



CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

PROJECT DIRECTOR DISADVANTAGED STUDENT PROGRAM/ADMINISTRATOR V
to
COORDINATOR SPECIAL SERVICES GRANT/ADMINISTRATOR IV

at

EASTERN CONNECTICUT STATE UNIVERSITY

APRIL 8, 1988

RESOLVED, That the position, Project Director Disadvantaged Student Program/Administrator V, be reclassified to Coordinator Special Services Grant/Administrator IV, at Eastern Connecticut State University, effective April 8, 1988, in accordance with all provisions and expectations as set forth on CSU Form 200.

A Certified True Copy:

Dallas K. Beal
President

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 2/29/88

POSITION ACTION REQUEST

POSITION _____ DATE _____ PERM() FT(X)
 ACTION: ESTABLISH () RECLASSIFY (X) EFF. 6/3/88 TEMP(X) PT()
 ABOLISH () OTHER ()

POSITION Project Director Disadvantaged Coordinator Special
 TITLE: Student Program/Ad. 5 7921 Services Grant/Ad. 4 7919
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	BARG UNIT	SUOAF From	SUOAF To
1215	\$1,204.69 (31,442.00)	\$1,264.37 (33,000.00)	Federal		

RESOLUTION

BR# _____

RESOLVED, That the position, Project Director, Disadvantaged Student Program, Administrator 5, at Eastern Connecticut State University be reclassified to Coordinator, Special Services Grant (Administrator 4).

A Certified True Copy _____

Dallas K. Beal, President Date

PERCommittee 4/6/88
 Date

BOARD OF TRUSTEES 4/8/88
 Date

JUSTIFICATION: Following the completion of contract of the present incumbent, the position will be vacant. Primary administrative responsibilities will be given to the Director of the Learning Center and, as a result, the position does not have to be staffed at the director level. Although the salaries listed above seem to reflect an increase, please keep in mind the current salary is at the 1986-87 level while the proposed is at 1988-89.

Not 11/8-88

Approx. Cost \$.00

Signed (University) _____ Date _____

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE Project Director-Disadvantaged Student Program
 ADMINISTRATIVE RANK 5
 INCUMBENT Stephen Cohen

Under the general supervision of the Director of the Learning Center, performs responsibilities involving the management of a federal grant for special services for disadvantaged students including the following:

1. Recommends policies and procedures to keep pace with changing developments in the field.
2. Assumes a major responsibility in selection, development and supervision and evaluation of staff members hired under the grant.
3. Directs and organizes learning center for identifying students as per grant.
4. Trains peer tutors.
5. Conducts staff development activities for students and other staff.
6. Conducts one special skill course for identified students admitted under the grant.
7. Maintains accountability for all records required by the grant and keeps all project records.
8. Prepares and completes reports as needed.
9. Maintains all financial records in coordination with the Director of Fiscal Affairs.
10. Attends workshops and meetings on other campuses as required.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Four to five years of experience in educational assistance programs including policy implementation and staff supervision. Experience in grant development desired. A Master's Degree is required.

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

Michael Pennell 2/24/88
 FOR THE UNIVERSITY DATE FOR SUOAF DATE

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE

COORDINATOR, SPECIAL SERVICES GRANT PROGRAM

ADMINISTRATIVE RANK 4

INCUMBENT

Under the supervision of the Director of the Learning Center, the coordinator acts as project director of the federally-funded Special Services Grant for Disadvantaged Students which delivers services to students needing developmental education opportunities who meet eligibility criteria. Responsibilities include but are not limited to:

1. Prepares funding requests for and monitors grant allocations.
2. Provides advising (personal, career, academic, financial, and group) to program participants and supplements advising with support services from other University offices.
3. Develops programs for outside funding that are relevant to the Learning Center operation.
4. Develops and coordinates research projects to improve data on the Center's students and needs.
5. Supervises peer advisers and tutors in conjunction with Learning Center Staff.
6. Serves as a liaison between and referral service for other appropriate University offices.
7. Maintains all program participants' records to assure timely and appropriate advising and follow-up.
8. Develops and promotes strategies to increase participants' use of all appropriate campus resources.
9. Administers appropriate testing and diagnoses students' needs.
10. Attends workshops and meetings as required and recommends policies and procedures to keep pace with the field.
11. Develops data bases and prepares reports as required.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Four to five years experience in an appropriate field, experience working with students and in grant development and/or administration.

These qualifications may be waived for individuals with appropriate alternative experience.

Michael Beers 2/29/88

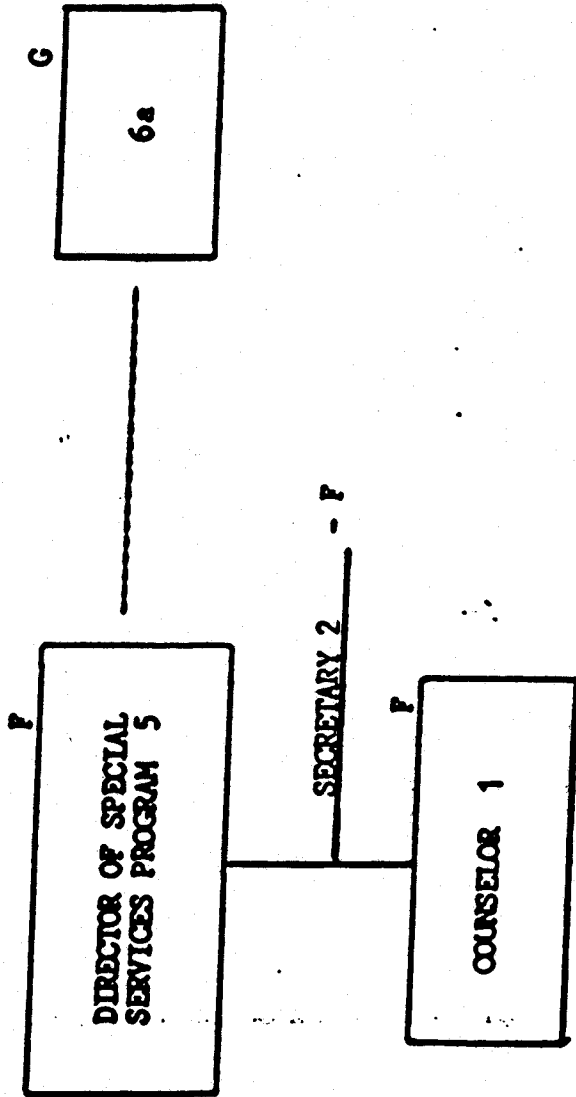
For the University
2/26/88

Date

For the Union

Date

DIRECTOR OF LEARNING CENTER



SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Coordinator Special Services Grant Program

Campus Eastern Conn. State University

Date 2/29/88

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 Pernal *MP*

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 2/29/88

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 *Verified OK* Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 3/24/88

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 *David C. Newton*

DATE 3/25/88

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 _____