

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

That the College Presidents' recommendations, as detailed in Adden-RESOLVED, dum 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 CONNECTIONT STATE COLLEGE

Executive Officers

Position Title	Name	Contract Period	Dates of Contract From To	ontract
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	1		
Business, Dean of	John Lowry	3 years	7/1/75	7/1/78
Education and Professional Study, Dean of Ray C. Dethy	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!

	department Message REV. 11/73 (Stock No. 6938-050-01)		SAVE TIME: Handwritten Use carbon if you really need		
	NAME	TITLE		DATE	
-	James Frost	Execu	tive Secretary	December	r 5, 1975
To	AGENCY	ADDRESS			
	Board of Trustees				
	NAME CIPLLY	TITLE		TELEPHONE	1
From	Charles R. Webb	Presid	dent	456-223	1, ext. 22
	AGENCY				
SUBJECT	Eastern Connecticut	state Corregi	<u> </u>		
3003201	Executive Officers -	Eastern Con	necticut State (College	
	William E. Billinghan Eugene E. Heide Robert E. Meshanic Delbert E. Meyer	(3 years) (3 years) (3 years)	7/1/75 - 6/30/7 7/1/75 - 6/30/7 7/1/75 - 6/30/7	8 - 1,047.4 8 - 971.4 8 - 1,117.0	2 - 34/4 8 - 36/3 2 - 35/2 5 - 36/5
generate into a state particular	M. Gene Moore	(14 months)7/1/75- 8/31/7	6 - 1,039.2	4 - 33/4
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	EH:ms				
a respective contract	المعاجب والمسامل لمعدود المعارض والمتعاد السأراك لمريد الداعية الاراز والمتعادين المعامل يستين والسريد	and the second section of the second	esseria de costada comitada de la filosoficia estado en estado en estado en estado en estado en estado en estad Estado en estado en	and the second s	

Appointments	of	Executive	Officers

				Compen-		
		Period of		sation		
Name	Rank	Appointment SC	3/Step	Bi-Weekly	Annual	as of
Middlah washa France	Vice Pres. for	7/1/75 - 12/31/76	37 _– 7	\$1234.26	\$32,214	7/1/75
Middlebrooks, Evann	Academic Affairs		-	•	Ψ30, Δ11	171713
	W D	8/20/75 - 8/19/77	26 E	¢1117 05	\$29,155	8/20/75
Scheuerman, J. Claude	Vice Pres. for Adminis. Affairs			Ψ1117.05	Ψ27, 133	0/20/13
77 1 7	Dean, Arts & Sciences	7/1/75 19/21/77	25 5	\$1073,15	\$28,009	7/1/75
Kuslan, Louis	Dean, Arts & Sciences	1/1/15 - 12/31 /10	35-5	φ1013,13	Ψ20,009	1/1/13
Rosenstein, Pearl	Dean, Graduate	7/1/75 - 12/31/767.		\$1140.96	\$29,779	7/1/75
Vitelli, Thomas	Dean, Student	6/30/27 7/1/75 - 12/31/7 6	35-6	\$1107.05	\$28,894	7/1/75
	Affairs					

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Manson Van B. Jennings President December 4, 1975 addandsom A-3



STATE OF CONNECTICUT

WESTERN CONNECTICUT STATE COLLEGE

181 WHITE STREET • DANBURY CONNECTICUT 06810



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.

Name	<u>Title</u>	Term	Salary	Step
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

TO:		·
Upon my recommendation, the Board of Trustees	for Connecticut State Co	olleges, on
, 197, confirmed your appoin		
at Conne		
Your appointment is for the period	through	
unless renewed as provided in the Personnel Policie	s of the Board of Truste	ees.
Compensation is at Salary Grade, Step	, payable bi-weekly i	in
accordance with State payroll procedures. The Stat	e Salary Schedule for yo	our salary
is attached. Salary increments are subject to the	provisions of Article $\underline{\underline{I}}$	and
Article $\underline{\mathtt{XI}}$ Title $\underline{\mathtt{C}}$ of the Personnel Policies adopte	d by the Board of Truste	es on
June 13, 1975.		
When signed by you, this Agreement becomes mut	ually binding, subject t	to the
Personnel Policies of the Board of Trustees for Con	necticut State Colleges,	, and
to the laws of the United States and the State of C	onnecticut.	
It is understood that the offer of employment:	made herein shall be val	lid only
hrough, 197, and, unless a	cceptance of this offer	is
evidenced by your signature hereunder and is receiv	ed on or before said dat	te or is
received in an envelope postmarked on or before the	said date, the said off	fer shall
oe null and void, and you shall be considered to ha	ve irrevocably relinquis	shed any
right, claim or expectation of appointment or conti	muing appointment.	
	President	(Date)
_	Connecticut Sta	ite College
accept the conditions set forth in the above contoriginal copy as evidence of my acceptance, retaining personal records.		
	Appointee	(Date)

December 15, 1975

TO COLLEGE PRESIDENTS: Dr. F. Don James (CCSC)

Dr. Charles R. Webb (ECSC)

Dr. Manson Van B. Jennings (SCEC)

Dr. Robert M. Bersi (WCSC)

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

James A. Frost Executive Secretary

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BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P.O. Box 2003

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

October 29, 1975

TO:

Dr. Frost, Dr. Bersi, Dr. James, Dr. Jennings and

Dr. Webb

FROM:

Clinton M Ritchie, Executive Officer for Academic

Affairs\

CONCERNING:

Letters of appointment, reappointment, promotion, tenure commitment, and contract; notification of non-renewal, termination, suspension and non-

replacement

As a consequence of reviewing the policies the attached list represents personnel matters requiring written notice from the College President. It will be helpful in identifying those matters for which it is essential that a specified format be used in order to be legally sound and fiscally responsible.

As requested, after meeting with Manson and reviewing his letters, and after meeting with Bernie McGovern and reviewing the letters used by the Regional Community Colleges, I began developing form letters for your use. The result appears stifling of your freedom to exercise your personal style in communicating. Yet it is clear we must develop a method of making legally and fiscally sound commitments if you and the Trustees are to be protected from litigation and or embarrassment.

My proposal, as a compromise: develop a format of commitment such as that used by the Community Colleges to be included as an attachment in your own letters. A common paragraph introducing the attachment should be used in the body of your letters.

Attached are rough samples of such forms covering certain critical areas. After discussing my recommendations and arriving at a consensus, I will develop more refined versions for use with the Personnel Committee on November 3, 1975.

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.
- 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		FOR STATE
voted to offer you (re)appointment as College. The appointment is for	at months, beginni tion is at S.G.	
IN ACCORDANCE WITH STATE PAYR SCHEDULE FOR YOUR SALARY GROU		THE STATE SALARY
If the terms of the appointment stated Board as recorded in the official minut to constitute the official statement of	es of the Board, sa	
This appointment is a tenured appointme	nt.	
This agreement is subject to the laws o Connecticut and the personnel policies Regional-Community Colleges. FOR STATE		
It is understood that the offer of emp through , 1975, and unles signature of the appointee and postmark e null and void, and said appointee sh quished any right, claim or expectation	s acceptance of thi ing on or before sa all be considered t	s offer is evidenced by id date, said offer shall to have irrevocably relin-
	Date	President
용 클리스 경제 교회에 생각하고 있다. 그리는 사람이 있으면서, 일본 등 전 조합 기계를 받았다면서 있는 보이라고 그	Date	Annointee

NOTICE OF (RE)APPOINTMENT - NON-TENURED

얼마(영화 왕의) 전 기계 시민중(1) 1일 시간을 다 일반 2 일 전 1 전 1 전 1 전 1 전 2 전 2 전 1 전 2 전 1 전 1	Date	Appointe	e	
	Date	Presiden		
It is understood that the offer of through , 1975, by signature of the appointee and shall be null and void, and said relinquished any right, claim or	, and unless accepta d postmarking on or appointee shall be	before said date, considered to have	is evidenced said offer	
This agreement is subject to the Connecticut and the personnel poor of Regional Community Colleges. FOR THE STATE	licies and procedure	es of the Board of	Trustees	
Appointments may be renewed by mu An offer to renew the appointment as specifically provided by Board or indirectly, extend assurance of	t is indicated by ac i policy, no employe	tion of the Board, e of the Board may	and except , directly	
If the terms of the appointment s the Board as recorded in the offi deemed to constitute the official	icial minutes of the	Board, said minut		
	moensation is at S. the period TROLL PROCEDURES.	G. , step through THE STATE SAL		
On , 1975, the Boa voted to offer you (re)appointmen College. The appointment is for		at .	Colleges OF (Community and	
한 경험 경독시간 없는 보다 되어 하는 경험하는 수 없었다.		OR THE STATE		

NOTICE OF REAPPOINTMENT - TERMINAL

On , 1975, the Board of voted to offer you reappointment as College. The appointment is for terminating . Compens payable bi-weekly for	months, begation is at S.O	ginning	and
IN ACCORDANCE WITH STATE PAYROLL SCHEDULE FOR YOUR SALARY GROUP I	PROCEDURES. S ATTACHED.	THE STATE SALA	RY
This appointment is a terminal appoint constitutes notice of nonrenewal of the will be issued. This stipulation does determination not to renew the appoint	not prevent ad	ministrative appea	I of the
This agreement is subject to the laws Connecticut and the personnel policies of Regional Community Colleges.	of the United S	tates and the Stat	e of
	marking on or t Intee shall be o	pefore said date, s considered to have	aid offer
	Date	President	
	Date	Appointee	

needel!

Copies of current letters in use

to study for: 1. Problems

2, head for uniform co LETTER OF APPOINTMENT Community College.

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

and terminating

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 Personnel 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. 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 , 1975, and unless acceptance of this offer is evidenced by through signature of the appointee and postmarking on or before said date, said offer shall be null and void.

Director of Extense				ident	Pres		-		Date	
	~	-seo.	Exte	octor of	Dire					
Date Appointee						_	_	 	· · · · · · · · · · · · · · · · · · ·	

LETTER OF APPOINTMENT

EDUCATIONAL ASSISTANT - Scenler

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

Contraction of

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.

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 Appointee	Date	 - Pro	sident	
	Date		5106111	
	- Y-4 - 1 - 1 - 1			