



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2005 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-6007 TEL. HARTFORD: 203-566-1873

See 76-8
77-96
77-114
4
77-123

RESOLUTION

concerning

EXECUTIVE DIRECTOR

June 4, 1976

WHEREAS, The Commission for Higher Education has refused to approve the title Chief Executive Officer for the Connecticut State Colleges to designate the position held by the Executive Secretary but has approved the use of the title Executive Director, and

WHEREAS, The title Executive Director is appropriate to the duties assigned to the Executive Secretary by the Board at its meeting on May 7, 1976, and as reported in the minutes of that meeting, therefore be it

RESOLVED, That the Executive Secretary shall bear the alternate title of Executive Director for the Connecticut State Colleges.

A Certified True Copy:

Bernice C. Niejadlik
Bernice C. Niejadlik
Chairman



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

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May 7, 1976

Mr. Donald H. McGannon
Chairman
Commission for Higher Education
340 Capitol Avenue
Hartford, Connecticut 06515

Dear Mr. McGannon:

For well over a year the Trustees of the Connecticut State Colleges have been working to improve and strengthen our Executive Staff. The events of the past several months have increased our sense of urgency in regard to this matter. Enclosed is a document diagraming the organization of our Executive Staff and describing each of the positions. Basically this re-organization calls for three changes.

1. Strengthening the authority and increasing the responsibility of the Executive Secretary and amending his title to include the words "Chief Executive Officer for the Connecticut State Colleges."

2. Presently the office of the Executive Officer for Academic Affairs is responsible for student affairs, personnel, and collective bargaining in addition to academic matters. With the advent of collective bargaining the workload has become too great for one person, consequently the Trustees desire to establish a new staff position entitled Executive Officer for Student, Faculty, and Staff Affairs. We propose to make this latter position also that of the Deputy Chief Executive Officer so that some person will be responsible in the absence of our Chief Executive.

3. We desire to establish upper limits for the salaries of all staff officers leaving open the question of pay at a lower level. This permits an adjustment of salary to fit the experience and training of the incumbent. The proposal would raise the upper salary limit for the positions entitled Executive Officer for Academic Affairs and Executive Officer for Finance and Management from SG 37 to SG 39. It would increase the upper limit for the Associate for Board Communications and Records from SG 17 to SG 19. It would establish SG 40 as the upper limit for the new position of Executive Officer for Student, Faculty and Staff Affairs (and Deputy Chief Executive Officer).

Mr. D. H. McGannon
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As I am sure you are aware, our Board has managed its affairs with frugality. Our plans for 1976-1977, which include the staff positions previously mentioned (but exclude \$41,000 for the collection of student loans, a service unrelated to central administration), call for the expenditure of \$264,000 or $\frac{1}{2}$ of 1% of our total operating budget. The percentage is low when compared to the cost of other central administrations. Enclosed are two tables; one showing costs for central operations within Connecticut; the other showing costs for certain systems outside our State. Of course it is very difficult to make comparisons such as these because there is no agreement concerning what should be included or excluded. Nonetheless, the indication is that our spending level is well below the norm.

If our Board is to function effectively it must strengthen its Executive Staff and must do so very soon. The Commission's approval for the changes proposed by our Board is earnestly and urgently requested. Unless we have early relief the work of the Board, which is already seriously impaired, will become grossly inadequate.

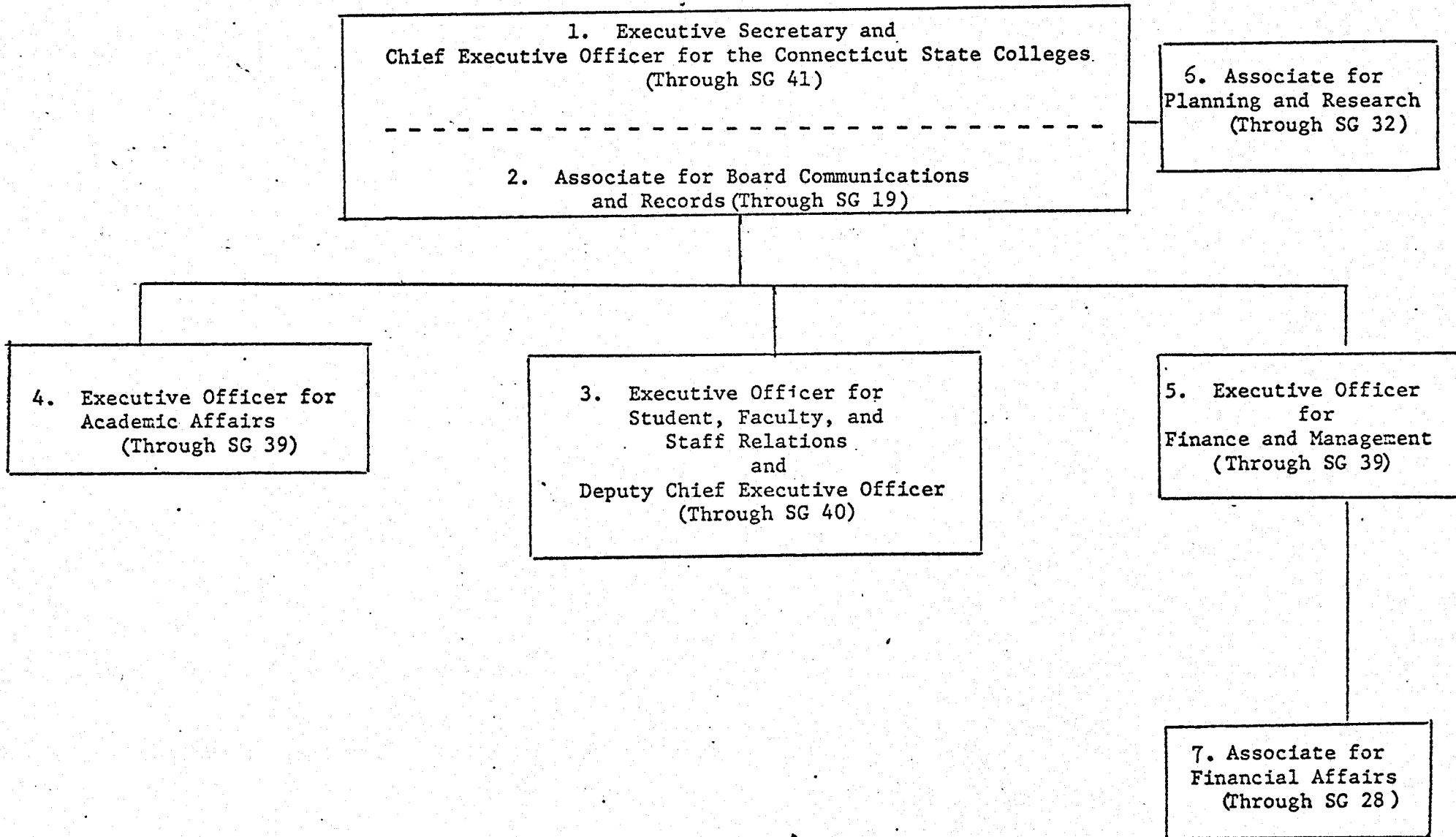
Sincerely,

BCN.gch
enc.

Bernice C. Niejadlik
Chairman

cc: Dr. James A. Frost
Chancellor L. Rabineau

EXECUTIVE STAFF - CONNECTICUT STATE COLLEGES



Note: Use of the Term "Through SG --" is intended to mean that any salary may be paid provided it is not higher than that for the grade specified.

1. Executive Secretary and Chief Executive Officer for the Connecticut State Colleges - Through SG 41

Is the chief executive for the Connecticut State Colleges. College Presidents report to the Chief Executive Officer for the Connecticut State Colleges. Is empowered to act and to speak for the Board. Responsible to carry out the decisions and policies of the Board or to see that they are carried out by the appropriate persons. Develops proposals for new policies and for the revision of existing policies. In the absence of Board policy, decides upon courses of action and carries them out. Supervises the work of the Executive Staff, including but not limited to academic affairs, budgeting, fiscal controls, personnel matters, and collective bargaining. Serves as liaison officer to the Commission for Higher Education and works cooperatively with the chief executives of the other constituent units. Works directly with College Presidents as individuals and as a group. Serves as staff for the Board's Executive Committee.

2. Associate for Board Communications and Records - Through SG 19
(Present Title: Executive Assistant)

Is responsible for the communication and distribution of the Board's decisions. Such information is sent to all who are concerned or who have a need to know. Checks with persons concerned to learn whether Board decisions have been carried out and informs the Executive Secretary when problems occur. Arranges all meetings of the Board and the meetings of all Board Committees, excepting the Executive Committee, including preparation of the agenda. Makes the Minutes of the Board and all its committees, except the Executive Committee. Supervises the preparation of Board records. Supervises the indexing and safeguarding of Board records. 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. When necessary refers such inquiries to another member of the Executive Staff. Prepares official correspondence for the Board and individual Trustees. Is a member of the Executive Staff.

3. Executive Officer for Student, Faculty, and Staff Affairs and Deputy Chief Executive Officer - Through SG 40 (New)

Serves as Chief Executive Officer during the absence of the Chief Executive.

Is responsible for the development of policies relating to all student services. Works directly with the Student Advisory Board (made up of representatives from all campuses). Seeks solutions to student problems that involve the Board directly or which concern more than one campus. Works directly with College Presidents and Deans of Students on matters relating to student services.

Is responsible for faculty and staff development and for the development, refinement, and consistent implementation of personnel policies across all four campuses. Develops strategies for collective bargaining. Provides staff support for the Board's Committee on Collective Bargaining. Administers the Collective Bargaining Agreement. Represents the Executive Secretary in consultations concerning collective bargaining with the General Assembly, the Commissioner of Finance and Control, the Commissioner of Personnel, and the representatives of the other constituent units. Administers the Board's Personnel Policies. Provides staff support to the Board's Personnel Committee. Consults with the Attorney General's Office on matters relating to personnel. Handles grievances at the Board level. Works directly with the College Presidents in matters relating to collective bargaining, grievances, and personnel policies. Works directly with the Instructional Faculty Advisory Council

for Conditions of Employment and the Administrative Faculty Advisory Council for Conditions of Employment.

4. Executive Officer for Academic Affairs - Through SG 39

Has responsibility for the development and evaluation of academic programs. Recommends changes in the deployment of instructional resources. Supervises the process for review of new academic programs. Provides central administrative support for the policy of the Commission for Higher Education and of the Board which requires periodic review of instructional programs. Provides staff support for the Board's Planning Committee. On matters related to instruction works directly with College Presidents and their chief academic officers. Represents the Executive Secretary on the Subcommittee on Coordination of Planning which serves the Commission for Higher Education. As requested by the Executive Secretary, serves as liaison to the General Assembly on academic matters. Works directly with the Faculty Advisory Council for Academic Affairs.

Is responsible for encouraging research and artistic works. Advises the Trustees, the College Presidents, and the Executive Secretary concerning proposed research projects. Is responsible to stimulate and encourage community service projects.

5. Executive Officer for Finance and Management - Through SG 39

Has major responsibility for the development of policies and procedures in matters relating to finance and management. Develops operational and capital budgets. Administers the operational and capital budgets. Has central responsibility for the Board's management information system and for the development of management indices. Represents the Executive Secretary before the Fiscal Policy Committee of the Commission for Higher Education, and in dealings with the State Budget

Division and the Commissioner of Finance and Control. As requested by the Executive Secretary, serves as liaison to the General Assembly on financial matters. Works directly with the College Presidents and their chief financial officers in matters relating to finance, management, and business.

6. Associate for Planning and Research - Through SG 32. (Present title: Director of Planning and Development)

Performs the research and study of administrative, operational, demographic, educational, and social factors needed to provide a basis for policy development. In this capacity works with and supports the effort of the other staff officers.

Works with the Executive Officer for Finance and Management in the development of the capital budget and, under the supervision of the Chief Executive Officer, serves as a liaison with the Department of Public Works. Is responsible for the development of information concerning facilities usage and needs.

Gives staff support to the Master Plan development of the Commission for Higher Education.

7. Associate for Fiscal Affairs - Through SG 28

Is responsible for all fiscal analysis made to support administrative decisions and which are necessary for policy development. Prepares the annual financial report for the Connecticut State Colleges. Reviews and checks all proposed Board Resolutions to insure consistency and conformity to the law. Supervises the collections for National Direct Student Loans (Presently there are over 10,000 accounts). Develops and constantly reviews the amortization schedules to insure prudent management. Performs internal audits as requested.