



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE TO EXECUTIVE DEAN FOR ALUMNI AFFAIRS & DEVELOPMENT/
ADMINISTRATOR IV

to

DIRECTOR OF DEVELOPMENT and ALUMNI AFFAIRS/ADMINISTRATOR V

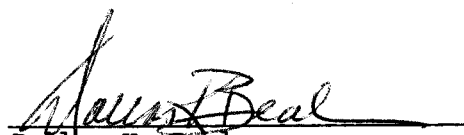
at

CENTRAL CONNECTICUT STATE UNIVERSITY

MAY 1, 1987

RESOLVED, That the position of Associate to the Executive Dean for Alumni Affairs and Development/Administrator IV at Central Connecticut State University be reclassified to Director of Development and Alumni Affairs/Administrator V, with an accompanying increase in salary, effective May 1, 1987.

A Certified True Copy:


Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

Submitted 3/25/87
Date
By: CSU ()
CCSU (X) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 5/1/87 PERM (X) FT (X) TEMP () PT ()
POSITION TITLE: Associate to Executive Dean for Alumni Affairs & Development/ADM IV (Class Code) CURRENT PROPOSED (Class Code) Director of Development and Alumni Affairs/ADM V
POSITION NUMBER: 0649 CURRENT SALARY \$35,767. PROPOSED SALARY \$38,450. FUND General BARG UNIT SUOAF NC from to

RESOLUTION

BR#

RESOLVED,

That the position of Associate to the Executive Dean for Alumni Affairs and Development/Administrator IV at Central Connecticut State University be reclassified as Director of Development and Alumni Affairs/Administrator V, with an accompanying increase in salary, effective May 1, 1987.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee

Date

BOARD OF TRUSTEES

Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The development and alumni efforts have grown enormously in the last five years, and with them the duties and responsibilities of the incumbent. A salary increase of 7.5% is commensurate with this increase. (Please see old and new job descriptions.)

\$2,683.00

Signed (Instructor) [Signature]

3/27/87 Date

CSU-200



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

Submitted	3/25/87
Date	
By:	CSU ()
	CCSU (X) SCSU ()
	ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	5/1/87	PERM (X) FT (X)	TEMP () PT ()
POSITION TITLE:	Associate to Executive Dean for Alumni Affairs & Development/ADM IV	Director of Development and Alumni Affairs/ADM V			
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	0649	CURRENT SALARY \$35,767.	PROPOSED SALARY \$38,450.	FUND General	BARG UNIT SUOAF from NC to

RESOLUTION

BR# _____

RESOLVED,

That the position of Associate to the Executive Dean for Alumni Affairs and Development/Administrator IV at Central Connecticut State University be reclassified as Director of Development and Alumni Affairs/Administrator V, with an accompanying increase in salary, effective May 1, 1987.

A Certified True Copy _____

Dallas K. Beal, President, CSU

_____ Date

PERCommittee _____ Date

BOARD OF TRUSTEES _____ Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The development and alumni efforts have grown enormously in the last five years, and with them the duties and responsibilities of the incumbent. A salary increase of 7.5% is commensurate with this increase. (Please see old and new job descriptions.)

\$2,683.00

Annual Cost

Adon James
Signed (University)

3/27/87
Date

New

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director of Development and Alumni Affairs

Rank: Administrator V

Department: Institutional Advancement

Supervisor's Title: Executive Dean for Institutional Advancement

POSITION SUMMARY

Chief assistant to the Executive Dean in the areas of development and alumni affairs.

POSITION RESPONSIBILITIES

Plans, organizes and directs fund-raising efforts with alumni, parents, corporations, foundations and friends.

Assists Executive Dean in evaluation of proposals for private funding and preparation of institutional development plan.

✓ In cooperation with Executive Dean, plans and directs arrangements for special events.

✓ Provides staff support to the Board of Directors of the University's Foundation and their committees.

Plans, organizes and directs University alumni relations programs and programs of the Alumni Association.

Serves as Executive Director of the Alumni Association.

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

QUALIFICATIONS

Master's degree and four to five years of experience in Development and Alumni Affairs required. These qualifications may be waived for individuals with appropriate alternate experience.

2/13

Central Connecticut State University
Associate to Executive Dean for Alumni Affairs & Development/ Alumni
Office/Administrator IV
(Code)

SUPERVISOR: Executive Dean for Development and Student Services

SUPERVISION EXERCISED:

INCUMBENT NAME: Nicholas Pettinico

POSITION SUMMARY:

Under direction of President, Executive Dean and Board of Directors of the Alumni Association, supervises Alumni office and programs of the Alumni Association. Also assists the Executive Dean in the execution of the University's development program.

POSITION RESPONSIBILITIES:

Serve as Executive Secretary of the Alumni Association.

Serve as liaison to the Alumni Association for the President and Executive Dean.

Develop long range plans for the Alumni Association in cooperation with the Executive Dean and Board of Directors.

Coordinate and supervise programs and affairs of the Alumni Association.

Direct Alumni Office.

Supervise Alumni publications and fund raising.

Recruit and train Alumni volunteers.

✓ Assist Executive Dean in preparation of development plan.

✓ Carry out fund raising campaigns.

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

Master's degree and four years of experience in Alumni Affairs and development required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Director of Development & Alumni Affairs/Administrator V

us _____ Date _____

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 *MB*

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3-25-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY *John M Lynch*

DATE OF SUOAF CAMPUS REVIEW 3/25/87

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 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 R. Tipton* Date *March 26, 1987*

DISPOSITION AT SUOAF LOCAL LEVEL:
() approve proposed rank and salary *per attached job description attached* () disapprove proposed rank and salary
Comments or Recommendations:

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 SUOAF/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 *4/9/87*

DISPOSITION AT COUNCIL LEVEL:
() approve submission to PERC () disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL *Dud C. Meffer* DATE *4/9/87*

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 representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
() approved () disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____