



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

COORDINATOR, SUBSTANCE ABUSE PROJECT/ADMINISTRATOR IV

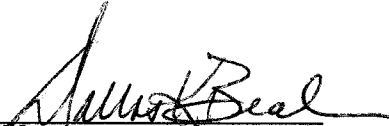
at

EASTERN CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED, That the grant-funded position, Coordinator, Substance Abuse Project/Administrator IV, be established at Eastern Connecticut State University, effective September 8, 1989, in accordance with all provisions and expectations as set forth in the proposal dated August 3, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED	<u>8/3/89</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH (X)	RECLASSIFY ()	OTHER ()	DATE EFFECTIVE	<u>9/8/89</u>
NATURE OF THE POSITION: PERMANENT [] FULL-TIME [X] TEMPORARY [X] PART-TIME []					
POSITION TITLE:	CURRENT CLASS CODE		PROPOSED CLASS CODE		
			Coordinator, Substance Abuse Project		7919
POSITION NUMBER	NEW	CURRENT SALARY \$	PROPOSED SALARY \$	1376.89	(35,936.00)
			FUND	Grant	BARGAINING UNIT
					SUOAF FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL: To establish a new, grant funded position, Coordinator, Substance Abuse Project (Adm. 4)

JUSTIFICATION: The University has been awarded a Federal Substance Abuse Grant. Funds from this grant are being used to establish the above position as the Chief Administrator of this program.

\$ 35,936.00
COST OR SAVINGS

David G. Carter 8/3/89
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:
7/88

POSITION DESCRIPTION

POSITION TITLE: COORDINATOR, SUBSTANCE ABUSE PROJECT

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Dean of Student Affairs, the Coordinator performs the following:

1. Administer grant funds from the Department of Education to develop and expand drug abuse services.
2. Performs broad baseline evaluations of individuals for possible referral to community agencies.
3. Develops relationships with community agencies.
4. Coordinates treatment of individuals with substance abuse problems.
5. Coordinates AA, Al-Anon, NA and ACOA meetings on campus.
6. Designs, implements, and conducts substance abuse prevention and education programs for the campus and community.
7. Serves on community and regional drug education task forces.
8. Serves on the ECSU Substance Abuse Advisory Board.
9. 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 in fields related to student services, drug education and health education.

Experience in program design in areas of substance abuse prevention and education at the college level.

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

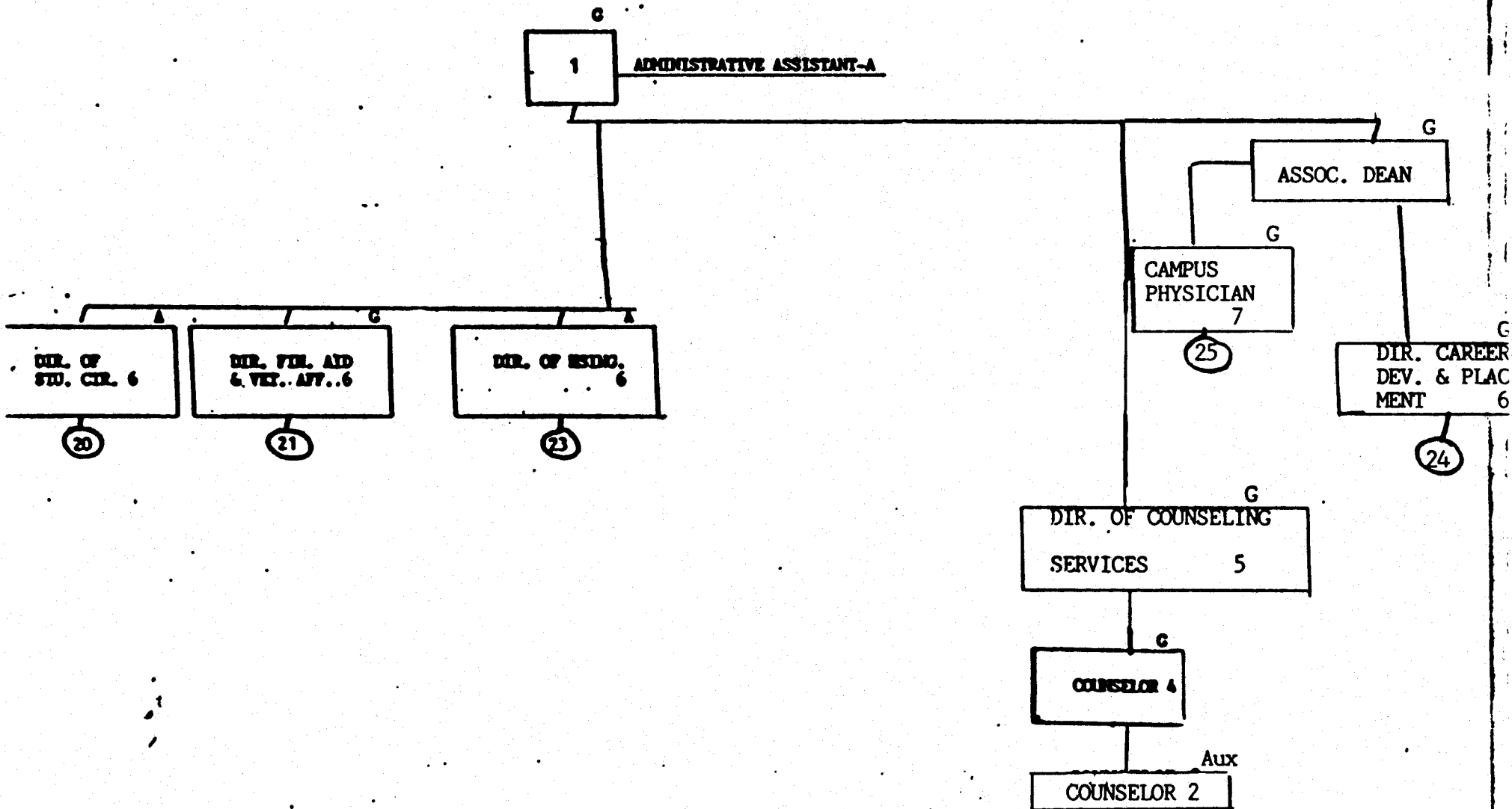
For the University
7/6/89

Date

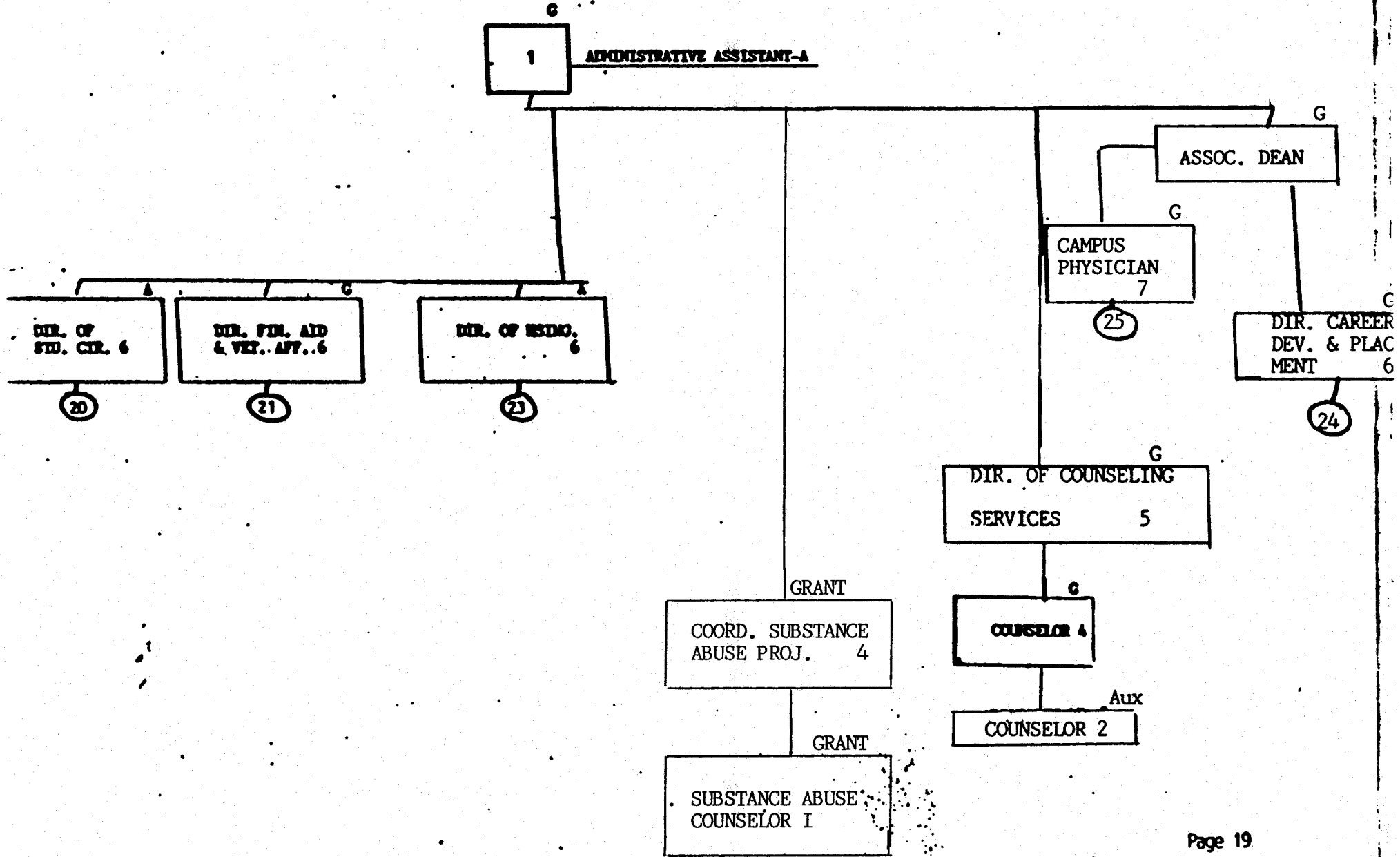
For SUOAF

Date

DEAN OF STUDENT AFFAIRS



DEAN OF STUDENT AFFAIRS



SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Coordinator Substance Abuse Project

Campus Eastern Connecticut State University Date 8/1/89

LEVEL 1, Day 0 Campus BPA 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 _____

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betty Tipton

DATE OF SUOAF CAMPUS REVIEW 8/2/89

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS BPA.

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 BPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date 8/2/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL BPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local BPA brings paperwork to statewide BPA'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 BPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Charles Neufu DATE 8/89

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 BPA 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 _____