

# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

81-156

## AUTHORIZING RESOLUTION

concerning

Establishment of a New General Fund Position  
at  
Southern Connecticut State University

Assistant Director of Graphics/Administrator III

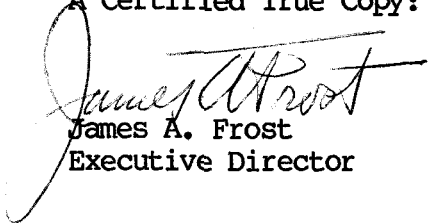
June 17, 1983

RESOLVED, That the general fund position, Assistant Director of Graphics/Administrator III, be re-established at Southern Connecticut State University. This position was abolished by Board of Trustees' action (BR#82-156) on October 2, 1981, but now is to be funded by cancellation of an existing vacant classified position, therefore be it

81-156

RESOLVED, That the position become effective June 17, 1983, in accordance with all provisions and expectations as set forth in the proposal dated May 26, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

Central Connecticut State University • New Britain  
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven  
Western Connecticut State University • Danbury

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director of Graphics/Administrator III

Fund: General

Position Type: Permanent X Part-time       

Effective Date: June 17, 1983

Cost: \$16,100 - 31,175 (Salary range for Adm. III, 1983-84)

Campus: Southern CT State University

Proposal: Re-establish the Assistant Director of Graphics/Administrator III, position. Such position was abolished by Board of Trustees' action (BR#81-156) on October 2, 1981. Position to be funded by cancellation of an existing vacant classified position.

Summary:

See memorandum dated April 13, 1983, from John Mattia to Roger Bergh.

Date: May 26, 1983

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

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

*Frank Horvath*  
President

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

Proposal: Re-establish the Assistant Director of Graphics, Administrator III, position.  
Such position was abolished by Board of Trustees' action (BR #81-156) on  
October 2, 1981.

Proposed Position:

Title/Rank Assistant Director of Graphics, Administrator III

12-month, Full-time

Permanent _____	<u>\$15,000 - \$29,000</u>	<u>General Fund</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time	(Adm. III Range	Ed. Ext., Aux.)	
Temp. - Perm.	for 1982-1983)		

3. Summary of Function (attach required job description)

Job description attached.

4. Rationale for Altering or Establishing Position

See attached.

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

N/A

Central Office Use

Consultation with Bargaining Unit  
Completed \_\_\_\_\_

Approved:

1. For Submission to PERC \_\_\_\_\_  
2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

NAME \_\_\_\_\_

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Graphic Services

POSITION SUMMARY: Administrator III

POSITION SUMMARY: Provides graphics services related to the design and preparation of university information publications and instructional materials -- e.g., booklets, brochures, posters, signs, maps, and advertisements.

POSITION RESPONSIBILITIES:

1. Provides graphic arts services under the general direction of the Director of Public Affairs and the direct supervision of the Director of Graphic Services.
2. Performs art work and mechanical preparation for University publications and instructional materials.
3. Assists the Director of Graphics in operating and maintaining appropriate equipment needed for the efficient operation of the Graphics Arts Office.
4. Provides appropriate darkroom work for the production of graphic and photographic materials.
5. Performs other duties and responsibilities related to those enumerated above, which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY:

Richard V. Fannielli 4/14/83

IMMEDIATE SUPERVISOR:

Paul Martea 4-13-83

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Bergh 4-14-83

4-13-83

M E M O

TO: Roger Bergh, Dean of Personnel Administration

FROM: John P. Mattia, Director of Public Affairs

DATE: April 13, 1983

---

RE: Justification for Filling Assistant Director of Graphics Position

---

For the last 21 months, the Graphic Services Office has been staffed by only one professional. Since the second person in this operation, Mr. Henry Gorski, retired in August 1981, the production capability of this operation has been reduced by 50 percent. The result has been serious delays in the production of University information materials and instructional materials needed in the teaching process.

Examples of the problems created by this shortage of staff are:

1. The University, with the participation of its Graphics Office, provides all the production inputs for its official publications. Graphics plays a key role in this production process by formulating the design, and then making the finished mechanicals for the printer. The savings in printing costs are more than \$15,000 annually. The value of the professional art work cannot be estimated except to note that \$150 a day is a low rate to send such jobs to an outside professional graphics studio. However, by reducing the Graphics staff by 50 percent this past academic year, the production time for this tedious work is extended to the point where publications are unduely delayed. As an example, the Undergraduate Catalog, which was due for publication July 31, was not be available until October 13. The Student Handbook was not available until two weeks after students began classes. The Guide for Entering Freshmen, distributed by the Admissions Office to use in its recruiting of new students, arrived two weeks late. These delays were caused by the longer time needed to get these jobs through the Graphics Office due to a staff shortage.
2. Operating a service office with only one person, in this case the director Irving Leveton, results in long periods of time when the office is closed. Just to meet vacation time, the office is closed five weeks a year. The office is also closed for an hour at lunch, and for other needed breaks during the work day. Publication work comes to a grinding halt during this period, and results in the inefficient use of our other production inputs at these times.
3. Reducing the staff to only one person in this office created another problem and emergency situation last year when Mr. Leveton suffered a heart attack. He was absent while recovering for more than three months, during which time the University had at first no one to keep the office operating, and then only part-time help to keep this operation functioning. The result, of course, was further delayed publications as well as a severe cutback in the general graphic services provided to the University.

4. The Graphic Services Office traditionally has provided assistance to the instructional process at the University by providing the art work needed for diagrams, charts, maps, etc., needed in the teaching process. Due to the staff shortage, service has been virtually limited this past year, with the result that instructors are not provided this aspect of instructional support in teaching their classes.

The filling of this position is thus crucial to revitalize this service function of the University. Employing an Assistant Director of Graphics will help to solve three current problems in this operation:

- 1) The office will be staffed year round as well as the full working day;
- 2) We will be able to meet deadlines in preparing publications;
- 3) Graphic services for instructional purposes will be re-instituted.

JPM/n/194