



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF GRANT-FUNDED POSITION

ASSISTANT DIRECTOR, EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

JULY 24, 1987

RESOLVED, That the grant-funded position, Assistant Director, Educational Support Services/Administrator III, be established at Central Connecticut State University, effective July 24, 1987, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

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	7/15/87
Date	
By: CSU ( )	
CCSU (x) SCSU ( )	
ECSU ( ) WCSU ( )	



POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 7/24/87 PERM ( ) FT (X) TEMP (X) PT ( )

POSITION TITLE: Asst. Dir. Ed Support Servs./ADM III  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: New CURRENT SALARY PROPOSED SALARY \$28,000 FUND Grant BARG UNIT AdminFac from to

RESOLUTION

BR#

RESOLVED,

That the position of Assistant Director, Educational Support Services/Administrator III be established at Central Connecticut State University effective July 24, 1987 in accordance with the justification below and attached job description.

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)

Monies have been identified in the existing CONNCAP grant and institutional support funds to pay for this position which is badly need<sup>ed</sup> to complete the support services program for minority students the University is trying to establish.

\$28,000  
Approx. Cost

*Joseph F. DiStasio*  
 Signed (University) 7/15/87  
 Date

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR, EDUCATIONAL SUPPORT SERVICES

ADMINISTRATIVE RANK: ADMINISTRATOR III

DEPARTMENT: ACADEMIC AFFAIRS

SUPERVISOR(S) POSITION/TITLE: DIRECTOR, EDUCATIONAL SUPPORT SERVICES

POSITION SUMMARY:

Assists in all operations of the Educational Opportunity Program (EOP) including recruitment, academic support services, tutorial services, counseling, and designing activities. Assists in developing and providing academic support services under Minority Student Services Program.

POSITION RESPONSIBILITIES:

Develop, coordinate and administer academic support activities such as skills building sessions, workshops, and tutorials

Administer a computer-assisted supplemental learning program

Assist in the recruitment of students for the Educational Opportunity Program

Assist in the supervision of the summer EOP program with particular emphasis on student life activities

Assists in coordinating and developing educational support services for minority students

Performs other duties and responsibilities which do not alter the basic level of responsibility of the position

QUALIFICATIONS:

Bachelor's degree, excellent writing and oral skills, and experience with and commitment to working with disadvantaged and minority students required. Master's degree and related work experience preferred.

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant Director, Educational Support Services/ Administrator III  
Campus Central Date 7/9/87

**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.

INITIATING PRESIDENT OR DESIGNEE MKB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7/10/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch (see change in qualifications area)

DATE OF SUOAF CAMPUS REVIEW 7/10/87

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 Tipton Date July 16, 1987

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary      ( ) disapprove proposed rank and salary

Comments or Recommendations: per attached job description

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 \_\_\_\_\_

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

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL \_\_\_\_\_ DATE \_\_\_\_\_

**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 \_\_\_\_\_