



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

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**TEL. NO. 827-7700**

AUTHORIZING RESOLUTION

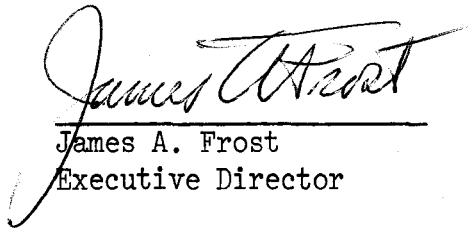
concerning

The Establishment of a New Position  
at Southern Connecticut State College  
Veterans' Counselor, Administrator II

July 14, 1978

RESOLVED, That the position, Veterans' Counselor, Administrator I, be altered at Southern Connecticut State College effective July 14, 1978, in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

12/12/77

*Mordente*

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 College, Manson Van B. Jennings  
President

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

Proposal: ① To reclassify the Veterans' Counselor from an Administrator I to an Administrator II (10 to 12 mo.)

② *To move from 10 month to 12 month*

Proposed Position: Veterans' Counselor

Title/Rank Veterans' Counselor Administrator II

| <u>12/Perm.</u>       | <u>\$15,326. <sup>587.21</sup></u> | <u>Extension</u>                   | <u>AFSCME</u>          |
|-----------------------|------------------------------------|------------------------------------|------------------------|
| <u>10 or 12 mo.</u>   | <u>Salary Level</u>                | <u>Fund (Gen., Ed. Ext., Aux.)</u> | <u>Bargaining Unit</u> |
| <u>Full-Part-Time</u> |                                    |                                    |                        |
| <u>Temp. - Perm.</u>  |                                    |                                    |                        |

3. Summary of Function (attach required job description)

4. Rationale for Altering ~~or Establishing~~ Position

(See attached)

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

Conditions of employment remain the same.

Central Office Use

Consultation with Bargaining Unit Completed 6/30/78

Approved:  
1. For Submission to PERC *cmf*  
2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# STATE OF CONNECTICUT

SOUTHERN CONNECTICUT STATE COLLEGE

501 CRESCENT STREET • NEW HAVEN, CONNECTICUT 06515



TEL. 203 397-2101

June 28, 1978

## VETERANS' COUNSELOR - RESPONSIBILITIES

The Veterans' Counselor is responsible for the operation of the Veterans Affairs Office on campus throughout the academic year and during the summer months.

The Office of Veterans' Affairs has the following responsibilities:

1. To complete all required Veterans Administration forms needed for veterans and dependents to receive educational benefits.
2. To issue pre-payment checks.
3. To verify monthly attendance of veterans.
4. To review progress of students according to College and Veterans Administration regulations.
5. To approve tuition waiver requests.
6. To conduct an outreach and local recruitment program to inform veterans of their general benefits, and to take advantage of their educational opportunities.
7. To make arrangements for a remedial and tutorial program.
8. To offer professional counseling for assistance with personal, educational, and career problems.
9. To coordinate and articulate the school's veteran program with the Veterans Administration Representative to this campus.
10. To make referral and follow-up arrangements with relevant service agencies.
11. To provide academic counseling related to this College and other educational instructions according to the career objectives of the veterans.
12. To coordinate the office with the Business Office and Financial Aid office on campus.
13. To supervise and assign veterans to work-study positions with the Veterans Administration program.
14. To have an overall knowledge of the academic opportunities available at this College and be able to offer direction or referral to the proper office.
15. To be available for the academic year undergraduate registration

April 28, 1978

TO: DR. MANSON VAN B. JENNINGS  
FROM: DR. NATHAN DIFRANCESCO, COORDINATOR OF COUNSELING SERVICES  
RE: RECLASSIFICATION OF GIACOMO MORDENTE, VETERAN'S COUNSELOR

I support Mr. Mordente's request for reclassification. During the past year he has assumed an increased responsibility for the operation of the Veterans Affairs Office on campus, and I have limited my duties to this office to a level of a supervisory capacity. Mr. Mordente is on a ten (10) month contract, September to June. Because the Veterans Affairs Office services the Day College, the Evening Division, and the Summer College, it has been necessary for Mr. Mordente to work for an additional seven (7) credits payment each summer.

The other three State Colleges, Eastern Connecticut State College, Western Connecticut State College, and Central Connecticut State College, each have a veterans affairs person employed and salaried over a twelve month (12) period. These salaried positions range from \$12,650 to \$15,000 per year. The highest salary paid to an individual in a comparable position to Mr. Mordente's is at Central Connecticut State College which is close to the total enrollment (undergraduate and graduate) of Southern.

Mr. Mordente has done an excellent job at Southern. He has been very involved with Veterans Affairs on the State and National level, as well as holding offices in these two areas. He has a Master's Degree, and he will complete his requirements for a Sixth Year Degree this summer.

Based upon his increased responsibilities, his low salary rate compared to the other three State Colleges, and his advanced educational background, I recommend Mr. Mordente for reclassification/ <sup>(12 month position)</sup> to Administrator II, salary \$14,500, within the July 1, 1977 salary range.

*Nathan DiFrancesco*  
Nathan DiFrancesco  
Coordinator of Counseling Services

Approved:

*Martin Curry*  
Martin Curry  
Acting Dean of Student Affairs

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each semester, evening registration (Fall, Spring and Summer)  
and Graduate School registration (Fall, Spring and Summer).

The position of Veterans' Counselor on this campus is a twelve month (12) responsibility which is an on-going operation. There are constant inquiries from Veterans Administration involving prior semesters and verifications. The office answers many telephone inquiries and provides walk-in and appointed assistance for the greater New Haven area. It is an office which services the undergraduate Day School, the Evening Division, and the Graduate School whether students are part-time or full-time.

*Nathan Di Francesco*

Nathan Di Francesco  
Director of Counseling Services