



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

IMPLEMENTATION OF PERSONNEL POLICIES

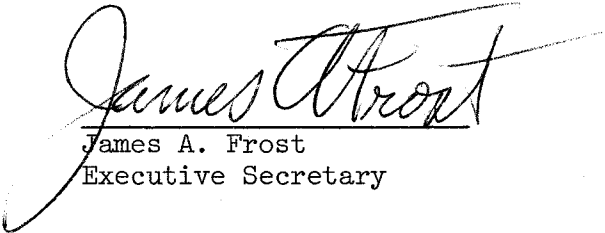
GOVERNING

CONTRACTS WITH EXECUTIVE OFFICERS

December 5, 1975

- WHEREAS, The Personnel Policies approved by the Trustees on June 13, 1975 specify that Executive Officers other than the College Presidents are to be given contracts for periods of one to three years, or, if they have served for seven years, up to five years, and
- WHEREAS, The College President is to determine the length of contract subject to confirmation by the Board of Trustees, and
- WHEREAS, The wording of each contract must conform to that approved by the Trustees, and
- WHEREAS, The incumbent Executive Officers merit initial contracts in which the commitments appropriate to each are specified, therefore be it
- RESOLVED, That the College Presidents' recommendations, as detailed in Addendum A, College by College, covering all incumbent Executive Officers, be approved at the salary grade, step and length of contract specified, and be it further
- RESOLVED, That immediate notice of such approval be provided all incumbent Executive Officers through the office of the College Presidents, using the format set forth in Addendum B.

A Certified True Copy:


James A. Frost
Executive Secretary

CENTRAL CONNECTICUT STATE COLLEGE

Executive Officers

<u>Position Title</u>	<u>Name</u>	<u>Contract Period</u>	<u>Dates of Contract</u> <u>From</u> <u>To</u>
Academic Affairs, Vice President for	Heimwarth B. Jestin	5 years	7/1/75 7/1/80
Administrative Affairs, Vice President for	Wilfred Croft	3 years	7/1/75 7/1/78
Student Affairs, Dean of	Richard L. Judd	3 years	7/1/75 7/1/78
Arts and Sciences, Dean of	vacant	--	
Business, Dean of	John Lowry	3 years	7/1/75 7/1/78
Education and Professional Study, Dean of	Ray C. Dethy	3 years	7/1/75 7/1/78
Graduate Study, Dean of	Allan C. Erickson	5 years	7/1/75 7/1/80


F. Don James, President
12/3/75

SUGGESTION COMMITTEE SAY: Improve Your Own Condition; Earn Cash and Recognition: Send in a Suggestion!

Interdepartment Message

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

STO-200 REV. 11/73 (Stock No. 6938-050-01)

To	NAME	James Frost	TITLE	Executive Secretary	DATE	December 5, 1975
	AGENCY	Board of Trustees	ADDRESS			
From	NAME	Charles R. Webb	TITLE	President	TELEPHONE	456-2231, ext. 221
	AGENCY	Eastern Connecticut State College	ADDRESS			

SUBJECT Executive Officers - Eastern Connecticut State College

The following Executive Officers will be given contracts in accordance with Board policy:

				Bi-Weekly Rate	S.G. Step
William E. Billingham	(3 years)	7/1/75 - 6/30/78	- \$	998.32	- 34/4
Eugene E. Heide	(3 years)	7/1/75 - 6/30/78	-	1,047.48	- 36/3
Robert E. Meshanic	(3 years)	7/1/75 - 6/30/78	-	971.42	- 35/2
Delbert E. Meyer	(3 years)	7/1/75 - 6/30/78	-	1,117.05	- 36/5
M. Gene Moore	(14 months)	7/1/75 - 8/31/76	-	1,039.24	- 35/4

EH:ms

SAVE TIME: If convenient, handwrite reply to sender on this same sheet.

Appointments of Executive Officers

<u>Name</u>	<u>Rank</u>	<u>Period of Appointment</u>	<u>SG/Step</u>	<u>Compensation</u> <u>Bi-Weekly</u>	<u>Annual</u>	<u>as of</u>
Middlebrooks, Evann	Vice Pres. for Academic Affairs	7/1/75 - ^{6/30/77} 12/31/76	37-7	\$1234.26	\$32,214	7/1/75
Scheuerman, J. Claude	Vice Pres. for Adminis. Affairs	8/20/75 - 8/19/77	36-5	\$1117.05	\$29,155	8/20/75
Kuslan, Louis	Dean, Arts & Sciences	7/1/75 - ^{6/30/77} 12/31/76	35-5	\$1073.15	\$28,009	7/1/75
Rosenstein, Pearl	Dean, Graduate	7/1/75 - ^{6/30/77} 12/31/76	35-7	\$1140.96	\$29,779	7/1/75
Vitelli, Thomas	Dean, Student Affairs	7/1/75 - ^{6/30/77} 12/31/76	35-6	\$1107.05	\$28,894	7/1/75

Manson
Manson Van B. Jennings
President
December 4, 1975

Addendum A-3

addendum 44



STATE OF CONNECTICUT
WESTERN CONNECTICUT STATE COLLEGE
181 WHITE STREET • DANBURY CONNECTICUT 06810



TEL 792-1400

Office of the President

December 4, 1975

To: Chairman, Board of Trustees for the State Colleges
From: Robert M. Bersi
Subj: Contracts for Western Connecticut State College Executive Officers

The following is submitted so that appropriate contracts might be executed pursuant to the Personnel Policies of the Board of Trustees for the State Colleges.

<u>Name</u>	<u>Title</u>	<u>Term</u>	<u>Salary</u>	<u>Step</u>
Gertrude Braun	Dean of Academic Affairs	2 yrs.	35	6
Harold Burke	Dean of Student Affairs	2 yrs.	35	5
Carl Robinson	Dean of Administrative Affairs	2 yrs.	36	2
M. J. Rudner	Dean of Graduate Studies & Extended Programs	2 yrs.	35	4
Gilbert Teal	Dean of the College	2 yrs.	36	4

CONTRACT FOR CONNECTICUT STATE COLLEGE EXECUTIVE OFFICERS

TO: _____

Upon my recommendation, the Board of Trustees for Connecticut State Colleges, on _____, 197____, confirmed your appointment as _____ at _____ Connecticut State College.

Your appointment is for the period _____ through _____, unless renewed as provided in the Personnel Policies of the Board of Trustees.

Compensation is at Salary Grade _____, Step _____, payable bi-weekly in accordance with State payroll procedures. The State Salary Schedule for your salary is attached. Salary increments are subject to the provisions of Article I and Article XI Title C of the Personnel Policies adopted by the Board of Trustees on June 13, 1975.

When signed by you, this Agreement becomes mutually binding, subject to the Personnel Policies of the Board of Trustees for Connecticut State Colleges, and to the laws of the United States and the State of Connecticut.

It is understood that the offer of employment made herein shall be valid only through _____, 197____, and, unless acceptance of this offer is evidenced by your signature hereunder and is received on or before said date or is received in an envelope postmarked on or before the said date, the said offer shall be null and void, and you shall be considered to have irrevocably relinquished any right, claim or expectation of appointment or continuing appointment.

President (Date)

Connecticut State College

I accept the conditions set forth in the above contract and am returning a signed original copy as evidence of my acceptance, retaining the duplicate copy for my personal records.

Appointee (Date)

December 15, 1975

TO COLLEGE PRESIDENTS: Dr. F. Don James (CCSC)
Dr. Charles H. Webb (ECSC)
Dr. Manson Van B. Jennings (SCSC)
Dr. Robert M. Barsi (WCSC)

Enclosed find copies of Resolutions #75-62 and #75-63 which were passed by the Board at its regular meeting held on December 5, 1975.

James A. Frost
Executive Secretary

b

encl.

1951. 7. 10

Dr. J. H. ...
Dr. ...
Dr. ... (822)

... of ...
... of ...

...
...

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Letters of appointment//contract

1. Appointment of Professional Personnel

- Initial
- Subsequent: yearly renewal, promotion, and tenure

2. Appointment of Executive Officers

- Initial contract
- Renewal
- Continuing appointment contracts

3. Term Appointments

- Initial
- Renewal
or extension

4. Termination or Non-renewal Notice

- Non-tenure
- Cause
- Retrenchment
- Abandonment

5. "Non-replacement" Appointments

- Extend for less than 1 year

6. Promotion

7. Suspension

8. Reappointment After Retrenchment

Decisions:

1. Decide those areas above for which form letters or attachments are required, or desirable.
2. Decide whether form letters (model letters) or form attachments are to be used to handle fiscal and time commitments.
3. Decide whether to use yearly notices covering the fiscal and time commitments.

NOTICE OF (RE)APPOINTMENT - TENURED

On _____, 1975, the Board of Trustees of ~~Regional-Community~~ Colleges ^{FOR STATE} voted to offer you (re)appointment as _____ at _____ ~~Community~~ STATE College. The appointment is for _____ months, beginning _____ and terminating _____ . Compensation is at S.G. _____, step _____, and \$----- payable bi-weekly for the period _____ through _____.

IN ACCORDANCE WITH STATE PAYROLL PROCEDURES. THE STATE SALARY SCHEDULE FOR YOUR SALARY GROUP IS ATTACHED.

If the terms of the appointment stated herein do not coincide with the action of the Board as recorded in the official minutes of the Board, said minutes shall be deemed to constitute the official statement of said terms.

This appointment is a tenured appointment.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees of ~~Regional-Community~~ Colleges. ^{FOR STATE}

It is understood that the offer of employment made hereunder shall be valid only through _____, 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void, and said appointee shall be considered to have irrevocably relinquished any right, claim or expectation of continued employment.

Date

President

Date

Appointee

NOTICE OF (RE)APPOINTMENT - NON-TENURED

FOR THE STATE

On _____, 1975, the Board of Trustees of ~~Regional Community~~ Colleges OF CONNECTICUT
voted to offer you (re)appointment as _____ at _____ Community STATE
College. The appointment is for _____ months, beginning _____ and
terminating _____. Compensation is at S.G. _____, step _____,
\$-----payable bi-weekly for the period _____ through _____,
IN ACCORDANCE WITH STATE PAYROLL PROCEDURES. THE STATE SALARY
SCHEDULE FOR YOUR SALARY GROUPS IS ATTACHED.

If the terms of the appointment stated herein do not coincide with the action of the Board as recorded in the official minutes of the Board, said minutes shall be deemed to constitute the official statement of said terms.

Appointments may be renewed by mutual agreement of the Board and the appointee. An offer to renew the appointment is indicated by action of the Board, and except as specifically provided by Board policy, no employee of the Board may, directly or indirectly, extend assurance of employment beyond the term of an appointment.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees of ~~Regional Community~~ Colleges.
FOR THE STATE

It is understood that the offer of employment made hereunder shall be valid only through _____, 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void, and said appointee shall be considered to have irrevocably relinquished any right, claim or expectation of continued employment.

Date

President

Date

Appointee

NOTICE OF REAPPOINTMENT - TERMINAL

On _____, 1975, the Board of Trustees of ~~Regional-Community~~ ^{FOR THE STATE} Colleges ~~Community~~ ^{STATE} and
voted to offer you reappointment as _____ at _____
College. The appointment is for _____ months, beginning _____
terminating _____ . Compensation is at S.G. _____, step _____
\$ _____ payable bi-weekly for the period _____ through _____

IN ACCORDANCE WITH STATE PAYROLL PROCEDURES. THE STATE SALARY SCHEDULE FOR YOUR SALARY GROUP IS ATTACHED.

This appointment is a terminal appointment. It is understood that this notice constitutes notice of nonrenewal of this appointment, and no additional notice will be issued. This stipulation does not prevent administrative appeal of the determination not to renew the appointment, as provided by Board policy.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees for the ~~of Regional-Community~~ ^{STATE} Colleges.

It is understood that the offer of employment made hereunder shall be valid only through _____, 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void, and said appointee shall be considered to have irrevocably relinquished any right, claim or expectation of continued employment.

Date

President

Date

Appointee

needed?

- Copies of current letters in use to study for: 1. Problems 2. need for uniform committee

LETTER OF APPOINTMENT - LECTURER

I am happy to propose your appointment as Lecturer at
The appointment is for _____ months, beginning _____
Compensation is at S.G. _____, step _____
payable bi-weekly for the period _____ through _____

Community College.
and terminating _____

in accordance with state payroll procedure

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees of ~~Regional Community State~~ Colleges.

In the case of funding of this position by other than the general fund, the appointment is made contingent upon the continued availability of funding, and subject to automatic termination in the case of unavailability of said funding or necessary reallocation of said funds.

The appointment is a terminal appointment which does not require notice of intent not to renew. It is mutually understood that there should not be an expectation that it will be renewed.

Time served as Lecturer may not be credited toward eligibility for tenure.

The appointment may be terminated for inadequate performance or any other good and sufficient cause.

It is understood that the offer of employment made hereunder shall be valid only through _____, 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void.

Date

(President)
Director of Extension

Date

Appointee

LETTER OF APPOINTMENT - EDUCATIONAL ASSISTANT

are there any? Eastern?

I am happy to propose your appointment as Educational Assistant at ~~Community~~ ^{State} College. The appointment is for _____ months, beginning and terminating _____ . Compensation is at S.G. _____ , step _____ payable bi-weekly for the period _____ through _____

in accordance with state payroll procedure.

This agreement is subject to the laws of the United States and the State of Connecticut and the personnel policies and procedures of the Board of Trustees ~~of~~ ^{for the State} Regional Community Colleges.

In the case of funding of this position by other than the general fund, the appointment is made contingent upon the continued availability of funding, and subject to automatic termination in the case of unavailability of said funding or necessary reallocation of said funds.

The appointment is a terminal appointment which does not require notice of intent not to renew. Although this appointment may be renewed, it is mutually understood that there should not be an expectation that it will be renewed.

Time served as Educational Assistant may not be credited toward eligibility for tenure.

The appointment may be terminated for inadequate performance or any other good and sufficient cause.

It is understood that the offer of employment made hereunder shall be valid only through _____ , 1975, and unless acceptance of this offer is evidenced by signature of the appointee and postmarking on or before said date, said offer shall be null and void.

Date

President

Date

Appointee