



# 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 SIGNING OF DOCUMENTS

for

#### SOUTHERN CONNECTICUT STATE COLLEGE

June 11, 1982

BE IT RESOLVED, That, effective retroactively to May 11, 1982 and continuing in effect until such time as an appointment is made and the appointee shall have assumed the duties of the position of Vice President for Administrative Affairs at Southern Connecticut State College, Mr. Thomas J. Therriault, as Acting Vice President for Administrative Affairs, is empowered to sign those documents which the Vice President for Administrative Affairs is authorized by Board Resolution #81-90 to sign for the college.

A Certified True Copy:

A handwritten signature in cursive script that reads "James A. Frost".

James A. Frost  
Executive Director



# STATE OF CONNECTICUT

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FOR THE STATE COLLEGES

P. O. Box 2008      NEW BRITAIN, CONNECTICUT 06050

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### RESOLUTION

Concerning

POLICY OF THE BOARD OF TRUSTEES FOR STATE COLLEGES  
REGARDING THE SIGNING OF DOCUMENTS

June 12, 1981

BE IT RESOLVED, That, effective July 1, 1981, persons elected to or employed in the following positions by the Board of Trustees for State Colleges shall be authorized to sign all documents within their jurisdiction executed under the policies of the Board:

For the Board of Trustees for State Colleges

- Chairperson of the Board
- Vice Chairperson of the Board
- Secretary of the Board
- Executive Secretary to the Board and Executive Director for the Connecticut State Colleges
- Executive Officer for Finance and Management
- Executive Officer for Academic and Student Affairs
- Executive Officer for Faculty and Staff Affairs
- Assistant to the Executive Director

For the Respective Colleges

- President
- Vice President for Academic Affairs
- Vice President for Administrative Affairs

and be it

RESOLVED, That, with the exception of contracts, allotment or appropriation adjustment requests, changes affecting the status of unclassified personnel and applications for federal grants, which shall be signed by incumbents of the positions stated above, the Executive Director and the Presidents shall designate in writing those staff members who shall act as their agents in signing other documents in such areas as personnel, payrolls, purchasing, financial matters, campus planning, and maintenance.

State of Connecticut ) **AUG 31 1981** A CERTIFIED TRUE COPY:  
County of Hartford )  
City of New Britain )

*James A. Frost*

Subscribed before me this

31 day of August 1981

NOTARY PUBLIC

My Commission Expires March 31, 1984

*James A. Frost*

James A. Frost  
Executive Director

*Muss/Bavella*  
*copy 7/10/81*



**RECEIVED**

JUL 10 1981

**CENTRAL CONNECTICUT STATE COLLEGE**

New Britain, Connecticut 06050

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

Office of the President

July 9, 1981

TO: Dr. James A. Frost, Executive Director

FROM: F. Don James, President

I am designating the following persons at Central as officially authorized to sign documents as indicated:

Administrator

Dr. Michael K. Becker,  
Dean of Personnel Administration

Mrs. Marti Witt,  
Personnel Officer

Mr. Andrew Fernandes,  
Director of Fiscal Affairs

Documents

All personnel and payroll documents.

Ditto - except for

SC-2

PER-200 - for data clarification only.

PER-201 - for classified only

Lecturer Roster

Payroll Warrant

CO-112

Grievance Settlements - classified only.

Memoranda of Agreement

All payrolls, purchasing, financial matters, campus planning and, maintenance forms.

(continued)

Administrator

Mr. Alfred Caputo,  
Assistant to the Vice President  
For Administrative Affairs

Mrs. Christine Bukowiec, Assistant  
Business Manager

Documents

Campus planning and maintenance  
forms.

Payrolls, purchasing and financial  
matters.

fdj:lp



F. Don James  
President

cc: Vice President Pikiell  
Dean Becker



# STATE OF CONNECTICUT RECEIVED

WESTERN CONNECTICUT STATE COLLEGE

181 WHITE STREET — DANBURY CONNECTICUT 06810

JUL 1

BOARD OF TRUSTEES  
FOR THE STATE COLLEGE



June 30, 1981

Dr. James A. Frost  
Executive Director  
Board of Trustees to the State College  
P.O. Box 2008  
New Britain, Connecticut 06050

Dear Dr. Frost:

In regards to Board of Trustees Resolution BR No. 81-90, I wish to designate the following persons to act as agents in signing of documents for Western Connecticut State College:

FOR ALL PERSONNEL DOCUMENTS

John J. Jakabauski, Personnel/Affirmative Action Coordinator  
Elizabeth McCoy, Dean of Personnel Administration

FOR ALL DOCUMENTS, EXCEPT THOSE LISTED IN RESOLUTION BR#81-90

Richard H. Sullivan, Associate Dean for Administration

Please make this action effective July 1, 1981.

Sincerely,

Gertrude Braun  
Acting President



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

POLICY OF THE BOARD OF TRUSTEES FOR STATE COLLEGES  
REGARDING THE SIGNING OF DOCUMENTS

June 12, 1981

BE IT RESOLVED, That, effective July 1, 1981, persons elected to or employed in the following positions by the Board of Trustees for State Colleges shall be authorized to sign all documents within their jurisdiction executed under the policies of the Board:

For the Board of Trustees for State Colleges

- Chairperson of the Board
- Vice Chairperson of the Board
- Secretary of the Board
- Executive Secretary to the Board and Executive Director for the Connecticut State Colleges
- Executive Officer for Finance and Management
- Executive Officer for Academic and Student Affairs
- Executive Officer for Faculty and Staff Affairs
- Assistant to the Executive Director

For the Respective Colleges

- President
- Vice President for Academic Affairs
- Vice President for Administrative Affairs

and be it

RESOLVED,

That, with the exception of contracts, allotment or appropriation adjustment requests, changes affecting the status of unclassified personnel and applications for federal grants, which shall be signed by incumbents of the positions stated above, the Executive Director and the Presidents shall designate in writing those staff members who shall act as their agents in signing other documents in such areas as personnel, payrolls, purchasing, financial matters, campus planning, and maintenance.

A Certified True Copy:

*James A. Frost*  
James A. Frost  
Executive Director



# 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

POLICY OF THE BOARD OF TRUSTEES FOR STATE COLLEGES  
REGARDING THE SIGNING OF DOCUMENTS

June 12, 1981

**BE IT RESOLVED,** That, effective July 1, 1981, persons elected to or employed in the following positions by the Board of Trustees for State Colleges shall be authorized to sign all documents within their jurisdiction executed under the policies of the Board:

For the Board of Trustees for State Colleges

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- Vice Chairperson of the Board
- Secretary of the Board
- Executive Secretary to the Board and Executive Director for the Connecticut State Colleges
- Executive Officer for Finance and Management
- Executive Officer for Academic and Student Affairs
- Executive Officer for Faculty and Staff Affairs
- Assistant to the Executive Director

For the Respective Colleges

- President
- Vice President for Academic Affairs
- Vice President for Administrative Affairs

and be it

**RESOLVED,**

That, with the exception of contracts, allotment or appropriation adjustment requests, changes affecting the status of unclassified personnel and applications for federal grants, which shall be signed by incumbents of the positions stated above, the Executive Director and the Presidents shall designate in writing those staff members who shall act as their agents in signing other documents in such areas as personnel, payrolls, purchasing, financial matters, campus planning, and maintenance.

A Certified True Copy:

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



SOUTHERN CONNECTICUT STATE COLLEGE

501 Crescent Street

New Haven, Connecticut 06515

OFFICE OF THE PRESIDENT

Engleman Hall 131  
(203) 397-4236

RECEIVED

JUL 14 1981

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

Dr. James A. Frost, Executive Director  
Connecticut State Colleges  
P.O. Box 2008  
New Britain, Connecticut 06050

Dear Jim:

The following is a list of names of those authorized to sign documents in the name of Southern Connecticut State College in accordance with Board Resolution #81-90:

Frank Harrison, President, Southern Connecticut State College  
Robert Nowlan, Vice President for Academic Affairs, Southern Connecticut State College  
J. Claude Scheuerman, Vice President for Administrative Affairs, Southern Connecticut State College  
Robert V. O'Brien, Associate Dean of Administrative Affairs, Southern Connecticut State College  
Eugene Dixon, Acting Dean of Personnel Administration, Southern Connecticut State College

Sincerely,

Frank Harrison  
President

FH/jb



# Interdepartment Message

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

SAVE TIME: *Handwritten messages are acceptable.*

*Use carbon if you really need a copy. If typewritten, ignore faint lines.*

<b>To</b>	NAME Dr. James A. Frost	TITLE	DATE June 23, 1981
	AGENCY	ADDRESS	
<b>From</b>	NAME H. B. Jestin	TITLE	TELEPHONE
	AGENCY	ADDRESS	
SUBJECT Signature Authority			

I have reviewed the attached memo from Dr. Beck<sup>g</sup> and note the following.

I would like to recommend for the sake of efficiency and convenience that the phrase "the status of unclassified personnel" be removed from the resolution attached.

H. B. J.

HBJ:em

Att.

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



EASTERN CONNECTICUT STATE COLLEGE  
WILLIMANTIC, CONNECTICUT 06226

TO	James A. Frost, Executive Director	AGENCY	Connecticut State Colleges	DATE	July 8, 1981
FROM	Charles R. Webb, President	AGENCY	Eastern Connecticut State College	TELEPHONE	456-2231
SUBJECT					

**RECEIVED**

JUL 9 1981

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

In accordance with Board Resolution 81-90, effective July 1, 1981, the following persons at Eastern Connecticut State College are authorized to sign all documents within their jurisdiction executed under the policies of the Board:

- Charles R. Webb, President
- Roy H. Merolli, Vice-President for Administrative Affairs
- M. Kathleen McGrory, Vice-President for Academic Affairs
- Margaret S. Wilson, Executive Assistant to the President
- Robert W. Meshanic, Dean of Student Affairs
- Michael E. Pernal, Dean of Personnel Administration

CRW:arc

**Interdepartment Message**

STO-201 REV. 7/78 STATE OF CONNECTICUT  
 (Stock No. 6938-051-01)

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

<b>To</b>	NAME	Dr. James A. Frost	TITLE	Executive Director	DATE	8/18/81
	AGENCY	Connecticut State College System	ADDRESS			
<b>From</b>	NAME	Dr. Michael K. Becker <i>MKB</i>	TITLE	Dean of Personnel Administration	TELEPHONE	827-7216
	AGENCY	Central Conn. State College	ADDRESS	New Britain, CT 06050		

SUBJECT  
 Signature Authority

**RECEIVED**

JUN 18 1981

BOARD OF TRUSTEES  
 FOR THE STATE COLLEGES

Board Resolution #81-90 changes the ground rules under which officers of the various colleges have authority to sign documents. In particular, it restricts the authority to sign documents which affect "the status of unclassified personnel." In the past, I and the other Deans of Personnel Administration have signed a wide range of documents of the Board and the State, ranging from the SC-2 to unemployment compensation certification, which affect the status of unclassified employees. I am now quite uncertain as to which, if any, of these I will be authorized to sign effective July 1, 1981. Your guidance is earnestly solicited.

cc: Dr. F. Don James  
 Dr. H. B. Jestin

*Mrs. Basilio:*

*Please note attached resolution 81-90.*

*Perhaps it needs to be modified. May I have your thoughts.*

*JAT  
 19 June 81*

*I have read with interest the said resolution. I have discussed it with the staff and we have decided to accept it. I will be glad to discuss it with you if you wish.*

Send your suggestion to: **Employees' Suggestion Awards Programs**, 165 Capitol Ave., Hartford, CT 06103

• A SPECIAL AWARD will go to the author of Suggestion No. 10,000. •

# Interdepartment Message

STO-200 REV. 8/78 (Stock No. 6938-050-01)

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

To	NAME	James A. Frost	TITLE	Executive Director	DATE	June 25,
	AGENCY	Board of Trustees	ADDRESS	P. O. Box 2008, New Britain, CT	TELEPHONE	456-2231, ext.
From	NAME	Charles R. Webb	TITLE	President		
	AGENCY	Eastern CT State College	ADDRESS	83 Windham Street, Willimantic, CT		
SUBJECT	Signing of Documents					

*Miss Hepler  
For action  
JCF  
30 June 80*

In implementing the Board of Trustees Resolution #79-88, dated August 2, 1979, I recommend that the following named individuals be authorized to sign necessary and appropriate payrolls, contracts, agreements, or documents executed under the policies of the Board of Trustees for State Colleges.

- Charles R. Webb, President
- Delbert E. Meyer, Vice-President for Academic Affairs
- Margaret S. Wilson, Vice-President for Administrative Affairs
- Robert W. Meshanic, Dean of Student Affairs
- Michael E. Pernal, Dean of Personnel Administration

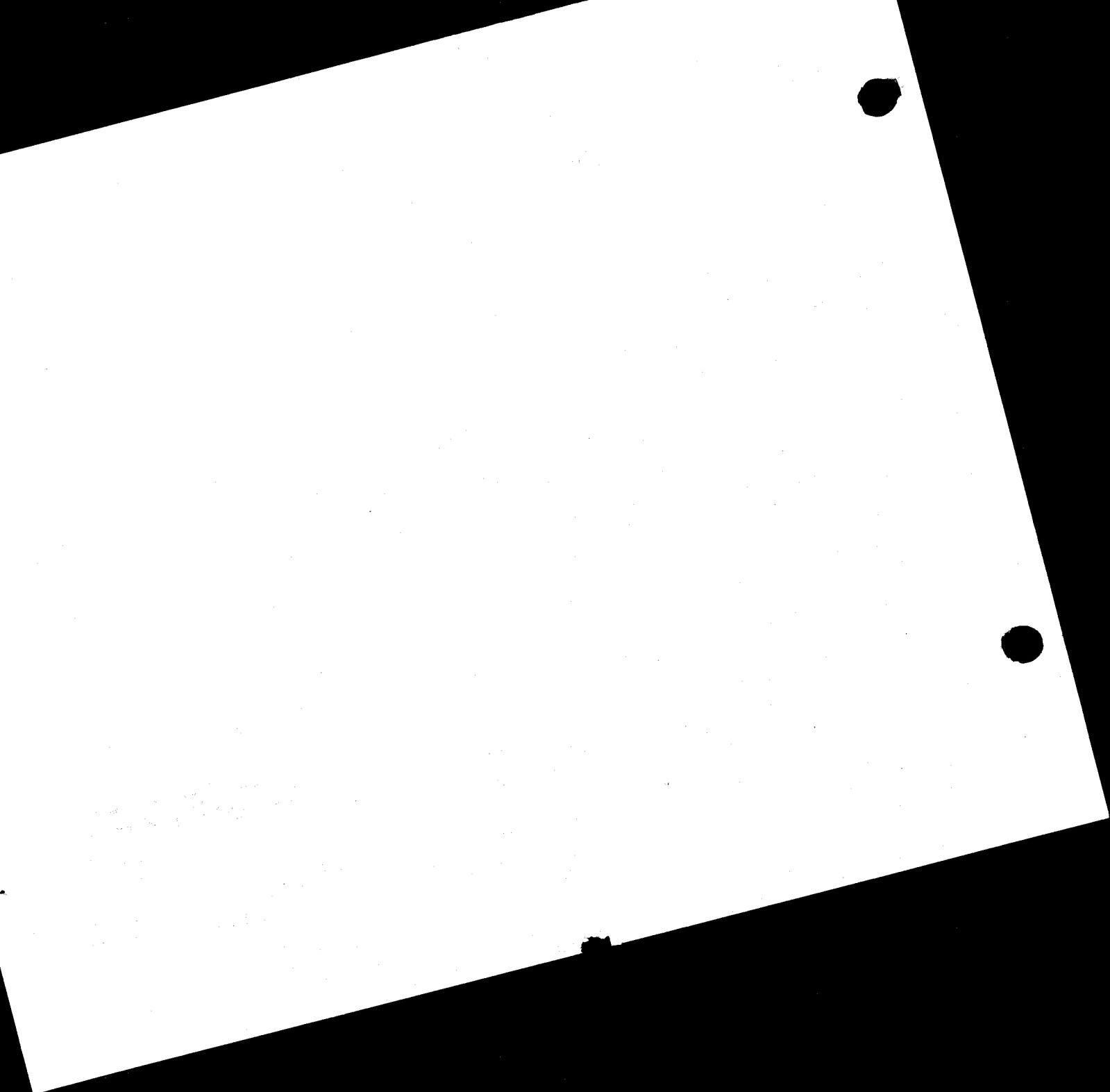
★ CRW:mts

**RECEIVED**

JUN 30 1980

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

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



● A SPECIAL AWARD will go to the author of Suggestion No. 10,000. ●  
Send your suggestion to: *Employees' Suggestion Awards Programs*, 165 Capitol Ave., Hartford, 061

## Interdepartment Message

200 REV. 8/78 (Stock No. 6938-050-01)

SAVE TIME: *Handwritten messages are acceptable.*  
*Use carbon if you really need a copy. If typewritten, ig*

<b>To</b>	NAME Dr. James A. Frost	TITLE	DATE July
	AGENCY	ADDRESS	
<b>From</b>	NAME Antoinette M. Bascetta	TITLE	TELEPHONE
	AGENCY	ADDRESS	

SUBJECT

Signature Authority

In accordance with Board Resolution #81-90, I designate the following to sign documents as specified:

Rita Levy and Arnold Boynton - All necessary documents other than Allotments.

Joseph Bardani - Commitment Lists and Payment Lists.

AMB:il

★

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







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FOR THE STATE COLLEGES

P. O. Box 2008

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For the Board of Trustees for State Colleges

Chairperson of the Board

Vice Chairperson of the Board

Secretary of the Board

Executive Secretary to the Board and Executive

Director for the Connecticut State Colleges

Executive Officer for Finance and Administration

Executive Officer for Academic Affairs

Executive Officer for Facilities

Assistant to the President

For the Respective

Presidents

The following individuals in the C.O. are designated to sign documents:

James A. Frost, Exec. Dir.

Thomas A. Porter, Exec. Officer for Academic & Stu. Affrs

Michael J. Adanti, Exec. Officer for Fac. & Staff Affrs

Brendan J. Kennedy, Assistant to the Executive Dir.

Antoinette M. Bascetta, Exec. Officer for Finance & Mgmt.

Rita Levy, Asst. Exec. Officer for Finance & Mgmt.

Arnold W. Boynton, Asso. for Audit & Fiscal Affairs

Joseph Bardani, Principal Accountant

Incumbents of the Director and the staff members in signing other documents including those staff members in planning, payrolls, purchasing, financial planning, and maintenance.

RESOLVED,

A Certified True Copy:

*James A. Frost*  
James A. Frost  
Executive Director