



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

PERSONNEL/CONTRACT ADMINISTRATION

June 3, 1977

- WHEREAS, It is necessary to administer four collective bargaining contracts on each of the campuses and on a system-wide basis, and
- WHEREAS, Each of the contracts is different adding further complexity to an already complex situation, and
- WHEREAS, Each of the contracts provides for grievance procedures which must be meticulously followed, and
- WHEREAS, It is necessary to coordinate all personnel functions at the campus level and at the system-wide level, and
- WHEREAS, The effective and efficient administration of the collective bargaining contracts, including the handling of grievances, as well as the careful coordination of all personnel functions is essential to the completion of the academic missions of the Connecticut State Colleges, and
- WHEREAS, Such effective and efficient administration of the collective bargaining contracts and the careful coordination of all personnel functions will depend upon the ability and the authority of the persons responsible for such functions, therefore, be it
- RESOLVED, That there is hereby established the position of Dean of Personnel Administration at each of the Colleges and that the President of each College is authorized to proceed with the appropriate personnel action to fill the position, effective immediately, and be it
- RESOLVED, That the Dean of Personnel Administration shall be responsible for the administration of the collective bargaining contracts and for the coordination and administration of all personnel functions and policies on the individual campuses, and be it

RESOLVED, That the Dean of Personnel Administration be required to work closely with the Executive Officer for Faculty and Staff Affairs of the Board of Trustees and shall consult the said Executive Officer in all situations designated by the Executive Officer as requiring such consultation.

A Certified True Copy:



James A. Frost
Executive Director

Copy of Biloon - the

BCC: TT/ERAC
D.P.A.

Perdy

August 5, 1977

*Moved with Comm.
C. B. & Per. Comm.
8/25/77*

Mrs. Sandra Biloon
Personnel & Administration
State Office Building
Hartford, CT 06115

Dear Sandra:

I appreciate your patience in awaiting our reply to your July 5 inquiry as to the possible effects of our new campus position, Dean of Personnel Administration, upon other employees, especially classified personnel. The delay has allowed me to consult with Clinton Ritchie before making a written response.

It is our intention to use the Deans of Personnel Administration to integrate and coordinate all personnel functions and all collective bargaining functions that are our responsibility for classified and unclassified positions. Proper attention will be given to the particular needs of the four personnel constituencies delineated by the separate contracts and the two constituencies not covered by contracts - confidential and management employees. The two campuses have effected such an integration of personnel and collective bargaining functions. A third campus is in process of completing such an integration and the fourth is in the preparatory stages with the same objective. By September 1 it should be operational on all campuses.

Two factors unique to higher education are the reasons for the emphasis we have placed upon the position entitled Dean of Personnel Administration. First, historically, faculty (all unclassified personnel except the College President) are participants through elected bodies in campus governance and are personnel evaluators of peers through the departmental and College-wide Evaluation Committees which generate all promotions and tenure recommendations. The complexity and sensitivity involved in this procedure has resulted in handling unclassified personnel functions through the Presidents' office while classified personnel functions were processed through the classified personnel clerk or personnel officer. Our new position will allow us to integrate through one office all personnel functions.

Mrs. Sandra Biloon

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August 5, 1977

Secondly, the Connecticut State Colleges must administer four separate contracts, two for classified personnel and two for unclassified personnel and they must comply with two additional sets of personnel policies for exempted personnel. To administer effectively in the perspective of the historical role of faculty (factor #1) will require the authority and responsibility of a dean.

Please be assured that on our campuses, through the office of the Dean of Personnel Administration, we will attempt to provide attention and services to all personnel, consistent with their respective contracts and responsive to their personal and collective needs. And further, such a function will be provided without undue impact upon those classified employees who over the years have served personnel functions, faithfully and effectively, on our respective campuses.

If there are further questions or if there is further interest in this matter, please feel free to contact Dr. Clinton Ritchie of my staff, whose responsibility it is to coordinate for the Connecticut State Colleges all personnel and collective bargaining matters, through the Deans of Personnel Administration.

Again, I appreciate your patience while we carefully considered the potential impact about which you inquired.

Sincerely,

James A. Frost
Executive Director

JAF/b

cc: John Thompson
C.M. Ritchie
F. W. Rossomando
College Presidents-R.M. Bersi,
F.D. James, M.V.B. Jennings and
C. R. Webb