



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. Box 2008                      NEW BRITAIN, CONNECTICUT 06050  
 TEL. NEW BRITAIN: 203-229-1607                      TEL. HARTFORD: 203-566-7373

### RESOLUTION

concerning

THE AUTHORIZATION OF EXPENDITURES FROM SPECIAL FUNDS  
 FOR HONORARIA AND CONSULTATION FEES

June 13, 1975

WHEREAS, In response to a request of the Board of Trustees, the Commissioner of Finance and Control, through his communication of March 19, 1975, has granted blanket approval for the payment of honoraria and consultation fees from special funds up to a maximum amount of \$200.00 in each case, and

WHEREAS, It therefore becomes an obligation of the Board of Trustees to exercise control over expenditures for the specified purpose, therefore be it

RESOLVED, That the Board of Trustees authorizes expenditures, in total not to exceed the amounts stated in the following tables, for the purpose of paying honoraria and consulting fees:

1. For the Period May 1, 1975 through June 30, 1975:

<u>College</u>	<u>Auxiliary Services Fund</u>	<u>Educational Extension Fund</u>	<u>Federal Funds</u>	<u>Total</u>
Central	\$ 0	\$ 3,000	\$ 500	\$ 3,500
Eastern	200	200	0	400
Southern	3,000	3,000	6,000	12,000
Western	1,000	2,000	0	3,000

2. For the Period July 1, 1975 through June 30, 1976:

<u>College</u>	<u>Auxiliary Services Fund</u>	<u>Educational Extension Fund</u>	<u>Federal Funds</u>	<u>Total</u>
Central	\$ 2,000	\$10,300	\$ 5,000	\$ 17,300
Eastern	500	500	0	1,000
Southern	12,000	15,000	33,500	60,500
Western	3,000	6,000	0	9,000

A Certified True Copy:

*James A. Frost*  
 \_\_\_\_\_  
 James A. Frost  
 Executive Secretary

Procedures for Requesting of Honoraria

1. Each college should submit a budget for Board approval for the period March 15, 1975 through June 30, 1975. The source of funds should be indicated.
2. A budget as described in number 1 should be submitted for the period June 1, 1975 through June 30, 1976.
3. The form which is attached should be used by all colleges. A copy of the completed form should be sent to the Central Office, attention C. A. Clow at least one week prior to the date the services will be performed.
4. The Central Office will check the requests to insure that the Finance and Control directive is being adhered to and the dollar amount approved by the Board is not being exceeded.
5. The Central Office will prepare the report requested by Finance and Control.
6. The request for honoraria must be signed by those authorized by Board of Trustees resolution to sign documents at each college.

Request for Honorarium

Check Appropriate Fund

Auxiliary Services \_\_\_\_\_

\_\_\_\_\_ Connecticut State College

Educational Extension \_\_\_\_\_

Date \_\_\_\_\_

Federal \_\_\_\_\_

Request Number \_\_\_\_\_

Private \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name of Lecturer:

Pertinent Background Information About Lecturer:

Date of Lecture:

Purpose of Lecture:

Honorarium Fee \_\_\_\_\_

Travel Expenses \_\_\_\_\_

Food Expenses \_\_\_\_\_

Lodging Expenses \_\_\_\_\_

Total Cost \_\_\_\_\_

Interdepartmental Message

Finance & Control

STD-201 REV. 3/74 STATE OF CONNECTICUT  
STANDARD FORM NO. 64 (51-01)

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

TO	NAME Dr. James A. Frost	TITLE Executive Secretary	DATE 3/19/75
	AGENCY Board of Trustees for State Colleges	ADDRESS	
FROM	NAME Jay O. Tepper	TITLE Commissioner	TELEPHONE
	AGENCY Finance and Control	ADDRESS	

SUBJECT  
Blanket Approval for Honoraria and Consultation Fees.

Blanket approval is hereby granted for the payment of honoraria and consultation fees.

We agree on the following definitions:

1. Honoraria are payments made to lecturers or speakers.
2. Consultation fees are payments for technical services of any kind.
3. Travel expenses in accordance with state travel regulations may be paid in addition to consultation fees but are covered in honoraria.

Honoraria and consultation fees to be charged to the special funds and not exceeding \$200.00 in each case shall be allowed without prior approval of the Commissioner of Finance and Control. Prior approval of the Commissioner of Finance and Control will continue to be necessary in any instance where honoraria or consultation fees will be charged to the general fund or will exceed the limits of \$200.00 in the special funds. Travel expenses in accordance with state travel regulations, which when added to consultation fees do not exceed the \$200.00 limit in each instance will be allowed without prior approval.

Invoices submitted to the State Comptroller's Office for payment of honoraria or consultation fees must show travel expenses thereon (by notation, if paid separately) to enable the Claims Division to check for the \$200.00 limitation.

The blanket authorization set forth above shall not be construed as a waiver of any statutory or regulatory requirements other than the requirements for prior approval of the Commissioner of Finance and Control. Restrictions on state employees are still in effect.

RECEIVED

MAR 26 1975

Jay O. Tepper  
Commissioner  
Finance and Control

JOT:il

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FOR THE STATE COLLEGES



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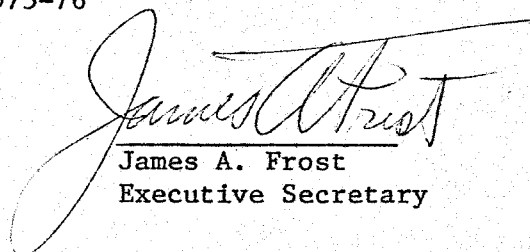
June 18, 1975

TO: College Presidents: Dr. Ruth A. Haas (WCSC)  
Dr. F. Don James (CCSC)  
Dr. Manson Van B. Jennings (SCSC)  
Dr. Charles R. Webb (ECSC)

Enclosed are copies of the following resolutions which were approved by the Board of Trustees in regular session on Friday, June 13, 1975.

1. Division of Appropriations among the Colleges and Central Office for the 1975-76 Fiscal Year
2. Authorization of Expenditures from Special Funds for Honoraria and Consultation Fees
3. Extension of Provisions of Existing Student Transfer Policies to Graduates of the State Technical Colleges
4. Educational Extension Fund Fee Increase
5. Renovations to Campus Facilities
6. Amendments to the Personnel Policies as Adopted by the Board of Trustees on April 11, 1975
7. Adoption of the June 13, 1975 Final Draft of the Personnel Policies of the Board of Trustees for the State Colleges of Connecticut
8. Date for the Beginning of the 1975-76 Academic Year
9. Promotions and Sabbaticals 1975-76

JAF/b

  
James A. Frost  
Executive Secretary

cc: Central Office Staff  
Administrative Deans and Vice Presidents