



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

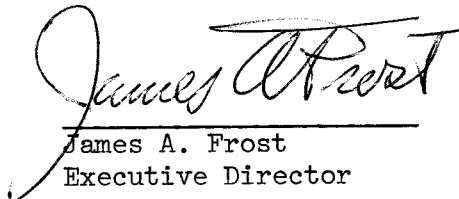
at Southern Connecticut State College

Assistant Director of Student Activities and Special Events, Administrator II

July 14, 1978

RESOLVED, That the position, Assistant Director of Student Activities and Special Events, Administrator II, be established 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

12/12/77

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: X New Position, Existing Position (Vacant/~~XXXXX~~)

Proposal:

To establish the position of an Assistant Director of Student Activities and Special Events

Proposed Position:

Title/Rank Assistant Director of Student Activities and Special Events - Administrator II

<u>12/Perm.</u>	<u>\$17,000.^{651.35}</u>	<u>General</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~~ 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 CMR
2. By Committee/Board _____

Comments:

Date Signature

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES AND SPECIAL EVENTS

The Assistant Director of Student Activities and Special Events is responsible, under the supervision of the Director of Student Activities, for planning and conducting special programs applicable to the entire College community. In addition, he/she serves as a channel of communication between the College administration, student body, and faculty regarding policy decisions related to the use of campus facilities.

Specifically, he/she is responsible for:

1. Developing and implementing policy for proper management of Lyman Auditorium.
2. Conducting annual schedule meetings for the use of Lyman Auditorium.
3. Preparing timely analyses of auditorium usage.
4. Coordinating use of Auditorium for campus organizations and other interested non-College organizations.
5. Developing, recommending and maintaining an operating budget for Lyman Auditorium.
6. Maintaining inventory of equipment, requests repairs, and recommending purchase of additional equipment.
7. Assisting the Director of Student Activities and Special Events with advisement to College organizations and clubs; scheduling of campus facilities and maintaining master schedule of events; and developing a well-rounded cultural program for proper management of campus facilities.
8. Carrying out responsibilities as assigned by the Director of Student Activities and Special Events, Dean of Student Affairs, and the President of the College.

Interdepartment Message

STO-201 REV. 3/74 STATE OF CONNECTICUT
(Stock No. 69 IK-051-01)SAVE TIME: Handwritten messages are acceptable.
Use carbon if you really need a copy. If typewritten, ignore faint lines.

0	NAME	Mr. Michael Adanti	TITLE	Dean of Personnel Administration	DATE	June 26, 1978
	AGENCY		ADDRESS			
From	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.

Martin J. Curry

* NJC/cn

Department Message

SAVE TIME: Handwritten messages are acceptable.

Use carbon if you really need a copy. If typewritten, ignore faint lines.

0-201 REV. 3/77 STATE OF CONNECTICUT
(Stock No. 6938-051-01)

NAME	Manson Van B. Jennings	TITLE	President	DATE	May 5, 1978
AGENCY		ADDRESS			
NAME	Martin J. Curry	TITLE	Acting Dean of Student Affairs	TELEPHONE	4282
AGENCY		ADDRESS			

From
SUBJECT Job Posting - Assistant Director of Student Activities/Special Events

With Matthew Krashan's short-term appointment nearly completed and the need to begin preparations for re-organizing that area, I am submitting for your approval a proposed job description. Recognizing the time involved in affirmative action procedures, I feel it is imperative that the position be announced as soon as possible.

In view of the fact that the responsibilities of the position have been expanded, I would hope that the salary can be placed at \$17,000., Administrator II. I believe this salary to be fair and reasonable inasmuch as Phil Lagattuta, if he were still in the position, would be earning \$19,080. as of July 1, 1978. Also, the current average salaries of other assistant directors is \$17,861. As of July 1, 1978, the average salary of Assistant Directors will be approximately \$19,000.

Martin J. Curry

RECEIVED

MAY 5 1978

PRESIDENT'S OFFICE

AFFIRMATIVE ACTION

MAY 22 1978

S.C.S.C. *EP*

Attachment
MJC/cn