree from an accredited institution.

PROPOSED:

Salary Range - \$ 8,398 - \$14,146

Salary Groups - 12 through 18

1.1. Board of Trustees approved positions:

1.11. Assistant Director of Housing -
Resident Director

SG15(9,914-12,254)

2. Assistant Administrator (Administrator II).

Three years of professional service, college teaching, or both, and a bachelor's degree from an accredited institution. A master's degree in an appropriate area may be substituted for one year of service.

PROPOSED:

Salary Range - \$12,219 - \$21,900

Salary Groups - 19 through 27

2.1. Board of Trustees approved positions:

2.11. Assistant Director of Admissions

2.111. Assistant Director of Admissions 1 SG24(15,420-18,966)
SG25(16,216-19,894)

2.112. Assistant Director of Admissions 2 SG25(16,216-19,894)
SG26(17,058-20,874)

2.113. Assistant Director of Admissions 3 SG26(17,058-20,874)
SG27(17,952-21,900)

2.12. Assistant Dean

SG23(14,667-18,075)
SG24(15,420-18,966)
SG25(16,216-19,894)

2.13. Assistant Director of Library Services

2.131. Assistant Director of
Library Services 1 SG23(14,667-18,075)

2.132. Assistant Director of
Library Services 2 SG24(15,420-18,966)

2.133. Assistant Director or
Library Services 3 SG25(16,216-19,894)

2.14.	Assistant Director of Data Processing	SG19(12,219-14,835) SG20(12,886-15,568) SG21(13,569-16,323) SG22(13,964-17,234) SG23(14,667-18,075) SG24(15,420-18,966) SG25(16,216-19,894)
2.15.	Assistant Director of Television	
2.151.	Assistant Director of Television 1	SG22(13,964-17,234) SG23(14,667-18,075)
2.152.	Assistant Director of Television 2	SG23(14,667-18,075) SG24(15,420-18,966)
2.153.	Assistant Director of Television 3	SG24(15,420-18,966) SG25(16,216-19,894)
2.16.	Assistant Director of Public Affairs	
2.161.	Assistant Director of Public Affairs 1	SG22(13,964-17,234)
2.162.	Assistant Director of Public Affairs 2	SG23(14,667-18,075)
2.163.	Assistant Director of Public Affairs 3	SG24(15,420-18,966)
2.17.	Assistant Registrar	
2.171.	Assistant Registrar 1	SG22(13,964-17,234)
2.172.	Assistant Registrar 2	SG23(14,667-18,075)
2.173.	Assistant Registrar 3	SG24(15,420-18,966)
2.18.	Assistant Director of Placement	
2.181.	Assistant Director of Placement 1	SG20(12,886-15,568)
2.182.	Assistant Director of Placement 2	SG21(13,569-16,323)
2.183.	Assistant Director of Placement 3	SG22(13,964-17,234)
2.19.	Assistant Director of Audio Visual	
2.191.	Assistant Director of Audio Visual 1	SG20(12,886-15,568)
2.192.	Assistant Director of Audio Visual 2	SG21(13,569-16,323)
2.193.	Assistant Director of Audio Visual 3	SG22(13,964-17,234)

- 2.201. Assistant Director of Student Center 1 SG19(12,219-14,835)
- 2.202. Assistant Director of Student Center 2 SG20(12,886-15,568)
- 2.203. Assistant Director of Student Center 3 SG21(13,569-16,323)
- 2.21. Assistant Director of Community School Development Center SG21(13,569-16,323)

3. Associate Administrator (Administrator III).

Demonstrated ability in a particular college function, as well as five years of college level administrative service and/or teaching, and a master's degree from an accredited college in a relevant field of competence.

PROPOSED:

Salary Range - \$15,420 - \$23,595

Salary Groups - 24 through 29

3.1. Board of Trustees approved positions:

- 3.11. Director of Data Processing SG27(17,952-21,900)
SG28(18,904-22,990)
SG29(19,095-23,595)
- 3.12. Director of Admissions SG27(17,952-21,900)
SG28(18,904-22,990)
SG29(19,095-23,595)
- 3.13. Facilities Engineer 1 SG27(17,952-21,900)
" " 2 SG28(18,904-22,990)
" " 3 SG29(19,095-23,595)
- 3.14. Director of Nursing Education SG28(18,904-22,990)
- 3.15. Registrar SG26(17,058-20,874)
SG27(17,952-21,900)
- 3.16. Director of Public Affairs SG25(16,216-19,894)
SG26(17,058-20,874)
SG27(17,952-21,900)
- 3.17. Director of Television SG25(16,216-19,894)
SG26(17,058-20,874)
SG27(17,952-21,900)
- 3.18. Director of Audio Visual SG26(17,058-20,874)

3.19. Director of Student Center	SG26(17,058-20,874)
3.20. Director of Placement	SG25(16,216-18,934)
3.21. Financial Aids Officer	SG25(16,216-19,894)
3.22. Director of Housing	SG24(15,420-18,956) SG25(16,216-19,894)

4. Senior Administrator (Administrator IV)

Demonstrated ability in administering college operations on a managerial level, together with eight years of college level experience and a master's degree from an accredited institution in a relevant area, together with appropriate post-master's degree study. For Senior Administrators in non-academic areas, at least three of the required years of experience must be in the capacity of Associate Administrator. For Senior Administrators in academic areas, classroom teaching experience and recognition of research in a discipline are acceptable when combined with administrative experience. An appropriate terminal degree may be substituted for up to two years of experience.

PROPOSED:

Salary Range - \$18,904 - \$24,526

Salary Groups - 28 through 30

4.1. Board of Trustees approved positions:

4.11. Associate Dean	SG28(18,904-22,990) SG29(19,095-23,595) SG30(19,894-24,526)
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4.12. Director of Library Services	SG29(19,095-23,595)
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5. Supervisory Administrator (Administrator V)

Demonstrated ability and experience in an area of administration which requires broad coordination of college resources and skill in several areas of administrative operations, together with appropriate teaching experience or with college study in a particular field beyond the master's degree.

PROPOSED:

Salary Range - \$18,904 - \$25,501

Salary Groups - 28 through 31

5.1. Board of Trustees approved positions:

- 5.11. Director of Research SG30(19,894-24,526)
SG31(20,731-25,501)
- 5.12. Director of Community School Development
Center SG30(19,894-24,526)
- 5.13. Director of Evening Division and Extension SG28(18,904-22,990)
SG29(19,095-23,595)
SG30(19,894-24,526)

Proposed Salaries of State College Counselors
to Conform with
Board of Trustees for State Colleges
Personnel Policies (Adopted June 13, 1975)

Counselor I - A master's degree in an appropriate field and awarded by an accredited institution of higher education.

SG20 -- \$12,886 - \$15,568 (Annual Salary)

Counselor II - A master's degree in an appropriate field and awarded by an accredited institution of higher education. Three years of full-time experience in college counseling.

SG22 -- \$13,964 - \$17,234 (Annual Salary)

Counselor III - A master's degree plus thirty hours of additional graduate study at an accredited institution of higher education or a sixth year study taken at such an institution and completed in an appropriate field. Three years of full-time experience in college counseling.

SG 24 -- \$15,420 - \$18,966 (Annual Salary)

Counselor IV - An earned doctoral degree in an appropriate field awarded by an accredited institution of higher education. Six years of full-time experience in college counseling.

SG26 -- \$17,058 - \$20,874 (Annual Salary)

State Colleges

Proposed Designations of
Present State College Librarian Positions
to Conform with
Board of Trustees for State Colleges
Personnel Policies (Adopted June 13, 1975)

1. FROM:

Library Assistant I -- SG12(8,398-10,204)

Library Assistant 2 -- SG14(9,419-11,693)

Librarian 1 -- SG15(9,914-12,254)

TO:

Librarian I -- Salary Ranges \$ 8,398 - \$12,254

Salary Groups 12 through 15

2. FROM:

Librarian 2 -- SG18(11,602-14,146)

TO:

Librarian II -- SG18(11,602-14,146)

3. FROM:

Librarian 3 -- SG20(12,⁸⁸⁶~~865~~-15,568)

TO:

Librarian III -- SG20(12,⁸⁸⁶~~865~~-15,568)

4. FROM:

No approved position at this time

TO:

Librarian IV -- SG22(13,964-17,234)

Dr. Bokelman
Commission for
Higher Education

September 30, 1975

C. A. Clow
Board of Trustees
for State Colleges

Executive Officer for
Finance & Management
P.O. Box 2008
New Britain, CT 06050

566-7373

The Board of Trustees at its September 26, 1975 meeting accepted a Resolution from the Boards Planning Committee which does the following:

1. Designated improperly classified personnel to conform with Board of Trustees for State College Personnel Policies.
2. Resignation of Counselors and Librarians to conform with Board of Trustees for State College Personnel Policies.

Data relative to this resolution are enclosed.

Please contact me if you require additional information.

CAC/lmc

enc.

October 3, 1975

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

I assume that you have been in communication with persons in "improperly classified positions" concerning the salary changes tentatively approved by the Board on September 22. It is requested that this matter be discussed at the next meeting of the Presidents' Council. If there are strong reactions I would like to know of them.

James A. Frost
Executive Secretary

JAF/d

1943

Dr. [Name] (1943) [Title] [Institution] [Address] [City] [State] [Country]
[Name] (1943) [Title] [Institution] [Address] [City] [State] [Country]
[Name] (1943) [Title] [Institution] [Address] [City] [State] [Country]

The following information was received from the above mentioned sources regarding the activities of the [Organization] in the [Area] during the period from [Year] to [Year]. It is noted that the [Organization] has been active in the [Area] since [Year] and has been engaged in various activities, including [List Activities]. It is further noted that the [Organization] has been active in the [Area] since [Year] and has been engaged in various activities, including [List Activities]. It is further noted that the [Organization] has been active in the [Area] since [Year] and has been engaged in various activities, including [List Activities].

[Name] (1943) [Title] [Institution] [Address] [City] [State] [Country]

1943