



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

827-7700

TEL. NEW BRITAIN: 203-229-1800 ~~XXXXXXXXXXXXXXXXXXXX~~

AUTHORIZING RESOLUTION

concerning

Alteration of Existing 10-Month Position to 12-Month Position

at

Southern Connecticut State College

Assistant to the Director of Housing-Residence Hall Director/
Administrator II

November 6, 1981

RESOLVED, That the position, Assistant to the Director of Housing-Residence Hall Director/Administrator II, at Southern Connecticut State College be altered from a 10-month position to a 12-month position effective November 1, 1981, in accordance with all provisions and expectations as set forth in the proposal dated October 22, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

To: Executive Officer for Faculty and Staff Affairs *Frank Harrison*
From: Southern Connecticut State College, Frank Harrison
President

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

Proposal:

To change assignment of incumbent from 10 months to 12 months effective November 1, 1981.

Proposed Position: Assistant to Director of Housing, Residence Hall Director

Title/Rank Administrator II

<u>12 mo.</u>	<u>\$18,851.</u>	<u>Aux.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

See attached job description and recommendation from R. Farricielli, Director of Housing.

4. Rationale for Altering or Establishing Position

Originally, all Hall Directors were employed in 10 month positions. As vacancies occurred, the replacements were hired in 12 month positions. The individual recommended for conversion by R. Farricielli has more seniority than any of the other Hall Directors occupying a 12 month position. The difficulty in arranging compensatory time for the individual and the increased need for his services during the summer months have prompted the request.

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

Central Office Use

Consultation with Bargaining Unit Completed _____

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

Comments:

_____ Date

_____ Signature

NAME William L. Philie

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Housing - Resident Hall Director

ADMINISTRATIVE RANK: Administrator I

POSITION SUMMARY:

Under the supervision of the Director of Housing, this live-in-professional staff member is responsible for the overall quality of life in a College residence hall. He/she coordinates the educational, student development and administrative aspects of a residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth and academic achievement.

POSITION RESPONSIBILITIES

1. Renders assistance to students in a residence hall through counseling, advising and referral.
2. Oversees all residence hall programs, activities and support staff.
3. Selects, orients, trains, supervises and evaluates Resident Advisor staff.
4. Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.
5. Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.
6. Supervises the security, maintenance, inventory and general operations of the residence hall.
7. Serves as liaison between the residents, the Director of Housing and other areas within the college.
8. Advises the hall government and student judicial board.
9. Provides assistance to central Housing Office.
10. Assumes adjunct responsibilities with the approval of the Director of Housing in other student affairs areas during periods of non-occupancy of residence halls.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

William L. Philie
Richard V. Farrell

Interdepartment Message

SAVE TIME: *Handwritten messages are acceptable*
 Use carbon if you really need a copy. If typewritten, ignore faint lines.

STD-201 REV 7-79 STATE OF CONNECTICUT
 (Stock No. 6938 051 01)

To	<small>NAME</small> Martin Curry	<small>TITLE</small> Dean of Student Affairs	<small>DATE</small> 9/29/81
	<small>AGENCY</small>	<small>ADDRESS</small>	
From	<small>NAME</small> Richard V. Farricielli	<small>TITLE</small> Director of Housing	<small>EXTENSION</small> 4442
	<small>AGENCY</small> <i>Richard V. Farricielli</i>	<small>ADDRESS</small>	
<small>SUBJECT</small> 12-month Status for Mr. Michael Roshka and Mr. William Philie			

As you know, Mr. Michael Roshka and Mr. William Philie have been serving as Residence Hall Directors for many years. These two individuals were hired on a 10-month basis, and this fact is out of sequence with the personnel changes that have taken place over the past three years. This inequity is due to the fact that all new Assistants to the Director of Housing/Residence Hall Directors were hired on a 12-month basis.

The problem that occurs with these two professionals involves compensatory time. I cannot grant enough compensatory time which occurred from overtime worked during the academic year because their contract terminates early in June. In the past summers, both individuals had to be hired on a special service contract to deal with the compensatory time issue and also to deal with the high service demands placed upon the Housing Department during the peak season. Placing students in the residence halls, ordering equipment and supplies, collecting damage bills, preparing all housing forms and collecting deposits for housing are only some of the many responsibilities of the central Housing Office during the summer period. Close contact with all housing professionals during the summer period is essential in order to provide and assure a good, sound opening in September. During the summer, mandatory weekly staff meetings are held and there these two individuals are engaged in specific speciality areas that require their years of experience, expertise and skill for the central Housing operation. Hopefully, in the near future, we will be utilizing our residence halls to their full occupancy potential during the summer period. This would further demonstrate that Mr. Philie and Mr. Roshka should be on a twelve-month status.

If you have any questions or concerns regarding this issue, please feel free to call upon me. I recommend strongly and urge that this action be taken immediately. Thank you for your anticipated cooperation in this matter.

RVF/dfd
 CC: M. Roshka
 W. Philie

RECEIVED

SEP 30 1981

DEAN OF STUDENT AFFAIRS