



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES

### FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-~~229-1600~~ 827-7700 TEL. HARTFORD: 203-566-7373

### AUTHORIZING RESOLUTION

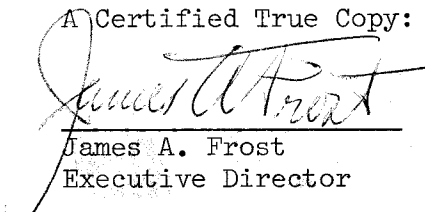
concerning

The Establishment of a New Position  
at Eastern Connecticut State College  
Title XX Administrator, Administrator II

January 6, 1978

RESOLVED, That the position, Title XX - Administrator, Administrator II, be established at Eastern Connecticut State College effective January 6, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 6, 1978.

A Certified True Copy:

  
James A. Frost  
Executive Director

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: x New Position, \_\_\_\_\_ Existing Position (Vacant/Filled)

1. Proposal:

To establish a new part-time position to administer Title XX Program at Eastern Connecticut State College.

(see attached)

2. Proposed Position:

Title XX Administrator,

Title/Rank Administrator II

\$13,794 annual rate

12 months  
10 or 12 mo.  
~~Full-Part-Time~~

(entry-level) Title XX  
Salary Level Fund (Gen.,  
Ed. Ext., Aux.)

AFSCME-SCOAF  
Bargaining  
Unit

Position to be maintained  
during life of grant.  
Temp. or  
Permanent

3. Summary of Function (attach required job description)

(see attached)

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

The Title XX Training Program requires a part-time administrator in order to service the program.

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

DNA

RECEIVED

DEC 23 1977

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For Central Office Use

Consultation with bargaining Unit  
Completed 1/6/78

Approved:

1. For Submission to PERC [Signature]
2. By Committee/Board \_\_\_\_\_

Comments: Approval contingent upon parallel handling of comparable positions at Southern Conn. State College. See attached agreement.

(Date)

(Signature)

EASTERN CONNECTICUT STATE COLLEGE  
Willimantic, Connecticut 06226

ADMINISTRATIVE OFFICERS, MANAGERS, AND  
OTHER NON-TEACHING PROFESSIONAL POSITIONS

On-Campus Search

Title XX Program Coordinator - Part-Time (21 hours per week)

January 20, 1978

Expected Starting Date

Description of Professional Responsibilities:

The Title XX Program Coordinator is the liaison between the College and the state office for Title XX (Department of Social Services), studies federal regulations and negotiates with the Chief of Staff Development and Fiscal Officer of the program, acting as compliance supervisor to the law, preparing budgets and funding requests, and researching supporting data.

The Coordinator maintains Outreach to over 200 agencies in Region III and IV, promoting the program, ascertaining the needs of the agencies, and recruiting trainees for the program.

The Coordinator administers the program on campus, counseling trainees regarding eligibility and training, assists faculty with required records, consults with faculty on program development and continues development of the orderly processing of the program.

Education Required:

Three years of professional service, college teaching, or a combination, and a bachelor's degree from an accredited institution:

Experience Required:

Administrative experience in Title XX Training Programs, or equivalent experience.

Compensation:

Rank Administrator II (entry-level)

Regular Appointment   x  

Major Fringe Benefits: 1. Group Life Insurance  
2. Hospitalization and Sick Leave  
3. Retirement Plans

Closing Date: January 4, 1978

Send resume and letters of reference to: Dean of Professional Studies

Equal Employment Opportunity and Affirmative Action Officer:

Michael E. Pernal



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827-7700  
TEL. NEW BRITAIN: 203-~~XXXXXXX~~ ~~XXXXXXXXXXXXXXXXXXXX~~

January 6, 1977

Mr. James J. Malone  
President, SCOAP/AFSCME  
%Registrar's Office  
Central Connecticut State College  
New Britain, CT 06050

Dear Jim: Re: TITLE XX POSITIONS - APPROPRIATE RANK

As per our telephone conversations of January 4 and 5, 1978, it is agreed that the two positions requested by Eastern Connecticut State College to fulfill Title XX obligations are acceptable as submitted which is one Administrator II and one Administrator I, such distinction based upon the level of responsibility for administering the program. Approval is further contingent upon identifying a parallel distinction between the two positions of Administrator I currently in use at Southern Connecticut State College for the Title XX program. The incumbent of that position so designated as Administrator II will be given consideration for promotion upon the attainment of the contractual experience and training requirement for Administrator II.

Sincerely,

Clinton M. Ritchie, Executive Officer  
Faculty and Staff Affairs

CMR:em

cc: Pres. Jennings