RESOLUTION

concerning

RECLASSIFICATION OF ALL POSITIONS OF

RESIDENCE HALL DIRECTOR/ADMINISTRATOR I
to
ASSISTANT TO THE DIRECTOR OF HOUSING/RESIDENCE HALL DIRECTOR/ADMINISTRATOR II

at

CENTRAL CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED, That all positions of Residence Hall Director/Administrator I at Central Connecticut State University be reclassified to Assistant to the Director of Housing/Residence Hall Director/Administrator II, effective June 29, 1990, in accordance with all provisions and expectations as set forth in the proposal dated May 30, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

<table>
<thead>
<tr>
<th>POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ()</th>
<th>DATE</th>
<th>6/30/90</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCSU [X] SCSU [ ] ECSU [ ] WCU [ ]</td>
<td>SUBMITTED</td>
<td>5/30/90</td>
</tr>
</tbody>
</table>

**POSITION**

<table>
<thead>
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<th>ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ()</th>
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**POSITION ACTION REQUEST FORM**

<table>
<thead>
<tr>
<th>NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENCE HALL DIRECTOR RESIDENCE HALL DIRECTOR RESIDENCE HALL DIRECTOR</td>
</tr>
<tr>
<td>ADM I ADM II ADM III ADM IV ADM V</td>
</tr>
<tr>
<td>CURRENT</td>
</tr>
<tr>
<td>POSITION</td>
</tr>
<tr>
<td>CURRENT</td>
</tr>
<tr>
<td>POSITION NUMBER</td>
</tr>
<tr>
<td>*See Attachment</td>
</tr>
</tbody>
</table>

**EXPLAIN THE NATURE OF THE PROPOSAL:**

This proposal is to upgrade all Residence Hall Directors from the rank of Administrator I Administrator II to recognize the expanded responsibilities and make the classification consistent with other campuses.

**JUSTIFICATION:**

We are proposing to convert our ten-month housing positions to twelve months to allow us to effectively meet extensive summer housing program commitments. Additionally, the incumbents will assume responsibilities in residence life programing and in other units as assigned by the Director of Housing.

$50,000 annually including fringe benefits

**ATTACH OLD AND NEW STAFFING CHART, ( ) JOB DESCRIPTION, AND (X) SUOAF SIGN OFF FORM IF REQUIRED (X)**

**MISCELLANEOUS COMMENTS:**

7/88
CENTRAL CONNECTICUT STATE UNIVERSITY

PROPOSED RECLASSIFICATION

Residence Hall Director/Administrator I
to
Assistant to the Director of Housing/Residence Hall Director
Administrator II

<table>
<thead>
<tr>
<th>PC #</th>
<th>Appointed</th>
<th>Name</th>
<th>Current Salary*</th>
<th>Proposed Salary**</th>
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<tbody>
<tr>
<td>2095</td>
<td>8/84</td>
<td>Alicandro, Jean</td>
<td>20,938</td>
<td>26,554</td>
</tr>
<tr>
<td>2093</td>
<td>8/86</td>
<td>Martel, Nancy</td>
<td>20,895</td>
<td>26,554</td>
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<tr>
<td>2087</td>
<td>8/87</td>
<td>Simard, Elaine</td>
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<td>26,554</td>
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<tr>
<td>2089</td>
<td>8/88</td>
<td>Stigell, Edward</td>
<td>20,148</td>
<td>26,554</td>
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<tr>
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<td>1/90</td>
<td>Tully, John</td>
<td>19,965</td>
<td>26,554</td>
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<tr>
<td>2094</td>
<td>8/88</td>
<td>Whaley, Michael</td>
<td>21,531</td>
<td>26,554</td>
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</tbody>
</table>

*Represents current salary on a twelve-month basis.
**Minimum salary for an Administrator II under the SUOAF-AFSCME contract effective July 1, 1990.

6/15/90
SUOA/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title: Assistant Director of Personnel

Campus: Los Angeles

Date: 4/10/90

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: 4/10/90

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

DISPOSITION AT SUOA LOCAL LEVEL:

( ) approve proposed rank and salary

( ) disapprove proposed rank and salary

Comments or Recommendations:

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: 5/10/90

DISPOSITION AT COUNCIL LEVEL:

( ) approve submission to PERC

( ) disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL

DATE 5/30/90

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 representatives and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

( ) approved

( ) disapproved

DATE

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL
POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Housing/Residence Hall Director

ADMINISTRATIVE RANK: Administrator II

SUPERVISOR: Director of Housing

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 and maintaining an atmosphere conducive to personal growth and academic achievement.

POSITION RESPONSIBILITIES:

Provides 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 University. Advises the Residence hall government and student judicial bodies. Provides assistance to the Housing Office. Assumes adjunct responsibilities with the approval of the Director of Housing in other Student Affairs areas during periods of non-occupancy of residence halls. 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:

A Bachelor's degree and two years of relevant housing experience which equips the applicant to relate effectively to resident university students and staff required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

3/9/90
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:
BOARD OF TRUSTEES FOR THE CONNECTICUT STATE UNIVERSITY
RECOMMENDED UNCLASSIFIED PERSONNEL CHANGES

CENTRAL CONNECTICUT STATE UNIVERSITY

I certify that the following recommended personnel actions conform to applicable Affirmative Action policies. Official transcripts have been examined for new appointments, except as noted.

PRESIDENT

Electronic Signature

June 15, 1990
(Date of Board Meeting)

<table>
<thead>
<tr>
<th>ACTION CATEGORIES AND EMPLOYEE NAME</th>
<th>POSITION CONTROL NUMBER</th>
<th>RANK (INCLUDING INTERNAL TITLE AND/OR DEPARTMENT)</th>
<th>BI-WEEKLY SALARY FROM (ANNUAL)</th>
<th>TO (ANNUAL)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. RECLASSIFICATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1. John Tully</td>
<td>2088</td>
<td>Fr: Residence Dir./ADM I Housing</td>
<td>637.44 (16,637)</td>
<td>1,017.40 (26,554)</td>
<td>6/29/90</td>
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<td>2. Edward F. Stigall, Jr.</td>
<td>2089</td>
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<td>643.31 (16,790)</td>
<td>1,017.40 (26,554)</td>
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<tr>
<td>3. Elaine Simard</td>
<td>2087</td>
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<td>1,017.40 (26,554)</td>
<td>6/29/90</td>
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<td>4. Nancy Martel</td>
<td>2093</td>
<td>Fr: Residence Dir./ADM I Housing</td>
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<td>1,017.40 (26,554)</td>
<td>6/29/90</td>
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<td>5. Jean Alicandro</td>
<td>2095</td>
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<td>1,017.40 (26,554)</td>
<td>6/29/90</td>
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<td>6. John Whaley</td>
<td>2094</td>
<td>Fr: Residence Dir./ADM I Housing</td>
<td>687.44 (17,942)</td>
<td>1,017.40 (26,554)</td>
<td>6/29/90</td>
</tr>
</tbody>
</table>

REVIEWED BY: _______________ DATE: _______________

DATE OF BOARD APPROVAL: 6/15/90
SIGNATURE: _______________