



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF STUDENT ACTIVITY PROGRAMS &
STUDENT LEADERSHIP DEVELOPMENT/ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF STUDENT ACTIVITY PROGRAMS &
STUDENT LEADERSHIP DEVELOPMENT/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant to the Director of Student Activity Programs & Student Leadership Development/Administrator II, at Central Connecticut State University be reclassified to Assistant to the Director of Student Activity Programs & Student Leadership Development/Administrator III, effective February 5, 1988, in accordance with the attached proposal dated November 13, 1987.

A Certified True Copy:

Dallas K. Beal
President



Submitted 11-13-87
 Date
 By: CSU ()
 CCSU (X) SCSU ()
 ECSU () WCSU ()

POSITION ACTION REQUEST

ADDENDUM TO BR#88-12

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

POSITION TITLE: Asst. to the Dir. Student Activity, etc./ADM.II Asst. Dir. Student Activity, etc./ADM III
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	Auxilliary	BARG UNIT	Adm Fac from	NC to
1869	\$19,060	\$23,000*					

PROPOSAL

To reclassify the position of Assistant to the Director of Student Activity Programs & Student Leadership Development, Administrator II, to Assistant Director of Student Activity Programs & Student Leadership Development, Administrator III, with an increase in salary to the minimum for the new rank. (Please see old and new job descriptions)

3,440*
 Approx. cost

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

As a result of last years' reorganization of the Student Center and student activity programming, the level of responsibility of the incumbent has been substantially increased. The end result of the reorganization has been a heightened level of expectations and activity in the area. This reclassification and raise in salary compensates for the increase in duties.

*Forward to PERC
 11/14/88
 DCN*

J. M. Shumsky 1-13-88
 signed (University) Date

RCommittee _____
 Date

BOARD OF TRUSTEES _____
 Date

Central Connecticut State University

APR 12 1985

POSITION DESCRIPTION

010
Jme
4/15/85

Position Title: Assistant to the Director-Program (Student Center)

Administrative Rank: Administrator II

Department: Student Center

Supervisor(s) Position/Title: Director of Student ~~Center~~ *Center Activity Programs & Student Leadership Dev*

POSITION SUMMARY

Serves as an advisor to program areas of the Central Connecticut State University Student Center as assigned under the supervision of the Assistant Director-Program and will have concern for the quality of the experience of the student volunteers, their personal development, committee management, and function, as well as be part of an administrative faculty team regarding fiscal and policy concerns.

POSITION RESPONSIBILITIES

1. Acts as faculty advisor to assigned Program Council Committees and programs.
2. Serves as a resource person in all aspects of recreational, educational, social and cultural program planning, contracting, budgeting, implementation and evaluation.
3. Involved in developing and implementing ongoing student development programs such as Leadership Retreats, Workshops, Mentoring, and the Second Curriculum.
4. Assists in the administration and supervision of all aspects of the program area including staff, volunteers, finances, contracts, reports, activity supervision, and adherence to State and University policy.
5. Articulates the role of activities and the college union to the members of the campus community.
6. Works closely with other staff members of the organization in promoting the goals of the Student Center and Student Center Program Council.
7. Attends staff meetings and Program Council and Executive Council meetings.
8. Aids in training and supervision of Graduate Interns.
9. Co-operates closely with other student personnel staff, administrative offices, academic departments, and individual faculty in implementing, promoting, and coordinating programs and services.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

New

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director - Student Activity Programs & Student Leadership Development

Rank: Administrator III

Department: Student Affairs

Supervisor's Title: Director - Student Activity Programs & Student Leadership Development

POSITION SUMMARY

Assists Director in the administration of the Student Activities Program Office.

POSITION RESPONSIBILITIES

Advises Student Center Program Council committees and the Executive Board of the Student Center Program Council.

Directly responsible for the processing of all purchase orders and authorizations for payment against all Program Council accounts.

Assists Director in supervising the graduate intern program and establishing the goals and content of the internship experience.

Advises other student organizations as assigned and aids in formation of programs, publicity, logistics, etc. as appropriate.

Negotiates and edits vendor contracts on behalf of the Student Center Program Council. Recommends such contracts to Director for approval.

Assists with the Freshman Orientation program.

Assists in the development of the Student Center Leadership Workshop, Second Curriculum program and general ongoing training of Student Center volunteers.

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

QUALIFICATIONS

Bachelor's degree and three years' experience in the administration of college student activities programming required. Master's degree in field related to student affairs preferred.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director - Student Activity Programs & Student Leadership Development / ADM III
Campus 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 *Diane M Lynch*

DATE OF SUOAF CAMPUS REVIEW 1/8/88

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. Kauter* 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 _____