



# CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

CHANGE OF TITLE

DIRECTOR OF HOUSING & AUXILIARY SERVICES/ADMINISTRATOR VI

to

DIRECTOR OF HOUSING/ADMINISTRATOR VI

at

EASTERN CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the title of the present position, Director of Housing & Auxiliary Services/Administrator VI, at Eastern Connecticut State University, be changed to Director of Housing/Administrator VI, and the Auxiliary Services duties be removed, effective June 5, 1987, in accordance with the proposal attached to this Resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Director of Housing/Ad. 6

Campus Eastern Connecticut State University Date 12/10/86

**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 Michael Pernal

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/10/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betty Tipton 12/18/86

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 Tipton Date 12/18/86

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary       disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA \_\_\_\_\_

**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 \_\_\_\_\_ DATE \_\_\_\_\_

**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 \_\_\_\_\_

RECEIVED  
DEC 18 1986  
THE CONNECTICUT  
STATE UNIVERSITY

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 10/14/86

POSITION ACTION REQUEST

POSITION \_\_\_\_\_ DATE \_\_\_\_\_ PERM(X) FT(X) \_\_\_\_\_  
 ACTION: ESTABLISH ( ) RECLASSIFY (X) EFF. 6/5/87 TEMP( ) PT( )  
 ABOLISH ( ) OTHER ( )

POSITION \_\_\_\_\_  
 TITLE: Dir. of Hsing. & Aux. Svcs. 7868 Director of Housing/Ad. 6 7868  
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 1623 CURRENT SALARY \_\_\_\_\_ PROPOSED SALARY \$35,000.00 BARG UNIT \_\_\_\_\_ SUOAF \_\_\_\_\_  
 From To  
 FUND: AUX.

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That the title of the present position, Director of Housing & Auxiliary Services at Eastern Connecticut State University be changed to Director of Housing and that Auxiliary Services duties be removed.

A Certified True Copy \_\_\_\_\_

Dallas K. Beal, President Date \_\_\_\_\_

PERCommittee 2/25/87  
Date \_\_\_\_\_

BOARD OF TRUSTEES 3/6/87  
Date \_\_\_\_\_

JUSTIFICATION: With the creation of the position, Director of Auxiliary Enterprises and Institutional Services/Ad. 6, the present Housing Director position will no longer be involved in the administration of Auxiliary Services functions. Consequently, it is requested that such duties be removed.

\$35,000.00  
Approx. Cost

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF HOUSING

ADMINISTRATIVE RANK: VI

Under the supervision of the Dean of Student Affairs, the Director administers the campus housing program with duties including the following:

1. Recommends policies and procedures to keep pace with changing developments in the field.
2. Assumes a major role in the selection, training, supervision and evaluation of housing staff.
3. Develops and coordinates, as it relates to housing, budget planning and management, purchasing, disciplinary aspects, safety procedures, evaluation of physical facilities; liaison with other college departments and the off-campus community, maintenance of off-campus housing policies, development of housing personnel work schedules, preparation of billing data for housing operations, and day-to-day interface with food service operations.
4. Develops and maintains a comprehensive program of off-campus housing.
5. Prepares and completes reports as needed.
6. Acts as counselor and general resource person to students.
7. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Five years experience in college administration, including three years in housing, demonstrating ability to formulate and implement housing policy and to supervise staff. A Master's Degree is required.

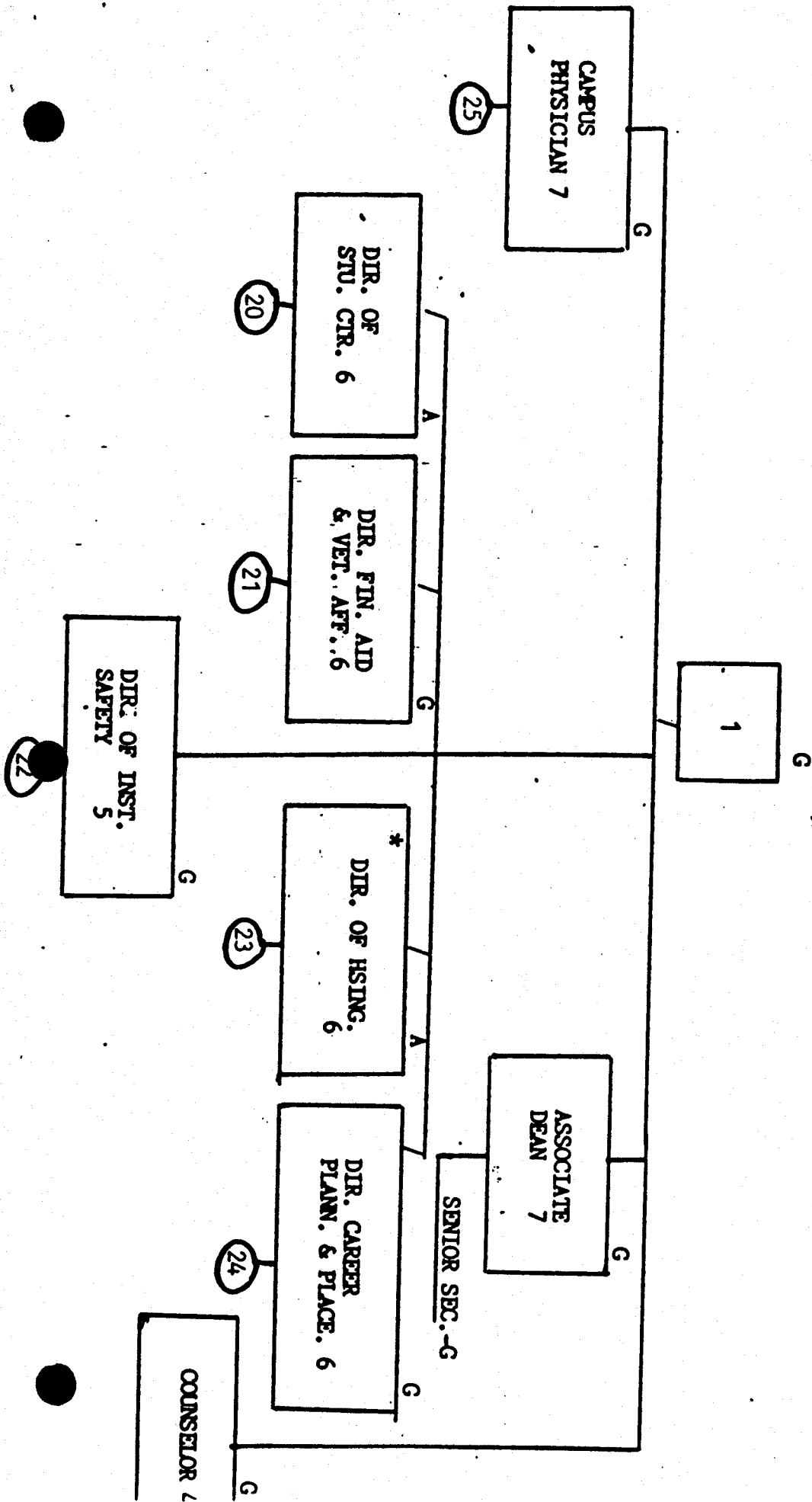
These qualifications may be waived for individuals with appropriate alternate experience.

*[Signature]* 12/11/86  
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For the University Date

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For the Union Date

10/10/86

DEAN OF STUDENT AFFAIRS



DIRECTOR OF HOUSING

