



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-132

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION


DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR V
to
DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR VI
at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Director of Educational Support Services/Administrator V be reclassified to Director of Educational Support Services/Administrator VI effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

SU-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

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

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER () DATE EFFECTIVE 9/7/90

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []
 Director, Educational Support Services

POSITION TITLE: ADM V (CURRENT) (CLASS CODE) ADM VI (PROPOSED) NC (CLASS CODE)

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARGAINING UNIT	AdFac FROM	nc TO
2476	\$51,727	\$54,600	0			

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center.

JUSTIFICATION:

This is a proposed upgrading for the current Director to the level presently assigned to the Directors of the other two units of the Student Development Center. The Educational Support Services unit is equally as important to the Center and the responsibilities no less significant than those performed by the other Directors at the ADM VI level.

2,873.87
GROSS OR (SAVINGS)

Solu. A. Hill
 SIGNED (UNIVERSITY) 7/3/90 DATE

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

MISCELLANEOUS COMMENTS:

88

This reclassification provides upward mobility for one of our minority staff members.

JONES

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of Educational Support Services

ADMINISTRATIVE RANK: Administrator VI

DEPARTMENT: Educational Support Services

SUPERVISOR'S TITLE: Associate Dean of Student Affairs

POSITION SUMMARY:

Directs and coordinates Educational Support Services (ESS); develops and recommends programs and policies within the area including specialized summer program segments and academic year programs for specialized student populations.

POSITION RESPONSIBILITIES:

Supervises and coordinates all aspects of the Equal Opportunity Program (EOP) and Connecticut Collegiate Awareness and Preparation Program (CONNCAP) as well as other support services for students in the various ESS programs.

Ensures the delivery of appropriate academic support services to program participants.

Supervises the development of support services and intervention programs for students at-risk academically.

Develops outreach programs in primary, secondary and post-secondary schools through direct interaction with administrators, teachers, counselors, and at-risk students.

Coordinates institutional services for ESS program participants within the Student Development Center and with other offices of the university.

Develops and administers program budgets. Prepares fiscal, program and other related reports. Recruits, recommends appointments of, supervises and evaluates all Educational Support Services program staff.

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

QUALIFICATIONS:

Master's Degree and five years of experience in a college or university setting providing educational support services to specialized student populations. Demonstrated administrative and supervisory skills required. These qualifications may be waived for individuals with appropriate alternate experience.

CENTRAL CONNECTICUT STATE UNIVERSITY

C Jones

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR, EDUCATIONAL SUPPORT SERVICES

ADMINISTRATIVE RANK: ADMINISTRATOR V

DEPARTMENT: ACADEMIC AFFAIRS

SUPERVISOR(S) POSITION/TITLE: ^{Associate} ~~ASSISTANT TO THE~~ VICE PRESIDENT,
ACADEMIC AFFAIRS

POSITION SUMMARY:

The Director of the Office of Educational Support Services (ESS) directs the operations and development of the Educational Opportunity Program (EOP), the Connecticut Collegiate Awareness and Preparation Program (CONNCAP), and the Minority Student Services Program.

POSITION RESPONSIBILITIES:

Develops, coordinates and implements institutional support services to increase retention and academic success of minority students under the Minority Student Services Program

Directs EOP and CONNCAP programs including recruitment, design, development and implementation of summer components and year-round counseling and tutorial services and enrichment programming

Supervises program staffs including: Assistant Director, ESS; (2) CONNCAP Site Coordinators; EOP and CONNCAP summer faculty and counselors; year-round tutorial staff and counselors; student help and clerical support

Develops institutional, high school and community/corporate support for programs. Coordinates institutional services with faculty and departments, and the offices of Admissions, Cooperative Education, Placement and Career Development, Financial Aid, Bursar, etc.

Administers program budgets and prepares fiscal reports. Maintains program records and prepares program reports.

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 and five years of related experience developing and providing educational support services primarily to minority and disadvantaged students.

1/12/87

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title ADM VI DIR EDUCATIONAL SUPPORT SERVICE
Campus CENTRAL Date 3/27/90

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 DONNA MURPHY

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3/27/90

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 _____ 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 David C. Neff DATE 8/26/90

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 OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____