



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

CHANGE OF TITLE

ASSOCIATE DEAN OF STUDENT AFFAIRS AND INSTRUCTIONAL SERVICES
ADMINISTRATOR VII

to

ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII

at

CENTRAL CONNECTICUT STATE UNIVERSITY

JANUARY 16, 1987

RESOLVED, That the title of the position, Associate Dean of Student Affairs and Instructional Services/Administrator VII be changed to Associate Dean of Student Affairs/Administrator VII at Central Connecticut State University, effective January 16, 1987, in accordance with the attached proposal dated October 21, 1986.

A Certified True Copy:


Dallas K. Beal
President

SU-200

THE CONNECTICUT STATE UNIVERSITY

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

POSITION ACTION REQUEST



Submitted	10-21-86
	Date
By: . CSU ()	
CCSU (x) SCSU ()	
ECSU () WCSU ()	

POSITION ACTION: ESTABLISH () RECLASSIFY (x) OTHER () DATE EFFECTIVE 1/16/87 PERM (x) FT (x) TEMP () PT ()

POSITION TITLE: Dir Stud Cntr/Adm 6 (Class Code) Assoc Dean Stud Affs/Adm 7 (Class Code)

POSITION NUMBER: 0705 CURRENT SALARY \$47,044 PROPOSED SALARY \$49,396 FUND Auxilliary BARG UNIT AdmFac NC from to

RESOLUTION

BR# _____

SOLVED,

That the position of Director of the Student Center/Administrator 6 at Central Connecticut State University be reclassified to Associate Dean of Student Affairs/ Administrator 7 in accordance with the attached proposal dated October 21, 1986.

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

Committee _____ Date _____ BOARD OF TRUSTEES _____ Date _____

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

The need to improve student activities programming to reach all students more effectively has become apparent. By assigning a senior student affairs officer to this task the University's objective can be attained. The increase in responsibilities described in the old and new job descriptions attached achieves that expansion of emphasis. A salary increase of 5% is in line with this increase in responsibilities.

RECEIVED
 OCT 21 1986
 THE CONNECTICUT STATE UNIVERSITY

\$2,352
 approx. Cost

[Signature]
 Signed (University) _____ Date 10/21/86

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Associate Dean of Student Affairs

Rank: Administrator VII

Department: Student Affairs

Supervisor's Title: Dean of Student Affairs

POSITION SUMMARY:

Supervises and coordinates student activities and programming, including the Student Center and its related services and programs; recognized student organizations; student leadership development; and, in conjunction with the Director of Housing, coordinates residence programming.

POSITION RESPONSIBILITIES:

Responsible for development and coordination of educational, cultural and recreational programs for students within accepted student union/student activities philosophy.

Supervises and coordinates all Student Center services, programs, policy, personnel and the student activity budget.

Acts as liaison with student organizations, campus departments, individuals, government agencies and civic organizations regarding student activities and coordinates efforts of advisors to student organizations.

Advises, coordinates and develops the student/faculty Board of Governors, Student Center Program Council and student organizations.

Supervises student leadership training and development programs.

Responsible for staff development supervision and initiative, including Graduate Internship program.

Coordinates liaison with food service, bookstore, bank, amusement vending 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 six years of experience in student services, including three years in a student center/union, demonstrating ability to formulate and implement student service policy and to supervise staff required. Doctorate and experience in two or more student service areas preferred.

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Central Connecticut State University
Director of Student Center/ Student Center/Administrator VI
(Code)

SUPERVISOR: ~~Associate Dean of Administrative Affairs~~ ?

SUPERVISION EXERCISED:

INCUMBENT NAME: David Ross

POSITION SUMMARY:

The Director of the Student Center supervises and coordinates all aspects of the Student Center including facilities, programs, personnel, budget, services, planning, policies and student volunteers in order to provide activities and services which support the out-of-class social, recreational, cultural and educational needs of the campus at large with primary emphasis on student development.

POSITION RESPONSIBILITIES:

Supervises and coordinates all Student Center services, programs and personnel.

Assumes responsibility and liability for budget including cash accountability and various petty cash funds (Annual budget of \$750,000 with cash flow of 1.5 million and reserve fund of \$150,000).

Develops, administers and interprets Student Center policy.

Assumes responsibility for all Student Center facilities, equipment, including Welte Auditorium and section of Memorial Hall as specified.

Advises, coordinates and develops student/faculty Board of Governors, Student Center Program Council, and Student organizations.

Assumes responsibility for staff development supervision, initiative, etc.

Authorizes all purchases and payments.

Approves all contracts (entertainment, films, services).

Assumes responsibility for Graduate Intern Program - supervision, maintenance of standards, recruitment, placement.

Monitors Food Service Contract, advise and approve service, equipment, menu, pricing. (Cafeteria, Deli Bar, Catering).

Coordinates facility use of university bookstore.

Assumes responsibility for educational, cultural, recreation programs for students within accepted university union philosophy.

Acts as liaison with campus departments, individuals, government agencies

Central Connecticut State University
Director of Student Center/ Student Center/Administrator VI
(Code)
Continued

- 2

and civic organizations in relation to operation of Student Center.

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

Master's degree and five years of experience in college administration, including three years in a student center/college union, demonstrating ability to formulate and implement relevant policy and to supervise staff required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Associate Dean of Student Affairs

Rank: Administrator VII

Department: Student Affairs

Supervisor's Title: Dean of Student Affairs

POSITION SUMMARY:

Supervises and coordinates all student activities and programming, including the Student Center and its related services and programs; recognized student organizations; and student leadership development.

POSITION RESPONSIBILITIES:

Responsible for development and coordination of all extracurricular, educational, cultural and recreational programs for students within accepted student affairs/student activities philosophy.

Acts as liaison with all student organizations, campus departments, individuals, government agencies and civic organizations regarding student activities.

Provides training and support to faculty advisors of all student organizations.

Organizes and supervises all Student Center services, programs, policies and personnel.

Advises, coordinates and develops the student/faculty Board of Governance Student Center Program Council and student organizations.

Supervises student leadership training and development programs for all students.

Provides training for residence hall staff in organization of program activities.

Responsible for student affairs division staff development programs and initiatives.

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 six years of experience in student services, including three years in a student center/union, demonstrating ability to formulate and implement student service policy and to supervise staff required. Doctorate and experience in two or more student service areas preferred.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Associate Dean of Student Affairs
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 11-5-86 represented

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Dean 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 R. Tipton Date 10/6/86

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations:
Forwarded with serious reservations 1) Article 2 assures that Management will not negotiate individually with any administrative faculty member... pertaining to matters of wages, hours, and conditions of employment for a bargaining unit similar to these changes may cause dissention and repercussions on the campus.

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. Neufur 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 _____