



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF DISABLED STUDENT SERVICES/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF STUDENT SUPPORTIVE SERVICES/
ADMINISTRATOR III

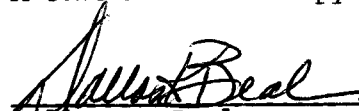
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Coordinator of Disabled Student Services/Administrator III, at Southern Connecticut State University be reclassified to Assistant Director of Student Supportive Services/Administrator III, effective February 5, 1988, in accordance with the attached proposal dated January 13, 1988.

A Certified True Copy:


Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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

| |
|--------------------------|
| ADDENDUM TO BR#88-29 |
| Submitted <u>1-13-88</u> |
| Date |
| By: CSU () |
| CCSU () SCSU (X) |
| ECSU () WCSU () |



POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (X) DATE EFFECTIVE 2-5-88 PERM (X) FT (X) TEMP () PT ()

POSITION Coordinator of Disabled Student Assistant Director of Student Supportive
 TITLE: Services, Administrator III (7918) Services, Administrator III (7918)

| POSITION NUMBER: | CURRENT | (Class Code) | PROPOSED | (Class Code) | FUND | BARG UNIT | General | -SUOAF | from | to |
|------------------|---------|--------------|----------|--------------|------|-----------|---------|--------|------|----|
| 0300 | 27,735 | | 29,735 | | | | | | | |

RESOLUTION

BRU _____

RESOLVED, That the position Coordinator of Disabled Student Services, Administrator III, be changed to Assistant Director of Student Supportive Services, Administrator III, effective February 5, 1988.

A Certified True Copy

 Dallas K. Beal, President, CSU Date

PERCommittee 1-27-88
 Date

BOARD OF TRUSTEES 2-5-88
 Date

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

It is requested that the position Coordinator of Disabled Student Services, Administrator III, receive a title change to Assistant Director of Student Supportive Services, Administrator III, and a salary adjustment in recognition of increased duties, activities and involvement with supervision. The title change will clearly indicate that this position is third in the supervisory chain of the Supportive Services Office, rather than simply in charge of Disabled Student Services. It would also create a staffing pattern consistent with those in the other student affairs areas. The salary adjustment will recognize (1) increased involvement in the entire supportive services area as Assistant Director, (2) expansion of activities both on and off campus, such as serving on SCSU's President's Advisory Committee on Disability Rights and Opportunities and the Advisory Committee to the Commissioner of Higher Education on Students with Disabilities, and (3) the increased involvement associated with the learning disabilities program.

\$2,000
 Approx. Cost

Michael J. Adanti
 Signed (University) Date 1-13-88

OK to PER DCN 1/19/88

SOUTHERN CONNECTICUT STATE UNIVERSITY
Assistant Director, Student Supportive Services, Administrator III

SUPERVISOR: Director of Student Supportive Services

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

The Assistant Director is the second assistant to the Director for Student Supportive Services. The Student Supportive Services unit serves foreign students, CAP/EOP students, disabled students, veterans, and students needing assistance with tutoring and study skills. The Assistant Director has primary responsibility for that area of the program which deals specifically with the needs of disabled students.

POSITION RESPONSIBILITIES:

Assists the Director and the Associate Director in providing leadership, co-ordination, and management of the total program of Student Supportive Services.

Assists in policy and procedure development.

Acts in the absence of the Director and the Associate Director.

Provides support services for disabled students and supplements existing services. Assists in coordinating such services for disabled students.

Facilitates communication between disabled students, administrators, and faculty. Serves on appropriate committees as authorized by the Director.

Makes referrals to appropriate campus services or community agencies and assumes responsibility for follow-up.

Maintains a liaison with appropriate Federal and State agencies.

Consults regularly with the Section 504 Compliance Officer concerning Federal and State regulations. Makes referrals to this Officer concerning specific cases.

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

EDUCATION AND EXPERIENCE:

Two to three years of administrative experience with demonstrated ability to relate to students, faculty, and staff. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY:

William J. O'Kond

IMMEDIATE SUPERVISOR:

Ray Seidl

DEAN OF PERSONNEL ADMINISTRATION:

Joan M. Battaglia

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant Director of Student Supportive Services, Adm. III

Campus Southern Connecticut State University

Date January 4, 1988

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

Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

William J. O'Keefe

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

R. V. Farrell

Date

DISPOSITION AT SUOAF LOCAL LEVEL:

() approve proposed rank and salary

() 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