



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION

concerning

### RECLASSIFICATION OF POSITION

RESIDENCE HALL DIRECTOR/ADMINISTRATOR I  
(10-Month Position)

to

ASSISTANT TO DIRECTOR OF HOUSING/ADMINISTRATOR II  
(12-Month Position)

at

CENTRAL CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the 10-month position, Residence Hall Director/Administrator I, at Central Connecticut State University be reclassified to a 12-month position, Assistant to Director of Housing/Administrator II, effective February 5, 1988, in accordance with the attached proposal dated November 13, 1987.

A Certified True Copy:

Dallas K. Beal  
President



Date \_\_\_\_\_  
By: CSU ( )  
CCSU (X) SCSU ( )  
ECSU ( ) WCSU ( )

POSITION ACTION REQUEST

ADDENDUM TO BR#88-10

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 2-5-88 PERM (X) FT & TEMP ( ) PT ( )

POSITION TITLE: Residence Hall Director/ADM I (Class Code) CURRENT Asst. to Dir. of Housing/ADM II (Class Code) PROPOSED

POSITION NUMBER: 2091 CURRENT SALARY \$15,652 PROPOSED SALARY \$19,000\* FUND Auxilliary BARG UNIT Adm Fac NC from to

PROPOSAL

To reclassify position of Residence Hall Director, Administrator I, 10-month service, to Assistant to the Director of housing, Administrator II, 12-month service, with a salary increase to minimum of new rank. \$3,130 of increase represents shift to 12 months. (Please see old and new job descriptions)

\$218  
Approx. cost

\*This increase is to be on top of any increase accrued when Administrative Faculty contract is settled.

JUSTIFICATION

The current arrangement of all residence hall directors working on 10-month contracts creates problems for summer management of the residence halls. We experienced continuous use of the buildings this past summer from commencement in May through the first week of August, and we have every expectation that this will be an on-going situation in the future.

Due to the nature of the residence hall director's contracts we were forced to hire staff on temporary emergency appointments for the summer and pay residence hall directors additional money to work the summer months. This is not a good situation for us and the proposed change seeks to remedy the problem.

Our plan is to reclassify two residence hall director positions to 12-month appointments. These positions would be called "area coordinators" and they would be assigned additional responsibilities for supervision of the two residence hall quadrangles during the academic year and assume full responsibility for the management of the residence halls during summer use. This plan will provide more immediate supervision of the residence halls during the academic year and alleviate our problems with summer staffing. In addition, the plan is more cost effective than our current use of human resources.

*Forward to PERC  
1/14/88  
DCN*

[Signature] 1-13-88  
Signed (University) Date

ERCommittee \_\_\_\_\_  
Date

BOARD OF TRUSTEES \_\_\_\_\_  
Date

Central Connecticut State University  
Residence Hall Director Housing/Adm. I  
(Code )

Miller, Melinda

Fitch, Rodney  
Alicandro, Jean  
Godino, Patricia  
Bonvicini, Fred

*Total of 8*

SUPERVISOR: Director of Housing

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Martel, Nancy E.  
Graham, Paul M.

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

POSITION RESPONSIBILITIES:

Renders assistance to students in a residence hall through counseling, advising and referral.

Oversees all residence hall programs, activities and support staff.

Selects, orients, trains, supervises and evaluates Resident Assistant staff.

Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.

Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.

Supervises the security, maintenance, inventory and general operations of the residence hall.

Serves as liaison between the residents, the Director of Housing and other areas within the college.

Advises the hall government and student judicial bodies.

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

Bachelor's degree and ability to relate effectively to resident college student's and staff required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

New

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant to the Director of Housing - Area Coordinator

Rank: Administrator II

Department: Housing

Supervisor's Title: Associate Director of Housing

POSITION SUMMARY

Assists in general supervision of University residence halls by overseeing administration of a group of dormitories in which incumbent is one of the hall directors. This is a twelve month, live-in position.

POSITION RESPONSIBILITIES

Lives in and supervises a residence hall.

Provides supervision of residence hall area scheduling and staff coverage.

Assists Director in supervision of summer housing commitments.

Assists Assistant Director in training of student Resident Assistants.

Supervises extension of academic support services within residence halls in area.

Provides on-going leadership training to residence hall student councils and governing boards.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelors' degree and two years' experience as a residence hall director required.

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant to the Director of Housing - Area Coordinator / ADM II

CA Central Date 12-30-87

**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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12-30-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 1/11/88

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 Betty Tipton Date 1/12/88

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 1/13/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Newton DATE 1/14/88

**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 \_\_\_\_\_