STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES
P. O. BOX 2008                  NEW BRITAIN, CONNECTICUT 06050
TELEPHONE: NEW BRITAIN: 203-827-7700    HARTFORD: 203-566-7373

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position
at Eastern Connecticut State College
Title XX Administrator, Administrator II

January 6, 1978

RESOLVED, That the position, Title XX - Administrator, Administrator II, be established at Eastern Connecticut State College effective January 6, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 6, 1978.

A Certified True Copy:

James A. Frost
Executive Director
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Charles R. Webb (President)

Concerning: New Position, Existing Position (Vacant/Filled)

1. Proposal:

   To establish a new part-time position to administer Title XX Program at Eastern Connecticut State College.

   (see attached)

2. Proposed Position:

   Title/Rank: Administrator

   Annual Rate: $13,794

   Title XX

   AFSCME-SCOAF

   Bargaining

   Position to be maintained during life of grant.

   Entry-Level

   Title XX

   Salary Level Fund (Gen., Ed. Ext., Aux.)

   Full-Time

   Part-Time

   12 months

3. Summary of Function (attach required job description)

   (see attached)

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

   The Title XX Training Program requires a part-time administrator in order to service the program.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

   DNA

   RECEIVED

   DEC 23, 1977

   BOARD OF TRUSTEES
   FOR THE STATE COLLEGES

For Central Office Use

Consultation with bargaining Unit Completed 1/6/78

Comments: Approval contingent upon certified budgeting of comparable positions at Southern Conn. State College.

Approved:

1. For Submission to PERC

2. By Committee/Board

(Date) (Signature)
Title XX Program Coordinator - Part-Time (21 hours per week)

Description of Professional Responsibilities:

The Title XX Program Coordinator is the liaison between the College and the state office for Title XX (Department of Social Services), studies federal regulations and negotiates with the Chief of Staff Development and Fiscal Officer of the program, acting as compliance supervisor to the law, preparing budgets and funding requests, and researching supporting data.

The Coordinator maintains Outreach to over 200 agencies in Region III and IV, promoting the program, ascertaining the needs of the agencies, and recruiting trainees for the program.

The Coordinator administers the program on campus, counseling trainees regarding eligibility and training, assists faculty with required records, consults with faculty on program development and continues development of the orderly processing of the program.

Education Required:

Three years of professional service, college teaching, or a combination, and a bachelor's degree from an accredited institution.

Experience Required:

Administrative experience in Title XX Training Programs, or equivalent experience.

Compensation:

Rank Administrator II (entry-level)  
Regular Appointment x  
Major Fringe Benefits: 1. Group Life Insurance  
2. Hospitalization and Sick Leave  
3. Retirement Plans  

Closing Date: January 4, 1978  
Send resume and letters of reference to: Dean of Professional Studies  
Equal Employment Opportunity and Affirmative Action Officer: Michael E. Fernald
January 6, 1977

Mr. James J. Malone
President, SCOAF/AFSCME
Registrar's Office
Central Connecticut State College
New Britain, CT 06050

Dear Jim:

Re: TITLE XX POSITIONS - APPROPRIATE RANK

As per our telephone conversations of January 4 and 5, 1978, it is agreed that the two positions requested by Eastern Connecticut State College to fulfill Title XX obligations are acceptable as submitted which is one Administrator II and one Administrator I, such distinction based upon the level of responsibility for administering the program. Approval is further contingent upon identifying a parallel distinction between the two positions of Administrator I currently in use at Southern Connecticut State College for the Title XX program. The incumbent of that position so designated as Administrator II will be given consideration for promotion upon the attainment of the contractual experience and training requirement for Administrator II.

Sincerely,

Clinton M. Ritchie, Executive Officer
Faculty and Staff Affairs

CMR: cm

cc: Pres. Jennings