



**Connecticut  
State  
University**

Central ▪ Eastern ▪ Southern ▪ Western

BR#91-114

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT COORDINATOR, STUDENT ASSISTANCE PROGRAM FOR  
DRUG AND ALCOHOL ABUSE PREVENTION/ADMINISTRATOR III

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED,

That the temporary, grant-funded position, Assistant Coordinator, Student Assistance Program for Drug and Alcohol Abuse Prevention/Administrator III be established at Southern Connecticut State University, effective October 1, 1991, in accordance with all provisions and expectations as set forth in the proposal dated July 11, 1991, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>7/11/91</u>
BY: CSU [ ]	
CCSU [ ]	SCSU [x]
ECSU [ ]	WCSU [ ]

POSITION ACTION:	ESTABLISH (x)	RECLASSIFY ( )	OTHER ( )	DATE EFFECTIVE	<u>October 1, 1991</u>
NATURE OF THE POSITION:	PERMANENT [ ]	FULL-TIME [x]	TEMPORARY [x]	PART-TIME [ ]	
POSITION TITLE:	Assistant Coordinator		Administrator III		
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	CURRENT SALARY \$	PROPOSED SALARY \$	Grant funded	BARGAINING UNIT	SUOAF
		<u>33,751</u>		FROM	TO

### EXPLAIN THE NATURE OF THE PROPOSAL:

Establish temporary position of **Assistant Coordinator, Student Assistance Program for Drug and Alcohol Abuse Prevention** for two years--through duration of FIPSE grant.

### JUSTIFICATION:

Establishment of this FIPSE (Fund for the Improvement of Post Secondary Education) grant-funded position will augment the continued growth of the SCSU student assistance program as it pertains to the prevention of drug and alcohol abuse. There will be no cost to the University for this two-year, temporary position. New programs and services will be developed with assistance provided by this temporary professional.

\$ none/grant funded  
COST OR SAVINGS

James M. Battaglia 7/11/91  
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

SOUTHERN CONNECTICUT STATE UNIVERSITY  
Position Description

POSITION TITLE: Assistant Coordinator, Student Assistance Program for Drug and Alcohol Abuse Prevention

RANK: Administrator III

DEPARTMENT: Student Affairs

SUPERVISOR'S TITLE: Associate Director, University Health Services  
(Coordinator, Student Assistance Program for Drug and Alcohol Abuse Prevention)

POSITION SUMMARY: Assists the Coordinator and the Project Director (Dean of Student Affairs) in administering a grant from the Department of Education to establish and maintain a substance abuse prevention office; in expanding and coordinating counseling, referral, and information services; in the creation of expanded educational programs; and in the collection, compilation, and dissemination of data pertinent to efforts to reduce substance abuse.

POSITION RESPONSIBILITIES:

Assists the Coordinator in arranging for appropriate staff training and intervention.

Serves as a resource for counseling service referrals related to substance abuse.

Assists the Coordinator in organizing and coordinating programming efforts which emphasize wellness activities as an alternative to substance abuse.

Assists the Coordinator in the publication of a substance abuse campus newsletter.

Maintains and expands the drug/alcohol informational materials library.

Assists the Coordinator in the coordination of the Speakers Bureau activities.

Maintains file on complete data and all campus activities related to the grant.

Assists the Project Director and Coordinator in administering grant expenditures.

Provides organizational expertise in the development of outreach programs for the campus and neighboring communities.

Coordinates office efforts in requests for information and referral and serves as the primary office agent in those efforts.

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 appropriate to the field and three years' experience in substance abuse counseling required. Substantial experience in administering substance abuse counseling program and grant writing preferred.

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant Coordinator, Std. Assistance Program for Drug + Alcohol Abuse Prevention/  
Campus SCSU Date 7/10/91 Admin. Off.

**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: Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

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 [Signature] 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 6/27/91

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC ( ) disapprove submission to PERC

Comments or Recommendations: \_\_\_\_\_

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 7/17/91

**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 7/17/91

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

OVER FOR APPLICABLE POSITION DESCRIPTION