



STATE OF CONNECTICUT
 BOARD OF TRUSTEES
 FOR THE STATE COLLEGES

P. O. BOX 2008 827-7700 NEW BRITAIN, CONNECTICUT 06050
 TEL. NEW BRITAIN: 203-229-2602 ~~FED. EXPRESS 203-365-7213~~

AUTHORIZING RESOLUTION

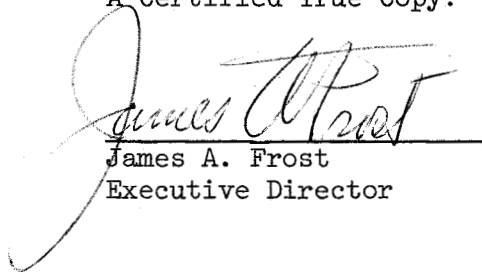
concerning

The Establishment of a New Position
at Southern Connecticut State College
Title XX Coordinator/Administrator II

October 6, 1978

RESOLVED, That the position, Title XX Coordinator/Administrator II, be established at Southern Connecticut State College effective October 6, 1978, in accordance with all provisions and expectations as set forth in the proposal dated September 28, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:


 James A. Frost
 Executive Director

12/12/77

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Manson Van B. Jennings
President

Concerning: X New Position, _____ Existing Position (Vacant/Filled)

Proposal:

To establish the position of Coordinator for the Title XX Training Program.

Proposed Position:

Title/Rank- Title XX Coordinator Administrator II

<u>12</u>	<u>\$14,809</u>	<u>Federally funded</u>	<u>AFSCME</u>
10 or 12 mo.	Salary level	Title XX	Bargaining Unit
Full-Part-Time		Fund (Gen., Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

1. Assume overall administrative coordination of Title XX Training programs.
2. Provide direct supervision and training to Title XX staff consistent with Title XX policies and procedures(see attached list of Title XX staff).
3. Serve in liaison capacity between SCSC Title XX Training Office and other SCSC units and community.
4. Monitor and evaluate Title XX Training Programs consistnet with SCSC and Title XX regulations.

4. Rationale for Establishing Position

See Attached.

5. Conditions of Employment if changed or different from Norm.

Continued employment dependent upon continuation of Federal funding.

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:
1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

Date Signature



STATE OF CONNECTICUT

SOUTHERN CONNECTICUT STATE COLLEGE

501 CRESCENT STREET • NEW HAVEN, CONNECTICUT 06515



OK-PERC

TEL. 203 397-4236

September 19, 1978

Dr. Clinton Ritchie
Executive Officer for Faculty and Staff Affairs
Board of Trustees for the State Colleges
P.O. Box 2008
New Britain, Connecticut 06050

Dear Clint:

The following statement is submitted as supportive rationale for the establishment of the position of Coordinator of the Title XX program as an Administrator II at Southern Connecticut State College. The need for such an appointment is based upon a major expansion of Title XX activities during the next twelve months. Although we have received less than \$500,000 in federal funds for the support of this program in the past twelve months, it is anticipated that the funding level for Title XX activities will be close to one million dollars for the 1978-79 school year.

During the previous two years, Title XX training activities within Southern experienced a very substantial growth since the inception of this program. Beginning with a relatively small program in 1976, Title XX training has expanded to approximately 1400 eligible Title XX students. This training consists of 93 new courses and/or workshops. Approximately \$500,000 was received in Title XX reimbursement by Southern Connecticut State College to cover the costs incurred in this program.

The new appointment of a Title XX Coordinator at the Administrator II level is required to insure fiscal and program accountability during the next twelve months. The salary for this position (Administrator II) is reimbursable with Title XX monies. The Board's support of this request is critical to the continuation of a program which has been of great benefit to social service providers in need of instruction as well as social service agencies in the greater New Haven area.

Sincerely,

Manson Van B. Jennings
President

RECEIVED

SEP 20 1978

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

I. Rationale

During the previous two years, Title XX Training activities within SCSC experienced a tenfold increase since the inception of this program. Beginning with a relatively small program in 1976, Title XX Training was offered to approximately 1400 eligible Title XX students. This training consisted of 93 new courses and/or workshops. Approximately \$500,000.00 was received in Title XX reimbursement by SCSC to cover the costs incurred in this program.

Because of this major expansion and future anticipated increase over the next twelve months, additional administrative coordination and leadership became essential- example, approximately \$500,000 in Title XX reimbursement is expected during the next 6-9 months, compared with \$500,000 during the past two years.

At the present time ,the Title XX Training Office is staffed by a half-time coordinator (faculty-released six credits classroom instruction) and two full-time program coordinators.

An additional full-time administrative coordinator is required to ensure fiscal and program accountability during the next twelve months. The present faculty half-time coordinator will continue to function as the faculty consultant(half-time, 6 credits).

Disapproval of this additional administrative personnel would require a curtailment of several proposed training programs currently in the planning stage and a major regression in the quality of training offered.

The following organizational chart describes the present and proposed staffing in the Title XX Training program at SCSC. The magnitude and scope of this major program requires this new proposed administrative organizational structure.

Title XX staff directly accountable to Title XX Coordinator:

Two full-time program coordinators

Two part-time fiscal coordinators

One public information media specialist (part time)

One registration coordinator (part time)

Two tuition reimbursement coordinators (student interns)

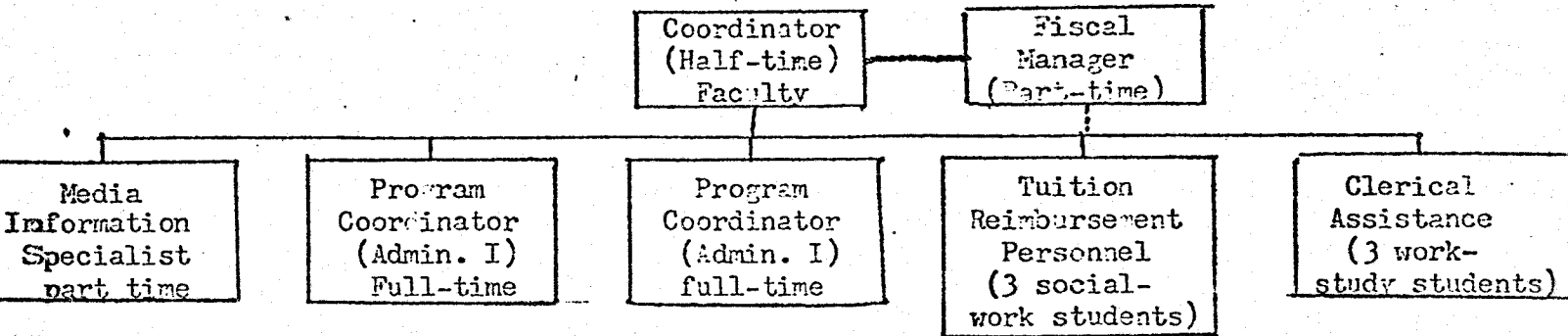
Four clerical assistants (secretarial)

Total 12

II..Organizational Chart: SCSC Title XX Training Office, current and proposed.

(A).

Current

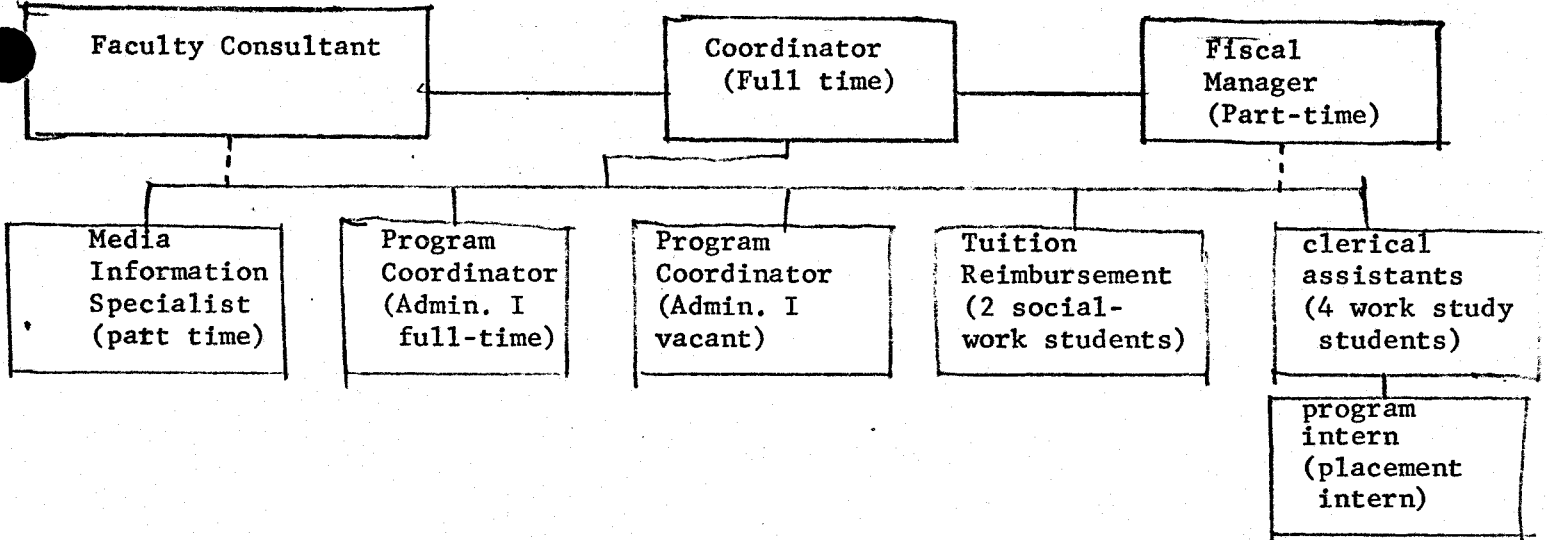


Summary

- (1). One half-time Coordinator
- (2). Two full-time program develop specialists (Admin. I).
- (3). One fiscal manager (part-time adjunct)
- (4). One Media Information specialist (part-time adjunct)
- (5). Tuition reimbursement staff (3 social work students)
- (6). Clerical Assistance

(B)

Proposed



III. Relationship to Title XX Reimbursement

All of the positions described in this proposal receive Title XX reimbursement as direct administrative costs under the Title XX Training Program. Therefore, the SCSC General Fund and Extension Funds would incur no financial obligation. Reimbursement for these personnel expenses are received approximately four weeks after the end of each billing quarter. This payment procedure applies to all personnel expenditures incurred in the Title XX Training Program. Close consultation with the State Department of Social Services is maintained by the SCSC Training Office to ensure reimbursement and avoid financial embarrassment.