



# 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 CENTER OPERATIONS/  
ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF STUDENT CENTER OPERATIONS/  
ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant to the Director of Student Center Operations/Administrator II, at Central Connecticut State University be reclassified to Assistant Director of Student Center Operations/Administrator III, effective Feb. 5, 1988, in accordance with the proposal attached.

A Certified True Copy:

Dallas K. Beal  
President



Submitted 11-15-87 Date  
By: CSU ( )  
CCSU (X) SCSU ( )  
ECSU ( ) WCSU ( )

POSITION ACTION REQUEST

ADDENDUM TO BR#88-15

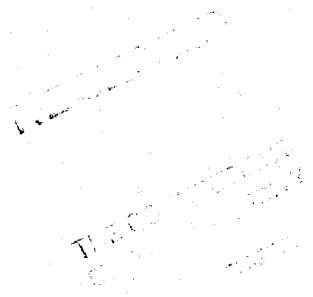
POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 2-5-88 PERM (X) FT (X) TEMP ( ) PT ( )

POSITION TITLE: Asst. to the Dir. Student Cntr. Ops./ADM II Asst. Dir. Student Cntr Ops./ADM III  
CURRENT (Class Code) PROPOSED (Class Code)

|                  |             |                |                 |                 |                  |      |                   |           |                |           |
|------------------|-------------|----------------|-----------------|-----------------|------------------|------|-------------------|-----------|----------------|-----------|
| POSITION NUMBER: | <u>2482</u> | CURRENT SALARY | <u>\$19,000</u> | PROPOSED SALARY | <u>\$23,000*</u> | FUND | <u>Auxilliary</u> | BARG UNIT | <u>Adm Fac</u> | NC        |
|                  |             |                |                 |                 |                  |      |                   |           | <u>from</u>    | <u>to</u> |

PROPOSAL

To reclassify the position of Assistant to the Director of Student Center Operations, Administrator II, to Assistant Director of Student Center Operations, Administrator III, with an increase in salary to the minimum for the new rank. (Please see old and new job description)



\$ 4,000 \* *minimum new rank*

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 Activity Programming the level of responsibilities 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.

*OK to PERC  
11/19/87  
DCM*

*[Signature]*  
Signed (University)

1-13-88  
Date

PER Committee \_\_\_\_\_  
Date \_\_\_\_\_

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

Summary 0117

CENTRAL CONNECTICUT STATE UNIVERSITY  
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant to the Director Student Center/Operations

Administrative Rank: Administrator II

Department: Student Affairs *activity programs + student leadership development*

Supervisor's Title: Director of Student Center Operations

POSITION SUMMARY:

Responsible for the conduct of the centralized scheduling function of the Student Center, supervision of the maintenance of the facility, and supervision of information services.

POSITION RESPONSIBILITIES:

Reserve and schedule various campus facilities for non-academic uses.

Arrange and supervise appropriate equipment set-up, audio-visual needs, technical personnel, police, food service, and necessary supervision for scheduled event.

Advise and consult with students, faculty and members of the public regarding use of University facilities and applicable policies.

Arrange for daily and weekly calendar of campus events.

Supervise the planning and conduct of daily cleaning and room/equipment set up.

Supervise the operation of the Information Desk and related functions.

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 Center Operations & Services

Rank: Administrator III

Department: Student Affairs

Supervisor's Title: Director - Student Center Operations & Services

### POSITION SUMMARY

Assists the Director in overall coordination of Student Center services and staff. Directly supervises the Center's scheduling office.

### POSITION RESPONSIBILITIES

Assists the Director with overall supervision and coordination of Student Center services and staff.

Assists the Director in the coordination of the Student Union Operations segment of the Graduate Internship program.

Supervises the centralized scheduling office and coordinates the reservation and scheduling of University facilities for non-academic uses.

Supervises and coordinates equipment set-up and provision of technical personnel, police, food service and supervision for scheduled events.

Advises and consults with students, faculty and members of the public concerning use of University facilities.

Supervises the Student Center Information Services.

Supervises the Student Center Duplicating Center.

Supervises Student Center technical services including personnel training and scheduling, and equipment acquisition, maintenance and inventory.

Coordinates maintenance of Student Center office automation systems.

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 student union activities required. Master's degree in field related to student affairs preferred.

10000  
1000

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant Director - Student Center Operations & Services/ADM III  
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 MKB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12-30-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Jane 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 B. Tipton Date 1/12/88

DISPOSITION AT SUOAF LOCAL LEVEL:  
( ) approve proposed rank and salary if \$24,000 ( ) disapprove proposed rank and salary

Comments or Recommendations: see note on margin for it

See Below

*Only if incumbent awarded \$1,000 above last Director in Programs. He has served as a Rank II administrator after beyond his hand down less money vs \$19,000 vs 19,000 B.T. dpa*

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: upon consideration SUOAF agreed to salary of \$23,000

VICE PRESIDENT FOR PERSONNEL Richard C. [Signature] 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 BOARD DISAPPROVAL \_\_\_\_\_

#1

13-JAN-1988 15:59:42

NEWMAIL

From: CCSU::BECKERM "Michael K. Becker, Dean of Personnel Administration"  
To: LYNCHDR, BECKERM  
Subj: Wayne Mamed

I presented SUOAF's counter proposal on Mr. Mamed to Vice President Newton and my colleagues. After vigorous discussion I was informed that if I could not persuade you to accepting \$23,000 as the new salary for Mr. Mamed, his new job description and reclassification would not be approved for presentation to the Board of Trustees. Would you reconsider? I would hate for him to lose the \$4,000 (21.05%) increase he will get under Central's original proposal. The Central Office is quite adamant.

cc: Shumaker  
Ariosto  
Newton

MAIL&gt;

#1

19-JAN-1988 10:32:33

NEWMAIL

From: CCSU::LYNCHDR  
To: BECKERM, ARIOSTO, SHUMAKER, NEWTON  
Subj: Upgrading for Wayne Mamed

Given the fact that the assignment of \$23,000 to Mr. Wayne Mamed for an upgrading in rank was not negotiable and the whole matter would be withdrawn if capitulation to the presented amount was not forthcoming, Mr. Mamed has decided to accept your package. Please place the upgrading back on your docket for the February Board meeting.

This conclusion is an unfortunate one. Mr. Mamed must be assigned \$23,000 to be brought up to current Rank III minima by Contract. He was hired at the minimum for Rank II. We have many other III's in the administrative faculty who are hired in WELL ABOVE this figure--mostly at 26,000 to 30,000. Mr. Mamed has four years of experience at Central as well.

Sad, but the member felt after much thought that the promotion in rank was the overriding factor at this point in his career.

MAIL&gt;