



STATE OF CONNECTICUT
 BOARD OF TRUSTEES
 FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
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AUTHORIZING RESOLUTION

concerning

Establishment of a New Position

at

Southern Connecticut State College

Director of Facilities Planning and Review/Administrator III

January 9, 1980

RESOLVED, That the position, Director of Facilities Planning and Review/Administrator III, be established at Southern Connecticut State College effective January 9, 1980, in accordance with all provisions and expectations as set forth in the proposal dated January 8, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
 Executive Director

12/12/77

Addendum to Board Resolution #80-5

January 9, 1980

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, Dr. Manson Van B. Jennings
President

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

Proposal:

Upgrade an existing position to design local construction and rehabilitation projects, to administer related contracts and funds, and to analyze the plans and budget for major capital improvement projects.

Proposed Position:

Title/Rank Director of Facilities Planning and Review

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

3. Summary of Function (attach required job description)

See position description attached.

4. Rationale for Altering or Establishing Position

In 1978-79 and 1979-80, Southern has been funded for approximately \$260,000 per year for minor construction and rehabilitation projects (\$130,000 from Auxiliary Services Fund, \$100,000 from Bureau of Public Works allocations, and \$30,000 from Southern's operating budget).

The activation of long standing appropriations for a Science Building and a Residence Hall also is generating additional work in the analysis and revision of

(See attached page)

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

Central Office Use

Consultation with Bargaining Unit
Completed 1/8/80 cmh

Approved:

1. For Submission to PERC cmh
2. By Committee/Board _____

Comments:

Date

Signature

Alteration of a Current Position or Establishment
of New Position in the Unclassified Service

4. Rationale for Altering or Establishing Position (Continued)

architectural drawings and specifications. These projects will not be completed until mid to late 1982 and will require continuous review and periodic change orders by college personnel. This proposal would surely solve this problem in a professional way.

Although the Physical Plant staff in the past has prepared working drawings and bidding documents for local construction projects, the product generally is less than professional. Local contracts occasionally have resulted in unsatisfactory contract performance and/or problems in complying with Bureau of Public Works procedures which has left the Bureau unhappy with Southern's implementation of the authority delegated by the Bureau to perform local projects. The Bureau of Public Works is very supportive of the college's plan to assign a licensed professional to design and to administer contracts for local projects.

DIRECTOR OF FACILITIES PLANNING AND REVIEW

Administrator III

Position Summary

The Director is responsible for current and future planning and programming of building facilities for Southern Connecticut State College, the administration of all contractual obligations for construction and rehabilitation projects, the designing of local college projects, and the analyzing of all designs and budget pertaining to the execution of funded projects.

Position Responsibilities

1. Conduct long range planning, programming, and development of future college building facilities.
2. Develop and implement standard specifications for the purpose of seeking project bids.
3. Design the execution of local college construction and rehabilitation projects and prepare related cost estimates.
4. Administer approved and funded contracts for college projects including the monitoring of funding from Bureau of Public Works allocations.
5. Review all plans and specifications by outside architects and consultants with the various representatives of other State agencies to ensure the accuracy and completeness of the contractual documents.
6. Work in concert with the college Fire Marshal's Office and maintain knowledgeability of all State, federal, and local building codes, regulations, and statutes.
7. Collate all of the college's building documentation relating to current and existing building facilities and organize these documents in a manner readily useable by college personnel.