



STATE OF CONNECTICUT

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AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Southern Connecticut State College

Assistant in Public Affairs and Publications, Administrator I

March 10, 1978

RESOLVED, That the position, Assistant in Public Affairs and Publications, Administrator I, be established at Southern Connecticut State College effective March 10, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated February 28, 1978.

A Certified True Copy:

James A. Frost
Executive Director

12/12/77

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Manson Van B. Jennings
President

Concerning: x New Position, _____ Existing Position (Vacant/Filled)

Proposal:

To establish a position in the Public Affairs Office.

Proposed Position:

Title/Rank Assistant in Public Affairs and Publications (Admin. I)

<u>12 mos.</u>	(see \$12,000 attached)	<u>General</u>	<u>AFSCME</u>
<u>10 or 12 mo.</u>	<u>Salary Level</u>	<u>Fund (Gen., Ed. Ext., Aux.)</u>	<u>Bargaining Unit</u>
<u>Full-Part-Time</u>			
<u>Temp. - Perm.</u>			

3. Summary of Function (attach required job description)

See attached

4. Rationale for ~~Altering or~~ Establishing Position

See attached

5. Conditions of Employment if Changed or Different from Norm.

Conditions of employment to remain the same.

Central Office Use

Consultation with Bargaining Unit
Completed 2/27/78

Approved:
1. For Submission to PERC 2/28/78
2. By Committee/Board _____

Comments:

2/28/78
Date

[Signature]
Signature

Interdepartment Message

STO-201 REV. 3/74 STATE OF CONNECTICUT
(Stock No. 6938-051-01)

SAVE TIME: *Handwritten messages are acceptable.*
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To	NAME	Manson Van B. Jennings	TITLE	President	DATE	February 2, 1978
	AGENCY		ADDRESS			
From	NAME	John P. Mattia	TITLE	Director, Public Affairs	TELEPHONE	
	AGENCY		ADDRESS			

SUBJECT
Employment of Full-Time Publications Specialist

The need for professional personnel to assist in the preparation of College publications has been apparent for the last decade. During this period, the Public Affairs Office has had to rely on part-time personnel to assist the Director of Public Affairs in preparing all of its regular publications.

Within recent months, this need for full-time assistance to help prepare College flyers and catalogs has become even more apparent as SCSC has become more committed to the attempt to communicate better with prospective and enrolled students. The result has been an increased workload which simply no longer can be handled by the Director of Public Affairs in addition to his duties of administering his other public affairs operations — public information, sports information, alumni relations and fund raising, as well as internal duplicating and publication services.

SCSC is now committed to the State College Task Force on Quality Admissions. At SCSC, preliminary plans call for increased publications work. Many of these publications require the need for a full-time competent writer and publications assistant who will devote his or her time to this task. (A similar full-time position for publications exists at Central Connecticut State College.) The attached list of publications planned for 1977-78, as well as preliminary plans for internal publications, gives at a glance the volume of work to be done in this area. It simply can't be done with the limited amount of time I can give to publications and still administer the public affairs office and attend to other general College responsibilities.

It is for this reason that I recommend that the College employ Mrs. Marsha Rabe-Cochran on a full-time basis at the rank of Administrator I on a Temporary Contract. Mrs. Rabe-Cochran, a summa cum laude and Phi Beta Kappa graduate of Yale, is an excellent free-lance writer who has had articles printed in numerous national and regional publications, including People and Seventeen and has had one accepted by the New York Times Magazine. I also note her skills as the senior film reviewer and a book critic for the New Haven Register. She has been employed part-time and full-time, for the last year, in the Public Affairs Office. During this time she has displayed exceptional ability as a publications writer, and has been mainly responsible for the editorial contents of the numerous academic flyers we have published within the last 10 months. She has also displayed potential as a production specialist for publications, helping to coordinate such functions as design, layout, graphics, type-setting and printing. The College, thus, can take immediate advantage of her skills and knowledge of publications at SCSC as

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it expands its publication program in the next three to six months.

(During the period of her temporary contract, it is understood that the College will proceed, under affirmative action, to fill this position with a regular administrative appointment, on or about August 1, 1978.)

JOB DESCRIPTION: Assistant in Public Affairs and Publications

RANK: Administrator I

PREPARATION:

A college degree and experience as a publications and newspaper or magazine writer required. Experience in writing and editing and publications preferred. Knowledge of publication design and procedures desirable.

JOB RESPONSIBILITIES:

1. Serves as the principal writer for the preparation of written material to be used in College publications.
2. Assists the Director of Public Affairs and Publication in editing major college publications such as the Undergraduate and Graduate Catalogs, the Extension Fund bulletins, the Student Handbook, and Faculty Handbook.
3. Serves as assistant editor in the production of the Alumni Newsletter.
4. Coordinates the proof-reading for all College publications.
5. Works with department chairmen in developing copy and design for flyers on specific academic programs at the College.
6. Coordinates and writes copy for the production of internally-prepared publications on various student affairs functions.
7. Serves as a general publication specialist, assisting the Director of Public Affairs and Publications in coordinating the design, editorial preparation and production of College publications.
8. When appropriate, assists the Public Affairs Office in the preparation of public information materials.

JPMattia
2-23-78

Interdepartment Message

STO-201 REV. 3/74 STATE OF CONNECTICUT
(Stock No. 6938-051-01)

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To	NAME Michael Adanti, Director	TITLE Personnel Administration	DATE 2-23-78
	AGENCY SCSC	ADDRESS	
From	NAME John P. Mattia, Director	TITLE Public Affairs	TELEPHONE 4225
	AGENCY SCSC	ADDRESS	

SUBJECT
Employment of Ms. Marsha Rabe-Cochran

Ms. Marsha Rabe-Cochran was employed on a five-month temporary contract on February 10, 1978, to assist the Director of Public Affairs and Publications in the preparation of publications this spring.

It was urgent to employ her on an emergency basis at this time since the College has suddenly decided to increase its output of College publications to better communicate with prospective and enrolled students. Many of these materials need to be ready by late summer and early fall for use by the Admissions Office; hence, it is necessary to prepare them during the period between February and August.

On February 1, the College Cabinet agreed that the need for a full-time publications specialist was urgently needed now in order to promptly prepare those materials needed for prospective and enrolled students. This need also was cited in the final report presented by the Task Force on the State of the College in 1977. The need for additional communication devices also was stated in meetings held by the Joint State College Task Force on Quality Admissions and the SCSC Task Force on Quality Admissions, which have been organized within the last three months.

It therefore was necessary to employ Mrs. Rabe-Cochran on a temporary emergency basis for the next five months. It also is agreed that an Affirmative Action search will be launched shortly to fill the position on a regular basis effective in August 1978 at the rank of Administrator I.

JPMattia
2-23-78

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