



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF DRUG EDUCATION AND PREVENTION PROGRAMS/ADMINISTRATOR IV  
to  
DIRECTOR OF THE CONNECTICUT INSTITUTE FOR THE PREVENTION OF  
ALCOHOL AND DRUG ABUSE/ADMINISTRATOR V

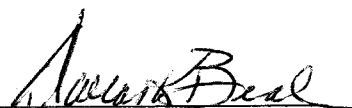
at

CENTRAL CONNECTICUT STATE UNIVERSITY

February 2, 1990

RESOLVED, That the position of Coordinator of Drug Education and Prevention Programs/Administrator IV be reclassified to Director of the Connecticut Institute for the Prevention of Alcohol and Drug Abuse/Administrator V effective January 26, 1990, in accordance with all provisions and expectations as set forth in the proposal dated January 24, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer



**CENTRAL CONNECTICUT STATE UNIVERSITY**  
New Britain, Connecticut 06050

**POSITION DESCRIPTION**

**POSITION TITLE:** Director, Connecticut Institute for the Prevention of Alcohol and Drug Abuse

**RANK:** Administrator V

**DEPARTMENT:** Student Affairs

**SUPERVISION:** Dean of Student Affairs

**POSITION SUMMARY:** Serves as administrator of the Connecticut Institute for the Prevention of Alcohol and Drug Abuse.

**POSITION RESPONSIBILITIES:**

Establish and direct the Connecticut Institute for the Prevention of Alcohol and Drug Abuse.

Design and implement alcohol and drug prevention programs for the University, community outreach training projects and for programs serving institutions of higher education state wide.

Supervise full time professional and support staff.

Direct Central Connecticut State University's Peer Alcohol and Drug Education Program, Student Assistance Program, and On-Campus "Talking About Alcohol" Program.

Administer Federal and State grant activities and expenditures related to the grants, including budget preparation and monitoring.

Develop on-going sources of funding to maintain the Institute as a viable fiscal entity.

Develop and provide training and technical consultation in both campus based and community based programs, for example, primary and secondary school systems, and institutions of higher education.

Direct all research and evaluation activities related to Institute programs.

Perform 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 minimum four year's experience in substance abuse treatment/prevention. Substantial program development, administration and grant writing preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Booke  
olef

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 ADMI DIRECTOR OF THE CONNECTICUT INSTITUTE FOR THE PREVENTION OF ALCOHOL AND DRUG ABUSE  
Campus CCSU Date 1/24/90

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 JOANNA MUNKGE

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1/24/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY \_\_\_\_\_

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 \_\_\_\_\_ Date \_\_\_\_\_

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

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 1/18/90

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

*Understood IMPACT bargaining may not yet be completed. Need to move forward with the grant activity contract delays*

VICE PRESIDENT FOR PERSONNEL David C. Neenan DATE 1/24/90

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 OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_