



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#91-123

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF HOUSING/ADMINISTRATOR III
to
ASSISTANT DEAN OF STUDENT AFFAIRS/ADMINISTRATOR IV
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 6, 1991

RESOLVED, That the position of Assistant Director of Housing/
Administrator III at Southern Connecticut State University
be reclassified to Assistant Dean of Student Affairs/
Administrator IV, effective September 9, 1991, in
accordance with all provisions and expectations set forth
in the proposal dated August 20, 1991, which is attached as
an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>8/20/91</u>
BY: CSU	<input type="checkbox"/>
CCSU	<input type="checkbox"/>
SCSU	<input checked="" type="checkbox"/>
ECSU	<input type="checkbox"/>
WCSU	<input type="checkbox"/>

POSITION ACTION:	ESTABLISH <input type="checkbox"/>	RECLASSIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>	DATE EFFECTIVE	<u>Sept. 9/91</u>
NATURE OF THE POSITION:	PERMANENT <input checked="" type="checkbox"/>	FULL-TIME <input checked="" type="checkbox"/>	TEMPORARY <input type="checkbox"/>	PART-TIME	<input type="checkbox"/>
POSITION TITLE:	<u>Assistant Director of Housing, Administrator III</u>	CLASS CODE	<u>Assistant Dean of Student Affairs, Administrator IV</u>	PROPOSED CLASS CODE	
POSITION NUMBER	<u>4295</u>	CURRENT SALARY \$	<u>44,456</u>	PROPOSED SALARY \$	<u>44,456</u>
		FUND	<u>Aux.</u>	BARGAINING UNIT	<u>-SUOAF-</u>
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position of Assistant Director of Housing, Administrator III, to Assistant Dean of Student Affairs, Administrator IV.

JUSTIFICATION:

This reclassification is necessary to reflect the increased scope and level of responsibility of this position. Under the direct supervision of the Associate Dean of Student Affairs, the Assistant Dean of Student Affairs has assumed a variety of responsibilities in the areas of student life which enhances the quality of student life. He assists in the organization and management of the student judicial systems and serves as a University Hearing Officer for University judicial cases. He serves as the immediate contact person for any student judicial problems arising in any of the student residence halls and Connecticut Hall in the evening hours. This position also assists the Associate Dean of Student Affairs with the daily management of the total housing operation. More specifically, he coordinates the daily assignments of placements into the residence halls; the daily administration of the University's Food Service contract in Connecticut Hall (note: at Southern the food service contract is administered/approved by the residence life area); the administration of the housing student payroll program; the coordination of the maintenance program of the residence hall damage billing program; and assists in the supervision of professional staff members.

\$ -0-
COST OR SAVINGS

Jean M. Battaglia 8/20/91
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

7/88

SOUTHERN CONNECTICUT STATE UNIVERSITY
Assistant Dean of Student Affairs/Residence Life/Administrator IV

POSITION SUMMARY

Under the general supervision of the Associate Dean of Student Affairs/Residence Life, the Assistant Dean of Student Affairs/Residence Life coordinates the daily operations of the housing area. He/she is responsible for the computerized assigning of undergraduate students to University housing and is in charge of billing and collections of housing fees. In addition, he/she works directly with the University food service operation on the daily matters affecting Connecticut Hall. Also, he/she works to coordinate the housing student employment payroll program, the daily inspections of the residence halls for cleanliness and safety reasons, the university facility usage when more than one facility is required, and also acts in the absence of the Associate Dean of Student Affairs/Residence Life.

POSITION RESPONSIBILITIES

Coordinates the assigning and reassigning of undergraduate students to University housing through a computerized reservations system for the academic year. Also, responsible for maintaining accurate computerized records of occupancy and yearly statistical data.

Coordinates and implements the computerized billing procedures for payment of the housing deposit and balance of fees.

Responsible for the daily coordination of adds and drops for on-campus housing.

Coordinates the hall transfers and room transfers, the housing extension list for balance and total payments, and the housing waiting list for assignment and placement into the residence halls.

Coordinates the residence hall damage billing program for all the residence halls.

Responsible for the daily coordination of the food service in Connecticut Hall. Works with the Director of the Dining Services to ensure that the University food service contract is in compliance with the standards the University has set.

Responsible for the coordination of the student employment payroll program of the housing area.

Responsible for daily inspections and walk throughs of the residence halls including Connecticut Hall with regard to maintenance, safety, and cleanliness of the buildings.

Coordinates the University facility usage when more than one facility is required.

Acts in the absence of the Associate Dean of Student Affairs/Residence Life.

Assists the Associate Dean of Student Affairs/Residence Life in the general operations of the housing area.

Acts as an alternate to the University Hearing Officer when required.

Assists the Associate Dean of Student Affairs/Residence Life in the selection and training of new Residence Hall Directors.

Counsels and advises students.

Coordinates all housing accounts and advises the Inter-Residence Council.

Prepares and compiles reports as needed.

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

Four years of experience in University Housing or a student services area demonstrating: (a) ability to relate effectively with students and staff, (b) broad knowledge of housing programs, and (c) supervisory ability, (d) computer experience is desirable. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

FORM AND PROCEDURES

Position Title Assistant Dean of Student Affairs, Adm. IV

Campus SCSU Date 8/91

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: Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

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: Robert V. Farnell Date 8/21/91

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 8/22/91

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC
 Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: David C. Newby DATE: 8/23/91

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 8/28/91
 DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

OVER FOR APPLICABLE POSITION DESCRIPTION