



STATE OF CONNECTICUT  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

The Revision of a Current Administrator I Position  
at Eastern Connecticut State College

March 9, 1979

RESOLVED, That the position at Eastern Connecticut State College occupied by Edith Mavor, Administrator I, be changed from a 21 to 35 hour per week position effective immediately, in accordance with all provisions and expectations as set forth in the proposal dated March 9, 1979, which is attached to this Resolution as an addendum.

A Certified True Copy:

James A. Frost  
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, DR. CHARLES R. WEBB  
(President)

Concerning:          New Position, XX Existing Position (Vacant/Filled)

1. Proposal:

To increase the hours employed from 21 to 35 hours per week.

2. Proposed Position:

Title/Rank Administrator I Title XX Program Developer

<u>12</u> 10 or 12 mo. Full-Part-Time	<u>No change</u> Salary Level in annualized Salary	<u>Spec. ID</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit	T <u>        </u> <b>(P)</b> Temp. or Permanent
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3. Summary of Function (attach required job description)

See Attached

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

See Attached

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Will increase hourly assignment per week.  
No change in rank or grade.

*Michael Peral*  
2/14/79

For Central Office Use

Consultation with Bargaining Unit  
Completed

Approved:

1. For Submission to PERC \_\_\_\_\_
2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

The rationale for increasing the program developer position from 21 to 35 hours is as follows. When this position was established in February, 1978, Title XX was essentially a part-time, small scale program at ECSC. The part-time nature of the program effected both the scope and type of activities carried out. The program developer's primary responsibilities were to collaborate with faculty on the modification of existing courses for Title XX students, develop courses for local agencies and implement one day workshops.

Since December of 1978, however, a full-time program coordinator has assumed administrative responsibility for the Title XX program. This will result in a significant change in program emphasis and activities. In turn, the program developer's responsibilities will be substantially increased.

The types of activities which will be carried out by Title XX during this fiscal year include curriculum development in concentration areas, specialized on-site training packages, and workshop series. These program areas are readily more detailed in scope and more substantive in content. It will necessitate that the program developer assume greater proposal writing and cost estimation skills, extensive community outreach and needs assessment on a regional as opposed to local basis, and responsibilities for assisting faculty in the formation of concentrated areas of study.

Program evaluation has been targeted as a priority by Title XX with regard to all activities conducted. The program developer will be requested to design and implement evaluation techniques.

In sum, the proposed work plan will require more program planning, greater liaison with faculty and community agencies and increased implementation tasks. For the above reasons, I believe it will be necessary to augment the number of hours that this position is employed.