



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008
NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203-~~209-1600~~ ~~203-668-1375~~

RESOLUTION

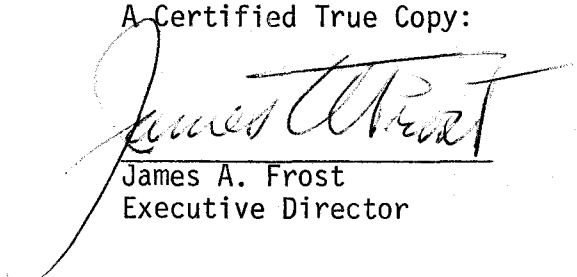
concerning

PRESIDENTIAL SECRETARIES

July 18, 1980

- WHEREAS, The growing complexities of the Connecticut State Colleges which have resulted from their conversion into multipurpose institutions and from a growth of enrollments has, in turn, placed new and stern demands on the Secretaries to the Presidents of the Connecticut State Colleges, therefore be it
- RESOLVED, That the Board of Trustees establishes the title "Administrative Assistant to the President", the title to be in the unclassified service, and be it
- RESOLVED, That the Trustees authorize the Executive Director, after consultation with the College Presidents, to implement the new title by assigning it to the position presently serving as Secretary to the College President, and be it
- RESOLVED, That the effective date of such assignment shall be July 11, 1980, and be it
- RESOLVED, That the use of the new title and the remuneration it carries shall be consistent with the terms and understandings stipulated in the addendum with the provision that any person serving as Administrative Assistant to the President shall not suffer a loss of salary because of this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

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

Executive Officer for Faculty and Staff Affairs

FROM: The Four Connecticut State College, Not Applicable

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

1. Proposal: That an unclassified title be created under the authority of the Board of Trustees which title may be assigned to the current secretaries to the college presidents effective July 1, 1980, at an increased rate of salary within the proposed salary range proportional to their current rate of salary within the current salary range.

2. Proposed Position:

Title/Rank Administrative Assistant to the President

<u>12 Mo. Full-time</u>	<u>#13,000-17,000</u>	<u>General Fund</u>
<u>10 or 12 mo.</u>	<u>Salary Level</u>	<u>Fund (Gen.,</u>
<u>Full-Part-Time</u>		<u>Ed. Ext., Aux.)</u>

Confidential Exclusion
from SCOAF/AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

See Attached Description.

4. Rational for Altering or Establishing Position

The growing complexities of the Connecticut State Colleges resulting from increased enrollments and their conversion to multipurpose institutions has greatly increased the demands placed upon the Presidents' Secretaries.

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

By virtue of the function served, and in agreement with the SCOAF/AFSCME, the one person appointed to serve in this position on each campus shall be excluded as confidential from the Union having as salary and fringe benefits those provided by the Board of Trustees to other unclassified Management and Management Confidential personnel.

For Central Office Use:

Consultation with Bargaining Unit
Completed 7/16/80

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

Comments:

DRAFT

STATE COLLEGE SECRETARY TO THE PRESIDENT

or

STATE COLLEGE ADMINISTRATIVE/SECRETARIAL ASSISTANT TO THE PRESIDENT

SUMMARY OF CLASS:

Acts as personal and confidential secretary to State College President.

SUPERVISION RECEIVED:

May supervise clerical staff.

EXAMPLES OF DUTIES:

May act as immediate superior's personal representative in dealing with public and in routine contacts with other colleges and State executives; performs special assignments, studies and administrative functions as specifically directed.

1/2/80

Interdepartment Message

STO-201 REV. 3/74 STATE OF CONNECTICUT
(Stod. No. 6938-051-01)

SAVE TIME: *Handwritten messages are acceptable.*
Use carbon if you really need a copy. If typewritten, ignore faint lines.

Discussed
CF 6/19/80

To	NAME	Dr. Frost and Council of Presidents	TITLE		DATE	May 27, 1980
	AGENCY		ADDRESS			
From	NAME	Employee Relations Advisory Committee	TITLE		TELEPHONE	
	AGENCY		ADDRESS			
SUBJECT		Secretaries to Presidents				

80-79

VI-I Sec 3 Feb 1

The Employee Relations Advisory Committee has discussed the situation concerning the secretaries to the Presidents and offers the following recommendations:

- 1) Each college submit a request to upgrade the position to Executive Secretary III in the classified service.

This recommendation stems from the fact that there is currently a secretary to a president at this level and we feel that in terms of structure and salary this is the appropriate level. Privately, we have been informed that the Personnel Division will not approve such a position upgrading since in the statewide structure the Executive Secretary III would be inappropriately assigned to a college president. Further, they feel that the current incumbent was assigned that class in error and they will refuse to compound that error.

In all, however, we feel it important to hear officially what position the Personnel Division will take on such a reclassification question.

- 2) Should the Personnel Division deny our requested upgrading, we recommend that they be converted to unclassified positions under the authority of the Board of Trustees and with a title similar to State College Presidential Secretary.

In making such a conversion some dangers would possibly need to be faced. Each of the positions should be kept out of the Administrator ranks since inclusion would automatically place them in the union. Such an action could raise a challenge that these individuals are being unfairly excluded from a bargaining unit. Such an issue could be raised by any one of the bargaining units currently represented at the college. Such a challenge would have to be argued before the State Labor Board based on the premise that the positions are managerial by function and under statute are excluded from union membership. Such a challenge would carry the danger that should we lose the secretaries they would be placed in union membership.

In addition, should these positions be converted to unclassified under the Board of Trustees we recommend that the salaries be converted to the equivalent salaries of CL 17 (\$13,374 - \$16,161) which is the salary of the Executive Secretary III. Fringe benefits should be those offered to other State College Managerial personnel.

EDD:em

E.R.A.C.

to be claimed or sustained, the mix of functions covered within the Administrative unit makes it likely that the necessary community of interest will be claimed and sustained.

- (3) SCOAF/AFSCME Confidential Exclusion, requires consent of the union or a ruling of the Labor Board in the absence of union consent to the effect that the position in its job description ^{its} and function conforms to the statutory definition of a confidential position. (Attachment B)

* * *

Typed: 11/28/79

Problems to be Resolved Before Changing the Status or Title of Secretaries to the College Presidents:

1. Determine whether the position is (1) a Management position, or (2) a Confidential Position, on ruling of the Labor Board or whether it is to be (3) a SCOAF/AFSCME Position, Confidential by virtue of function either as agreed to by the Union or declared so on a ruling of the Labor Board.

Comments:

- Each route has negative implications and side effects.

- (1) Management Positions, thus far, by certification of the Labor Board with both AAUP and with SCOAF/AFSCME, have been identified as limited to President, Vice President and Deans. Thus to amend so as to include the Secretary to the President position would require recertification in a four-party agreement. Further, it is doubtful that the prevailing definition of Management (attached ^{must A)} is applicable to the position under consideration. Still another complication is justifying such an attempt to secure management status for such positions after having made no such attempt to secure management status for Associate and Assistant Dean positions.
- (2) Confidential Position requires consent of both unions or a ruling by the Labor Board in the absence of union consent to the effect that no community of interest exist by which to identify the position with one union or the other. While no community of interest with the Instructional unit is likely

to be claimed or sustained, the mix of functions covered within the Administrative unit makes it likely that the necessary community of interest will be claimed and sustained.

- (3) SCOAF/AFSCME Confidential Exclusion, requires consent of the union or a ruling of the Labor Board in the absence of union consent to the effect that the position in its job description ^{its} and function conforms to the statutory definition of a confidential position. (Attachment B)

* * *

Typed: 11/28/79



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Draft
as delivered to
JF 11/14/79
Pending:
- Review with
S. Bilson before
PERC
MS discuss with B.H.
as to impact of Co.

RESOLUTION
concerning

Revised Classification of Secretarial Positions
Assigned to Management Personnel at the Connecticut State Colleges

December 7, 1979

WHEREAS, Collective Bargaining and the status of secretarial employees
serving management exempt personnel in the Connecticut State
Colleges has generated many concerns on the part of both the
secretarial staffs and the management team, and

WHEREAS, The Personnel Division of the Department of Administrative
Services has recently redefined the clerical positions commonly
used in state service and as a result brought about the need
for a number of staffing changes in order to properly reflect
actual responsibilities as they relate to job descriptions, and

WHEREAS, In a review of the concerns, and the redefined clerical positions
it has been determined that an
inequity exists for many of the secretarial staff serving manage-
ment positions in a confidential capacity in that the level of
responsibility served is not appropriately reflected in either
the position class or the salary level, and

WHEREAS, The Trustees seek to remedy such inequities as exist and achieve
a proper secretarial position classification system congruent
with the levels of responsibility operational within the management
structure of the Colleges, and

WHEREAS, The Trustees do not have ultimate authority over the determination
of position classifications of its secretarial employees and thus
must seek such changes as it deems required through the Personnel
Division of the Department of Administrative Services, therefore
be it

RESOLVED, That the Trustees approve the classification as identified in the
addendum and authorize the Executive Director to submit it to the
Director of Personnel and Labor Relations for review and
recommendation, and

RESOLVED, That the Executive Director is hereby authorized to implement those
classification alterations deemed appropriate upon completion of
the review of the Director of Personnel and Labor Relations.

A Certified True Copy:

James A. Frost, Executive Director

CONNECTICUT STATE COLLEGES CONFIDENTIAL CLERICAL PATTERN

<u>Management Position</u>	<u>Target Class</u>
Vice President for Administrative Affairs	Executive Secretary I
Vice President for Academic Affairs	Executive Secretary I
Dean Students	Executive Secretary I
Executive Dean	Executive Secretary I
Dean Business	Administrative Secretary
Dean Arts & Sciences	Administrative Secretary
Dean Graduate Studies	Administrative Secretary
Dean Extended Program	Administrative Secretary
Dean Personnel	Administrative Secretary
Dean Education	Administrative Secretary
Dean Technology	Administrative Secretary
Public Affairs	Senior Secretary
Director of Research	Senior Secretary
Executive Assistant to the President	Senior Secretary

December 7, 1979

	Target Class	Confidential Secretary Cost Out		S.C.S.C.	W.C.S.C.	Class Total
		C.C.S.C.	E.C.S.C.			
V.P. Admin. Affairs	Exec. Sec'y I	R. Goldberg (0)	NA	P. Blaney (1158)	E. Geel (0)	1158
V.P. Acad. Affairs	Exec. Sec'y I	A. Lentini (0)	D. Bergeron (0)	E. Potter (800)	E. Manochi (0)	800
Dean Students	Exec. Sec'y I	E. Brayman (710)	M. Inzinga (800)	C. Nichols (686)	A. Fernandes (686)	2882
Executive Dean	Exec. Sec'y I	NA	NA	NA	E. Ryan (0)	0
Dean Buisness	Admin. Sec'y	N. Gentry (466)	NA	NA	M. Fagan (394)	860
Dean Arts & Sciences	Admin. Sec'y	M. Duly (345)	R. Millerd (345)	B. Curbone (431)	M. Lauf (466)	1587
Dean Graduate Studies	Admin. Sec'y	H. Kruczek (466)	NA	R. Bocchicchi (493)	S. Connally (493)	1452
Dean Extended Program	Admin. Sec'y	E. Pencikowski (465)		NA	M. Roland (370)	835
Dean Personnel	Admin. Sec'y	P. Dabrowski (370)	E. Blish (370)	G. Farley (466)	L. Wixted (466)	1672
Dean Educ.	Admin. Sec'y	B. Winslow (710)	H. Rand (493)	E. Peters	NA	1669
Dean Technology	Admin. Sec'y	D. Kalentkowski (466)	NA	NA	NA	466
Public Affairs	Sen. Sec'y	M. Gaffney (543)	S. Heck (0)	E. Pattin (378)	L. McDevitt (312)	1233
College Total		4541	2008	4878	3187	14,614

Notes

- The above cost out does not include the cost of upgrading the Presidents Secretaries. The following are actual annual salaries.

16525	13801	13367	14235
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- This cost is the initial cost if upgradings were to occur today. After Jan. 1, 1980, the cost will fluctuate slightly due to annual increments. Future year costs will also be greater than the present future year costs due to an expansion of an incumbents incremental amount and available steps.
- Costs do not account for impact of any changes in Central Office staff which may result from above due to classification compression.