



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

CHANGE OF JOB DESCRIPTION

for

ASSOCIATE DEAN OF ADMINISTRATIVE AFFAIRS/ADMINISTRATOR VII


at

EASTERN CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the job description for the position, Associate Dean for Administrative Affairs/Administrator VII, at Eastern Connecticut State University, be altered effective June 5, 1987 to reflect certain changes in the duties of the incumbent, in accordance with all provisions and expectations as set forth in the proposal dated December 10, 1986 attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assoc. Dean-Administrative Affairs/Ad. 7

Campus Eastern Connecticut State University Date 12/10/86

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 Michael Pernal

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/10/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betsy Tipton

DATE OF SUOAF CAMPUS REVIEW 12/19/86

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 B. Tipton Date Dec 19, 1986

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 _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL _____

DATE _____

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 _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

RECEIVED

FEB 11 1987

THE CONNECTICUT
STATE UNIVERSITY

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 12/10/86

POSITION ACTION REQUEST

 POSITION _____ DATE 6/5/87 PERM() FT()
 ACTION: ESTABLISH () RECLASSIFY (X) EFF. _____ TEMP() PT()
 ABOLISH () OTHER ()

POSITION _____
 TITLE: Associate Dean-Administrative Affairs Same _____ 7869
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION CURRENT 49,860 PROPOSED BARG
 NUMBER 0738 SALARY 1,910.35 SALARY Same UNIT SUOAF
 FUND Gen From To

RESOLUTION

BR# _____

RESOLVED, That the job description for the position, Associate Dean for Administrative Affairs, be altered to reflect certain changes in duties of the incumbent.

A Certified True Copy _____

Dallas K. Beal, President Date _____

PERCommittee 2/25/87
Date _____

BOARD OF TRUSTEES 3/6/87
Date _____

JUSTIFICATION: The job description of this position is being changed to add increased responsibilities in the area of student loan delinquency collections and billing procedures. Some contract work with vendors reassigned to the Director of Auxiliary Services, will be eliminated in exchange.

**EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION**

POSITION TITLE: ASSOCIATE DEAN - ADMINISTRATIVE AFFAIRS
ADMINISTRATIVE RANK: VII
DEPARTMENT: ADMINISTRATIVE AFFAIRS

POSITION SUMMARY

The incumbent reports directly to the Vice-President for Administrative Affairs and is responsible for (1) the supervision of the Cashier's Office; (2) the development, administration, and maintenance of a comprehensive student billing and revenue collection system; (3) the coordination of the issuance of student promissory notes; (4) the identification and collection of student delinquent accounts; (5) the coordination of the initiation and processing of all University requests for insurance coverage and special permits; (6) the management of collection efforts by selected campus offices; (7) the provision of general assistance in budget preparation projects.

POSITION RESPONSIBILITIES

1. Administer and supervise the operation of the Cashier's Office to include (a) the proper receipting, recording, safekeeping, and depositing of all monies collected by or paid to the University; (b) the preparation of student refunds on a timely basis; (c) the maintenance of appropriate records concerning student payments and obligations.
2. Coordinate the development and implementation of a comprehensive student billing and revenue collection system. Implementation of this system requires on-going coordination with various University offices to insure that appropriate billing information is acquired and distributed to students and organizations.
3. As designee of the Vice-President, coordinate the interaction of various administrative offices to insure that appropriate support is provided for major student registration sessions and similar exercises.
4. Coordinate the issuance of promissory notes to students to determine that students have appropriate resources to make full payment on the notes and that adequate procedures are developed and maintained to expedite the payment of outstanding notes.
5. Coordinate the initiation and processing of (1) requests for insurance to the State Insurance Purchasing Board and (2) request for special permits, such as alcohol permits, for University events.
6. Administer the student insurance account to insure (a) that a budget plan is developed and monitored and (b) that appropriate

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premium charges are determined so that correct payment to the insurer is processed.

7. Supervise the collection of delinquent accounts owed the University by former and current students. This responsibility encompasses (a) the identification and appropriate documentation of delinquent accounts; (b) liaison with the contract collection service; (c) maintenance of records to reflect payments made and actions taken and (d) preparation and presentation of appropriate document to acquire Governor's write-off of applicable delinquent accounts.
8. Coordinate the management of collection efforts of those campus offices (e.g., library fines, towels, parking tickets, etc.) to which students owe money. Develop and implement procedures for the collection of student debts.
9. Assist in the preparation of institutional budget documents and other requests for financial information as required.
10. Perform other duties which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Six years of experience in administrative affairs including financial affairs, resource allocation, and staff supervision. A Master's Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.

Dwight Reed 12/10/86
For the University Date

Betty Tipton 12/19/86
For the Union Date

12/10/86

Incumbent *[Signature]*
Fred Horvath