

See 88-143



**Connecticut
State
University**

P.O. Box 2008, New Britain, Connecticut 06050
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Central Eastern Southern Western

Office of the President

RESOLUTION

concerning

APPOINTMENT OF

Stephen O. Mitchell

as

VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 9, 1988

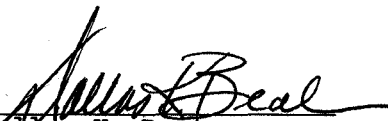
WHEREAS, Central Connecticut State University has conducted a search to fill the position, Vice President for Administrative Affairs, and

WHEREAS, The President of Central Connecticut State University, after due consultation with the faculty, has recommended the appointment of Stephen O. Mitchell, and

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

RESOLVED, That effective January 1, 1989, under the terms and conditions of the Trustees' "Personnel Policies for Management and Confidential Professional Personnel," Stephen O. Mitchell be and hereby is appointed Vice President for Administrative Affairs at Central Connecticut State University, at a bi-weekly salary rate of \$3,007.67 (annual salary of \$78,500).

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

Stephen O. Mitchell
321 22nd Street
Charleston, West Virginia, 25304
(304) 366 9168 (Home) (304) 357 4733 Office

Summary Career pattern has been responsibility for change in academic and social program, innovative financial techniques, market definition, and fund raising. Extensive, successful experience with long term planning, staff development, community relations, and policy development.

Education Ph. D. Indiana University, 1960. *Dr Johnson's Philosophy of Science.*
M.A. University of Michigan, 1955. "Technical Bibliography."
B.S. Purdue University, 1952. English, Science.

Post Doctoral Study: Harvard University Library, British Museum, ACLS Fellow, Shell Oil Fellowship, MLA Research Fellow.

Experience

1985- UNIVERSITY OF CHARLESTON, Charleston, WV. Vice President

Responsible for finances, program implementation, Athletics, computer center, improvement of faculty and staff working conditions.

- Rebuilt budget, generating \$3.2MM from previously unused sources; eliminated \$2.0MM deficit and built a \$950,000 cash balance.
- Expanded academic computer center by 100%; totally replaced administrative computer and all software
- Expanded faculty/staff compensation plan from two benefits to eleven.
- Current projects include new BSN program, Freshman composition program, new sports medicine program, developing women's soccer program.

1984-1985 DAVIS & ELKINS COLLEGE, Elkins, WV. Acting President

Responsible for Board and external relations, policy formulation, fund raising, and new program development.

- Raised \$801,000 in new capital, reduced annual budget by 11%, and established long-term budgeting and marketing methods.
- Introduced new programs responding to regional market demand and successfully negotiated the elimination of two moribund operations.
- Initiated quality control programs in student service areas, reducing Freshman attrition by over 30% and significantly minimizing dormitory vandalism.
- Designed and implemented early retirement plan and faculty development policy.

1982-84 DAVIS & ELKINS COLLEGE, Elkins, WV. Vice President and CEO

Responsibility for \$8MM budget, reorganization of academic administration, marketing 600 bed dormitory and recreation complex, operation of physical plant and delivery of Summer programs. Interim President.

- Established financial controls including new chart of accounts, replaced all administrative software, and introduced academic cost/benefit reporting.
- Planned, funded, and delivered a \$1.2MM delayed maintenance program stressing renovation of dormitories and other student spaces.
- Generated new funds eliminating \$650,000 in operating deficit
- Initiated development campaigns to build new Library and save Old Main.
- Conceived and implemented an AA/EO and career ladder program which solved two long standing labor disputes. Reduced administrative staff by 8%.

1982-1982 PROFILE CORPORATION, Carlsbad, NM. Engineer.: Classified DOE research project on nuclear pollution of deep aquifers.

1975-1981 NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY, Socorro, NM Vice President for Administration

Responsibility for \$27MM budget, federal and state contract administration, commercial services, administration of research centers, Legislative and state board relations, and student services. Responsible for upward re-negotiation of the institutional funding formula.

- Eliminated operating deficits, developed a \$1MM credit line for educational equipment purchases, project manager for \$10MM building program.
- Designed and funded award winning low cost student housing.
- Developed, financed, and re-equipped two computer centers.
- Received three national awards for innovative financial management and national recognition for creation of non-traditional academic programs

1970-1975 HAMPSHIRE COLLEGE, Amherst, MA. MIS Director. Associate Professor.

Responsible for administrative services and special Board projects.

- Developed program in Linguistics and Computer Science.
- Designed and implemented all administrative systems and produced the first practical Five College® software products.

1968-1970 LEHMAN COLLEGE, Bronx, NY. Director Academic Computing Center.

1967-1968 MODERN LANGUAGE ASSOCIATION, NYC Associate Executive Director.

1961-1967 SYRACUSE UNIVERSITY Associate Professor of English and Chairman of Freshman Linguistics Program.

Related Experience

Management consultant (marketing, financial reorganization) Private engineering contracts, Industrial computer control design, Vinyard proprietor, Subscription and membership justification consultant.

Stephen O. Mitchell
Academic and Student Program History

Syracuse University: 1961-67. Associate Professor of English, Director of Composition.

Responsible for Freshman/Sophomore English program, recruited and supervised thirty five instructors, designed syllabus and selected texts for all divisions. Converted traditional program to one based on linguistic principles and uniform standards. Re-established graduate research methods course for entering graduate students in the humanities. Aphra Behn award for excellence in teaching.

Developed the theoretical basis for word processing and copyrighted the first practical bibliographical software, leading to current systems such as MacWrite and Word Star.

Teaching: The Age of Johnson, Graduate Research Methods, The American Language.

Modern Language Association: 1967-68. Associate Executive Director, Adjunct Graduate Professor, NYU.

Originated the concept of the "Scholarly Book Club" and established the Author Indexing Program for language studies.

Teaching: [NYU and Hunter College, Graduate Divisions] The Age of Dryden, The American Language. Dissertation supervision.

Lehman College: 1968-70. Professor of Linguistics and Director Computer Center.

Originated, designed and equipped the college's original academic computer center, which included a hands on lab for students and research support for faculty.

Teaching: Introduction to Linguistics, Elementary Fortran.

Hampshire College: 1970-75. Associate Professor and Graduate Professor UMASS School of Education.

One of five faculty members who conceived of and developed the original Language and Communications program; designed and implemented the initial Hampshire College academic computer service, using micro-computers before they were a standard item, and introduced the concept of computer literacy.

Designed and implemented the Five College serials list, allowing for cross institutional library research by undergraduates, and quick literature searches by the faculty. Conceived of and produced the original random number generator applicable to natural languages [Numword®]

Teaching: Theories of Language, Computer Architecture, The Eighteenth Century. Doctoral Thesis Direction [University of Massachusetts]

New Mexico Institute of Mining and Technology: 1975-82. Vice President and Adjunct Professor

Total reformulation of Research and Academic Computer centers, including an upgrade in machine power of three magnitudes. Conceived, designed, and funded drilling safety program, since adopted by Oklahoma State and LSU. Instituted first long range campus plan coordinating research needs with academic goals [currently nearing completion], produced

a machine readable sequence of the first 20,000 prime numbers.

Student Services: Total reworking of all food service plans to meet student schedules, originated the concept of short term modular housing to recognize need for quality, alternate housing. Faculty sponsor of NAACP, The Great New Mexico Chili Cookoff, and the Water Polo, Rugby and Cricket clubs.

Teaching: Theories of Language, The Age of Johnson, Senior Thesis Direction in Computer Science.

Davis and Elkins College 1982-85. Executive Vice President, Interim President

Re-established remediation center, established recreational management program and associated student outdoor recreation center, successfully defended a program in regional studies against closure, which has developed into a \$200,000 year operation. [The Augusta Program], worked with student government to recapture 2,000 square feet of waste space to create a dance floor and recreational area.

Teaching: English Composition, Faculty Advisor for troubled students.

University of Charleston 1985 --. Vice President for Finance and Administration.

Current projects include teaching Freshman Composition and new program development in women's sports. The primary effort here has been to secure an unqualified accreditation report, which was successful.

Stephen O. Mitchell
Selected Bibliography

Publications:

"Alien Visions: The Techniques of Science Fiction," *Modern Fiction Studies* IV (Winter, 1958-59), 345-56.

Essays on Language , Syracuse University Press, 1962.

Language, Style and Ideas , with Sumner Ives, Harcourt, Brace and World, 1964.

Language and Linguistics , with Fred Householder *et al* , 5 vols, Bobbs Merrill, 1964.

"Johnson and Cocker's 'Arithmetic' ," PBSA, LVI (Winter, 1962) 107-109.

"An Information Retrieval System for the Modern Languages," PBSA, LVIII (Fall, 1964) 270-278.

Discourses on Art , edited with an introduction, plates, and bibliography, Bobbs-Merrill, 1965.

"Author Index," *PMLA Annual Bibliography*, LXXX (May, 1965, 66, 67) 331-37.

A Study of Year Around Operation, Hampshire College. 1969 (private printing).

Computer Operations, New Mexico School of Mines, 1978 (limited edition).

"The Liberal College: Techniques for Change" April, 1987, Atlanta, Ga.

"College Audits: The Trustees' View" In progress.

Other articles and publications appear in *The Modern Schoolman*, *The Journal of English and Germanic Philology*, *College English*, *English Record*, *CEA Critic*, *Language Learning*, *The Journal of General Education*, *House and Gardens*, and various trade journals.

Papers and Related Activity:

"The Science Fiction Bibliography," New York, 1959, MLA Conference No. 13.

"An Integrated Bibliography," Penn. State, December, 1962.

Chairman, Conference 20, (Machine Bibliography) MLA ,1962.

Computers and the Teaching of English," NCTE Annual Meeting 1966.

"The Computer in the Next Decade," MLA Plenary Session, 1967.

"The Social Engine," Amherst, Mass. History of Science Society, 1972.

"The Case for Regional Quality," Elkins, WV. Commencement., 1984.

Software and Computer Systems:

MAPS, An Economic Model of Hampshire College, 1969.

The Coleridge Bibliographical System, University of Massachusetts 1970.

The Five College Serials List, Amherst College and Five Colleges Inc.® 1972.

The Five College Catalog and Registration System, Five Colleges Inc.® 1974.

Specialized image handling software for the American Numismatic Society, State of New Jersey, Kingsport Press® , American Archeological Association, and George Banta Co®.

Awards and Honors:

NACUBO Cost Effectiveness Awards, 1976,77,78.

Modern Language Association Grants, 1965, 66, 68.

Shell Oil Company Fellowship, 1965.

ACLS Grant in Aid, 1963

Ewing Prize in Philosophy 1958.