



STATE OF CONNECTICUT
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AUTHORIZING RESOLUTION

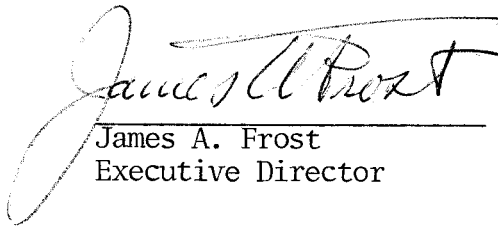
concerning

Alteration in Duties and Rank
From
Coordinator of Alumni Affairs/Administrator IV
To
Director of Alumni Affairs/Administrator V
At
Southern Connecticut State College

December 3, 1982

RESOLVED, That the duties and rank for the position Coordinator of Alumni Affairs/Administrator IV, at Southern Connecticut State College, be altered to Director of Alumni Affairs/Administrator V, effective December 3, 1982, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

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,

Frank Harrison
President Frank Harrison

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

Proposal:

Redefine the Alumni Affairs position (i.e. change job description increasing assigned responsibilities).

Proposed Position:

Title/Rank Director of Alumni Affairs (Administrator V)

12-Month Range: _____

Full Time \$21,000.

Perm. _____ to \$37,000.

10 or 12 mo. Salary Level _____

Full-Part-Time _____

Temp. - Perm. _____

Gen. _____
Fund (Gen.,
Ed. Ext., Aux.) _____

AFSCME _____
Bargaining Unit _____

3. Summary of Function (attach required job description)

Attached.

4. Rationale for Altering or Establishing Position

See attached memorandum from John Mattia.

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

N/A

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

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

Comments:

Date

Signature

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Director of Alumni Affairs/Administrator V

Fund: General

Position Type: Permanent Part-time

Effective Date: November 5, 1982

Cost: Range of Old Rank - \$18,000 to \$33,000
Range of New Rank - \$21,000 to \$37,000

Campus: Southern CT State College

Proposal: To alter the rank and responsibilities of the vacant position of Coordinator of Alumni Affairs/Administrator IV to Director of Alumni Affairs/Administrator V

Summary:

See memo from John Mattia to Roger Bergh dated August 6, 1982.

Date: October 21, 1982

M E M O

TO: Roger Burgh, Dean of Personnel
FROM: John P. Mattia, Director of Public Affairs
DATE: August 6, 1982

RE: Proceed With Alumni Position Re-Ranking

I ask that we proceed with reestablishing the alumni affairs position at the Director level, and that the ranking be Administrator V.

Although the Alumni Office is located in the Public Affairs Office, the person in charge of alumni operations must operate at the director level for several reasons:

1. The term "coordinator" is inappropriate because our alumni officer is the chief fund-raiser for alumni gift-giving. The alumni person does not report to a college officer of higher rank who ultimately is in charge of fund raising.
2. For administrative organization, the alumni operation should be viewed in the same context as the graphic services operation of the Public Affairs Office. These member units administratively operate as separate offices on a day-to-day basis. Graphic Services is headed by a Director at the Administrator V level; Alumni Affairs should be organized at the same level, both in title and rank.

The alumni operation has to be enhanced if it is to proceed to meet its institutional goals. To help achieve these goals, I have increased the responsibilities of the chief alumni officer. (See attached proposed job description.) The significant changes are:

RESPONSIBILITY 2. The Alumni Officer will become the chief fund raiser, including organization, planning and execution. (In the past, this level of responsibility included only "administering" a plan after it was established by the Alumni Board of Directors and then accounting for funds.)

RESPONSIBILITY 3. The Alumni Officer will take on the responsibility of directing alumni communications. (The former director had only a minor, supportive role in this regard. She primarily wrote the alumni notes column.)

RESPONSIBILITY 4. The Alumni Officer will serve as executive director of the Alumni Association and its Board of Directors. (The former director was secretary-treasurer of the board, not its director.)

RESPONSIBILITY 5. The Alumni Officer will develop computerized alumni files. (The present files are primarily stored on 3 x 5 cards. A person with knowledge of computerized alumni record-keeping is needed to move our alumni records into the modern age.)

Thus, the new responsibilities clearly indicate that we need a person who can "direct" an alumni operation, not coordinate it.

I appreciate your assistance in this matter.

JPM/n/4

cc: F. Harrison
A. Raffone

LOUISE DIRUCCIO
NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

OLD Present Description

POSITION TITLE: Director of Alumni Affairs
(Coordinator of Alumni Affairs)

ADMINISTRATIVE RANK: Administrator # IV

POSITION SUMMARY:

Overall responsibility for all official Alumni Affairs both on and off campus.

POSITION RESPONSIBILITIES:

1. Manages Alumni Office/Director of Alumni Affairs.
2. Serves as Executive Secretary of Alumni Association and 20 member Board of Directors.
3. Serves as Treasurer for SCCC Alumni Association.
4. Administers fund-raising programs and Alumni Association Scholarships.
5. Maintains computerized files of alumni and information for alumni newsletter.
6. Acts as alumni liaison fore faculty, administrators, and community.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY:

Louise DiRuccio

IMMEDIATE SUPERVISOR:

Chas. Matta

DEAN OF PERSONNEL ADMINISTRATION:

Eugene Nijce

RVF/co

Proposed 10/5/82

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Alumni Affairs

ADMINISTRATIVE RANK: Administrator V

POSITION SUMMARY:

The Director of Alumni Affairs, who reports to the Executive Dean for Campus Affairs, is the administrative head of a comprehensive and well established alumni program. This position is responsible for the effective planning and management of the overall direction of the College's relations with its more than 50,000 alumni. He/she also serves as the executive director to the Alumni Association and its Board of Directors.

POSITION RESPONSIBILITIES:

1. Administers the daily operations of the Alumni Association.
2. Initiates and implements annual support campaigns, new scholarship programs, gift systems, special events and alumni involvement activities.
3. Oversees direct mail, phonathon, and donor recognition events.
4. Organizes class and reunion campaigns.
5. Develops and maintains computerized alumni records.
6. Coordinates the activities of the staff, alumni and board volunteers.
7. Directs communications programs for alumni that include fund raising and newsletter publications.
8. Assumes fiscal management of alumni funds.
9. Administers programs and activities designed to stimulate alumni support of the College.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.