RESOLUTION

concerning

CHANGE OF TITLE

DIRECTOR OF HOUSING & AUXILIARY SERVICES/ADMINISTRATOR VI
to
DIRECTOR OF HOUSING/ADMINISTRATOR VI

at

EASTERN CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the title of the present position, Director of Housing & Auxiliary Services/Administrator VI, at Eastern Connecticut State University, be changed to Director of Housing/Administrator VI, and the Auxiliary Services duties be removed, effective June 5, 1987, in accordance with the proposal attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
**ADDENDUM TO BR# 87-42**

**SUOAF/AFSCME POSITION ACTION REQUEST**

**FORM AND PROCEDURES**

**Position Title**  
Director of Housing/Ad. 6

**Campus**  
Eastern Connecticut State University

Date 12/10/86

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**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**  
Michael Pernal

**DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE**  
12/10/86

**SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY**  
R. Warren  12/18/86

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**THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD 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 12/18/86

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**DISPOSITION AT SUOAF LOCAL LEVEL:**

( ) approve proposed rank and salary  
Comments or Recommendations:  
( ) disapprove proposed rank and salary

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**DATE RETURNED TO LOCAL DPA**

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**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 ef- 
ected by appropriate phone consultation.

**DATE CONSIDERED BY DPA's COUNCIL**

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**DISPOSITION AT COUNCIL LEVEL:**

( ) approve submission to PERC  
Comments or Recommendations:  
( ) disapprove submission to PERC

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**VICE PRESIDENT FOR PERSONNEL**

DATE

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**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 representa- 
tive and appropriate management officials of PERC disposition.

**DISPOSITION AT PERC LEVEL:**

( ) approved  
( ) disapproved

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**DATE**

**DATE OF BOARD APPROVAL**

**DATE OF BOARD DISAPPROVAL**

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**RECEIVED**

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THE CONNECTICUT STATE UNIVERSITY

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**OVER FOR APPLICABLE POSITION DESCRIPTION**
RESOLVED, That the title of the present position, Director of Housing & Auxiliary Services at Eastern Connecticut State University be changed to Director of Housing and that Auxiliary Services duties be removed.

A Certified True Copy

Dallas K. Beal, President

PER Committee 2/25/87

BOARD OF TRUSTEES 3/6/87

JUSTIFICATION: With the creation of the position, Director of Auxiliary Enterprises and Institutional Services/Ad. 6, the present Housing Director position will no longer be involved in the administration of Auxiliary Services functions. Consequently, it is requested that such duties be removed.
POSITION TITLE: DIRECTOR OF HOUSING

ADMINISTRATIVE RANK: VI

Under the supervision of the Dean of Student Affairs, the Director administers the campus housing program with duties including the following:

1. Recommends policies and procedures to keep pace with changing developments in the field.

2. Assumes a major role in the selection, training, supervision and evaluation of housing staff.

3. Develops and coordinates, as it relates to housing, budget planning and management, purchasing, disciplinary aspects, safety procedures, evaluation of physical facilities; liaison with other college departments and the off-campus community, maintenance of off-campus housing policies, development of housing personnel work schedules, preparation of billing data for housing operations, and day-to-day interface with food service operations.

4. Develops and maintains a comprehensive program of off-campus housing.

5. Prepares and completes reports as needed.

6. Acts as counselor and general resource person to students.

7. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Five years 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.

10/10/86