



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

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RESOLUTION

authorizing

The Revision of a Current Administrator IV Position  
at  
WESTERN CONNECTICUT STATE COLLEGE

August 14, 1979

RESOLVED, That the position at Western Connecticut State College occupied by Richard Sullivan, Associate Dean of Administrative Affairs, Administrator IV, be altered in duties and salary effective July 1, 1979 in accordance with all provisions and expectations as set forth in the accompanying proposal dated August 13, 1979.

A Certified True Copy:

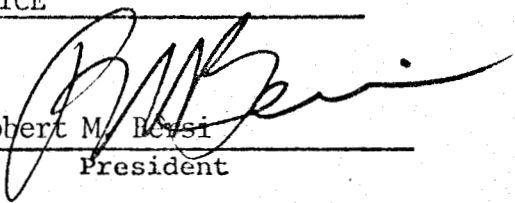
A handwritten signature in cursive script, reading "James A. Frost", written over a horizontal line.

James A. Frost  
Executive Director

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

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, Robert M. Hersi  
President



Concerning: \_\_\_\_\_ New Position, X Existing Position (Vacant/Filled)

1. Proposal: To compensate the incumbent in this position effective July 1, 1979 for duties and responsibilities previously held by the Vice-President for Administrative Affairs, increasing the Associate Dean's salary from \$25,938.00 to \$28,900.00.

2. Proposed Position:

Title/Rank Associate Dean of Administrative Affairs, Administrator IV

<u>12 mo. ft. perm.</u>	<u>\$28,900.00</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

See Attached.

4. Rationale for Altering or Establishing Position

The responsibility for the administration of food service and bookstore previously held by the Vice President for Administrative Affairs was reassigned to the Associate Dean. In addition, the Associate Dean will write all contracts; negotiate for these approval from the Office of Policy and Management and the Attorney General's Office; and oversee payments. Educational Agreements for Nursing and Medical Technology have been added to his responsibilities. With the Vice President for Administrative Affairs, he will coordinately supervise the Accounting, Business and Payroll Offices.

(These responsibilities are in addition to those previously performed by the Associate Dean as identified in the description that is attached. These increased duties are

5. Conditions of Employment if Changed or Different from Norm. appropriately reflected in a salary increase of approximately ten percent.)

Central Office Use

Consultation with Bargaining Unit Completed \_\_\_\_\_

Comments: Pending

Approved:

1. For Submission to PERC August 13, 1979  
2. By Committee/Board \_\_\_\_\_

## WESTERN CONNECTICUT STATE COLLEGE

## POSITION DESCRIPTION

Position Title: Associate Dean of Administrative Affairs  
Administrative Rank: IV  
Department: Administrative Affairs

## POSITION SUMMARY

The Associate Dean reports directly to the Vice-President

He is directly responsible for the preparation of the budget, negotiation and administration of food service and bookstore contracts, all travel, personal service contracts and educational agreements, state vehicles.

He shares coordinate supervision of the Accounting Office and Payroll Office with the Vice-President. He assists the Vice-President in all other areas of the division of Administrative Affairs.

In the absence of the Vice-President, he has complete responsibility for the division of Administration Affairs.

## POSITION RESPONSIBILITIES

Budget

1. Compile and submit budget request for the General Fund.
2. Prepare and submit budget requests for the Educational Extension and Auxiliary Funds.
3. Prepare requests for Allotment of Appropriations (B-1) for General Fund, Extension, and Auxiliary Funds.
4. Submit an "Analysis of Appropriations Requirements" monthly (B-66).
5. Prepare internal budgets for departments, fiscal reports, and analyses.
6. Prepare budgets, fiscal reports, and miscellaneous information requested by B.O.T., O.P.M., and other state and federal control agencies.

## POSITION RESPONSIBILITIES (cont'd)

7. Annually negotiate an indirect cost rate with D.H.E.W.
8. Analyse cost centers to recommend fee increases necessary.
9. Approximate budget \$10,750,000.

### Food Service and Bookstore

1. Write specifications, send out bids, negotiate, and award contracts.
2. Administer contracts for compliance, approve all renovations, purchase of equipment, hours of operation, approve prices, etc.

### Travel and State Vehicles

1. Supervise submission of travel authorizations, approvals, reimbursements, etc.
2. Supervise use of state vehicles, submission of monthly reports, repairs, and requests for temporary and additional vehicles.

### Contracts and Educational Agreements

1. Write all Personal Service Contracts, negotiate for approval by O.P.M. and Attorney General's office, and oversee payments.
2. Write Educational Agreements for Nursing Department and Medical Technology and negotiate for approval by O.P.M. and Attorney General's office.

### Other

1. Coordinate supervision of Accounting Office and Payroll Office.
2. Assist the Vice-President in management and supervision of all personnel providing services of purchasing, contracting, physical plant, security, and data processing.
3. Assume responsibility for other administrative departments as assigned by the Vice-President.
4. In the absence of the Vice-President, assume complete responsibility for division of Administrative Affairs.
5. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.