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P. O. Box 2063 NEW BRITAIN, CONNECTICUT 06050
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AUTHORIZING RESOLUTION

concerning

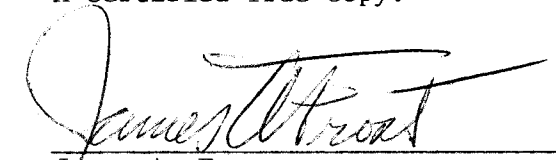
Change of Title
at
Eastern Connecticut State College

Director of Plant Planning, Operations and Maintenance, Adm. III

November 7, 1980

RESOLVED, That the classified position of Supervisor of Plant and Maintenance be changed to unclassified Director of Plant Planning, Operations and Maintenance, Adm. III, at Eastern Connecticut State College effective November 7, 1980, in accordance with all provisions and expectations as set forth in the proposal dated November 7, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION SUMMARYTitle: Director of Plant Planning, Operations and Maintenance, Adm. IIIFund: GeneralPosition Type: Permanent Part-time Effective Date: November 7, 1980Cost: \$2,413.00Campus: Eastern CT State College

Proposal: To alter the classified management position of Plant and Maintenance Engineer II to an unclassified position of Director of Plant Planning, Operations and Maintenance, Administrator III.

Summary: See attached.

Date: November 5, 1980

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

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Charles R. Webb
(President)

Concerning: x New Position, * Existing Position (Vacant/Filled)
*upgrading classified position.

1. Proposal:
To change classified position of Supervisor of Plant and Maintenance to unclassified Director of Plant Planning, Operations and Maintenance in order to more accurately reflect the level of responsibility and to compensate, effective November 7, 1980, for increased duties and responsibilities, at a rate of approximately 8.4%.

2. Proposed Position:
Title/Rank Director of Plant Planning, Operations and Maintenance (Administrator III)

<u>12 months</u> FT	<u>\$30,880.00</u>	<u>General</u>	<u>AFSCME</u>	<u>T</u> (P)
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining	Temp. or
Full-Part-Time		Ed. Ext., Aux.)	Unit	Permanent

3. Summary of Function (attach required job description)
(attachment #1)

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)
(attachment #2)

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)
Upgrades classified position to AFSCME.

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For Central Office Use

Consultation with bargaining Unit Completed

Approved:

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

Comments:

(Date) (Signature)

ATTACHMENT #1

Title: Director of Plant Planning, Operations and Maintenance

Administrative Rank: III

Department: Administrative Affairs

POSITION SUMMARY

The Director reports directly to the Vice-President for Administrative Affairs.

He is directly responsible for administrative and operational management of the activities of the physical plant, including budget, personnel, buildings and grounds, including heat and utilities, repair and alterations. The agency has property of 99 acres, 615,742 square feet and 26 buildings valued at \$34,997,406.

POSITION RESPONSIBILITIES

1. Serves as technical advisor to the President of the College and other members of the Cabinet.
2. Prepares budget for departmental, fiscal, and all other reports required by the Board of Trustees, the Department of Transportation, the Department of Administrative Services, and other state and federal control agencies.
3. Serves as a resource and campus contact person on all Department of Administrative Services (Bureau of Public Works) projects.
4. Is responsible for plans and specifications for alteration and renovation work handled by the agency, including planning and specifications.
5. Monitors the implementation of all construction work.
6. Serves as the OSHA officer and works with the Director of Institutional Safety to supervise compliance with fire and safety codes.
7. Supervises a staff which includes Maintenance and Building supervisors, qualified craft workers, stationary engineers, maintainers, storekeepers, an engineering draftsman, and other assigned employees.
8. Is responsible for hiring, in-service training, evaluation, and recommendations for promotion of staff in his department.
9. Schedules personnel and projects.
10. Supervises the maintenance and operation of all vehicles and physical plant equipment, and housing furniture and equipment.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ECSC 2/25/80

Rev. 10/28/80

ATTACHMENT #2

Responsibilities presently delegated to person serving as Supervisor of Plant and Maintenance are greater than those enumerated in job description for classified position. The responsibilities in the overall College management plan are greater than those assigned to other classified positions. The position is vitally needed to effectively manage the institution.

ECSC/2/25/80



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RESOLUTION


concerning

ASSIGNMENT OF MR. MICHAEL J. ADANTI
at
SOUTHERN CONNECTICUT STATE COLLEGE

November 7, 1980

- BE IT RESOLVED, That Mr. Michael J. Adanti be and hereby is assigned as Executive Vice President at Southern Connecticut State College, and be it
- RESOLVED, That, the provisions of the Trustees' Personnel Policies notwithstanding, Mr. Adanti shall continue as Executive Vice President at the pleasure of the Board, and be it
- RESOLVED, Should Mr. Adanti's services as Executive Vice President cease, he shall return to his former position as Executive Assistant to the President at a salary not less than he received as Executive Assistant on October 31, 1980 and that the provisions of the Trustees' Personnel Policies shall apply to that position, and be it
- RESOLVED, That Mr. Adanti's salary as Executive Vice President shall be \$36,801 on an annual basis or \$1,410 each bi-weekly pay period, and be it
- RESOLVED, That the effective date of this Resolution shall be November 7, 1980.

A Certified True Copy:


James A. Frost
Executive Director

November 11, 1980

I accept appointment as Executive Vice President at Southern Connecticut State College under the conditions stated in this Resolution (resolution #80-138, dated November 7, 1980).


Michael J. Adanti