



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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT DIRECTOR OF THE CONNECTICUT INSTITUTE FOR THE PREVENTION OF
ALCOHOL AND DRUG ABUSE/ADMINISTRATOR III

at

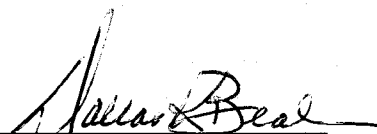
CENTRAL CONNECTICUT STATE UNIVERSITY

February 2, 1990

RESOLVED,

That the grant-funded position of Assistant Director of the Connecticut Institute for the Prevention of Alcohol and Drug Abuse/Administrator III be established at Central Connecticut State University effective January 26, 1990, in accordance with all provisions and expectations as set forth in the proposal dated January 24, 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 FORM

SUBMITTED	1/24/90
BY:	CSU []
	CCSU [X] SCSU []
	ECSU [] WCSU []

POSITION ACTION:	ESTABLISH (X)	RECLASSIFY ()	OTHER ()	DATE EFFECTIVE	1/26/90
NATURE OF POSITION:	PERMANENT []	FULL-TIME [X]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Assistant Director - Connecticut Institute for the Prevention of Alcohol and Drug Abuse - Conn. Higher Education Project/ADM III				
	(CURRENT)	(CLASS CODE)	(PROPOSED)	(CLASS CODE)	NC 7918
POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND Grant	BARGAINING UNIT	nc TO
---	---	\$35,000 - \$39,000		AdFac FROM	

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish an Assistant Director position to serve as Project Director for a grant from the Governor's Partnership for a Drug Free Work Place.

JUSTIFICATION: As part of the Connecticut Institute, the Assistant Director will implement strategies to promote drug education and prevention programs in Connecticut institutions of higher education statewide. The administration of a one-year \$400,000 plus grant involving all institutions of higher education throughout the State warrants a level of compensation commensurate with the scope of the program.

\$ COST OR (SAVINGS)

John W. Shumaker 1/27/90
SIGNED (UNIVERSITY) *son* DATE

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

MISCELLANEOUS COMMENTS:

7/88 It is essential that this position be established and filled as soon as possible to ensure that we meet our commitments under the grant. the grant will be awarded January 25, 1990.

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION TITLE: Assistant Director, Connecticut Institute for the Prevention of Alcohol and Drug Abuse - Connecticut Higher Education Project

RANK: Administrator III

DEPARTMENT: Student Affairs

SUPERVISOR'S TITLE: Director, Connecticut Institute for the Prevention of Alcohol and Other Drug Abuse

POSITION SUMMARY:

Serves as Project Director for a grant from the Governor's Partnership for a Drug Free Workplace to implement strategies to promote drug education and prevention programs in Connecticut institutions of Higher Education statewide.

POSITION RESPONSIBILITIES:

Initiates and coordinates timely implementation of all program activities outlined in the grant, including assessment of all institutions of higher education to determine existing level of prevention programs, sponsoring symposia and training institutes and related projects on drug and alcohol abuse.

Administers grant activities and expenditures related to the grant and develops all required reports.

Produces appropriate training manuals.

Provides training and consultation to member institutions and acts as resource and referral person for same.

Assists the Director in development of ongoing funding sources to support this position and in overall management of the Institute.

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

QUALIFICATIONS:

Bachelor's degree in education, counseling, social work or related field; demonstrated experience in program development and training. A minimum of five (5) years experience in substance abuse prevention/treatment and proven skill in the coordination and oversight of projects and program development. These qualifications may be waived for individuals with appropriate alternate experience.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title ASST. DIR. FOR THE CONNECTICUT INSTITUTE FOR THE PREVENTION
ALCOHOL AND DRUG ABUSE CC-SU Date 1/24/90
Campus _____

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 DONNA MURKIN

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1/24/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

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 _____ Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:
() approve proposed rank and salary () disapprove proposed rank and salary
Comments or Recommendations:

BE 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 David C. Miller DATE 1/24/90

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 OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____