

Office of the President

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF PLANNING/ADMINISTRATOR III
to
ASSISTANT DEAN OF CONTINUING EDUCATION FOR PROGRAM DEVELOPMENT/
ADMINISTRATOR IV

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED,

That the position of Assistant Director of Planning/Administrator III be reclassified to Assistant Dean of Continuing Education for Program Development/Administrator IV, effective September 8, 1989, in accordance with all provisions and expectations as set forth in the proposal dated August 16, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

President



CSU-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 16 Aug 1989

BY: CSU []
 CCSU [X] SCSU []
 ECSU [] WCSU

POSITION DATE EFFECTIVE 8 Sept 1989 ACTION: ESTABLISH () RECLASSIFY (X) OTHER () NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME [] POSITION TITLE: Asst Dir Planning, ADM 3 Asst. Dean of Cont. Ed., Progrm Dev, ADM 4 (PROPOSED) (CLASS CODE) (CLASS CODE) (CURRENT) POSITION CURRENT **PROPOSED** BARGAINING SALARY \$44,187 SALARY \$ 39,000 FUND Ext UNIT Ad Fac NUMBER 630 NC TO FROM

EXPLAIN THE NATURE OF THE PROPOSAL:

reclassify a vacant position of Assistant Director of Planning, Aministrator 3, to Assistant Dean of Continuing Education for Program Development, Administrator 4.

JUSTIFICATION:

As Central's connection with downtown New Britain and the Greater Hartford Business Community evolves it is becoming increasingly clear that there is a tremendous need for all kinds of outreach and non-credit programs. In order for the College of Continuing Education to develop these programs we need to have a professional staff person full-time to do the work and provide the supervision to get such programs off the ground. It is expected that this position will eventually generate enough revenue to pay for itself.

\$ (5,187) COST OR (SAVINGS) STGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

7/88

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Dean of Continuing Education for Program

Development

RANK: Administrator 4

DEPARTMENT: College of Continuing Education

SUPERVISOR'S TITLE: Dean of Continuing Education

POSITION SUMMARY

Assists the development of and coordinates non-credit conferences, workshops and seminars.

POSITION RESPONSIBILITIES

Assists the development, expansion and delivery of seminars, conferences, workshops and non-credit courses.

Consults with public and private agencies and institutional personnel to identify and evaluate educational needs.

dentifies and uses innovative methods for conference planning such as elecommunications.

Maintains relationships with other academic institutions, foundations, organizations and corporations to facilitate the preparation and negotiation of grants, proposals, seminars, workshops and conferences.

Coordinates the development and offering of programs, including the preparation of promotional materials and bulletins. Oversees program budgets.

Assists in the development and implementation of policies and procedures related to special programming.

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, four years experience in an administrative or supervisory position in higher education, demonstrated ability to negotiate and manage a budget, significant experience in corporate and higher education relations, understanding of the complexity of an educational institution, and the ability to engage in external relations required. Experience with non-credit program development in higher education preferred.

August 1989

	SUDAT A F SCHE POSITION ACTION REQUEST
	FORH AND PROCEDURES
	Position little Contact Dear Continuing Educator for Page and Relation 4 LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCHE designee for review.
	Date Contine?
	Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) now 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 SUDAF REPRESENTATIVE 6-19-89 8/14/89
	SUDAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Drive Molynch 8/15/89
	DATE OF SUDAF CAMPUS REVIEW 8/15/89
	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 SUDAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUDAF shall return all materials to the initiating University DPA or his designee.
	SUDAF/AFSCHE LOCAL PRESIDENT OR DESIGNEE Belly TEpton Date 8/22/89
	DISPOSITION AT SUDAF LOCAL LEVEL:
	() <u>approve</u> proposed rank and salary Comments or Recommendations:
	DARETURNED 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 SUDAF/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:
١	VICE PRESIDENT FOR PERSONNEL DATE
2	EVEL 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 OF BOARD APPROVAL
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DATE OF BOARD DISAPPROVAL