



# STATE OF CONNECTICUT

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
TEL. NEW BRITAIN: 203-227-1600 <sup>827-7700</sup> ~~XFBX DARTFOR X08 56A XX7X~~

## AUTHORIZING RESOLUTION

concerning

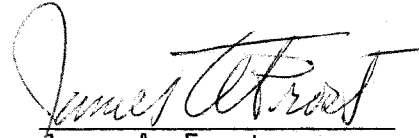
Establishment of a New Position  
at  
Central Connecticut State College

Assistant to the Director of Housing/Administrator I

November 7, 1980

RESOLVED, That the position, Assistant to the Director of Housing/  
Administrator I, be established at Central 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 ALTERATION SUMMARY

Title: Assistant to the Director of Housing/Admin. I

Fund: Auxiliary

Position Type: Permanent X Part-time \_\_\_\_\_

Effective Date: November 7, 1980

Cost: \$9,500+ depending upon experience

Campus: Central

Proposal:

To create a new position in the Auxiliary Services Fund titled Assistant to the Director of Housing/Administrator I.

Summary:

See attached job description.

Date: November 7, 1980

## Central Connecticut State College

## POSITION DESCRIPTION

Position Title: Assistant to the Director of Housing  
Administrative Rank: Administrator I  
Department: Housing  
Supervisor(s) Position/Title Director of Housing

## POSITION SUMMARY:

Under the supervision of the Director of Housing, this individual is responsible for the general training and development of all residence hall professional and para-professional staff. In addition, (s)he coordinates all residence life programming and the off-campus housing operation.

## POSITION RESPONSIBILITIES:

Provides coverage to residence halls in the extended absence of a hall director.  
Plans and directs selection process and orientation program for Resident Assistants.  
Coordinates freshman orientation activities for residence hall students.  
Advises the Inter-Residence Council.  
Assists the Director of Housing in the selection and training of new residence hall directors.  
Coordinates the off-campus housing referral service.  
Represents residence life programming concerns with other campus programming agencies.  
Offers counseling and referral to residence hall students.  
Represents the Housing Office on various College committees.  
Assists the Director of Housing in the general operations of the Housing Office  
Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

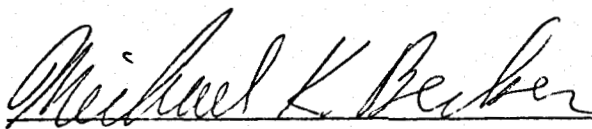
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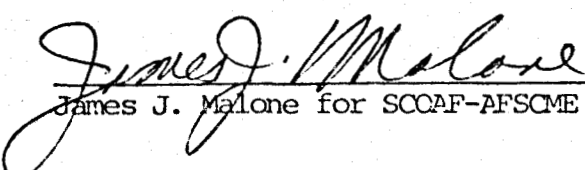
Memorandum of Agreement  
between  
Board of Trustees for the State College  
and  
SCOAF-AFSCME

In settlement of prohibited practice complaint #SP-5774, dated April 21, 1980; claims arising from the administrative reorganization of Central Connecticut State College; and other related issues.

It is agreed

1. That the Board shall create eight (8) ten-month positions of Residence Hall Director, Administrator I at Central Connecticut State College and shall place the eight current dormitory directors in those positions effective August 25, 1980 at an annual salary of \$1,000.00 per annum above the rate of direct wages they are currently receiving under Personal Services Agreements. They shall not be eligible for the 1980 merit pool.
2. Residence Hall Directors who served during the 1979-80 academic year, shall be treated as second year employees.
3. Victor Stone will be transferred to the position of Counselor III at his current salary effective November 7, 1980. The position of Director of Residence Life, Administrator III, shall be abolished.
4. The Board shall establish the position of Assistant to the Director of Housing, Administrator I at Central Connecticut State College with an appropriate job description.
5. The position of Assistant Director Student Center-Program Advisor, Administrator II, currently vacant, shall be revised to Assistant in the Student Center-Operations and Student Activities, Administrator I, and shall include among others, the duties for the position of Assistant in Student Affairs-Student Activities previously approved by the Board.
6. SCOAF-AFSCME withdraws complaint #SP-5774, dated April 21, 1980, and declares that all issues arising from said complaint, the administrative reorganization of Central Connecticut State College dated October 3, 1980, and the creation of the position of Assistant in Student Affairs-Students activities are hereby resolved and that SCOAF-AFSCME has no further claims in these matters.

  
Michael K. Becker for Board of Trustees

  
James J. Malone for SCOAF-AFSCME

Dated 7 November 1980