

Office of the President

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

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:

President



•				- 1
	-	1 1		-
	`	U	£	- 4
-		•	L	•

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

ADDENDUM TO BR#89-229

				SUBMITTED 9/19/89  BY: CSU [ ]  CCSU [ ] SCSU [ X]  ECSU [ ] WCSU [ ]
POSITION ACTION:		RECLASSIFY (X)		12/1/89 VE
NATURE	OF THE POSITION: PERMA	NENT [X] FUL	L-TIME [X] TEMPORARY [ ]	PART-TIME [ ]
POSITION TITLE:		n. VI (7868 LASS CODE	Associate Dea Affairs, Adm. PROPOSED	
POSITION NUMBER	QURRENT 1369 SALARY \$ 58,851	PROPOSED SALARY \$ 64		SAINING SUQAF FROM TO
Affairs the Dir of Stud respons (upon h degra JUSTIFIC Dean of incumbe proper be form Associa Please	TION: For nearly two Student Affairs pos: nt have been covered administration of the	cansferred Conference consistent original A /90), that years Sout ition. Whi by various is important, we are re replaced the ssification	to CCSU on 9/14/87) s/Adm. VI position with the assignmen ssociate Dean is re position will be re thern has functioned le many of the duti individuals during t area dictates tha questing that our t rough the proposed will actualize a s	by reclassifying to an Associate Dean t of additional turned to Southern classified and  without an Associate es of the former this period of time, t responsibilities ransferred reclassification. ignificant savings
S COST OR	SAVINGS		Michael (Clant IGNED (UNIVERSITY)	t.  q.m.B 9/19/89 DATE
JOB DESCR	D AND NEW STAFFING CHART, IPTION, AND N OFF FORM IF REQUIRED IEOUS COMMENTS:			

General



OFFICE OF THE PRESIDENT

A unit of The Connecticut State University

## SOUTHERN CONNECTICUT STATE UNIVERSITY

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

## BECEIVED

November 21, 1989

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

Dear Dallas:

xuxiliar ve 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.

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.

Sincerely yours,

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 off-campus landlords housing University students and is responsible for the oversight of resident conferences and 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:

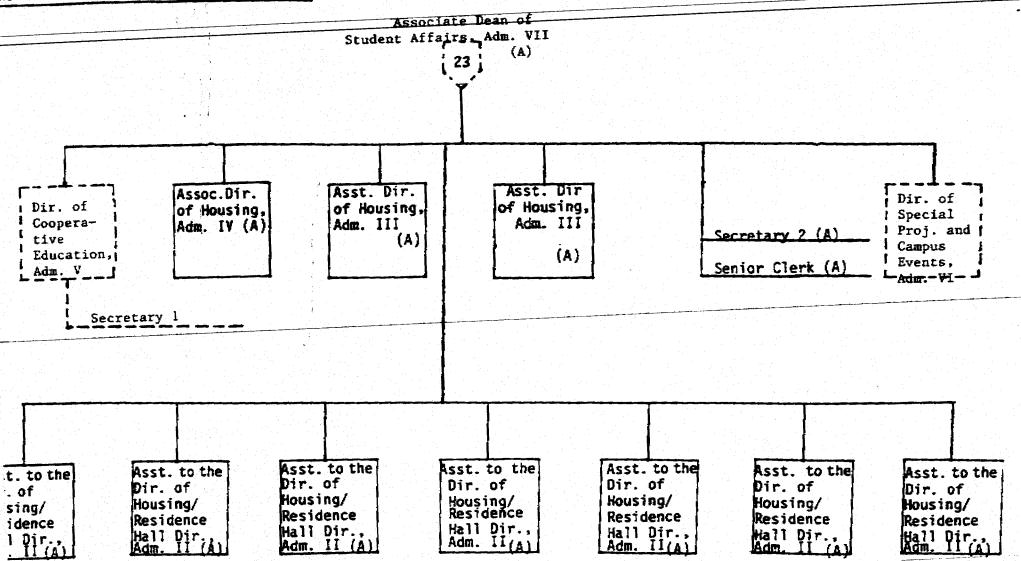
Five years of experience in college administration, including three years in housing, demonstrating ability to formulate and implement housing policy and to supervise staff. A Master's degree is required. These qualifications may be valved for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

EXECUTIVE DEAN

David a Pedersoni Cy M. B



FORM AND PROCEDURES	
Position Title Associate Dean of Student Affairs, Adm. VII	
Campus SCSU Date 9/19/89	
LEVEL Pay C Cumpus DPA creates and presents package to Chapter level SUDAF/AFSCME designed Attachments shall include the following items where applicable: 1) a copy of this sheat, former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) an information required.	2) new and
INITIATING PRESIDENT OR DESIGNEE Con M. Rottaglia	
DATE PRESENTED TO CAMPUS SUDAF REPRESENTATIVE	
SUDAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY	
DATE OF SUDAF CAMPUS REVIEW	<del></del>
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 SUBAF/AFSCME review occurs interval. Further negotiation may occur at this level prior to final Union approval. Upon s SUBAF shall return all materials to the initiating University DPA or his designee.	
SUDAF/AFISCHE LOCAL PRESIDENT OR DESIGNEE Michael Roshagh. Date Leolomber 19.	1989
DISPOSITION AT SUGAF LOCAL LEVEL:  ( ) approve proposed rank and salary ( )disapprove proposed rank and salary Comments or Recommendations:	
DATE RESURNED TO LOCAL DPA	
for review. If no further issues arise, the document is signed by and remains with the Vice Personnel. The Vice President for Personnel also provides a signed copy to the SUDAF/AFSCME dent. If significant changes are required, documents are returned at Level 1. Minor change fected by appropriate phone consultation.	resident for Local Presi-
DATE CONSIDERED BY OPA'S COUNCIL	
DISPOSITION AT COUNCIL LEVEL: ( )approve submission to PERC ( )disapprove submission to PERC Comments or Recommendations:	
보통하다 나는 그리지 않는데 하는데 모두는 모든 그 하고 있다. 프로그램 생각이 많이	
VICE PRESIDENT FOR PERSONNEL DATE.	
LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCMS tive and appropriate management officials of PERC disposition.	Upon PERC representa-
DISPOSITION AT PERC LEVEL:	
( )dlsapproved	
DATE OF THE PROPERTY OF THE PR	
DATE OF BOARD APPROVAL	
TE OF BOARD DISAPPROVAL	
무슨 사람들이 얼마 그리는 아이는 아이들의 그는 사람들은 사람들은 얼마를 받았다.	

SUOAF/AFSCHE

OVER FOR APPLICABLE POSITION DESCRIPTION