

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT COORDINATOR OF DRUG EDUCATION & PREVENTION PROGRAMS/  
ADMINISTRATOR III

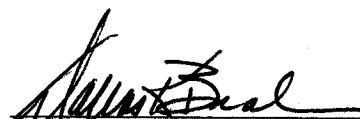
at

CENTRAL CONNECTICUT STATE UNIVERSITY

June 16, 1989

RESOLVED, That the temporary grant-funded position, Assistant Coordinator of Drug Education and Prevention Programs/Administrator III, be established at Central Connecticut State University, effective July 1, 1989, in accordance with all provisions and expectations as set forth in the proposal dated May 23, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:



Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 23 May 1989			
BY:	CSU [ ]		
	CCSU [X]	SCSU [ ]	
	ECSU [ ]	WCSU	

POSITION ACTION:	ESTABLISH (X)	RECLASSIFY ( )	OTHER ( )	DATE EFFECTIVE	1 July 1989
NATURE OF POSITION:	PERMANENT [ ]	FULL-TIME [X]	TEMPORARY [X]	PART-TIME [ ]	
POSITION TITLE:	(CURRENT)	(CLASS CODE)	Asst. Coord of Drug Ed & Prgm, ADM 3	(PROPOSED)	(CLASS CODE)
POSITION NUMBER NEW	CURRENT SALARY \$	PROPOSED SALARY \$33,000	FUND GRANT	BARGAINING UNIT	AdmFac FROM TO

**EXPLAIN THE NATURE OF THE PROPOSAL:**

To establish the temporary grant funded position of Assistant Coordinator of Drug Education and Prevention Programs, Administrator 3.

**JUSTIFICATION:**

Central has just received word that it has been awarded a two year grant of \$219,583 from the U.S. Department of Education for a community and schools drug education program. The period of performance under the grant begins July 1, 1989. Thus there is a need for immediate staffing up to run the project. This position was a specific part of the grant proposal.

\$33,000  
COST OR (SAVINGS)

*J. M. ...* 5.30.89  
 \_\_\_\_\_  
 SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

# CENTRAL CONNECTICUT STATE UNIVERSITY

**POSITION TITLE:** Assistant Coordinator of Drug Education and Prevention Programs

**RANK:** Administrator 3

**DEPARTMENT:** Student Affairs

**SUPERVISOR'S TITLE:** Coordinator of Drug Education and Prevention Programs

## **POSITION SUMMARY:**

Serves as program leader for the Community Assistance Program of the Connecticut Institute for the Prevention of Alcohol and Drug Abuse.

## **POSITION RESPONSIBILITIES:**

Implements operational plan for the Community Assistance Program of the Connecticut Institute for the Prevention of Alcohol and Drug Abuse.

Coordinates all training, technical assistance and evaluation efforts with participating schools and communities.

Insures that collaborative efforts are maintained with participating communities and agencies.

Assists in the development of related symposia.

Prepares project reports for the U.S. Department of Education and other governmental agencies.

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 in Education, Counseling, Social Work or related field; demonstrated experience in substance abuse prevention; and proven skill in the coordination and oversight of projects and program development.

25 MAY 1989

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant Coordinator of Drug Education Programs, ADM 3

Campus Central Date 5-23-89

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) now and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE MFB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 5-23-89 5/25/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Dr. J. J. ...

DATE OF SUOAF CAMPUS REVIEW 5/25/89

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 May 30, 1989

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary  
 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 David C. Neufuss DATE 6/1/89

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 \_\_\_\_\_