



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

AUTHORIZING RESOLUTION

concerning

THE REVISION OF A CURRENT ADMINISTRATOR III POSITION

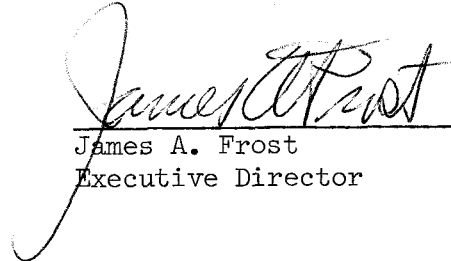
at

CENTRAL CONNECTICUT STATE COLLEGE

December 8, 1978

RESOLVED, That the position at Central Connecticut State College occupied by Andrew Fernandes, Administrator III, Director of Fiscal Affairs, be altered in duties and salary effective July 1, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated November 21, 1978.

A Certified True Copy:


James A. Frost
Executive Director

ent
11/21/78

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

TO: Executive Officer for Faculty and Staff Affairs

FROM: Central Connecticut State College, Dean of Personnel Administration *[Signature]*

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

1. Proposal:

To add to the duties of the incumbent supervision of the Bookstore Concessionaire contract and adjust incumbent's salary appropriately.

2. Proposed Position:

Title/Rank Director of Fiscal Affairs/Administrator III

12 mos.
10 or 12 mo.
Full-Part-Time

24,587
Salary Level

General Fund
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

Summary of Function (attach required job description)

See attached

4. Rational for Altering or Establishing Position

See attached

RECEIVED
NOV 21 1978
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

5. Conditions of Employment if Changed or Different from Norm.

Increase annual salary from \$23,387 to \$24,587, effective July 1, 1978.

For Central Office Use:

Consultation with Bargaining Unit
Completed _____

Approved:
1. For Submission to PERC *ent* 11/21/78
2. By Committee/Board _____

Comments:

g.h. 11/21/78

3.

Summary of Function

Director of Fiscal Affairs/Administrator III

To existing duties add those of supervision of bookstore concessionaire: includes negotiation of concession contract and contract changes; concession contract administration; supervision of quarterly audit of concessionaire's receipts, mediation of student and faculty complaints; coordination of ordering textbooks by the various academic departments; and other related duties as assigned by the Vice President for Administrative Affairs.