BR#84-98

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

APPOINTMENT
of
MR. RICHARD H. SULLIVAN

VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS
at
WESTERN CONNECTICUT STATE UNIVERSITY

June 15, 1984

WHEREAS, After an extensive and careful search the President of Western Connecticut State University has recommended the appointment of Mr. Richard H. Sullivan as Vice President for Administrative Affairs at his campus and

WHEREAS, The President of the Connecticut State University concurs and endorses the appointment of Mr. Sullivan as Vice President for Administrative Affairs, therefore be it

RESOLVED, That, effective July 2, 1984, Mr. Richard H. Sullivan be and hereby is appointed Vice President for Administrative Affairs at Western Connecticut State University at an annual salary of $54,000.

A Certified True Copy:

James A. Frost
President

final

307 Allyndale Drive
Stratford, CT 06497
February 21, 1984

Mrs. Elizabeth McCoy
Dean of Personnel Administration
Western Connecticut State University
181 White Street
Danbury, CT 06810

Dear Mrs. McCoy:

For the past 13 years I have enjoyed the challenge of working as an administrator in the Connecticut State University system. I am currently Associate Dean of Administrative Affairs at Western Connecticut State University.

From this position, which includes budget preparation and monitoring of all funds, I have come to realize the commitment that is necessary to accomplish the goals of Administrative Affairs in an institution of higher education supported by the State of Connecticut. It is for this reason I am now seeking the full time challenge of the duties associated with the position of Vice-President of Administrative Affairs.

During the nine (9) years in my current position I have worked with every department and have a working knowledge of all State procedures and requirements. I have worked on such diverse projects as a time-study, evaluation, and complete reassignment of maintenance personnel to complete budget preparation. I enjoy working with people and a challenge.

Attached is a resume of my background and qualifications. I look forward to hearing from you.

Sincerely,

Richard H. Sullivan

Richard H. Sullivan

Enclosures

RICHARD H. SULLIVAN

307 Allyndale Drive
Stratford, Connecticut 06497

Home Telephone - 375-1951
Office Telephone-797-4250

Personal

Married 6'6" 205 pounds 40 years old
Health: Excellent

Education

M.S., 1973, Southern Connecticut State University, New Haven, CT.
Major: Counseling (Psychology)

B.S., 1968, Central Connecticut State University, New Britain, CT
Major: Accounting (Business Education)

A.A., 1965, Beckley College, Beckley, West Virginia
Major: Accounting (Business Administration)

Administrative Positions

1975 to present

Western Connecticut State University
Associate Dean of Administrative Affairs

The Associate Dean reports directly to the Vice-President.

He is directly responsible for the preparation of the budget, supervision of the Purchasing Department, negotiation and administration of food service and bookstore contracts, all travel, personal service contracts and educational agreements, state vehicles, mailroom, and is the University's Energy Coordinator.

He shares coordinate supervision of the Accounting Office and Payroll Office with the Vice-President. He assists the Vice-President in all other areas of the division of Administrative Affairs.

In the absence of the Vice-President, he has complete responsibility for the division of Administrative Affairs.

Currently, acting Vice-President since 8/83.

1978 to 1979

Western Connecticut State University
Acting Vice-President for Administrative Affairs

Responsible for Administrative Affairs Division when the Administrative Vice-President was assigned to act as Executive for Finance and Management at the Central Office of the Board of Trustees

1974 to 1975 — Western Connecticut State University
Director of Financial Aid

Responsible for requesting funds, maintaining records and budgets, and for all fiscal operation reports required for the seven (7) federal programs, seven (7) state programs, and three (3) institutional programs. Average financial aid awards total approximately 1.5 million.

In addition to the awarding of aid and the maintaining of financial aid programs, the Financial Aid Office counsels both students receiving aid and students seeking aid. These counseling sessions cover a wide range of topics: Managing college budgets, application procedures, and financial aid for graduate study.

Western Connecticut State University
Acting Personnel Officer (Assumed additional responsibilities as of 12/74)

Responsible for all personnel activities at Western Connecticut State University pertaining to over 378 professional and civil service employees and over 200 part-time student employees. Work with the State Personnel Department and Board of Trustees for State Universities in regard to personnel policies and procedures; prepare personnel budgets, prepare and maintain personnel records, supervise payroll operations, explain benefits and policies to new employees, act as retirement counselor, supervise employees in the payroll department.

1971 to 1974 — Southern Connecticut State University
Assistant Director of Financial Aid

Assist the Director in all phases of Financial Aid listed above.

Teaching Experience

1968 to 1971 — Rippowam High School, Stamford, Connecticut
Subjects: Data Processing, Business Math

1968 — Weaver High School, Hartford, Connecticut
Subjects: Bookkeeping, Office Machines, Typing

Other

1960 to 1963 — Howell Trucking Company, Inc.

Started as traffic clerk immediately after high school graduation. After eight months, promoted as Assistant to the Traffic Manager. Responsible for all insurance, billing, accounts receivable, accounts payable and assisted in payroll. Left position to attend college.

References — Furnished upon request.