



**Connecticut
State
University**

Central • Eastern • Southern • Western

BR#91-115

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

EXECUTIVE ASSISTANT TO THE PRESIDENT
to
COORDINATOR OF MINORITY AFFAIRS/ADMINISTRATOR V

at

WESTERN CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED,

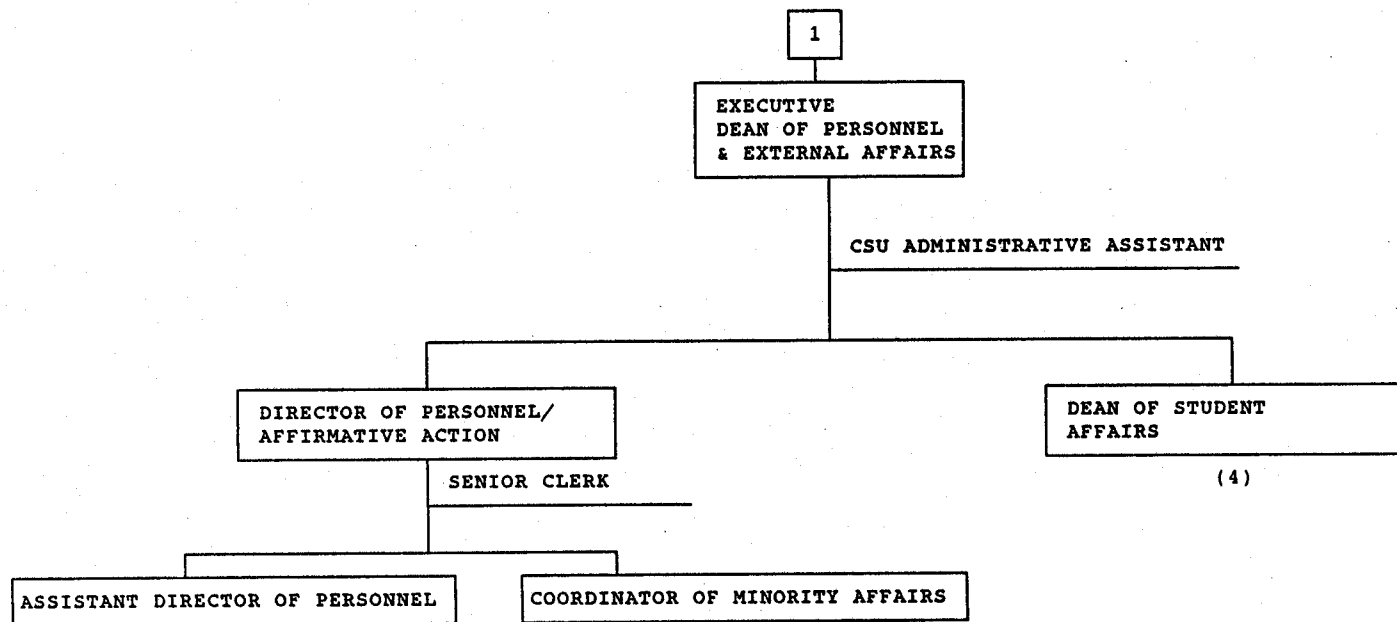
That the position of Executive Assistant to the President at Western Connecticut State University be reclassified to Coordinator of Minority Affairs/Administrator V, effective July 22, 1991, in accordance with all provisions and expectations set forth in the proposal dated June 24, 1991, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer



COORDINATOR OF MINORITY AFFAIRS
ADMINISTRATOR V

SUPERVISOR: Director of Personnel and Affirmative Action.

INCUMBENT NAME: Daryle Dennis

POSITION SUMMARY: Under the direction of the Director of Personnel and Affirmative Action, the Coordinator of Minority Affairs develops and facilitates minority affairs programs for students in cooperation with management personnel at Western Connecticut State University.

POSITION RESPONSIBILITIES:

Coordinates and oversees the Minority Affairs Office.

Develops plans, policies, procedures, and programs in regard to minority students, faculty, staff and alumni at the University.

Works to enhance campus diversity and, in that regard, is responsible for implementing the Plan to Promote Pluralism and Multiculturalism.

Responsible for completing and administering all plans as required by the Department of Higher Education Strategic Plan to Ensure Racial and Ethnic Diversity in Connecticut Public Higher Education, e.g., Minority Student Access and Retention Plan, Minority Staff Development and Recruitment Program.

Maintains liaison with all internal and external minority groups as Western Connecticut State University's representative.

May participate in the recruitment of minority students.

Facilitates cooperative programming among university departments.

Prepares statistical and other research reports associated with minority affairs.

Works in close cooperation with the Affirmative Action Officer in implementing and updating Western Connecticut State University's Affirmative Action Plan.

Monitors search committees for compliance with Affirmative Action and performs related duties as required in order to ensure hiring goals are achieved.

EDUCATION AND EXPERIENCE: Five years of experience with minority students and employees from diverse ethnic, economic and cultural backgrounds. Experience in managing budgets, experience in program development and implementation. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

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SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Coordinator of Minority Affairs / Admin. J.
Campus WESTERN Date 6/24/91

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 JJ Munko

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 6/25/91

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Kursh

DATE OF SUOAF CAMPUS REVIEW 7/15/91

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 Ronnie Kursh Date 7/15/91

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 affected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 6/27/91

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Paul C. Munko DATE 7/17/91

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 7/17/91

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

OVER FOR APPLICABLE POSITION DESCRIPTION