



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF MINORITY STUDENT SERVICES/ADMINISTRATOR IV
to
DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR V


at

CENTRAL CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the position, Coordinator of Minority Student Services/Administrator IV, at Central Connecticut State University be reclassified as Director of Educational Support Services/Administrator V, effective April 3, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

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

Submitted 1/13/87

Date

By: . CSU ()
 CCSU (X) SCSU ()
 ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 4/3/87 PERM (X) FT (X)
 TEMP () PT ()

POSITION TITLE: Coordinator of Minority Student Services/ADM IV (Class Code) CURRENT Director of Educational Support Services/ADM V (Class Code) PROPOSED

POSITION NUMBER: 2476 CURRENT SALARY \$37,203. PROPOSED SALARY \$40,000. FUND General BARG UNIT SUOAF N/C from to

RESOLUTION

BR# _____

RESOLVED,

That the position of Coordinator of Minority Student Services, Administrator IV, at CCSU be reclassified as Director of Educational Support Services, Administrator V, and that the incumbent's salary be increased by \$2,797 annually in compensation.

A Certified True Copy _____
 Dallas K. Beal, President, CSU _____ Date

PERCommittee _____
 Date

BOARD OF TRUSTEES _____
 Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

In order to meet University goals in attracting and retaining minority students, the duties of the incumbent have been vastly expanded. (Please see attached old and new job descriptions.) Salary increase is in line with expansion of duties.

RECEIVED
 FEB 1 1987
 THE CONNECTICUT STATE UNIVERSITY

\$2,797.
 rox. Cost

Dallas K. Beal
 Signed (University) _____ Date 1/16/87

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Director of Educational Support Services / ADM 5
Campus Central Date 1-13-87

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 MKB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1-13-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 1/20/87

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 Betty Tipton Date 1/29/87

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary + attached disapprove proposed rank and salary
Comments or Recommendations: job description

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 _____ 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 _____

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR, EDUCATIONAL SUPPORT SERVICES

ADMINISTRATIVE RANK: ADMINISTRATOR V

DEPARTMENT: ACADEMIC AFFAIRS

SUPERVISOR(S) POSITION/TITLE: 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

POSITION DESCRIPTION

Position Title: Coordinator of Minority Student Services

Administrative Rank: Administrator IV

Department: ~~Instructional Services~~ Academic Affairs

Supervisor(s) Position/Title Associate ~~to the~~ V.P. Academic Affairs

POSITION SUMMARY:

The Coordinator of Minority Student Services directs the Educational Opportunity Program and coordinates minority student services.

POSITION RESPONSIBILITIES:

Coordinates institutional services for minority students including liaison activities with Admissions, Cooperative Education, Placement & Career Development Center, Financial Aid and Bursar.

Directs Educational Opportunity program including: develops the budget, recruits candidates for EOP, selects and supervises teaching and counseling staff.

Directs supplemental tutorial and other academic support services for EOP and other students seeking such assistance during academic year.

Serves as counselor for minority students and acts as liaison for minority students with instructional faculty.

Recruits minority students.

Supervises an additional staff member responsible for career development phase of EOP.

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

QUALIFICATIONS:

Bachelor's degree and minimum of three years of college or social agency experience working with minority students. Masters degree and experience preferred.