RESOLUTION
concerning
RECLASSIFICATION OF POSITION

DIRECTOR OF HOUSING AND CONFERENCES/ADMINISTRATOR VI

to

ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

December 1, 1989

RESOLVED, That the position of Director of Housing and Conferences/Administrator VI be reclassified to Associate Dean of Student Affairs/Administrator VII effective December 1, 1989, in accordance with all provisions and expectations as set forth in the proposal dated September 19, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

President

Dallas K. Beal
# ADDENDUM TO BR#89-229

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<tr>
<th>SUBMITTED</th>
<th>9/19/89</th>
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<tr>
<td>BY:</td>
<td>CSU [ ]</td>
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## POSITION ACTION REQUEST FORM

- **POSITION ACTION:**
  - ESTABLISH ( )
  - RECLASSIFY (X)
  - OTHER ( )

- **DATE EFFECTIVE:** 12/1/89

## NATURE OF THE POSITION:

- PERMANENT [X]
- FULL-TIME [X]
- TEMPORARY [ ]
- PART-TIME [ ]

## POSITION TITLE:

- **Current:** Director of Housing and Conferences, Adm. VI (7868)
- **Proposed:** Associate Dean of Student Affairs, Adm. VII (7869)

## POSITION NUMBER

- **Current:** 1369
- **Proposed:** 1369

## SALARY

- **Current:** $58,851
- **Proposed:** $64,351

## FUND AGENCY

- **Proposed:** Aux.

## JOB DESCRIPTION AND STAFFING CHART

- **( )**

## MISCELLANEOUS COMMENTS:

- 7/88

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**EXPLAIN THE NATURE OF THE PROPOSAL:** To replace the Associate Dean of Student Affairs/Adm. VII (who was transferred to CCSU on 9/14/87) by reclassifying the Director of Housing and Conferences/Adm. VI position to an Associate Dean of Student Affairs/Adm. VII consistent with the assignment of additional responsibilities. When the original Associate Dean is returned to Southern (upon her retirement on 9/1/90), that position will be reclassified and downgraded.

**JUSTIFICATION:** For nearly two years Southern has functioned without an Associate Dean of Student Affairs position. While many of the duties of the former incumbent have been covered by various individuals during this period of time, proper administration of this important area dictates that responsibilities be formalized. To that end, we are requesting that our transferred Associate Dean position be replaced through the proposed reclassification. Please note that this reclassification will actualize a significant savings in 1990 with the downgrading of the returning Associate Dean position.

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**COST OR SAVINGS**

**MICROFILM SIGN OFF FORM IF REQUIRED**

**SIGNED (UNIVERSITY) DATE**

Michael J. Adanti / GM.B 9/19/89
Dear Dallas:

To replace our Associate Dean of Student Affairs, Administrator VII, who was transferred to CCSU on September 14, 1989, we are proposing to reclassify our Director of Housing and Conferences, Administrator VI, to Associate Dean of Student Affairs, Administrator VII, consistent with the assignment of additional responsibilities.

For approximately two years Southern has functioned without an Associate Dean of Student Affairs position. While many of the duties of the former incumbent have been covered by various individuals during this period of time, proper administration of this important area dictates that responsibilities be formalized. To that end we are requesting that our transferred Associate Dean position be replaced through the proposed reclassification.

Please note that this reclassification can be carried out within our current budget plan. Our general fund personal service savings for FY 1989-1990 from normal position turnover and vacancies created by the retirement incentive program are more than sufficient to cover this request for an upgrade. Further, this reclassification will actualize a significant savings in 1990 because the original Associate Dean position will be returned to Southern and downgraded upon the incumbent’s retirement on September 1, 1990.

Sincerely yours,

Michael J. Adanti
President

MJA/ab
SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate Dean of Student Affairs
Administrator VII

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Richard Farricielli

POSITION SUMMARY:

The Associate Dean of Student Affairs is responsible for the general administration of a residential center, a diversified off-campus housing program and student services. Emphasis of the position is on maintaining an interpersonal environment which supports educational and developmental growth. He/she serves as a channel of communication between the University and off-campus landlords housing University students and is responsible for the oversight of resident conferences and the direct administration of the food service contract. The Associate Dean supervises professional staff members and clerical workers.

POSITION RESPONSIBILITIES:

Oversees the management of the total housing operation.
Develops and implements policy for the effective management of the area.
Assigns placement in residence halls and refers to privately-owned facilities.
Oversees the financial aspects of the housing operation.
Directs staff selection, training, supervision and development.
Supervises the purchasing of supplies, equipment, and services in all residence hall facilities.
Oversees and evaluates the maintenance and security systems.
Coordinates educational support programs for resident students.
Schedules the use of residence halls by outside organizations.
Serves as a line of communication between the residents, the administration and the faculty.
Supervises the Director of Special Projects and Campus Events and the Director of Cooperative Education.

Responsible for all activities relating to the daily administration of the University's food service contract. Operational liaison with the food service vendor.
Oversees Residential Academic Advisement Program.

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:

Five years of experience in college administration, including three years in housing, demonstrating ability to formulate and implement housing policy and to supervise staff. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

EXECUTIVE DEAN
Southern Connecticut State University

Associate Dean of Student Affairs, Adm. VII

23

(A)

Dir. of Cooperative Education, Adm. V

Assoc. Dir. of Housing, Adm. IV (A)

Asst. Dir. of Housing, Adm. III (A)

Asst. Dir. of Housing, Adm. III (A)

Secretary 1

Secretary 2 (A)

Senior Clerk (A)

Asst. to the Dir. of Housing/Residence, Hall Dir., Adm. II (A)

Asst. to the Dir. of Housing/Residence, Hall Dir., Adm. II (A)

Asst. to the Dir. of Housing/Residence, Hall Dir., Adm. II (A)

Asst. to the Dir. of Housing/Residence, Hall Dir., Adm. II (A)

Asst. to the Dir. of Housing/Residence, Hall Dir., Adm. II (A)

Asst. to the Dir. of Housing/Residence, Hall Dir., Adm. II (A)

Asst. to the Dir. of Housing/Residence, Hall Dir., Adm. II (A)

Revised 9/19/89
SUOA/AFSCME POSITION ADVISORY
FORM AND PROCEDURES

Position Title: Associate Dean of Student Affairs, Adm. VII
Campus: SCSU 

LEVEL 1: Day 0 Campus DPA creates and presents package to Chapter level SUOA/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 SUOA REPRESENTATIVE: 

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY:

DATE OF SUOA CAMPUS REVIEW:

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 SUOA/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOA shall return all materials to the initiating University DPA or his designee.

SUOA/AFSCME LOCAL PRESIDENT OR DESIGNEE: 

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 SUOA/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:

DATE.

VICE PRESIDENT FOR PERSONNEL:

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 SUOA/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

DATE.

DATE OF BOARD APPROVAL:

DATE OF BOARD DISAPPROVAL:

OVER FOR APPLICABLE POSITION DESCRIPTION