



CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

DIRECTOR OF AUXILIARY ENTERPRISES & INSTITUTIONAL SERVICES/
ADMINISTRATOR VI

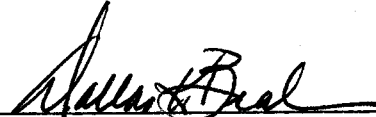
at

EASTERN CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That an Auxiliary funded position, Director of Auxiliary Enterprises & Institutional Services/Administrator VI be established at Eastern Connecticut State University, effective June 5, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

FORM AND PROCEDURES

Position Title Director of Auxiliary Enterprises and Institutional Services/Ad. 6

Campus Eastern Connecticut State University Date 12/10/86

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 Michael Pernal

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/10/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betty Tipton

DATE OF SUOAF CAMPUS REVIEW 12/19/86

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 12/19/86

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

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 Dee Newton

DATE 2/19/87

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 _____

RECEIVED
FEB 19 1987
THE CONNECTICUT
STATE UNIVERSITY

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 12/23/86

POSITION ACTION REQUEST

POSITION _____ DATE _____ PERM(X) FT(X)
 ACTION: ESTABLISH (X) RECLASSIFY () EFF. 6/5/87 TEMP() PT()
 ABOLISH () OTHER ()

POSITION _____ Dir. of Auxiliary Enterprises
 TITLE: _____ & Institutional Svcs/Ad. 6 7868
 CURRENT _____ CLASS CODE PROPOSED _____ CLASS CODE

POSITION NUMBER	Current SALARY	PROPOSED SALARY (\$45,750.00)	BARG UNIT	SUOAF
New	_____	1,752.88	_____	_____
		FUND Aux	From	To

RESOLUTION

BR# _____

RESOLVED, That the position, Director of Auxiliary Enterprises & Institutional Services/Ad. 6 be established at Eastern Connecticut State University.

A Certified True Copy

Dallas K. Beal, President Date _____

PERCommittee 2/25/87 Date _____

BOARD OF TRUSTEES 3/6/87 Date _____

JUSTIFICATION: This position is requested to combine a variety of Auxiliary operations under the supervision of a single director. In addition, this position will assume responsibility for administering telecommunications on campus as well as monitoring the University Cable TV Network. A major mission of this job will be to market and administer the use of campus facilities to outside groups, e.g. Sports Camps and Conferences.

\$2,178

Approx. Cost

**EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION**

POSITION TITLE: Director of Auxiliary Enterprises and Institutional Services

ADMINISTRATIVE RANK: VI

POSITION SUMMARY

Under the supervision of the Vice-President for Administrative Affairs, the Director is responsible for (1) the development and administration of University auxiliary enterprise programs, (2) the administration of contract services in the Auxiliary Services Fund, (3) fiscal and facilities planning and oversight for Auxiliary Services Fund cost centers, and (4) the administration of selected institutional support services.

POSITION RESPONSIBILITIES

1. Markets and administers University auxiliary enterprises and coordinates use of University facilities by outside groups.
 2. Administers contracts and provides for the enhancement of services supported by the Auxiliary Services Fund; e.g. food service, bookstore, and vending services as directed.
 3. Provides financial coordination and liaison for Auxiliary Services cost centers including working with cost center directors and fiscal affairs staff on all aspects of budget development, implementation, and control.
 4. Provides facilities coordination and capital planning for Auxiliary Services cost centers.
 5. Assists in the administration of various institutional support services, for example:
 - a. Oversees the processing of major personal services agreement, e.g. health services, cable TV.
 - b. Assists in the development and implementation of the University's capital plan.
 6. Recommends policies and procedures to keep pace with changes in the field of auxiliary services and enterprises.
-
7. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Five years experience in college administration, including three years

in auxiliary services or related work demonstrating ability to implement policy and market programs. A Master's Degree is required.

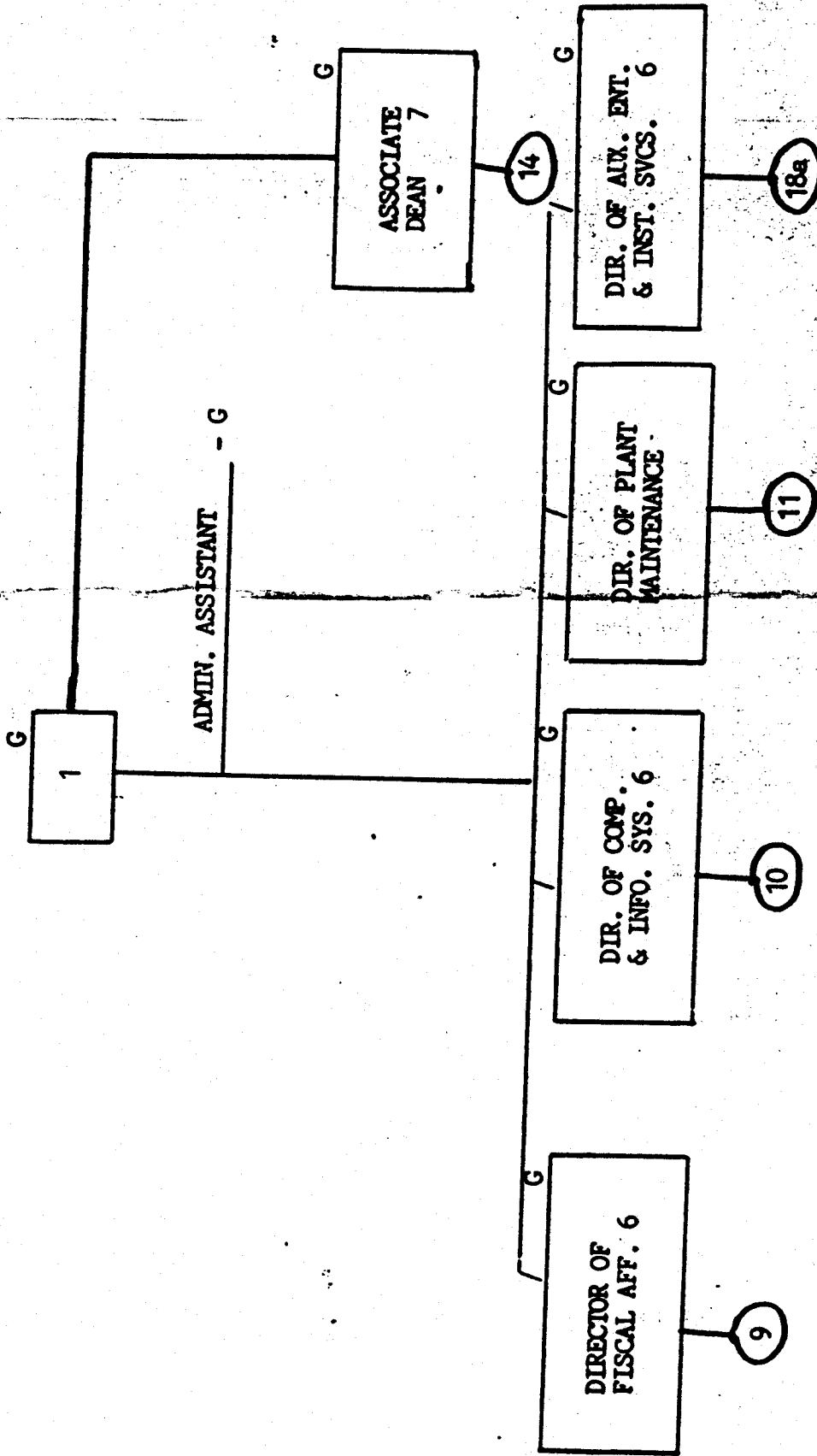
These qualifications may be waived for individuals with appropriate alternate experience.

Michael Paul 12/11/86
For the University Date

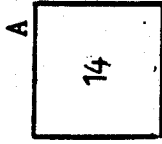
Roy Tipton 12/19/86
For the Union Date

12/10/86

VICE-PRESIDENT FOR ADMINISTRATIVE AFFAIRS



DIRECTOR OF AUXILIARY ENTERPRISES AND INSTITUTIONAL SERVICES



STAFF ASSISTANT -A