



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF GRANT-FUNDED POSITION

COORDINATOR OF DRUG EDUCATION AND PREVENTION PROGRAMS/  
ADMINISTRATOR IV

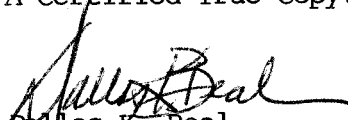
at

CENTRAL CONNECTICUT STATE UNIVERSITY

JULY 24, 1987

RESOLVED, That the grant-funded position, Coordinator of Drug Education and Prevention Programs/Administrator IV, be established at Central Connecticut State University, effective July 24, 1987, in accordance with all provisions and expectations as set forth in the proposal which is 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	<u>7/15/87</u>
Date	
By: CSU ( )	
CCSU (x) SCSU ( )	
ECSU ( ) WCSU ( )	

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 7/24/87 PERM ( ) FT (X) TEMP (X) PT ( )

POSITION TITLE: Coord. Drug Ed & Prev. Progs/ADM IV  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: NEW CURRENT SALARY \_\_\_\_\_ PROPOSED SALARY \$33,000 FUND GRANT \_\_\_\_\_ BARG UNIT \_\_\_\_\_ AdminFac from to

RESOLUTION

BR/ \_\_\_\_\_

RESOLVED,

That the position of Coordinator of Drug Education and Prevention Programs, Administrator IV be established at Central Connecticut State University effective July 24, 1987 in accordance with the justification below and attached job description.

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

Committee \_\_\_\_\_  
 Date \_\_\_\_\_

BOARD OF TRUSTEES \_\_\_\_\_  
 Date \_\_\_\_\_

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

At the urging of the Board, Central has applied for a major drug education grant from FIPSE. If Central gets that grant there will be a need to move swiftly to implement the terms of that grant. This position will be the centerpiece of that substance abuse education effort. Actual establishment of this position is dependent on actual receipt of the FIPSE grant.

Joyce F. Hill  
 Signed (University) \_\_\_\_\_

7/15/87  
 Date \_\_\_\_\_

# CENTRAL CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

Position Title: Coordinator of Drug Education and Prevention Programs

Rank: Administrator IV

Department: Student Affairs

Supervisor's Title: Dean of Student Affairs

### POSITION SUMMARY

Serves as the administrator of a grant from the Department of Education to develop and expand substance abuse counseling services, staff training, programming and outreach activities in support of University efforts to eliminate substance abuse among students.

### POSITION RESPONSIBILITIES

Organizes and coordinates staff training and intervention.

Serves as a resource for counseling service referrals related to substance abuse.

Organizes and coordinates campus based programming efforts which emphasize Wellness activities as an alternative to substance abuse.

Coordinates research activities regarding use and prevalence of substance abuse among students.

In conjunction with Director of University Health Service, organizes a comprehensive information and resource center for dealing with substance abuse.

Administers grant activities and expenditures related to the grant.

Provides organizational expertise in the development of outreach programs for both campus and community audiences.

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 appropriate to the field and four years' experience in substance abuse counseling required. Substantial experience in administering a substance abuse counseling program and grant writing preferred.

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Coordinator of Drug Education and Prevention Programs/Administrator IV  
Campus Central Date 7/9/87

**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 7/10/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Arena M Lynch

DATE OF SUOAF CAMPUS REVIEW 7/10/87

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 July 16, 1987

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary in attached position description  disapprove proposed rank and salary

Comments or Recommendations:

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 \_\_\_\_\_