



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

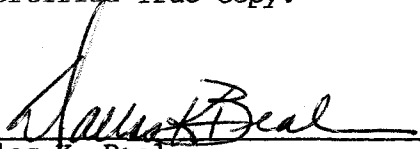
ESTABLISHMENT OF POSITION

DIRECTOR OF ALUMNI AFFAIRS/ADMINISTRATOR V
at
WESTERN CONNECTICUT STATE UNIVERSITY

DECEMBER 5, 1986

RESOLVED, That the position, Director of Alumni Affairs/
Administrator V, be established at Western
Connecticut State University, effective December 5,
1986, in accordance with all provisions and
expectations as set forth in the proposal dated
December 3, 1986, which is attached as an addendum
to this resolution.

A Certified True Copy:



Dallas K. Beal
President

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

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THE CONNECTICUT STATE UNIVERSITY

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



Submitted	12/3/86	BR#96-189
	Date	
By:	CSU ()	
	CCSU ()	SCSU ()
	KCSU ()	WCSU (X)

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 12/5/86 PERM (X) FT (X)
 TEMP () PT ()

POSITION TITLE: Dir. of Alumni Affairs/Admin. V 7921
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: CURRENT SALARY PROPOSED SALARY 31,000 FUND General BARG UNIT from to

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

At the present time, the Executive Dean is in charge of Alumni Affairs. In order to establish a more comprehensive and effective alumni program, Western is requesting that a Director of Alumni Affairs position be established. A copy of the job description is attached.

Approx. Cost

Signed (University)

Date

RESOLUTION

BR#

RESOLVED,

That the position of Director of Alumni Affairs, Administrator 5, be established December 5, 1986 in accordance with all provisions and expectations set forth in the proposal dated December 3, 1986 which is attached as an addendum to this resolution.

A Certified True Copy

Dallas K. Beal, President, CSU

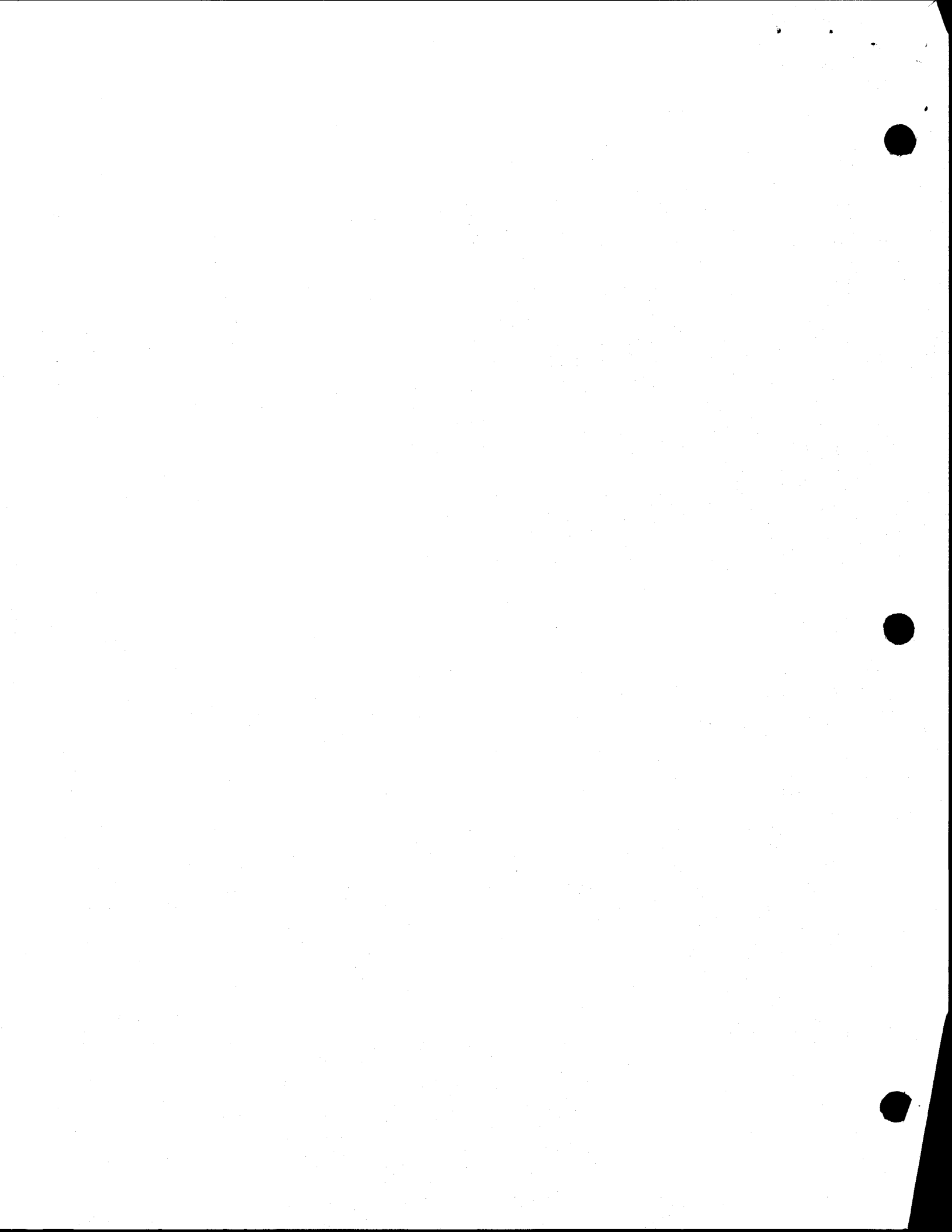
Date

PER Committee

Date

BOARD OF TRUSTEES

Date



Western Connecticut State University**Director of Alumni Affairs****Administrator V****POSITION SUMMARY:**

Under the direction of the President, Executive Dean and Board of Directors of the Alumni Association, supervises Alumni office and programs of the Alumni Association. Also assists the Executive Dean in the execution of the University's development program.

POSITION RESPONSIBILITIES:

Report to Executive Dean

Serve as liaison to the Alumni Association for the President and Executive Dean.

Develop long range plans for the Alumni Association in cooperation with the Executive Dean and Board of Directors.

Coordinate and supervise programs and affairs of the Alumni Association.

Direct Alumni Association.

Supervise Alumni publications and fund raising.

Recruit and train Alumni volunteers.

Carry out fund raising campaigns for Alumni Association.

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

EDUCATION AND EXPERIENCE:

Bachelor of Arts (Master's degree preferred) and at least four years of experience in alumni affairs and development required. These qualifications may be waived for individuals with appropriate alternate experience.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Director of Alumni Affairs/Administrator V
Campus Western Date 11/12/86

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 John J. Jakabauski

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 11/12/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

DATE OF SUOAF CAMPUS REVIEW 11-14-86

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 R. Tipton Date Nov. 20, 1986

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 11/20/86

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 11/20/86

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 11/26/86

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 _____