



# STATE OF CONNECTICUT

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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:

  
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 James A. Frost  
 Executive Director



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.