

STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

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AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Central Connecticut State College

Coordinator of Administrative Services in Student Affairs/Administrator II

December 8, 1978

RESOLVED, That the position, Coordinator of Administrative Services in Student Affairs/Administrator II, be established at Central Connecticut State College effective December 8, 1978, in accordance with all provisions and expectations as set forth in the proposal dated November 22, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost

Éxecutive Director

orn-SCP

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE

		IN THE UNCLA	ASSIFIED SERVICE	
	Executive Off	cicer for Faculty and Staff	Affairs	MB
FROM	: Central	Connecticut State Colle	ege, Dean of Personnel	Administration M
	Concerning:	New Position,	X Existing Position	on (Vacant/Filled)
1.	Proposal:			
	compensation	title of the Coordinator of the incumbent to reflect imposed on the incumbent	t the vastly altered dut	ies and increased
2.	Proposed Position	n:		
	Title/Rank Coord	inator of Admin. Services	in Student Affairs/Admin	istrator II
	12 mos. 10 or 12 mo. Full-Part-Time	\$21,371* Salary Level	Gen. Fund Fund (Gen., Ed. Ext., Aux.)	AFSCME Bargaining Unit
	*Plus \$1000 f	or temporarily assigned du	ties = \$22,371 per annum	
3.	See attached Temporary dut	tion (attach required job of for permanent job descript lies shall be coordination Student Senate and prepara	ion. of student organizations tion of the "Student Han	dbook"
4.	Rational for Al	tering or Establishing Pos	ition	"ECEA".
		See Attached	FO BOX	ROV2 1078
(\$19,871 plus perm. adjustme adjustment of \$1,000 for te	ent of \$1,500 equals peri	a. Sparary or 321,371
5.	Conditions of E	mployment if Changed or Di	fferent from Norm.	
	so long as the	num of total compensation of ne temporary duties enumera- pent, Charles Wallach, ases to be retroactive to J	ated above shall continue	l continue only to be assigned
For	Central Office	Use:		
Cons	sultation with B	argaining Unit Completed	Approved: 1. For Submission	to PERC CAR 11/21/78
1			2. By Committee/Bo	oard
	ments:			

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3. Summary of Function

Coordinator of Administrative Services in Student Affairs/Administrator II. Manage and operate a program of Student Debt Deferral including responsibility for counselling students on their debts to the College and arranging for debt repayment schedules where possible, which will allow the student to remain in school.

Oversee performance of concessionaire for student food service. Duties include handling of refunds to students from food service account; hearing of student complaints about food service; daily visitation of food service operations and observation of food preparation and handling; and monitoring of concessionaire performance to insure conformance to all requirements of contract.

Management of issuance and control of student identification cards.

Perform other duties incidental to those above as assigned by management.