



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF STUDENT CENTER/ADMINISTRATOR III
to

DIRECTOR OF STUDENT ACTIVITY PROGRAMS &
STUDENT LEADERSHIP DEVELOPMENT/ADMINISTRATOR VI

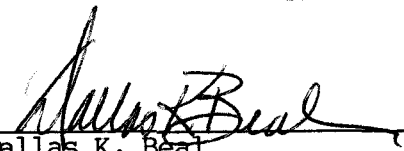
at

CENTRAL CONNECTICUT STATE UNIVERSITY

JANUARY 16, 1987

RESOLVED, That the position, Assistant Director of Student Center/Administrator III, at Central Connecticut State University, be reclassified to Director of Student Activity Programs & Student Leadership Development/Administrator VI, effective Jan. 16, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008, New Britain, Connecticut 06050 • (203) 827-7700

POSITION ACTION REQUEST



Submitted	1	-	-86
	Date		
By:	CSU ()	SCSU ()	WCSU ()
	CCSU (x)		

Approved 11/10/86

POSITION ACTION: ESTABLISH () RECLASSIFY (x) OTHER () DATE EFFECTIVE 12-5-86 PERM (x) FT (x) TEMP () PT ()

POSITION TITLE: Asst. Dir. Stud. Cntr/ADM 3 (Class Code) Dir. Stud. ^{Activity} Program/ADM 6 (Class Code)

POSITION NUMBER: 1003 CURRENT SALARY \$35,432 PROPOSED SALARY \$37,912 FUND Auxilliary BARG UNIT AdmFac NC from to

RESOLUTION

BR# _____

SOLVED,

A Certified True Copy _____
Dallas K. Beal, President, CSU Date

RCommittee _____
Date

BOARD OF TRUSTEES _____
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

Reorganization of the student activities area and the new major emphasis being placed on student activities programming requires a major increase in responsibilities for this officer in line with the attached old and new job descriptions. A salary increase of 7% is in line with the increase in responsibility.

\$2,480
prox. Cost

D. Adams
Signed (University) 11/7/86
Date

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outside funds, writes grant requests to secure these funds.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

Master's degree and four to five years of experience in cooperative education, corporate education programs, career development required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

04

Central Connecticut State University
Assistant Director of Student Center /Administrator III
(Code)

SUPERVISOR: Director of Student Center

SUPERVISION EXERCISED:

INCUMBENT NAME: Robert Schneeweis

POSITION SUMMARY:

Directs the professional efforts of full-time staff and graduate interns. Advises and coordinates the overall efforts of student program committees. Assumes responsibility for budgetary matters, contract amending, negotiating and calendaring. Directs leadership development and group management programs.

POSITION RESPONSIBILITIES:

Coordinates the efforts of the Program Staff as well as clerical staff,

Advises President of Program Council.

Directs Graduate Intern Program experience. S

Directs Student Center retreats, ongoing interpersonal programs.

Develops and administers program council budget. S

Advises committees with regard to negotiating, contracting and general operation of committee business.

Negotiates and supervises the issuance of contracts.

Prepares periodic reports.

Represents staff and program council as member of Board of Governors.

Aids in the writing of bids, collects information for spec and purchase orders for Program Council acquisitions.

Supervises production of monthly calendar.

Serves as permittee for various social functions requiring the use of a State beer or liquor permit.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

Central Connecticut State University
Assistant Director of Student Center /Administrator III
(Code)
Continued

- 2

Bachelor's degree and two to three years of experience in a college environment demonstrating supervisory, planning and operational skills required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

New

CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

Position Title: Director - Student ~~Center~~ Programs & Student Development

Activity

Leadership

Rank: Administrator VI

Department: Student Center

Supervisor's Title: Associate Dean of Student Affairs

POSITION SUMMARY:

Supervises and coordinates the Student Center staff in the programming area; directs the second curriculum student development program; advise and coordinates the overall effort of the Student Center program committees; and provides assistance to student organizations.

POSITION RESPONSIBILITIES:

Supervises and provides continued training for programming staff and students.

Supervises the development of the Program Council budget, the negotiation and issuance of contracts, purchases, payment authorizations and other business functions.

Supervises and directs Second Curriculum Transcript program, including training, advising, supervision and evaluation of Mentors.

Develops, directs and presents seminars in a student development series including workshops for all campus student leaders.

Provides leadership and assistance to enhance effectiveness of student organization advisors.

Provides leadership and assistance in the planning and conduct of major campus-wide programs.

Represents staff and Program Council as a member of the Student Center Board of Governors.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Master's degree and five years of experience in student services, two of which must be in student union programming, required. Extensive experience in providing student activity programming, student leadership development and second transcript programs preferred.

ok per
Aristo

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

OK Mill

Leadership

Position Title Director of Student ^{activity} Center Programs & Student Development
Campus _____ Date _____

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE MKB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE Represented 11-5-86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty R. Tipton Date 10/6/86

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary
 disapprove proposed rank and salary
Comments or Recommendations: Forwarded with reservations (1) Article II assures that Management will not negotiate with individuals with any administrative fault. Includes... pertaining to matters of wage, hours and conditions of employment for a bargain unit results in inequities and repercussions on the campus.
DATE RETURNED TO LOCAL DPA 10/6/86

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC
 disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neuber DATE 12/29/86

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____