



To Tom Richardson

From Jean Hill *Jean Hill*

Subject Summarization of My Understanding of Corky Bush's Position

Date May 28, 1974

I have forwarded to you a copy of a proposed job description, Director of Special Services, which I think can be used as Corky Bush's job description for next year. Corky and I have discussed this and she does not seem to have any real difficulty with accepting this job description. It appears to be flexible enough that Corky will have the opportunity to get into such areas as the alternatives school and some academic advising for non-matriculating students. She will most certainly have some responsibility in the area of training and transition of the new minority student advisor. This is not included in her job description, but will be included in her Management By Objectives which she and I will develop the first part of August. Corky will let me know next week if she has any additional comments or questions regarding her job description. I would appreciate having any comments or criticisms or suggestions that you might have by the end of next week also. If I hear nothing from either of you I will assume that the job description is acceptable and we will enter it as a job description in the office of Student Advisory Services for the 1974-75 academic year.

With regard to the Intercultural Programs budget, 02-013, I have made the following adjustments according to our discussion of last week:

1. Under Travel there will be \$800 transferred into Student Advisory Services budget. \$520, originally set aside for recruitment, will be transferred to you.
2. Under Irregular Help, \$400 will be transferred to SAS and \$2,000 will be transferred to you.
3. The Capital Outlay budget will remain the same; \$550 transferred to SAS and \$815 transferred to you.
4. Operating Expense will also remain the same with \$1,100 transferred to SAS and \$953 transferred to you.
5. Telephone expense - \$455 will be transferred to SAS and remain in SAS.

This means that there will be a total of \$3,305 transferred to Student Advisory Services and \$4,288 transferred to your budget. I would appreciate it very much if you would let me know how you wish to handle this; if you wish to make the transfers or if you wish for me to make them with the Budget Office, whichever is easiest, just let me know how you want it handled. Also, I'd appreciate it if you could send me the 02-013 salary page from the Budget Office.

#### Women's Programs

Last week when we talked about the various job responsibilities for Corky, we focused some attention on discussion of the women's programs budget and the total women's programs area with regard to the coordinator of the Women's Center and the Director of the Women's Programs area. You agreed that since the position of Coordinator of the Women's Center had been advertised at \$3,360 we were obliged to offer the position to the final candidate selected by the Committee for the Women's Center Coordinator position. The person they selected and to whom they offered the position was Celia Banks, she has agreed to accept the position.

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When we discussed Corky's responsibility in working with the Women's Center area you felt that there were enough areas with which Corky could work in an administrative role to assign that as one-half of her job description. I have done that and have indicated the various areas of responsibility in the job description I have submitted to you. You further indicated that you felt it would be wise to consider a portion of Corky's salary, say \$500, be supported by the Women's Programs budget. I have had an opportunity to look into that and that will not be possible. I have forwarded to you a budget for last year and one that is projected for next year for women's programs; as you will see there is not adequate money available to commit \$500 or any portion of Women's Programs budget to support of Corky Bush's salary; therefore, the entire salary will come out of Student Advisory Services and the total will be \$12,700+.

### General Comments

You have indicated to me that you feel that there are enough old responsibilities that will be assigned to Corky's new position that we do not need to call it a new position, and therefore do not need to advertise the position or enter it into the vacancy pool. It was your feeling that we were actually not creating a new position, but that we were reallocating responsibilities that are currently being handled by other persons. One point which I made with you is that I think we must consider for next year the possibility of putting Corky's position on a ten month basis. I do not feel that it is necessary or justifiable to have her position on a twelve month basis, therefore, I will recommend for next year that the position be cut back to ten months and the starting date would be negotiable, depending upon the work load.

You indicated that Renee' should remain as Corky's secretary. One point which you felt we ought to consider is having Renee' assume responsibility for providing secretarial assistance for the new minority advisory program. I told you that I did not feel this would be possible for Renee' to do at her present salary or on her present term of appointment, nine months. Therefore, you suggested that we look at Renee's present position and consider redescription or reclassifications of this position. I have made this suggestion to Corky and she will be checking into this with Barton sometime in the next couple of weeks. She also wishes to confer with Renee' as to what her particular concerns and feelings are about such a move.

In a conversation with Corky this week, we talked about what Capital outlay she would like to keep from her present office setup. I indicated to her that I felt that there would be no problem in her keeping the following items:

- Her desk and files and chair
- Typewriter
- Typewriter stand
- Bookcases that she has in the office
- Magazine rack

It seems to me that the best thing for her to do would be to keep those where she will be located next year and then move them when she moves into the Journalism Complex. I see no problem with her keeping these items, do you?

Tom, I feel that this pretty well covers the areas that have caused me concern with regard to Corky's position and the Women's Center position. Please let me know if you have any other understandings or if you have any questions or comments regarding my summarization.

cc: Corky Bush  
Sandi Gallagher  
AJH/dar