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NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-729-1100 ⁸²⁷⁻⁷⁷⁰⁰ ~~XXXXXXXXXXXXXXX~~

RESOLUTION

concerning

Vice-President for Administrative Affairs
at
Eastern Connecticut State College

September 5, 1980

- WHEREAS, Eastern Connecticut State College has conducted a search to fill the position, Vice-President for Administrative Affairs, and
- WHEREAS, The President of Eastern Connecticut State College, after due consultation with the faculty, has recommended the appointment of Dr. Roy H. Merolli, now, therefore, be it
- RESOLVED, That, under the terms and conditions of the Trustees' Personnel Policies, Dr. Roy H. Merolli be and hereby is appointed Vice-President for Administrative Affairs, Eastern Connecticut State College, effective October 3, 1980, at a salary of \$38,000.

A Certified True Copy:

James A. Frost
Executive Director

RESUME

of

ROY H. MEROLLI

RECEIVED

AUG 25 1980

BOARD OF TRUSTEES
OF THE STATE COLLEGES

Personal Data

Address: 3 Karen Drive, Portland, Connecticut 06480
Telephone: (203) 342-4855
Date of Birth: May 7, 1943
Marital Status: Married Children: two sons

Education

Undergraduate

B.A. with High Honors, University of Connecticut, 1965
Major: Political Science Minor: History, Economics
Academic Honors: Phi Beta Kappa, Phi Kappa Phi, National Political
Science Honor Society, National History Honor Society, Distinguished
Military Graduate.

Graduate

M.A. in Political Science with concentrations in Public Administration
and Public Law, University of Connecticut, 1971.

Ph.D. in Political Science, University of Connecticut, 1980.
Major areas of study: Public Administration (Organization and Manage-
ment, Intergovernmental Relations); Public Finance (State and Local
Finance, Governmental Budgeting); American Political System. Skill
Area: Statistics. Language: French.

Dissertation: Public Authorities in Connecticut
An examination of the structure, operation, financing and control of
public authorities (corporations) at the state and regional levels in
Connecticut.

Military Service

U.S. Army (Intelligence Branch) 1965-67; Rank: 1st Lieutenant
Duties: Platoon Leader, Ft. Bragg, N.C.; Intelligence and Operations
Advisor, South Vietnam.
Army Reserve 1968-70; Rank: Captain
Duties: Headquarters Company Commander - Directed the provision of
general administrative support for a battalion.

Professional Experience

I. Dean of Administration, Middlesex Community College, Middletown,
Connecticut. July 1978 - present. Major duties are the following.

A. Budget and Finance

1. Direct preparation of operating budgets for General Fund and
Auxiliary Service and Educational Extension Funds.

2. Supervise implementation of above budgets and associated accounting systems and budgetary controls.
3. Develop and coordinate the operation of an internal planning and program budgeting system. (PPBS).
4. Prepare budget reports and presentations for College Advisory Council, area legislators, and various review teams.

B. Labor Relations and Personnel

1. Serve as President's designee for administration of collective bargaining agreements pertaining to professional and classified employees.
2. Supervise preparation and processing of all personnel actions initiated at the college level.

C. Business and Auxiliary Operations

1. Supervise purchasing and materials management procedures.
2. Oversee internal system of communications including mail, telephone and transportation services.
3. Develop and execute contractual arrangements for auxiliary service operations, e.g., bookstore and food services.
4. Coordinate administrative data processing operations.

D. Physical Plant and Security

1. Coordinate the use of college facility for outside groups, special events and activities.
2. Oversee custodial and maintenance operations.
3. Direct facility renovation and energy conservation projects.
4. Supervise college security and parking operations.

E. Grant-in-aid Programs

1. Coordinate the preparation of grant-in-aid proposals that are of general applicability to the college.
2. Oversee preparation and implementation of grant budgets and completion of required fiscal and operational reports.

II. Dean of Administration and Community Services, Asnuntuck Community College, Enfield, Connecticut, August 1972 - June 1978.

A. Administration - Duties similar to those performed at Middlesex Community College.

B. Community Services and Extension

Responsible for planning, development and implementation of non-credit and credit extension programs. Major duties were:

1. Selection and evaluation of appropriate program personnel.
2. Coordination of necessary program supportive services.
3. Develop and administer a financial plan to ensure total program operated on a self-supporting basis.

- C. Summer Session Director
 - D. Cooperative Education Program: Supervised operation of college cooperative education program.
 - E. Other duties
 - 1. College Registrar (1972-73)
 - 2. Financial Aid Officer (1972-73)
 - 3. Veterans Affairs Officer (1972-74)
- III. Assistant to the President, Middlesex Community College, Middletown, Connecticut. September, 1968 - August, 1972.
- A. Coordinator, Community Service and Extension Programs: Develop program offerings; publicize programs; register and advise students; arrange for necessary facilities.
 - B. Summer Session Director: Develop schedule of courses; hire staff; handle routine administrative problems throughout session.
 - C. Grant-in-aid Programs: Research governmental and private grant-in-aid programs. Prepare and/or assist staff in formulation of grant proposals.
 - D. Institutional Research and Reporting: Complete reports and questionnaires from governmental and private agencies and perform special studies.
 - E. Public Relations: Prepare newspaper releases, advertisements, radio broadcasts for all college programs and activities.
 - F. Assist president in matters pertaining to all facets of college operations, e.g., personnel, accreditation, special projects.
- IV. Teaching Experience
- American National Government (Connecticut Correctional Institution)
State and Local Government
Introduction to Public Administration
- V. Administrative Trainee, Fiscal Division, Office of Board of Trustees of Connecticut Community Colleges: March, 1968 - September, 1968.
- Research and prepare reports pertaining to system budget and enrollment data; assist Fiscal Officer in the development of system fiscal policies; assist in preparation of system operating and capital budget requests.