



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: [REDACTED] TEL. HARTFORD: 203-566-7373
TEL NO. 827-7700

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position


at Southern Connecticut State College

Director Student Activities and Special Events, Administrator III

July 14, 1978

RESOLVED, That the position Director of Student Activities be altered to Director of Student Activities and Special Events, Administrator III, 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

C. D. Scott 378

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

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: To expand the duties of the Director of Student Activities

Proposed Position:

Title/Rank Director Student Activities and Special Events Administrator III

<u>12/Perm.</u>	<u>\$21,000</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

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

(See attachment)

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 Cnr
2. By Committee/Board _____

Comments:

Date Signature

DIRECTOR OF STUDENT ACTIVITIES AND SPECIAL EVENTS

The Director of Student Activities and Special Events is responsible, under supervision of the Dean of Student Affairs, for the administration of student activities exclusive of those sponsored by the College Memorial Union. He/she is responsible for managing the quality of activities, encouraging the development of new activities to respond to the needs of the student body and College community, and coordinating these activities within the total College academic and non-academic program. He/she serves as a channel of communication between the College administration, student body, and faculty regarding policy decisions and interpreting their significance in the areas of student activities.

Specifically, he/she is responsible for:

1. Formulating and recommending policies for the effective management of all major co-curriculum programs.
2. Scheduling of College facilities with the exception of the College Memorial Union, Moore Fieldhouse, Pelz Gymnasium and the College residence halls.
3. Maintaining a master calendar of College-wide events and disseminating same to the campus and community.
4. Promoting and publicizing activities programming.
5. Negotiating talent contracts for all major co-curriculum programs.
6. Evaluating student activities and developing guidelines for such evaluation.
7. Working with College organizations in planning and conducting programs and activities.
8. Chairing the Special Events Committee which sponsors major cultural programs for the campus.
9. Coordinating the Mini-School Program and Master Series.
10. Recognizing and advising student organizations.
11. Supervising the administration of the Graduate Student Activity Fee.
12. Providing a centralized location for the campus community to obtain information concerning co-curriculum events.
13. Developing and implementing policy for the proper management of Lyman Auditorium.
14. Carrying out other appropriate responsibilities as assigned by the Dean of Student Affairs and the President of the College.

Interdepartmental Message

STO-201 REV. 3-51 STATE OF CONNECTICUT
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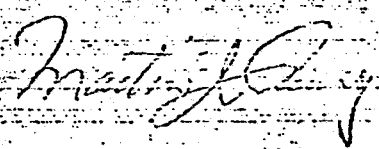
SAVE TIME: Handwritten messages are acceptable.
Use carbon if you really need a copy. If typewritten, ignore faint lines.

	NAME	Mr. Michael Adanti	TITLE	Dean of Personnel Administration	DATE	June 26, 19
	AGENCY		ADDRESS			
<i>From</i>	NAME	Mr. Martin J. Curry	TITLE	Acting Dean of Student Affairs	TELEPHONE	4282
	AGENCY		ADDRESS			

SUBJECT
Changes in positions.

Pursuant to your request, I am providing the rationale for changing the positions of Director of Student Activities and the Assistant Director of Lyman Auditorium/Special Events. First of all, Mr. Samuel Poor, Director of Lyman Auditorium and Special Events, has retired and his position has been lost. Subsequently, the responsibilities of this position have been assumed by others whose present jobs are related to Student Activities. The position of Director of Student Activities is being expanded to include Student Activities and Special Events. Concurrently, the position of Assistant Director of Lyman Auditorium, is also being made more comprehensive. This re-alignment hopefully will insure adequate staffing in this crucial area of the College, will result in greater coordination in co-curriculum programming and better utilization of both positions. Furthermore, the close relationship of Lyman Auditorium to major co-curriculum programming on this campus further supports the need to establish greater liaison between these two areas.

The proposed job descriptions should demonstrate my intention to significantly broaden the nature and scope of these positions.



* MJC/cn