STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES
P. O. Box 2008
NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 827-7700

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Central Connecticut State College

Coordinator of Administrative Services in Student Affairs/Administrator II

December 8, 1978

RESOLVED, That the position, Coordinator of Administrative Services in Student Affairs/Administrator II, be established at Central Connecticut State College effective December 8, 1978, in accordance with all provisions and expectations as set forth in the proposal dated November 22, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

Executive Officer for Faculty and Staff Affairs

FROM: Central Connecticut State College, Dean of Personnel Administration

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

1. Proposal:
To change the title of the Coordinator of Student Organizations and adjust the compensation of the incumbent to reflect the vastly altered duties and increased responsibility imposed on the incumbent at the request of management.

2. Proposed Position:

Title/Rank: Coordinator of Admin. Services in Student Affairs/Administrator II

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<tr>
<th>12 mos. Salary Level</th>
<th>10 or 12 mos. Salary Level</th>
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<td>$21,371*</td>
<td>$21,371*</td>
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Full-Part-Time

Gen. Fund

AFCMFR

Bargaining Unit

Ed. Ext., Aux.

*Plus $1000 for temporarily assigned duties = $22,371 per annum.

3. Summary of Function (attach required job description)
See attached for permanent job description.
Temporary duties shall be coordination of student organizations, oversight and advising of Student Senate and preparation of the "Student Handbook."

4. Rational for Altering or Establishing Position
See Attached

Current salary $19,871 plus perm. adjustment of $1,500 equals perm. of $21,371 plus temporary adjustment of $1,000 for temporary salary of $22,371.

5. Conditions of Employment if Changed or Different from Norm.
$1000 per annum of total compensation of $22,371 per annum shall continue only so long as the temporary duties enumerated above shall continue to be assigned to the incumbent, Charles Wallach, Salary Increases to be retroactive to July 1, 1978.

For Central Office Use:
Consultation with Bargaining Unit
Completed

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

Comments:
3. **Summary of Function**

Coordinator of Administrative Services in Student Affairs/Administrator II. Manage and operate a program of Student Debt Deferral including responsibility for counselling students on their debts to the College and arranging for debt repayment schedules where possible, which will allow the student to remain in school.

Oversee performance of concessionaire for student food service. Duties include handling of refunds to students from food service account; hearing of student complaints about food service; daily visitation of food service operations and observation of food preparation and handling; and monitoring of concessionaire performance to insure conformance to all requirements of contract.

Management of issuance and control of student identification cards.

Perform other duties incidental to those above as assigned by management.