

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR STUDENT CENTER/ADMINISTRATOR IV
to
DIRECTOR OF STUDENT CENTER OPERATIONS & SERVICES
ADMINISTRATOR VI

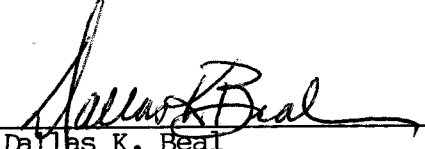
at

CENTRAL CONNECTICUT STATE UNIVERSITY

JANUARY 16, 1987

RESOLVED, That the position, Associate Director Student Center/Administrator IV, at Central Connecticut State University, be reclassified to Director of Student Center Operations & Services/Administrator VI, effective January 16, 1987, in accordance with the attached proposal dated November 5, 1986.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

Received 11/10/86

THE CONNECTICUT STATE UNIVERSITY

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

Submitted 11-5-86

Date

By: CSU ()
CCSU (x) SCSU ()
ECSU () WCSU ()



POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (x) OTHER () DATE EFFECTIVE 12-5-86 PERM (x) FT (x)
TEMP () PT ()

POSITION TITLE: AssocDir StudCntr/Adm4 DirStudCntr Ops&Serv/Adm6
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0706 CURRENT SALARY \$35,766 PROPOSED SALARY \$38,269 FUND Auxilliary BARG UNIT AdmFac NC
From to

RESOLUTION

BR# _____

RESOLVED,

A Certified True Copy _____
Dallas K. Beal, President, CSU Date

ERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

With the redirection of the former Director of the Student Center Director to more widespread attention to student activities programming there is need for an officer to be more completely responsible for the business operations and financial support services of the Student Center. This proposal as evidenced by the attached old and new job descriptions is in line with that shift. A 7% salary increase is in line with the incumbent's increase in responsibilities.

\$2,503
prox. Cost

[Signature]
Signed (University) 11/2/86
Date

ULL

Central Connecticut State University
Associate Director Student Center/Student Center (Administrative
Affairs)/Administrator IV
(Code)

SUPERVISOR: Director of Student Center

SUPERVISION EXERCISED:

INCUMBENT NAME: Duane Orloske

POSITION SUMMARY:

The Associate director of Student Center-Business Operations assumes the primary responsibility for the function of business operations of the Student Center.

POSITION RESPONSIBILITIES:

Supervises and coordinates the bookkeeping system and check cashing service.

Supervises maintenance of physical plant operations and establishes and maintains building security.

Supervises and coordinates centralized scheduling for campus of facilities for non-academic use.

Recruits, trains, places student help, and administers Graduate Internship program.

Supervises Student Center information desk, gameroom operation, coordinates coin-operated amusement machine program, and provides duplicating service.

Provides for audio-visual services for the Student Center.

Prepares budget and budget review of Student Center Student Activity Funds, and acts as adviser to and supervises student activities.

Assumes responsibility for the repair and maintenance of State owned equipment being used by food service and the bookstore in the Student Center.

Works with all divisions of Food Services.

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

EDUCATION AND EXPERIENCE

A Bachelor's degree and four years of experience in student services including two years in a student center/college union, demonstrating: a) ability to relate effectively to students and staff; b) broad knowledge of relevant practices; and, c) supervisory ability required. Master's degree

New

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director - Student Center Operations & Services

Rank: Administrator VI

Department: Student Center

Supervisor's Title: Associate Dean of Student Affairs

POSITION SUMMARY:

Supervises and coordinates operational and service areas of the Student Center; acts as liaison with outside contractors housed in the Student Center; and provides fiscal advising, orientation and financial management training to all campus student organizations and their faculty advisors

POSITION RESPONSIBILITIES:

Supervises the operation of the Student Center facility.

Supervises all service units of the Student Center.

Develops and monitors the budgets of the Student Center operations.

Supervises the Student Center business office and develops procedures for proper processing and record keeping.

Supervises the recruitment, training, placement and evaluation of student employees in the Student Center.

Supervises the Central Scheduling Office.

Develops, produces and disseminates fiscal orientation and financial management training materials to all campus student organizations and their advisors.

Coordinates liaison with food service, bookstore, bank, amusement vendors and other contractors.

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

QUALIFICATIONS:

Master's degree and five years of experience in student services, two of which must be in student union operations, required. Extensive experience in financial, building and personnel management preferred.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Director of Student Center Operations & Services
Campus Central Date 11-5-86

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE MLB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE Represented 11-5-86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY James M. Lynch

DATE OF SUOAF CAMPUS REVIEW 11/6/86

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Taylor Date 10/6/86

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations: Forwarded with reservations (1) Article 2 asserts that management will not negotiate individually with any administrative faculty members... pertaining to matters of wages, hours, and conditions of employment for a bargaining unit member (2) these changes may cause inequities and repercussions on the campuses.

DATE RETURNED TO LOCAL DPA 10/6/86

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C Neufu DATE 12/29/86

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____