



**Connecticut
State
University**

BR#90-85

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

Central • Eastern • Southern • Western

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF ALL POSITIONS OF

RESIDENCE HALL DIRECTOR/ADMINISTRATOR I

to

ASSISTANT TO THE DIRECTOR OF HOUSING/RESIDENCE HALL DIRECTOR
ADMINISTRATOR II

at

CENTRAL CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED,

That all positions of Residence Hall Director/Administrator I at Central Connecticut State University be reclassified to Assistant to the Director of Housing/Residence Hall Director/Administrator II, effective June 29, 1990, in accordance with all provisions and expectations as set forth in the proposal dated May 30, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

ADDENDUM TO BR#90-85

SUBMITTED 5/30/90

BY: CSU []
 CCSU [x] SCSU []
 ECSU [] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (x) OTHER () DATE EFFECTIVE 6/29/90

NATURE OF POSITION: PERMANENT [x] FULL-TIME [x] TEMPORARY [] PART-TIME []

POSITION TITLE:	Residence Hall Director ADM I	Assistant to the Director of Housing Residence Hall Dir./ADM II	NC
	(CURRENT)	(CLASS CODE)	(PROPOSED)
		(CLASS CODE)	(CLASS CODE)

POSITION NUMBER	*	CURRENT SALARY	*	PROPOSED SALARY \$	*	FUND 6900	BARGAINING UNIT AdFac	FROM <u>NC</u>	TO
*See Attachment									


EXPLAIN THE NATURE OF THE PROPOSAL:

This proposal is to upgrade all Residence Hall Directors from the rank of Administrator I Administrator II to recognize the expanded responsibilities and make the classification consistent with other campuses.

JUSTIFICATION:

We are proposing to convert our ten-month housing positions to twelve months to allow us to effectively meet extensive summer housing program commitments. Additionally, the incumbents will assume responsibilities in residence life programming and in other units as assigned by the Director of Housing.

\$ COST OR (SAVINGS)
 \$50,000 annually including fringe benefits


 SIGNED (UNIVERSITY) DATE 5/30/90

ATTACH OLD AND NEW STAFFING CHART, ()
 JOB DESCRIPTION, AND (x)
 SUOAF SIGN OFF FORM IF REQUIRED (x)

MISCELLANEOUS COMMENTS:

CENTRAL CONNECTICUT STATE UNIVERSITY

PROPOSED RECLASSIFICATION

Residence Hall Director/Administrator I
to
Assistant to the Director of Housing/Residence Hall Director
Administrator II

<u>PC #</u>	<u>Appointed</u>	<u>Name</u>	<u>Current Salary*</u>	<u>Proposed Salary**</u>
2095	8/84	Alicandro, Jean	20,938	26,554
2093	8/86	Martel, Nancy	20,895	26,554
2087	8/87	Simard, Elaine	20,333	26,554
2089	8/88	Stigell, Edward	20,148	26,554
2088	1/90	Tully, John	19,965	26,554
2094	8/88	Whaley, Michael	21,531	26,554

*Represents current salary on a twelve-month basis.

**Minimum salary for an Administrator II under the SUOAF-AFSCME contract effective July 1, 1990.

6/15/90

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Asst to the Director of Housing / Admitt
Campus CCSU Date 4/6/90

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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 4/6/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

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

5/14/90 amended description forwarded to AFSCME

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 _____ Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:

() approve proposed rank and salary () disapprove proposed rank and salary

Comments or Recommendations:

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 prior to 5/1/90

DISPOSITION AT COUNCIL LEVEL:

(X) approve submission to PERC () disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 5/30/90

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 _____

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Housing/
Residence Hall Director

ADMINISTRATIVE RANK: Administrator II

SUPERVISOR: Director of Housing

INCUMBENT NAME:

POSITION SUMMARY:

Under the supervision of the Director of Housing, this live-in professional staff member is responsible for the overall quality of life in a University residence hall. He/she coordinates the educational, student development, and administrative aspects of a residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth and academic achievement.

POSITION RESPONSIBILITIES:

Provides assistance to students in a residence hall through counseling, advising, and referral.

Oversees all residence hall programs, activities, and support staff.

Selects, orients, trains, supervises, and evaluates Resident Assistant staff.

Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.

Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.

Supervises the security, maintenance, inventory and general operations of the residence hall.

Serves as liaison between the residents, the Director of Housing, and other areas within the University.

Advises the Residence hall government and student judicial bodies.

Provides assistance to the Housing Office.

Assumes adjunct responsibilities with the approval of the Director of Housing in other Student Affairs areas during periods of non-occupancy of residence halls.

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 two years of relevant housing experience which equips the applicant to relate effectively to resident university students and staff required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

3/9/90

Central Connecticut State University
Residence Hall Director Housing/Adm. I
(Code)

~~Helinda~~

~~Fitch, Rodney~~
~~Albano, Jerry~~
~~Godino, Patricia~~
~~Brown, Fred~~ Total of

SUPERVISOR: Director of Housing

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Martel, Nancy E.
Graham, Paul M.

Under the supervision of the Director of Housing, this live-in professional staff member is responsible for the overall quality of life in a University residence hall. He/she coordinates the educational, student development and administrative aspects of a residence hall. The emphasis of this position is on establishing an atmosphere conducive to personal growth and academic achievement.

POSITION RESPONSIBILITIES:

Renders assistance to students in a residence hall through counseling, advising and referral.

Oversees all residence hall programs, activities and support staff.

Selects, orients, trains, supervises and evaluates Resident Assistant staff.

Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.

Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.

Supervises the security, maintenance, inventory and general operations of the residence hall.

Serves as liaison between the residents, the Director of Housing and other areas within the college.

Advises the hall government and student judicial bodies.

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

Bachelor's degree and ability to relate effectively to resident college student's and staff required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

BOARD OF TRUSTEES FOR THE CONNECTICUT STATE UNIVERSITY
RECOMMENDED UNCLASSIFIED PERSONNEL CHANGES

CENTRAL CONNECTICUT STATE UNIVERSITY

DATE June 15, 1990

I certify that the following recommended personnel actions conform to applicable Affirmative Action policies. Official transcripts have been examined for new appointments, except as noted.

PRESIDENT *J. M. ...*

June 15, 1990
(Date of Board Meeting)

Electronic Signature # _____

ACTION CATEGORIES AND EMPLOYEE NAME	POSITION CONTROL NUMBER	RANK (INCLUDING INTERNAL TITLE AND/OR DEPARTMENT)	BI-WEEKLY SALARY FROM (ANNUAL)	TO (ANNUAL)	EFFECTIVE DATE
I. RECLASSIFICATIONS					
1. John Tully	2088	Fr: Residence Dir./ADM I Housing To: Residence Dir./ADM II Housing	637.44 (16,637)	1,017.40 (26,554)	6/29/90
2. Edward F. Stigall, Jr.	2089	Fr: Residence Dir./ADM I Housing To: Residence Dir./ADM II Housing	643.31 (16,790)	1,017.40 (26,554)	6/29/90
3. Elaine Simard	2087	Fr: Residence Dir./ADM I Housing To: Residence Dir./ADM II Housing	649.21 (16,944)	1,017.40 (26,554)	6/29/90
4. Nancy Martel	2093	Fr: Residence Dir./ADM I Housing To: Residence Dir./ADM II Housing	667.15 (17,412)	1,017.40 (26,554)	6/29/90
5. Jean Alicandro	2095	Fr: Residence Dir./ADM I Housing To: Residence Dir./ADM II Housing	668.57 (17,449)	1,017.40 (26,554)	6/29/90
6. John Whaley	2094	Fr: Residence Dir./ADM I Housing To: Residence Dir./ADM II Housing	687.44 (17,942)	1,017.40 (26,554)	6/29/90

REVIEWED BY: _____

DATE OF BOARD APPROVAL

6/15/90

DATE: _____

SIGNATURE: _____

David C. ...