



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

CAPITAL PROJECTS COORDINATOR/(ADMINISTRATOR IV OR V)

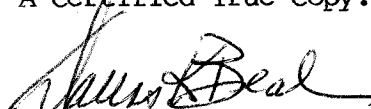
at

EASTERN CONNECTICUT STATE UNIVERSITY

NOVEMBER 6, 1987

RESOLVED, That the position, Capital Projects Coordinator/Administrator IV, (annual salary of \$27,013.00) or Administrator V (annual salary of \$35,000.00), be established at Eastern Connecticut State University, effective November 6, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 7/14/87

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () ABOLISH () OTHER () DATE EFF. 11/6/87 PERM(X) FT(X) TEMP() PT()

POSITION TITLE: Capital Projects Coord/Admin. 4 or 5 7919 or 7921
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 9020 CURRENT SALARY \$1,035.00 PROPOSED SALARY (\$27,013.00) BARG UNIT General SUOAF From To

RESOLUTION

BR# _____

RESOLVED, That the position, Capital Projects Coordinator (Admin. 4 or 5) be established at Eastern Connecticut State University. In the event a licensed architect or civil engineer is hired to fill this position, it shall be filled as an Administrator 5.

A Certified True Copy

Dallas K. Beal, President Date

PERCommittee 8/26/87
Date

BOARD OF TRUSTEES 9/4/87
Date

JUSTIFICATION: This position is needed to assist in developing plans and implementing University construction and repair projects. The position was approved as part of the Governor's Budget for 1987-88.

\$27,013.00 (if Admin. 4)
\$35,000.00 (if Admin. 5)

Approx. Cost

Michael Beunkel 9/18/87
Signed (University) Date

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: Coordinator of Cap. Proj. and Facilities Planning

RANK: Administrator 5

INCUMBENT:

Under the supervision of the Vice-president of Administrative Affairs, the Coordinator is responsible for providing planning, technical, and administrative support for all university capital projects. The Coordinator updates the Long-Range Facilities Plan, prepares the annual capital budget request, and performs the following:

1. Prepares and maintains plans and specifications for (1) existing physical facilities, (2) changes and renovations to such facilities, and (3) construction of new facilities, as appropriate.
2. Updates University Facilities Plan and prepares the annual capital budget request.
3. Prepares required project forms for renovations and construction.
4. Serves as institutional liaison to contractors, Central Office, Department of Public Works, and other external agencies.
5. Monitors and reviews work of contractors to insure compliance with (a) project plans and specifications, (b) applicable fire and safety codes, and to verify contractor data (e.g. workforce statistics) as reported to the Commission on Human Rights and Opportunities.
6. Works with Director of Physical Plant in the development and monitoring of the institutional energy management plan.
7. Maintains and updates records and plans of all facilities.
8. Reviews and evaluates project design and bid proposals for both technical completeness and conformance to State Purchasing and CHRD procedures.
9. Provides technical and planning support to University committees which deal with space allocation and facilities planning.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Registered architect or registered professional engineer. Bachelor's degree in architecture, civil or architectural engineering, or related field. At least five years experience with facilities design, renovation, and construction. Ability to work and communicate effectively with diverse academic and administrative units.

The qualifications may be waived for individuals with appropriate alternate experience.

Michael Penna

For the University

8/25/87

9/18/87

Date

Barry B. Tipton

For SUDAF

Date

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title COORD OF CAPITAL PROJECTS & FACILITIES PLANNING
Campus ECSU Date 9/12/87

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 MICHAEL BERNAL

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 9/12/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

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 Betsy A. Tipton Date Sept 18, 1986

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary *per attached job description* 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 _____

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 _____

RECEIVED
SEP 18 1987
THE CONNECTICUT
UNIVERSITY
PERCITY