

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

UPGRADING OF RANK

DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR V
to
DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR VI

at


CENTRAL CONNECTICUT STATE UNIVERSITY

MAY 1, 1987

RESOLVED, That the rank for the position, Director of Cooperative Education/Administrator V at Central Connecticut State University be upgraded to Director of Cooperative Education/Administrator VI, effective May 1, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution, and be it further

RESOLVED, That this proposal is submitted for the incumbent's position only and without setting precedent for similarly titled positions on other campuses, in accordance with an agreement reached with the State University Organization of Administrative Faculty-American Federation of State, County and Municipal Employees, Council #4 Local 2836.

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 11/5/86

Date

By: CSU ()
CCSU (X) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE 4-1-87 PERM (X) FT (X)
EFFECTIVE ~~2/05/86~~ TEMP () PT ()

POSITION TITLE: Director of Cooperative Ed.-ADM V Same-ADM VI
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 1396 CURRENT SALARY \$45,863 PROPOSED SALARY \$49,074 FUND General BARG UNIT Admin Faculty/
from to NC

RESOLUTION

BR# _____

RESOLVED,

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 Cooperative Education program which started out under a grant has become a substantial success and a major program of the University. It is appropriate at this time to recognize that fact and to give the Director of that program the status of a director of a major program. The change to rank 6 and a 7% increase in salary are evidence of this development. (Please see attached old and new job descriptions.)

\$3211.00
Approx. Cost

Dallas K. Beal
Signed (University)

4/2/87
Date



CSU-200



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

Submitted 11/5/86
Date
By: . CSU ()
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RESOLUTION

BR# _____

RESOLVED,

A Certified True Copy _____
Dallas K. Beal, President, CSU Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

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\$3211.00
Approx. Cost

[Signature]
Signed (University) Date 4/2/87



Central Connecticut State University
Director Cooperative Education /Administrator V
(Code)

SUPERVISOR: Vice President for Academic Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Giles Parker

POSITION SUMMARY:

The Director of Cooperative Education reports directly to the Vice-President of Academic Affairs and works within academic policy guidelines promulgated by the Cooperative Education Committee. Within this context, the coordinator has sole responsibility for the administration of the program. The program provides students with an alternative to the traditional four-year academic format by allowing them to integrate periods of carefully planned and supervised field work experience blocks with traditional studies and thus better prepare them for a career following graduation. Administers the Cooperative Education Program which includes placement of students in supervised work experiences and the development of support for and participation in the program from area employers. Promotes Cooperative Education Program among faculty and administrative staff.

POSITION RESPONSIBILITIES:

Conducts employer interest surveys, speaks before civic and professional groups, schedules meetings with interested employers to conclude a written agreement, arranges for the identification, referral and interview of potential candidates. Troubleshoots problems as they occur during the student's work term.

Manages the intake of student-participants in the program. Advertises program to develop an awareness and interest among students to insure sufficient applicants to reach target level of student participation. Meets with students individually and in groups for the purpose of explaining the program and to help them define career goals and develop expertise in resume writing and interview technique.

Determines operational priorities of the Cooperative Education Office. Designs the work of the secretary, assistant coordinator and student help; designs systems, procedures and forms for administering the program; supervises and evaluates personnel.

Meets regularly with faculty, department chairpersons and administrators to gain support for the program and receive feedback to serve as a guide in initiating change. As ex-officio member, meets regularly with the Cooperative Education Program Committee.

Seeks funds to augment general-fund support of the program. Plays an active role in state and regional associations, identifies sources of



Central Connecticut State University
Director Cooperative Education /Administrator V
(Code)
Continued

- 2

outside funds, writes grant requests to secure these funds.

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 to five years of experience in cooperative education, corporate education programs, career development required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:



CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director of Cooperative Education

Rank: Administrator VI

Department: Cooperative Education

Supervisor's Title: Associate Vice President of Academic Affairs

POSITION SUMMARY:

Directs the operation and staff of the University's cooperative education program.

POSITION RESPONSIBILITIES:

Establishes program priorities and manages program operations including student recruitment and intake, student advising, job development and placement, career development seminars and budget.

Interprets student and institutional needs with respect to field experience education and recommends and implements appropriate designs, policies and procedures.

Determines operational direction for, supervises and evaluates Co-op staff.

Supervises and coordinates program relationships and activities with academic deans, participating academic departments and university administrative offices.

Responsible for developing business and community support, Co-op based corporate relations and employer participation activities.

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 five years of experience in cooperative education or a related area required. Doctorate and extensive experience in university level cooperative work experience programs preferred.



SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Director of Cooperative Education Administrator VI
Campus Central Date 3-27-87

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. *This proposal is submitted for the incumbent's position only and without getting precedent for similarly titled positions on other*

INITIATING PRESIDENT OR DESIGNEE MKB Campuses

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3/27/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 4/8/87

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 Brett A. Tipton Date 4/9/87

DISPOSITION AT SUOAF LOCAL LEVEL: *per job description*
 approve proposed rank and salary *on reverse side* disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 4/9/87

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 Dave Neuber 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 _____

