



STATE OF CONNECTICUT

BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

AUTHORIZING RESOLUTION

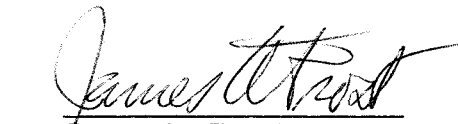
concerning

The Revision of a Current Administrator I Position
at Eastern Connecticut State College

December 8, 1978

RESOLVED, That the position at Eastern Connecticut State College occupied by Edith Mavor, Administrator I, Title XX Curriculum Developer, be changed from a 17 1/2 hour per week to a 21 hour per week position effective December 8, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated December 7, 1978.

A Certified True Copy:



James A. Frost
Executive Director

Hold
PERC
10/25/78
3.1.1

Interdepartment Message

STO-201 REV. 3/77 STATE OF CONNECTICUT
 (Stock No. 6938-051-01)

SAVE TIME: *Handwritten messages are acceptable.*
 Use carbon if you really need a copy. If typewritten, ignore faint lines.

To	NAME	Dr. Clinton M. Ritchie	TITLE	Exec. Officer for Student Faculty & Staff Affairs	DATE	10/16/78
	AGENCY	Bd. of Trustees for ST Colleges	ADDRESS	P.O. Box 2008 New Britain, CT 06050		
From	NAME	Michael Pernal <i>Mike</i>	TITLE	Dean of Personnel Admin.	TELEPHONE	X215
	AGENCY	Eastern CT State College	ADDRESS	Willimantic, CT 06226		

SUBJECT
 Enclosed SCP form on Administrator I Title XX Area

The enclosed SCP form was returned by the Central Office after a decision had been made not to process because of the moratorium on AFSCME positions. As a result of our conversation last week, I am resubmitting the SCP in hopes that it may be considered at the November Board Meeting. The present incumbent in the position is presently working in excess of 17½ hours per week on a normal basis in an effort to get the job done. Since the inception of the Title XX Program, the workload in that office has exceeded the expectations that were developed at the time the program was begun. While it is true that an increase in working hours to 21 will add another bargaining unit member, it is also true that the salary rate will not be increased and the position will remain as an Administrator I.

In addition, the Title XX Program is supported solely with Federal Funds. On this basis, reconsideration of our original submission is respectfully requested at your convenience. This request carries the endorsement of the Director of the Title XX Project, and my office is convinced that it would be in the best interest of the program and the college. If you have any further questions regarding this request, please feel free to get in touch with me.

MP/emb
 Enclosure

*Withdrawn from 11/1/78 agenda
 as of 10/30/78*

RECEIVED
 OCT 22 1978

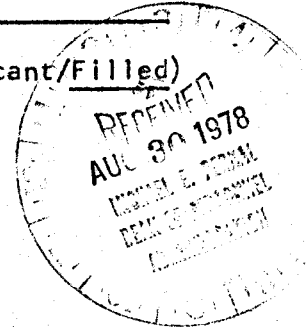
Reconsidered PERC 12/8/78
Effective date to be 12/8/78 if passed,
and
12/6/78

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

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Charles R. Webb
(President)

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



1. Proposal:
Increase hours from 17½ hours per week to 21 hours per week

2. Proposed Position:

Title/Rank Administrator I

12 mo P.T.
10 or 12 mo.
Full-Part-Time

Salary Level

SP ED Funds
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining
Unit

 T P
Temp. or
Permanent

RECEIVED

SEP 1 1978

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

3. Summary of Function (attach required job description)

See attached sheet

4. Rationale for Altering or Establishing Position (Use additional sheets of
necessary)

In order to perform the function involved in this position, it requires more
time than the original 17½ hours per week allotted. We are therefore expanding
the number of hours to 21 hours per week.

5. Conditions of Employment if Changed or Different from Norm. (Use additional
sheets if necessary)

This will create another AFSCME position

Michael Bernal
9-1-78

For Central Office Use

Consultation with Bargaining Unit
Completed

Approved:

1. For Submission to PERC CRW 12/7/78

2. By Committee/Board

Comments:

(Date)

(Signature)

J. Malone - 12/6/78

Form SC-1
Rev. 9/75

BOARD OF TRUSTEES FOR STATE COLLEGES
Report of Personnel Transaction(s)
for Unclassified Position(s)

Connecticut State College
Fiscal Year Ending 6/30/

Data

Transaction Number

No. of Pos.	New	Can- cel	Refill	Title	Class Code	Position Control Number	S.G. & Step	Compen- sation Bi-weekly	% If Not Full-time	Fund, Function Activity Code (Full Budget Code)	Type of Action & Effec. Date

Employee Name Edith Mavor

Total Established Unclassified Positions
(including this transaction):

Employee Number 275 22 0

(Insert number if previously employed by State)

General Fund

Social Security Number 132-32-9239

Extension Fund

Birth Date May 12, 1942

Auxiliary Services Fund

Birth Place New York City

Other

CENTRAL OFFICE USE

Approved _____ Title _____

Authorized Signature

Date _____

Approved _____

Approved for Submission to Board

Authorized Signature

Date _____

Date Approved
by Board

Authorized Signature

Job Description

Title XX Curriculum Developer

1. Works with the Title XX Coordinators or Supervisors from the eligible provider agencies in Region III and Region IV to ascertain the needs of the agencies' staff for the purpose of developing, expanding, and/or improving training for professional or para-professional employees of the Department of Social Services, and of providers, or persons preparing for employment with the state agency. It should be understood that this is an ongoing process.
2. Works with department heads and appropriate faculty of the College to develop and implement programs and courses to meet the needs of the Title XX trainees.
3. Works with the Title XX Program Coordinator of the College in implementing programs and courses for Title XX trainees, both on campus, in the field, and on-site; and including credit and non-credit courses, workshops, seminars, or whatever is appropriate.

EB:mts
12/20/77