



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF HOUSING AND CONFERENCES/ADMINISTRATOR VI
to
ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII

at

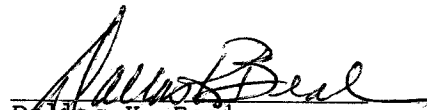
SOUTHERN CONNECTICUT STATE UNIVERSITY

December 1, 1989

RESOLVED,

That the position of Director of Housing and Conferences/
Administrator VI be reclassified to Associate Dean of Student
Affairs/Administrator VII effective December 1, 1989, in
accordance with all provisions and expectations as set forth
in the proposal dated September 19, 1989, which is attached
as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	9/19/89
BY: CSU	<input type="checkbox"/>
CCSU	<input type="checkbox"/> SCSU <input checked="" type="checkbox"/> KX
ECSU	<input type="checkbox"/> WCSU <input type="checkbox"/>

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 12/1/89

NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY [] PART-TIME []

POSITION TITLE: Director of Housing and Conferences, Adm. VI (7868) Associate Dean of Student Affairs, Adm. VII (7869)
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	CURRENT SALARY \$	PROPOSED SALARY \$	FUND	BARGAINING UNIT	FROM	TO
1369	58,851	64,351	Aux.	SUOAF		

EXPLAIN THE NATURE OF THE PROPOSAL: To replace the Associate Dean of Student Affairs/Adm. VII (who was transferred to CCSU on 9/14/87) by reclassifying the Director of Housing and Conferences/Adm. VI position to an Associate Dean of Student Affairs/Adm. VII consistent with the assignment of additional responsibilities. When the original Associate Dean is returned to Southern (upon her retirement on 9/1/90), that position will be reclassified and downgraded.

JUSTIFICATION: For nearly two years Southern has functioned without an Associate Dean of Student Affairs position. While many of the duties of the former incumbent have been covered by various individuals during this period of time, proper administration of this important area dictates that responsibilities be formalized. To that end, we are requesting that our transferred Associate Dean position be replaced through the proposed reclassification. Please note that this reclassification will actualize a significant savings in 1990 with the downgrading of the returning Associate Dean position.

\$
COST OR SAVINGS

Michael J. Adams / g.m.B 9/19/89
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND ()
- SUOAF SIGN OFF FORM IF REQUIRED ()

MISCELLANEOUS COMMENTS:
7/88



A unit of The Connecticut State University

SOUTHERN CONNECTICUT STATE UNIVERSITY

501 Crescent Street • New Haven, Connecticut 06515 • (203) 397-4234

OFFICE OF THE PRESIDENT

RECEIVED

November 21, 1989
NOV 22 1989

Dr. Dallas K. Beal
President
The Connecticut State University
P.O. Box 2008
New Britain, CT 06050

Dear Dallas:

To replace our Associate Dean of Student Affairs, Administrator VII, who was transferred to CCSU on September 14, 1989, we are proposing to reclassify our Director of Housing and Conferences, Administrator VI, to Associate Dean of Student Affairs, Administrator VII, consistent with the assignment of additional responsibilities.

Auxiliary Services

For approximately two years Southern has functioned without an Associate Dean of Student Affairs position. While many of the duties of the former incumbent have been covered by various individuals during this period of time, proper administration of this important area dictates that responsibilities be formalized. To that end we are requesting that our transferred Associate Dean position be replaced through the proposed reclassification.

Please note that this reclassification can be carried out within our current budget plan. Our general fund personal service savings for FY 1989-1990 from normal position turnover and vacancies created by the retirement incentive program are more than sufficient to cover this request for an upgrade. Further, this reclassification will actualize a significant savings in 1990 because the original Associate Dean position will be returned to Southern and downgraded upon the incumbent's retirement on September 1, 1990.

General Fund

Sincerely yours,

MJA
Michael J. Adanti
President

MJA/ab

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate Dean of Student Affairs
Administrator VII

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Richard Farricielli

POSITION SUMMARY:

The Associate Dean of Student Affairs is responsible for the general administration of a residential center, a diversified off-campus housing program and student services. Emphasis of the position is on maintaining an interpersonal environment which supports educational and developmental growth. He/she serves as a channel of communication between the University and off-campus landlords housing University students and is responsible for the oversight of resident conferences and the direct administration of the food service contract. The Associate Dean supervises professional staff members and clerical workers.

POSITION RESPONSIBILITIES:

Oversees the management of the total housing operation.

Develops and implements policy for the effective management of the area.

Assigns placement in residence halls and refers to privately-owned facilities.

Oversees the financial aspects of the housing operation.

Directs staff selection, training, supervision and development.

Supervises the purchasing of supplies, equipment, and services in all residence hall facilities.

Oversees and evaluates the maintenance and security systems.

Coordinates educational support programs for resident students.

Schedules the use of residence halls by outside organizations.

Serves as a line of communication between the residents, the administration and the faculty.

Supervises the Director of Special Projects and Campus Events and the Director of Cooperative Education.

Responsible for all activities relating to the daily administration of the University's food service contract. Operational liaison with the food service vendor.

Oversees Residential Academic Advisement Program.

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:

Five years of 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.

ADMINISTRATIVE FACULTY

Michael Rodolph

IMMEDIATE SUPERVISOR

David A. Pedersen / C. M. B. 9/18/89

EXECUTIVE DEAN

Roger J. Bergh

Associate Dean of Student Affairs, Adm. VII (A)

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