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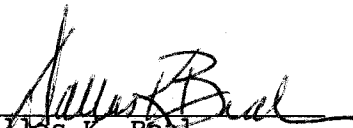
Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
SECRETARY II
to
ASSISTANT TO THE EXECUTIVE DEAN FOR INSTITUTIONAL ADVANCEMENT/
ADMINISTRATOR III
at
CENTRAL CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the position of Secretary II at Central Connecticut State University be reclassified to Assistant to the Executive Dean for Institutional Advancement/Administrator III, effective July 21, 1989, in accordance with all provisions and expectations as set forth in the proposal dated June 28, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 28 June 1989	
BY: CSU []	
CCSU [X]	SCSU []
ECSU []	WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER ()	DATE	21 July 1989	
	EFFECTIVE		
NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []			
POSITION TITLE: <u>Secretary 2</u>	<u>Asst. to Exec. Dean, Inst. Adv., ADM 3</u>		
(CURRENT)	(CLASS CODE)	(PROPOSED)	(CLASS CODE)
POSITION NUMBER 2481	CURRENT SALARY \$22,438	PROPOSED SALARY \$ 30,613	FUND Gen
			BARGAINING UNIT <u>Cler AdFac</u>
			FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To convert a currently vacant clerical position, Secretary 2, into a professional position, Assistant to the Executive Dean for Institutional Advancement, Administrator 3.

JUSTIFICATION:

An increasingly heavy burden of activities, events, programs and development efforts have devolved upon the Executive Dean for Institutional Advancement. In addition, Central is about to launch a \$10 million capital campaign. The Executive Dean for Institutional Advancement needs another professional to assist in coordinating and planning the various public awareness and fund raising events that issue from his office. The CCSU Foundation will contribute 10% of the incumbents salary to the General Fund to cover the value of services rendered in support of its fund raising.

\$8,175
COST OR (SAVINGS)

J. W. Shumaker 6/28/89

SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

7/88

*Union Signoff to
follow major areas
agreed Dec
7/5/89*

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Executive Dean
for Institutional Advancement

POSITION RANK: Administrator III

DEPARTMENT: Office of Institutional Advancement

SUPERVISOR'S TITLE: Executive Dean for Institutional Advancement

POSITION SUMMARY

Assists the Executive Dean for Institutional Advancement with budgeting, planning, developing, and executing activities, events, and programs which promote the advancement efforts of the University.

POSITION RESPONSIBILITIES

Assists in the planning and development of enhancement programming and promotional activities for the University.

Assists the Executive Dean for Institutional Advancement in the administration of enrichment programs and events which involve the interaction of the university, its various constituencies, and members of the surrounding community.

Coordinates, plans and executes university-wide events involving the Office of the President while serving as the Executive Dean's staff liason to the Office of the President.

Assists in the coordination of short and long-term plans for activities, events, and programs supported by the Office of Institutional Advancement.

Serves as the Executive Dean's primary staff aide and liason to various University offices.

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

POSITION QUALIFICATIONS

Bachelor's degree; excellent oral and written communication and organizational skills; special projects coordination, development, or public relations experience; and demonstrated ability to work effectively with all levels of an organization and its constituents required. Experience in a higher education setting preferred.

6 July 1984

SUOAF/AFSCHE POSITION ACTION REQUEST
FORM AND PROCEDURES

post development

Position Title Asst to Executive Director Institutional Advancement, ADM 3
Campus Central Date 6/19/89

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCHE 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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 6/19/89

SUOAF/AFSCHE CAMPUS REVIEW AND RECOMMENDATION BY Anna M Lynch

DATE OF SUOAF CAMPUS REVIEW 7/12/89

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/AFSCHE 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/AFSCHE LOCAL PRESIDENT OR DESIGNEE [Signature] Date 7/12/89

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary
 disapprove proposed rank and salary

Comments or Recommendations: [Handwritten]

RETURNED TO LOCAL DPA [Signature]

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/AFSCHE 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/AFSCHE representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
 approved
 disapproved

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 19 June 1989			
BY:	CSU []	SCSU []	
	CCSU [X]	WCSU []	
	ECSU []		

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 29 June 1989

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []

POSITION TITLE: Administrative Assistant (CURRENT) Asst. to Exec. Dean, Inst. Adv., ADM 3 (PROPOSED) (CLASS CODE)

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND EXT	BARGAINING UNIT	FROM	TO
2584	\$24,959	\$30,613		Cler		AdFac

Ok pack mini vol III 89-90

EXPLAIN THE NATURE OF THE PROPOSAL:

To convert a currently vacant clerical position, Administrative Assistant, ~~in a professional~~ position, Assistant to the Executive Dean for Institutional Advancement, ~~Administrator 3.~~
an administrative faculty and Development

JUSTIFICATION:

Central is about to launch a \$10 million capital campaign. The chief development officer needs another professional to assist in coordinating and planning the various fund raising and public awareness events that issue from his office if that campaign is to have any hope of success

\$5,654
COST OR (SAVINGS)

SIGNED (UNIVERSITY) _____ DATE _____

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

MISCELLANEOUS COMMENTS:
/88

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant to the Executive Dean for Institutional Advancement *and Development*

Rank: Administrator 3

Department: Institutional Advancement

Supervisor's Title: Executive Dean for Institutional Advancement

POSITION SUMMARY

Assists Executive Dean for Institutional Advancement in coordination and oversight of the development, planning and execution of activities, events and programs which promote the advancement efforts of the University.

POSITION RESPONSIBILITIES

Plans and coordinates major public lecture programs.

Coordinates, plans and oversees Presidential events as the Executive Dean's liaison to the Office of the president.

Develops and oversees new programs for the Office of Institutional Advancement.

Organizes and conducts short and long-term planning of activities, events and programs for the Office of Institutional Advancement.

Serves as Executive Dean's primary staff aide and liaison to all other University offices.

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

QUALIFICATIONS

A Bachelor's degree, excellent oral, ~~and~~ written communication skills, ~~with~~ *and with pers.* organizational skills ~~and~~ *are required.* demonstrated ability to work effectively ~~with all~~ *within* levels of an organization and its constituencies required, Special projects coordination, development, or public relations in a higher education setting ~~experience preferred.~~ *are*

19 June 1989

CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
DRAFT

Position Title: Assistant to the Executive Dean *for Institutional Advancement and Development*
Position Rank: Administrator III
Department: Office of Institutional Advancement and University Affairs? (Development)
Supervisor's Title: Executive Dean for Institutional Advancement and University Affairs? (Development)

POSITION SUMMARY

Assists the Executive Dean for
~~Provides administrative assistance and support for the Office of Institutional Advancement and University Affairs in areas of~~ *with*
budgeting, planning, *developing* and the development, and execution of activities, events, and programs which promote the advancement efforts of the University. *executing*

POSITION RESPONSIBILITIES

Assists in the planning and development of ~~fund raising and enhancement~~ activities for the University. *and programming*
Is the Represents the Office of the President and Executive Dean for Institutional Advancement and University Affairs in the ~~administration of short- and long-term enrichment~~ *enrichment* programs and events which involve the interaction of senior university *university, its* officials with various campus and community constituents *various constituencies, and members of the surrounding community.*
Coordinates, plans and executes university-wide events involving the Office of the President while serving as the Executive Dean's staff liaison to the Office of the President.
Assists in the coordination of
~~Organizes and conducts the~~ short and long-term *plans for* activities, events, and programs *supported by* for the Office of Institutional Advancement and University Affairs.
Serves as the Executive Dean's primary staff aide and liaison to ~~all other~~ University offices. *This position includes the President's office*
various
Performs other duties ~~as assigned for the benefit of the Office of Institutional Advancement and University Affairs and the~~ University. *and responsibilities related to those enumerated above which ... Responsibility of the Position.*

POSITION QUALIFICATIONS

Bachelor's degree; special projects coordination, development, or public relations experience in a higher education setting; excellent oral and written communication and organizational skills; and demonstrated ability to work effectively with all levels of an organization and its constituents required.

When activities related to institutional advancement require the assistance of a mid-level individual.

*This is visible!
see 6/19*