



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR V

at

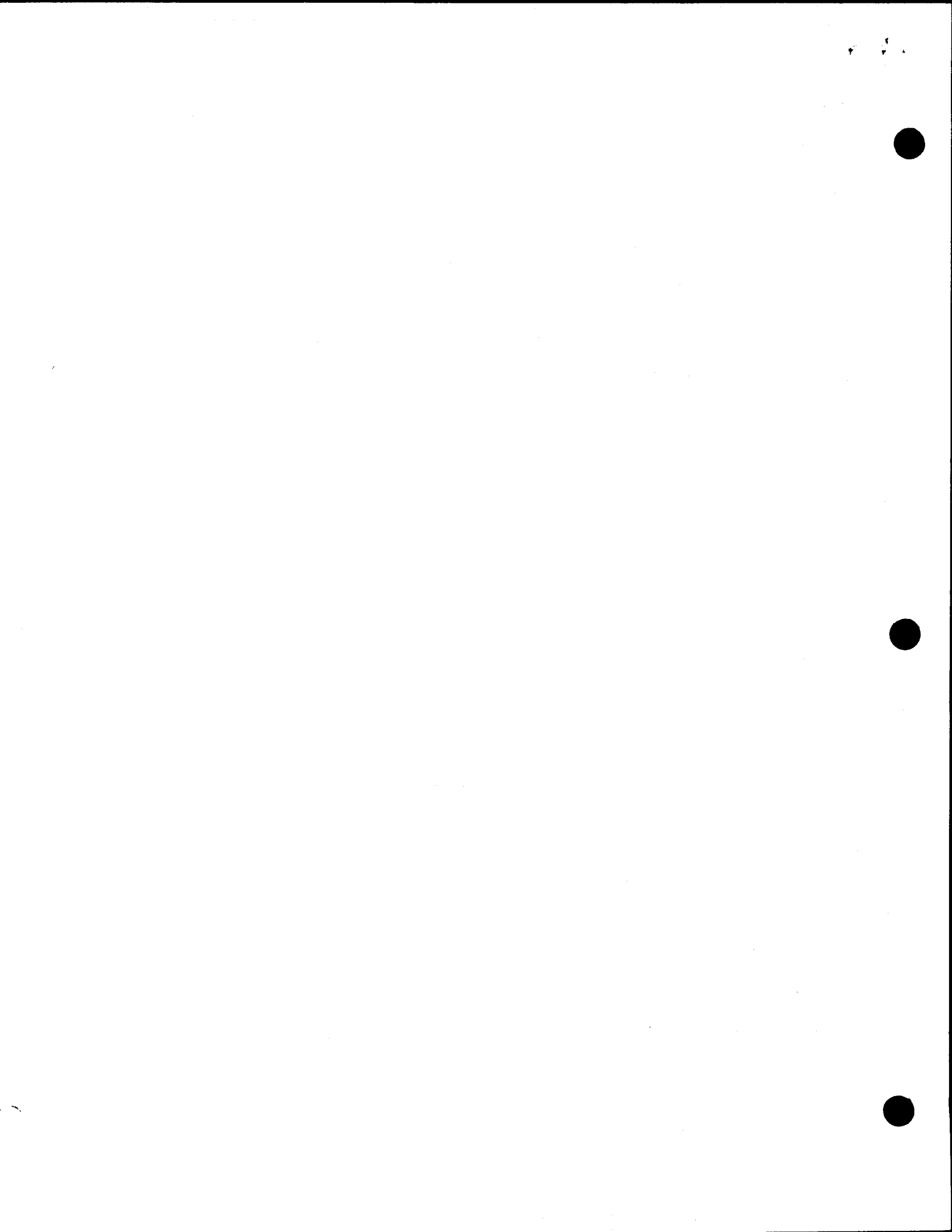
SOUTHERN CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the position, Director of Cooperative Education/Administrator V, be established at Southern Connecticut State University, effective September 4, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President





THE CONNECTICUT STATE UNIVERSITY

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

ADDENDUM BR# 87-141

Submitted 8-17-87
 Date
 By: CSU ()
 CCSU () SCSU (X)
 ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 9-4-87 PERM (X) FT (X)
 TEMP () PT ()

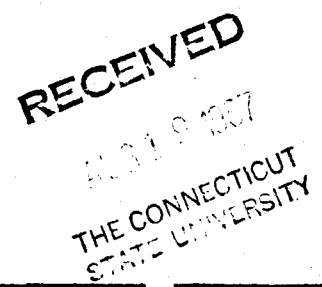
POSITION TITLE: Director, Cooperative Education, Administrator V (7921)
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: CURRENT SALARY PROPOSED SALARY \$39,000 FUND GEN. BARG UNIT SUOAF
 from to

RESOLUTION

BR# _____

RESOLVED, That the position, Director of Cooperative Education/Administrator V, be established at Southern Connecticut State University effective September 4, 1987.



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

PERCommittee 8-26-87 BOARD OF TRUSTEES 9-4-87
 Date Date

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

With the approval of the college curriculum committee, Southern Connecticut State University undertook its cooperative education efforts over ten years ago, in 1974.

The objective of our program, then and now, is to engender interaction between employers and educators in mutually beneficial ways. Southern students benefit by combining work experience with academic experience. Employers benefit by having highly motivated students assisting in the workplace and are provided an opportunity for developing potential employees.

Since the beginning of this program, cooperative education has existed under the auspices of different offices (career planning and placement, counseling services). Despite its modest success, the program has not reached its full potential as a strong co-op education program.

As a commitment to that end, the establishment of this full-time Director of Cooperative Education position is now requested. This position was approved in the 1987-1988 budget.

\$39,000
 Approx. Cost

Signed (University) Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

Director of Cooperative Education/Administrator V

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

The Director of Cooperative Education is responsible for the development and administration of the program within policy guidelines promulgated by the University. The Director is responsible for the placement of students in supervised work experiences and the development of support for and participation in the program from area employers. The Director promotes and coordinates the program among faculty and staff.

POSITION RESPONSIBILITIES:

Initiates and implements job development strategies for cooperative education students.

Develops contacts with business, civic and professional groups for the purpose of stimulating cooperative activity. Conducts employer interest surveys, speaks before civic and professional groups and meets with employers to develop and execute written agreements.

Arranges for the identification, referral and interview of potential candidates. Manages the intake of student-participants in the program. Publicizes program to develop an awareness and interest among students to ensure sufficient applicants to reach target level of student participation. Supervises and evaluates cooperative education students.

Determines operational priorities of the Cooperative Education Program. Designs systems, procedures and forms for administering the program.

Meets regularly with faculty, department chairpersons and administrators to gain support for the program and receive feedback to serve as a guide in initiating change.

Seeks funds to augment general-fund support of the program. Plays an active role in state and regional associations, identifies sources of outside funds, writes grant requests to secure these funds.

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

Director of Cooperative Education/Administrator V

EDUCATION AND EXPERIENCE:

Master's Degree and significant experience in cooperative education, corporate education programs and/or career development. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Walter J. ...

IMMEDIATE SUPERVISOR

11/1/...

DEAN OF PERSONNEL ADMINISTRATION

Raymond J. Bugh

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Director of Cooperative Education / Adm. V
Campus S.C.S.U. Date _____

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 Roger J. Bayh
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7/10/87
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Robert R. [unclear]
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 Bobby Tipton Date 7/15/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

Comments or Recommendations: ~~BT. [unclear]~~

disapprove proposed rank and salary

either change to VI or
change title to be consistent B.T.

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 _____

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Administrative Assistant

