



**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, NORTHEAST TECHNOLOGY EDUCATION CONSORTIUM/ADMINISTRATOR IV


at

CENTRAL CONNECTICUT STATE UNIVERSITY

December 7, 1990

RESOLVED, That the grant-funded position of Coordinator, Northeast Technology Education Consortium/Administrator IV be established at Central Connecticut State University effective November 16, 1990, in accordance with all provisions and expectations as set forth in the proposal dated November 20, 1990, which is attached as an addendum.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 11/20/90

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

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 11/16/90

NATURE OF THE POSITION: PERMANENT [ ] FULL-TIME [ ] TEMPORARY [ ] PART-TIME [ ]

POSITION TITLE: Coordinator of Northeast Technology Education Consortium ADM IV

CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER New CURRENT SALARY \$ PROPOSED SALARY \$ 37,734 FUND 0 SPID BARGAINING UNIT SUOAF FROM TO

### EXPLAIN THE NATURE OF THE PROPOSAL:

To establish a grant funded position.

### JUSTIFICATION:

Central Connecticut State University has received a grant to develop national demonstration sites for Technology Education. This position would be assigned responsibility to administer the grant.

\$ 37,734  
COST OR SAVINGS

[Signature] 11-20-90  
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

**CENTRAL CONNECTICUT STATE UNIVERSITY**  
New Britain, Connecticut 06050

**POSITION DESCRIPTION**

**POSITION TITLE:** Coordinator, Northeast Technology Education Consortium

**RANK:** Administrator IV

**DEPARTMENT:** School of Technology

**SUPERVISOR:** Dean, School of Technology

**POSITION SUMMARY:**

Implements and administers the Northeast Technology Education Consortium (NETEC) grant.

**POSITION RESPONSIBILITIES:**

Coordinates and establishes national demonstration sites for Technology Education in selected public school systems consistent with the goals established under the terms of the grant award.

Conducts needs analyses for selected public schools in the areas of technology education facility support, curriculum design and instructional methodology.

Arranges for consultant services to assist in the development of transition to and implementation of technology education programs. Recruits faculty from regional universities to perform consulting services in support of the NETEC program.

Coordinates and oversees the activities of consultants to ensure delivery of services consistent with the NETEC grant.

Collects and distributes donated instructional equipment for program support to each project site.

Administers grant activities and expenditures related to the grant. Prepares fiscal reports on the status of grant funds, progress reports for the U.S. Office of Education and related reports as requested.

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

**EDUCATION AND EXPERIENCE:**

Five years of experience as a teacher or supervisor of technology education; experience in curriculum development and in-service training in technology education, demonstrated skills in grants administration at the state or national level and a Bachelor's Degree in Industrial Art or Technology Education required. A Master's degree in Industrial Art or Technology Education is preferred.

10/22/90

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

COORD.

Position Title DIA OF NETEC ADM IV II  
Campus CSU Date 10/11/90

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 Duke

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 10/11/90/10/22/90

SUOAF/AFSCME CAMPUS NO REVIEW AND RECOMMENDATION BY Anna M. Lynch *I do not agree with this position, rank and salary*

DATE OF SUOAF CAMPUS REVIEW 10/13/90 *one*; 10/24/90 *do proposed. Rank should be: IV. Salary should be: 43,324*

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA. *see attachments.*

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:

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:

*approved after discussion with staff representatives & awarded and subsequent confirmation*  
GRANT!  
*Den*

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 \_\_\_\_\_

From: CCSU::NEWTON "D. NEWTON (V.P. PERSONNEL)" 15-NOV-1990 15:17:17.38  
To: SCSU::FARRICIELLI  
CC: NEWTON  
Subj: Follow Through with Joel, as discussed

From: CCSU::NEWTON "D. NEWTON (V.P. PERSONNEL)" 15-NOV-1990 15:16:20.08  
To: MUNROE  
CC: NEWTON  
Subj: Dir of NETEC

Donna,

Have discussed the matter of the Proposed position of Director, Northeast Technology Education Consortium with Joel Schweidel this afternoon.

We are agreed the position should carry a salary range of \$37,734 to \$39,000. We understand a higher salary would be impossible under the grant.

We are further agreed the Rank will be at Administrator IV. Finally, we have agreed that if an incumbent remains after the expiration date of the grant, which we understand to be September 30, 1992, the parties will seriously consider an increase in rank to Administrator V.

It is my intention to show this memorandum to the members of the PERCommittee pursuant to my agreement with them. You may fill the GRANT FUNDED position immediately (The grant was effective last October) in order to effectuate the purposes of the grant promptly.

David C. Newton  
Vice President for Personnel



**Connecticut  
State  
University**

Central ▪ Eastern ▪ Southern ▪ Western

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

Office of the President

*Not Approved by  
OPM - See BR 91-*

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

SECRETARY 1

to

DIRECTOR, OFFICE OF MINORITY AFFAIRS/ADMINISTRATOR VI

at

WESTERN CONNECTICUT STATE UNIVERSITY

November 2, 1990

RESOLVED,

That the position of Secretary 1 be reclassified to Director, Office of Minority Affairs/Administrator VI effective November 5, 1990, in accordance with all provisions and expectations as set forth in the proposal dated August 31, 1990, 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 FORMSUBMITTED 8/31/BY: CSU [ ]  
CCSU [ ] SCSU [ ]  
ECSU [ ] WCSU [X]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE <u>11/5/90</u>
NATURE OF THE POSITION:	PERMANENT [X]	FULL-TIME [X]	TEMPORARY [ ]	PART-TIME [ ]
POSITION TITLE:	<u>Secretary 1</u>	<u>6976</u>	<u>Director, Office of Minority Aff</u>	<u>Admin VI</u>
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE <u>78</u>
POSITION NUMBER	<u>0867</u>	CURRENT SALARY \$ <u>21,129</u>	PROPOSED SALARY \$ <u>48,491</u>	FUND <u>General</u> BARGAINING UNIT <u>Clerical</u> SUO
				FROM TO

## EXPLAIN THE NATURE OF THE PROPOSAL:

Reclassify Secretary I position to Director, Office of Minority Affairs/Administrator VI

## JUSTIFICATION:

In order to meet the commitment of the Connecticut State University to its minority constituents, Western Connecticut State University requests the establishment of a full-time Minority Affairs Director.

\$ 27,362  
(COST) OR SAVINGS

[Signature] Aug 31, 1990  
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:



DIRECTOR, OFFICE OF MINORITY AFFAIRS  
ADMINISTRATOR VI

SUPERVISOR: Executive Dean of Personnel and External Affairs

INCUMBENT NAME:

POSITION SUMMARY: Under the direction of the President, the Director of the Office of Minority Affairs develops and provides minority student, faculty, staff and alumni services.

POSITION RESPONSIBILITIES:

Administers and oversees the Minority Affairs Office.

Develops plans, policies, and procedures in regard to minority students, faculty, staff and alumni.

Works to enhance the campus climate for community appreciation for diversity and, in that regard, is responsible for implementing the Plan To Promote Pluralism.

Administers the Minority Advancement Program (MAP).

Develops programs and strategies for the retention of minorities.

Maintains liaison with all internal and external minority groups as Western Connecticut State University's representative.

Oversees the development and coordination of the Basic Studies program. In addition, supervises the delivery services within all university components associated with Basic Studies.

Participates in recruitment and selection of minority students.

Facilitates cooperative programming and activities among Basic Studies, Student Affairs and appropriate academic departments.

Organizes and supervises university staff associated with Basic Studies.

Prepares statistical and other research reports associated with Basic Studies and minority affairs.

Works in close cooperation with the Affirmative Action Officer in implementing Western Connecticut State University's Affirmative Action Plan.

Performs related duties as required.

EDUCATION AND EXPERIENCE: Five years of experience with minority students and employees from diverse ethnic, economic and cultural backgrounds. Experience in managing budgets, experience in program development and implementation. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

FORM AND PROCEDURES

Position Title DIRECTOR, OFFICE OF MINORITY AFFAIRS

Campus WESTERN Date 8/31/90

**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 PR FRANK MUSKA

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 8/31/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Kursh

DATE OF SUOAF CAMPUS REVIEW 8/31/90

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 X Date \_\_\_\_\_

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary  
Comments or Recommendations:

disapprove proposed rank and salary

*Discussed with  
R Farnicelli  
10/15/90  
DCH*

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  
Comments or Recommendations:

disapprove submission to PERC

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 \_\_\_\_\_