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

A Certified True Copy:

Dallas K. Beal
President
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.
Central Connecticut State University
Residence Hall Director Housing/Adm. I
(Code )

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

SUPERVISOR: Director of Housing
SUPERVISION EXERCISED:
INCUMBENT NAME:

POSITION SUMMARY:
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:
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.

November 8, 1987
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

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

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE: 12-30-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: 

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 Presi-
dent. If significant changes are required, documents are returned at Level 1. Minor changes may be ef-
fected 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: Lawrence Natan

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 represent-
ative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

( ) approved  ( ) disapproved

DATE

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION