



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-827-7700 ~~XXXXXXXXXXXX~~ ~~XXXXXXXXXXXX~~

AUTHORIZING RESOLUTION

concerning

Extension of Position

at

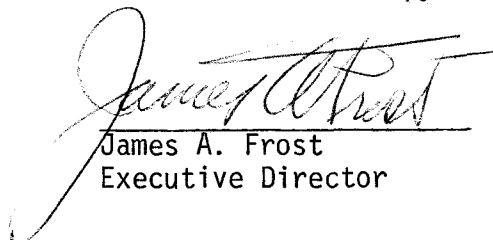
Western Connecticut State College

Cooperative Education Placement Coordinator/Administrator I

September 5, 1980

RESOLVED, That the position, Cooperative Education Placement Coordinator/Administrator I, established at Western Connecticut State College under Board Resolution BR#79-98 be extended from September 1, 1980 thru August 31, 1981 due to an extension of federal funding, in accordance with all provisions and expectations as set forth in the proposal dated September 5, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

Title: Cooperative Education Placement Coordinator/Administrator I

Fund: Federal

Position Type: Permanent X* Part-time _____

*Position is durational contingent on Funding by Federal Government.

Effective Date: Sept. 1, 1980 thru Aug. 31, 1981

Cost: None - Federal Grant

Campus: Western Connecticut State College

Proposal: To renew temporary position for one year due to extension of Federal Funding.

Summary: See attached.

Date: September 5, 1980

OFFICE OF COOPERATIVE EDUCATION
CAREER DEVELOPMENT CENTER

Western Connecticut State College

Job Description

Position Title: Cooperative Education Placement Coordinator
Administrative Rank: Administrator J
Department: Cooperative Education/Career Development Center

Position Summary:

Under the direction of the Director of Cooperative Education, the co-op placement coordinator is primarily responsible for the development of off-campus cooperative internships for students at the college. This position involves extensive liaison work with community, business and industry personnel to disseminate information regarding the cooperative education program. As required, the placement coordinator will help monitor student co-op work experience, formulate public relations activities and participate in student co-op seminars.

Position Responsibilities:

1. Develop an on-going relationship with area employers for the purpose of developing off-campus co-op internships.
2. Develop relationships with all academic units of the college to disseminate information regarding cooperative education opportunities for students.
3. Develop and implement an on-going public relations program introducing co-op to area business and community groups including: press releases, brochures, on-site visitations and public speaking engagements as required.
4. Visit and monitor, under the direction of the co-op director, co-op field placements so that students and employers achieve their respective co-op objectives.
5. Provide appropriate career counseling to co-op students as required by their field experiences during the co-op semester.
6. Provide leadership, as necessary, in the development and teaching of the cooperative education seminar required for all students.
7. Attend appropriate conferences and workshops related to further improving the quality of cooperative education.
8. Will perform miscellaneous related duties as required.

Interdepartmental Message

SAVE TIME: Handwritten messages are acceptable.

STO-201 REV. 7/70 STATE OF CONNECTICUT
(Stock No. 6938-051-01)

Use carbon if you really need a copy. If typewritten, ignore faint lines.

To	NAME Dr. Braun, Dr. Brunell, Dr. Feldman, Dr. O'Neill, Dean Baglan, Dr. Robinson	DATE August 4, 1980
	AGENCY	ADDRESS
From	NAME Ruth Corbett <i>Ruth Corbett</i>	TITLE 4386
	AGENCY	ADDRESS
SUBJECT COOPERATIVE EDUCATION GRANT RENEWAL		

Our office received a telephone call from a grants' officer of the US Department of Education that the Cooperative Education proposal for renewal of the current grant has been recommended for funding and is expected to be funded at or close to the requested amount of \$56,199. A breakdown of projected travel expenses was requested, and it is possible that this amount might be reduced by a small amount. Enclosed is a copy of the budget submitted with the proposal.

Dr. Bernstein asked me to call your attention to the item (under Personnel) for release time for a Faculty Coordinator.

I will send you a copy of the grant document as soon as it is issued, which will be shortly after the travel budget has been agreed upon.

cc: Dr. Bernstein
Mr. Jakabauski ✓
Dean McCoy
Mr. Hawkins
Ms. Kinast
Mr. Thoren
Dean Sullivan

RECEIVED

AUG 5 1980

Personnel Dept.
W. C. S. C.

SAVE TIME: If convenient, handwrite reply to sender on this same sheet.

September 1, 1980 - August 31, 1981

(Second Year)

PERSONNEL

Federal Funds
Requested

College
Contribution

A. Salaries

1. Director of Cooperative Education
(full-time/12 months)
2. Co-op Education Placement
Coordinator (full-time/12 months)
3. Full-time Secretary (12 mos.)
4. Secretary (12 mos.) 33% of time
5. Faculty Coordinator (1)
(Release time)

\$21,000

\$15,400

9,000

3,000

8,000

Total Salaries

\$32,400

\$24,000

- B. Authorized fringe benefits @ 25.11%

8,136

6,026

Total Personnel

\$40,536

\$30,026

II. TRAVEL

1. Staff Travel (local)

Director

Co-op Placement Coordinator

Admissions Staff (2)

Faculty Co-op Coordinator (1)

Local visitations to employers,

Chamber of Commerce; civic
clubs, high schools.

200 trips @ 30 miles = 6,000 miles

120 trips @ 60 miles = 7,200 miles

13,200 miles

\$ 2,600

\$ 200

2. Staff Travel (workshops)

Director

Co-op Placement Coordinator

Faculty Coordinator (1)

Workshops, State & National

Conferences, Registration, Food
Lodging, Transportation.

(Air Fare where appropriate)

\$ 4,000

3. Consultant Travel

Consultant travel including

Air Fare where appropriate;

Lodging, Food

3 days ea. @ \$300/day (2 consultants)

\$ 1,800

Total Travel

\$8,400

\$ 200

	<u>Federal Funds Requested</u>	<u>College Contribution</u>
III. OTHER DIRECT COSTS		
1. Consultant Fees (2) 3 days @ \$100/day	\$ 600	
2. Public Information Employer/Student Brochures Employer Handbook Forms Student Guides/Handbook Posters Newsletter	2,000	500
3. Office Supplies Stationary Misc. Supplies	500	250
4. Typewriter		750
5. Telephone/postage		1,500
<u>Total Other</u>	<u>\$ 3,100</u>	<u>\$ 3,000</u>
Total - Items I - III	\$52,036	\$33,226
IV. INDIRECT COST ALLOWANCE @ 8% of items I - III	4,163	
Total	<u>\$56,199</u>	<u>\$33,226</u>

Total Cost of 1980-81 Program

\$89,425



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P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203-~~XXXXXX~~ ~~TELETYPE: 203-568-XXXX~~

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

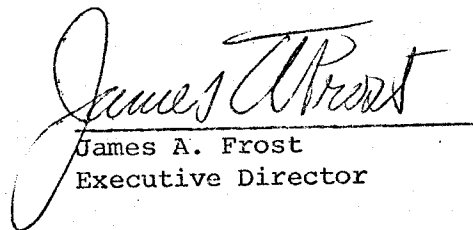
at Western Connecticut State College

Cooperative Education Placement Coordinator/Administrator I

August 2, 1979

RESOLVED, That the position, Cooperative Education Placement Coordinator/Administrator I, be established at Western Connecticut State College effective August 2, 1979, in accordance with all provisions and expectations as set forth in the proposal dated July 11, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

Addendum 74-98

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

Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College,

[Signature]
President's signature

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

1. Proposal:

To establish the position of Cooperative Education Placement Counselor.

2. Proposed Position:

Title/Rank Cooperative Education Placement Coordinator/Administrator I

<u>12 mo. temp.</u>	<u>14,000.00</u>	<u>Federally Funded</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

See attached description and notification of grant ^{award}

RECEIVED
JUL 2 1979
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

4. Rationale for Altering or Establishing Position

The request to establish this position is made pursuant to the provisions of an approved grant from HEW.

5. Conditions of Employment if Changed or Different from Norm.

Continuation of employment beyond August 31, 1980 is contingent upon the renewal of this grant.

Central Office Use

Consultation with Bargaining Unit Completed _____

Approved:

1. For Submission to PERC
2. By Committee/Board

[Signature] 7/11/79

Comments:

cc. g. Malone 7/11/79

(Date)

(Signature)

OFFICE OF COOPERATIVE EDUCATION
CAREER DEVELOPMENT CENTER

Western Connecticut State College

Job Description

Position Title: Cooperative Education Placement Coordinator
Administrative Rank: Administrator I
Department: Cooperative Education/Career Development Center

Position Summary:

Under the direction of the Director of Cooperative Education, the co-op placement coordinator is primarily responsible for the development of off-campus cooperative internships for students at the college. This position involves extensive liaison work with community, business and industry personnel to disseminate information regarding the cooperative education program. As required, the placement coordinator will help monitor student co-op work experience, formulate public relations activities and participate in student co-op seminars.

Position Responsibilities:

1. Develop an on-going relationship with area employers for the purpose of developing off-campus co-op internships.
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4. Visit and monitor, under the direction of the co-op director, co-op field placements so that students and employers achieve their respective co-op objectives.
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6. Provide leadership, as necessary, in the development and teaching of the cooperative education seminar required for all students.
7. Attend appropriate conferences and workshops related to further improving the quality of cooperative education.
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