



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-1500 ⁸²⁷⁻⁷⁷⁰⁰ ~~TEL. HARTFORD: 203-366-7371~~

RESOLUTION

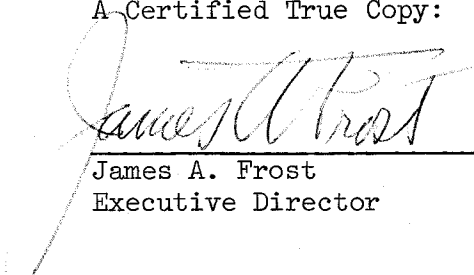
concerning

PROMOTION FOR MRS. MARY RITA LEVY

February 2, 1979

- WHEREAS, Mrs. Mary Rita Levy has served faithfully in her capacity as Assistant to the Executive Officer for Finance and Management, and
- WHEREAS, Mrs. Levy has demonstrated consistently her ability to assume major responsibility in conducting the affairs of the Office of Finance and Management, working long hours at a level far above her normal assignment, lending her diligence, skill, knowledge, loyalty and contributions in the development of a consolidated State College budget, preparation of budget and expenditure analyses, compiling and reporting budget supporting data, working with the fiscal officers of the State Colleges and other state agencies responsible for budget review, and supervising of a cadre of Central Office support staff, and
- WHEREAS, Mrs. Levy has demonstrated fully her ability to coordinate the affairs of the Office of Finance and Management in the absence of the Executive Officer for Finance and Management thereby contributing to the successful functioning of the Board of Trustees and the Executive staff, now therefore, be it
- RESOLVED, That effective February 2, 1979, Mrs. Levy be promoted to the position of Assistant Executive Officer for Finance and Management, at an annual salary of \$16,500.

A-Certified True Copy:


James A. Frost
Executive Director

EMPLOYMENT VITA

Mary Rita Levy (Mrs.)
21 Lake Shore Drive
Farmington, Connecticut 06032

Graduated: Reynolds Business College
Amsterdam, New York

Employed 1948-1972 by Hartford Fire Insurance Company. Retired due to serious illness of husband.

First employed by the Hartford in I.U.B.(Reporting Cover) Department. Set up system, which is still in use, for insureds monthly reporting average inventory. As a result of establishing this system was promoted to-

Auditor (1949). Audited Branch Office records, all bank statements of Hartford Insurance Company and subsidiaries. Maintained audits on Stock Transfer Department. During the acquisition of the Columbian Insurance Company (now Hartford Life Insurance Company) worked with Comptroller and outside Auditors to compile financial statements of all companies involved. As a result of this work promoted to-

Accountant
Treasurer's Department (1956) to compile Real Estate records of the Hartford and set up books dating back to first property owned by the Hartford (early 1900's). Handled all accounting transactions on properties owned, plus construction of new buildings in San Francisco, Chicago (a separate corporation), Atlanta (also a separate corporation). Worked with company attorneys, liaison with contractor(s). Handled all depreciation, tax matters with City of Hartford, prepared budgets for departments connected with maintaining buildings, rental income and all other matters concerning the corporate ownership of the buildings. Reported directly to the Vice-President, Secretary and Treasurer (Mr. Ronald E. Young). Prepared Schedule "A" of the Annual Statement for the Hartford. In 1970 set up records on computer - ran parallel

books for six months until program running smoothly.
As a result of this, promoted to -

Investment Coordinator - Administrator - also, reporting directly to the Vice-President, Secretary and Treasurer. Concerned primarily with long term bonds, computing dollar price, contacting Banks and Brokers in New York, overseeing shipment of negotiable bonds.

Took early retirement (1972) due to illness of husband and his subsequent death.

May, 1975 employed in Central Office of the Board of Trustees for State Colleges. Upon the retirement (1976) of Dr. C. Clow, Executive Officer for Finance and Management was assigned as an aide to Dr. James Frost to assist in budgetary matters. Upon the appointment (July, 1976) of Mr. F. W. Rossomando as Executive Officer for Finance and Management assigned as his Administrative Assistant in September, 1976. In November, 1977 appointed as Assistant to the Executive Officer for Finance and Management.

January, 1979

~~Will be done~~ 3.1.4
10/27/78

MCE 10/26/78
91KB

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: CCSC Connecticut State College, Dean of Personnel Administration

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

1. Proposal:

To change title of Coordinator of Systems Planning to Director of Information Systems.

2. Proposed Position:

Title/Rank Director of Informations Systems/Administrator III

<u>12 mos.</u> 10 or 12 mo. Full-Part-Time	<u>No change</u> Salary Level	<u>Gen. Fund</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit
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3. Summary of Function (attach required job description)

No change

4. Rational for Altering or Establishing Position

This change in title will more accurately describe the position held by the incumbent, James Malone, as Director of the department of Information Systems, which was authorized by the Board's action July, 1978.

5. Conditions of Employment if Changed or Different from Norm.

No change

RECEIVED

OCT 27 1978

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For Central Office Use:

Consultation with Bargaining Unit
Completed 10/26/78

Approved:
1. For Submission to PERC CWR 1/24/79
2. By Committee/Board _____

Comments: 0