



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

1280 ASYLUM AVENUE HARTFORD, CONNECTICUT 06105

PROPOSED NEW POSITIONS

FOR

EASTERN CONNECTICUT STATE COLLEGE

AND

WESTERN CONNECTICUT STATE COLLEGE

November 3, 1967

Resolved: that the Board of Trustees for State Colleges approve the establishment of the position of Dean of Administrative Affairs (Salary Group 32) for Eastern Connecticut State College and Western Connecticut State College effective July 1, 1968.

DATE October 25, 1967

INTERDEPARTMENT MAIL

TO	Members of the Personnel Committee	DEPARTMENT	Board of Trustees for the State Colleges
FROM	Searle F. Charles, President Ruth A. Haas, President	DEPARTMENT	Eastern Connecticut State College Western Connecticut State College
SUBJECT	Request for authorization to establish the position Dean of Administrative Affairs		

First, may we recall with you that we did not press for the position during 1966-67 believing the need for it could be postponed for the year 1967-68. This helped ease the requests for new positions which were coming to the Board of Trustees during a difficult period and during the legislative session.

It is our belief these positions are now needed at the two smaller state colleges. We shall outline below in a brief fashion why this need exists. President Charles will be available to answer specific questions. A copy of the job description used at Southern Connecticut State College and Central Connecticut State College is attached. There will be no substantial difference in duties at Eastern Connecticut State College and Western Connecticut State College.

The presidents at E.C.S.C. and W.C.S.C. need a truly professionally educated and trained person with experience in business-personnel administration and campus planning to supervise a variety of very important activities which include:

- a. Planning buildings and facilities for an expanding college campus. For example, E.C.S.C. now has a master plan being developed, plans for buildings totaling in excess of 12 million dollars, and two renovation projects underway with no one except the president, an Administrative Officer II, and a building superintendent to develop, supervise, evaluate, etc., all of this activity. Each of these individuals have a full load of responsibility without this area of activity. A similar situation exists at W.C.S.C.
- b. Supervision and direction of general personnel policies and procedures for classified personnel.
- c. Supervision and coordination in the operation of physical plant operations.
- d. Supervision and coordination of business operations.
- e. Development and coordination of budgetary activities for the entire operation of the college.

The present academic deans have a full set of responsibilities in academic affairs--working with department chairmen, student personnel staff, admissions, faculty and administrative committees, library, AV services, and the general improvement of instruction and curricula. They cannot, therefore, as in years past, give time, experience and effort to details of campus planning, budget operation, classified personnel supervision, and building and grounds problems. Present business manager responsibilities do not call for individuals with the broad experience and more extensive education needed for administrative supervision and direction.

Unclassified
12 month

STATE COLLEGE DEAN OF ADMINISTRATIVE AFFAIRS

General Statement of Duties: At a state college, is responsible for the general administration of the business, fiscal, budgetary and physical plant operations, including the planning and development of new facilities, and in the absence of the President and Dean of Academic Affairs, is the chief executive officer of the college.

Supervision Received: Works under the direction of a State College President who reviews work for effectiveness and conformance with policy.

Supervision Exercised: Supervises employees assigned to the Business Office, accounting, personnel, operation and development and such others that may fall under his jurisdiction.

Examples of Duties: Is responsible for the general total administration of the business, physical plant operations and planning and development of new buildings and performing such other duties as: supervision and coordination of all activities related to the Business Office, including the preparation of budgetary requests of the college and the allotment of appropriated funds for the respective budgets; exercises general supervision of all classified personnel and the supervisory staff attached thereto, including clerical, secretarial and maintenance staffs; directs planning and development of physical facilities of the college; supervises the preparation of work schedules of all classified employees; coordinates the administrative staffs in the maintenance and business offices; and performs such other duties as required.

Minimum Qualifications: Knowledge of sound administrative procedures as related to an educational program, skill in developing administrative policy and procedure, and working effectively with people, ability to express ideas clearly, effective administrative ability, experience and training.

Experience and Training: An earned Doctorate degree and at least ten years experience or the sixth year and twelve years experience.

Salary: Group 32 - \$17,240 - \$21,380 currently
\$18,740 - \$23,060 12/29/67

(This position is in effect at Central Connecticut State College and Southern Connecticut State College.)