



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

APPOINTMENT OF

DR. NORMAN E. PUFFETT

as

DEAN OF GRADUATE STUDIES AND EXTENSION SERVICES

at

WESTERN CONNECTICUT STATE UNIVERSITY

DECEMBER 5, 1986

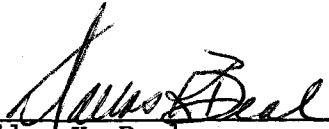
WHEREAS, Western Connecticut State University has conducted a search to fill the position, Dean of Graduate Studies and Extension Services (previously titled Dean, School of Graduate Studies and Continuing Education), and

WHEREAS, The President of Western Connecticut State University, after due consultation with the faculty, has recommended the appointment of Dr. Norman E. Puffett, and

WHEREAS, President Beal concurs in this recommendation, now therefore, be it

RESOLVED, That effective December 15, 1986, under the terms and conditions of the Trustees' "Personnel Policies for Management and Confidential Professional Personnel," Dr. Norman E. Puffett be and hereby is appointed Dean of Graduate Studies and Extension Services at Western Connecticut State University, at a bi-weekly salary rate of \$2,107.28 (annual salary of \$55,000).

A Certified True Copy:


 Dallas K. Beal
 President

NORMAN E. PUFFETT
14 BELAIR DRIVE
DANBURY, CT 06811
(203) 746-6246

ACADEMIC POSITIONS

- January 1985 - Present
Director, Fairfield County MBA Programs, The University of Connecticut, Storrs, CT.
- Responsible for the administration and supervision of MBA Programs in Stamford and Danbury. Charged with recruiting, course scheduling, registration, advertising, community and corporate relations, identification of qualified faculty, and supervision of staff.
- Student enrollments increased by thirty percent in Danbury for summer 1986 and twenty percent in Stamford for fall 1986.
- December 1984 - December 1985
Director, LEED Institute for Professional Business Training, Danbury, CT.
- Chief academic administrator for a proprietary business school offering programs in Word Processing, Secretarial Studies, and Accounting. Managed two personnel agencies.
- July - October 1984
Director of Education, Royal Business School, 250 West 18th. Street, N.Y., N.Y.
- Chief academic administrator for a proprietary business school of eleven hundred students enrolled in Word Processing, Secretarial Studies, and Business Administration.
- January - June 1984
Provost, Rockland Campus, Long Island University, Orangeburg, N.Y.
- Supervised a graduate branch campus of five hundred students. Programs included a variety of Education disciplines plus MBA, MPA, Health Care Administration, Speech & Hearing, and Library and Information Science.
- Served on the Chancellor's Staff. Supervised faculty and staff for a seven-day per week operation. Responsible for recruiting, direct mail and advertising campaigns, course scheduling, registration, community relations, and identification of qualified faculty.

September -
December 1983

Associate Professor, Speech Department, Mercy College, Dobbs Ferry, N.Y.

Taught Oral Communications, Persuasion, and Psychology of Communication. Volunteered to teach courses to inmates at Sing-Sing, Taconic Correctional Facility, and Bedford Women's Prison.

September 1982 -
August 1983

Assistant Professor, Speech Department, Mercy College, Dobbs Ferry, N.Y.

Taught Speech courses as indicated above.

October 1978 -
August 1982

Dean, Yorktown Campus, Mercy College, Yorktown, N.Y.

Promoted to Dean when the N.Y. State Board of Regents upgraded the Yorktown Center to Branch Campus and allowed the offering of complete degree programs. Supervised the arrangements for a move to a new 43,000 square foot campus building in 1979. Obtained Congressional campus designation as a Federal Depository Library. Developed evening satellite programs at Mahopac and Brewster high schools. Established a Washington-Rochambeau Room for use by the community. Organized a variety of student organizations, student newspaper, and student literary magazine. Library resources increased to 35,000 volumes.

Programs offered included majors in Behavioral Science, Business Administration, Criminal Justice, English, Psychology, Sociology, and Teacher Certification in K-6 and Special Education.

Also managed the Peekskill Center of Mercy College for one year. Sponsored a series of telecourses offered via the local cable television station.

July 1974 -
September 1978

Director, Yorktown Center, Mercy College, Yorktown, N.Y.

Founded the first Mercy College Extension Center as the College expanded from 1700 to 9200 students in six years. From an initial enrollment of 275 students, the Yorktown Center grew to 1200 including 90 Long Island University graduate students. During this period, the faculty grew to 110 and staff to 14. Developed course schedules, supervised faculty, and managed recruiting, financial aid, student services, custodial staff, registration, etc. Active in community affairs, participated in the development of various direct mail and advertising campaigns, prepared new releases, etc.

1972 -1973

Assistant Academic Advisor and Instructor of Speech,
Mercy College, Dobbs Ferry, N.Y.

Developed the first Evening Academic Advisor position in the College. Served the needs of six hundred adult students. Supervised the transcript evaluations for transfer and foreign students. Elected Parliamentarian of the Faculty Senate and member of the Faculty Committee on Committees, Scholarship and Academic Standing Committee, and the Long Range Planning Committee of the Board of Trustees. Taught courses in Oral Communication.

1971 - 1972

Instructor of Speech, Speech Department, Mercy College, Dobbs Ferry, N.Y.

Taught Oral Communication and Persuasion. Served as Chairperson, Committee to Study the Professional Semester. Member of the Council of Student Affairs involved in the development of a student handbook. Member of the Faculty Curriculum Committee, the Middle States Accreditation Report Committee, and the Speech Department Committee preparing an application for N.Y. State Education Department approval for a major in Speech Pathology.

1969 - 1970

Assistant to the Dean and Instructor of Speech, University College, New York University, Bronx, N.Y.

Freshman Class Advisor for six hundred students. Developed an early warning system to identify and assist students encountering academic difficulties. Assisted in developing a computerized registration system. Appointed by the Provost to develop a study house for minority group students which resulted in an NYU owned residence being utilized for this purpose. Reduced student attrition from 24% to 9%.

1968 - 1969

Director of Forensics and Instructor of Speech, University College, New York University, Bronx, N.Y.

Coached the NYU Forensics Team for the Bronx Campus. Taught Fundamentals of Speech, Public Speaking, Argumentation and Debate, and Persuasion. Managed a national Forensics tournament.

EDUCATIONDEGREES EARNED

- May 17, 1983 Doctor of Education, Higher and Adult Education, Colleges and Universities, Teachers College, Columbia University, N.Y., N.Y.
- October 24, 1979 Master of Arts, Higher and Adult Education, Colleges and Universities, Teachers College, Columbia University, N.Y., N.Y.
- August 16, 1968 Master of Arts, Speech and Theatre, Adams State College of Colorado, Alamosa, Colorado.
- May 28, 1967 Bachelor of Arts, History and Political Science, Adams State College of Colorado, Alamosa, Colorado.

ADDITIONAL GRADUATE STUDY

- 1972 Fifteen credits, Counseling Psychology, Graduate Education Department, Manhattan College, Riverdale, N.Y.
- 1969 - 1971 Eighteen credits, Speech Education, Doctoral Program, School of Education, New York University, N.Y., N.Y.

ACADEMIC ACTIVITIES

- August 1986 Panelist, Channel 49, Stamford, CT: "Fairfield County Business Report: Women Managers and Their Futures."
- June 1986 Panelist, Channel 49, Stamford, CT: "Fairfield County Business Report: The Value of Graduate Programs in Business Administration."
- November 1985 Presentation at the 1985 Annual Conference, New York State Financial Aid Administrators Association, Mohonk Mt., N.Y. on the topic, "How to Become a Productive Manager."
- January 1985 Presentation at the Support Staff Workshop for Region V of the New York State Financial Aid Administrators organization at Marymount College, Tarrytown, N.Y.: "Improving Your Image with Better Communication Skills."
- May 1984 Presentation at a meeting of the Region V New York State Financial Aid Administrators Association, Mt. St. Mary College, Newburgh, N.Y.: "The Working Relationships Between Financial Aid Personnel and Other Administrators Within the University."

1980 - 82

Originated and managed the Annual College Conference for High School Seniors from eighteen school districts in northern Westchester and Putnam Counties, N.Y. More than two hundred university representatives and four thousand students plus parents participated in this event held yearly at the Mercy College Campus in Yorktown, N.Y.

May 4, 1981

Keynote speaker at a Workshop for College Admissions Officers sponsored by the Westchester, Putnam, Rockland Personnel and Guidance Association, White Plains, N.Y.: "Marketing Tips for Successful Recruiting Efforts."

May 4-5, 1979

Co-Chairperson, conference held at Long Island University's Brooklyn Campus: "Developing Off-Campus Programs That Work." Also presented on the topic: "Providing Student Services for Off-Campus Programs."

June 17, 1978

Presentation: "The Invisible Campus: Establishing Extension Centers" at a conference on "The Administration of Continuing Education," held at Long Island University's Brooklyn Campus.

HONORS

1982

Yorktown, N.Y. Jaycees: Certificate of Appreciation

1982

Silver Bowl in appreciation of eight years of service to Mercy College upon leaving the Dean's position to return to the faculty.

1969

Delta Sigma Rho-Tau Kappa Alpha, New York University

1968

Phi Delta Kappa, Adams State College of Colorado

1967

Outstanding Student Debater, Adams State College

1967

Who's Who Among Students in American Colleges and Universities, Adams State College

1966 - 67

Debate Scholarship, Adams State College

1965 - 66

Honor Scholarship, Adams State College

1961

Pi Kappa Delta, Adams State College

1960

Wrestling Scholarship, Adams State College

ACADEMIC ORGANIZATIONS

American Association of Higher Education
Association for the Study of Higher Education
Speech Association of America

COMMUNITY ACTIVITIES

1985 Weekly Bulletin Editor, Danbury Rotary Club
1981 - 82 Secretary, Yorktown Rotary Club, N.Y.
1981 - 82 Editor of a monthly Rotary District Bulletin
for 2200 members in Westchester, Manhattan,
Staten Island, and Bermuda.
1980 - 81 Weekly Bulletin Editor, Yorktown Rotary Club

PERSONAL

Married since 1971 to Ellen, R.N., Danbury Hospital.
Daughter, Nora, is a seventh-grade student at Broadview J.H.S.,
Danbury.

Born March 7, 1942 in Long Beach, California.

Graduated from Eagle Grove H.S., Eagle Grove, Iowa, May 1960.

Member, U.S. Air Force Security Service, 1961-65: Russian
Language Specialist.

Health: Excellent