



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Alteration of Title
at
Central Connecticut State College

Assistant in the Student Center-Operations and Student Activities/Adm. I

November 7, 1980

RESOLVED, That the current position Assistant Director, Student-Center-Program Advisor/Adm. II be abolished and establish a new position Assistant in the Student Center-Operations and Student Activities/Adm. I at Central Connecticut State College effective November 7, 1980, in accordance with all provisions and expectations as set forth in the proposal dated November 7, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant in the Student Center, Operation and Student Activities/Admin. I

Fund: Auxiliary

Position Type: Permanent Part-time

Effective Date: 11/7/80

Cost: Administrator I entry \$9,500+ - Admin. II entry \$15,000+

Campus: Central

Proposal: To abolish the current vacant position Assistant Director, Student Center-Program Advisor/Admin. II and to create a new position Assistant in the Student Center-Operations and Student Activities/Administrator I.

Summary: See attached job description.

Date: 11/7/80

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director-Program (Student Center)

Administrative Rank: Administrator II

Department: Student Center

Supervisor(s) Position/Title Director of Student Center

POSITION SUMMARY:

Directs the professional efforts of full-time staff and graduate interns. Advises and coordinates the overall efforts of student program committees. Assumes responsibility for budgetary matters, contract amending, negotiating, and calendaring. Directs leadership development and group management programs.

POSITION RESPONSIBILITIES:

Coordinates the efforts of the Program Staff, as well as clerical staff.

Advises President of Program Council.

Directs Graduate Intern Program experience.

Directs Student Center retreats, ongoing interpersonal programs.

Develops and administers program council budget.

Advises committees with regard to negotiating, contracting, and general operation of committee business.

Negotiates, and supervises the issuance of contracts.

Prepares periodic reports.

Represents staff and program council as member of Board of Governors.

POSITION RESPONSIBILITIES: (Cont'd.)

Aids in the writing of bids, collects information for spec and purchase orders for Program Council acquisitions.

Supervises production of monthly calender.

Serves as permittee for various social functions requiring the use of a State beer or liquor permit.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of July 5, 1979.
Date

Robert S. Sweetser
(Signature)

John M. ...
Campus JA¹ Committee

Handwritten initials

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant in the Student Center-
Operations and Student Activities

Administrative Rank: Administrator I

Department: Student Affairs

Supervisor(s) Position/Title Director of Student Center

POSITION SUMMARY:

Responsible for fiscal oversight of all student activity accounts, including clubs, the Student Senate and other activities funded from student activity funds or through student activity accounts. Works with faculty and program advisers and student officers to ensure proper management of student run activities. Also responsible for centralized scheduling function of the Student Center and for Student Center cash receipts.

POSITION RESPONSIBILITIES:

Advises faculty advisers and student club and government officers about State and College laws, policies, and procedures.

Serves as ex-officio nonvoting member of Student Senate Finance Committee.

Reserve and schedule various campus facilities for non-academic uses.

Arrange and supervise appropriate equipment set-up, audio-visual needs, technical personnel, College police, food service and necessary supervision for scheduled events.

Advise and consult with students, faculty and members of the public regarding use of college facilities and applicable policies.

Arrange for daily and weekly calendar of campus events.

Arrange and supervises daily cash handling for all Student Center Services.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.,

RECEIVED

NOV - 7 1980

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

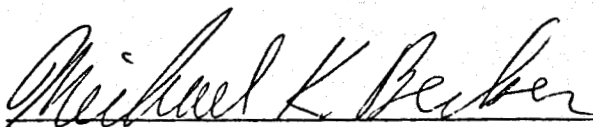
Memorandum of Agreement
between

Board of Trustees for the State College
and
SCOAF-AFSCME

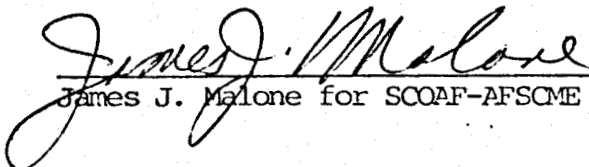
In settlement of prohibited practice complaint #SP-5774, dated April 21, 1980; claims arising from the administrative reorganization of Central Connecticut State College; and other related issues.

It is agreed

1. That the Board shall create eight (8) ten-month positions of Residence Hall Director, Administrator I at Central Connecticut State College and shall place the eight current dormitory directors in those positions effective August 25, 1980 at an annual salary of \$1,000.00 per annum above the rate of direct wages they are currently receiving under Personal Services Agreements. They shall not be eligible for the 1980 merit pool.
2. Residence Hall Directors who served during the 1979-80 academic year, shall be treated as second year employees.
3. Victor Stone will be transferred to the position of Counselor III at his current salary effective November 7, 1980. The position of Director of Residence Life, Administrator III, shall be abolished.
4. The Board shall establish the position of Assistant to the Director of Housing, Administrator I at Central Connecticut State College with an appropriate job description.
5. The position of Assistant Director Student Center-Program Advisor, Administrator II, currently vacant, shall be revised to Assistant in the Student Center-Operations and Student Activities, Administrator I, and shall include among others, the duties for the position of Assistant in Student Affairs-Student Activities previously approved by the Board.
6. SCOAF/AFSCME withdraws complaint #SP-5774, dated April 21, 1980, and declares that all issues arising from said complaint, the administrative reorganization of Central Connecticut State College dated October 3, 1980, and the creation of the position of Assistant in Student Affairs-Students activities are hereby resolved and that SCOAF-AFSCME has no further claims in these matters.



Michael K. Becker for Board of Trustees



James J. Malone for SCOAF-AFSCME

Dated

7 November 1980