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:

[Signature]

Dallas K. Beal
President
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: Secretary 2
(CURRENT) Asst. to Exec. Dean, Inst. Adv., ADM 3
(CLASS CODE) (PROPOSED)
POSITION NUMBER 2481 CURRENT PROPOSED
SALARY $22,438 SALARY $ 30,613 FUND Gen BARGAINING
UNIVERSITY)

EXPLAIN THE NATURE OF THE PROPOSAL:
To convert a currently vacant clerical position, Secretary 2, into a
tional position, Assistant to the Executive Dean for Institutional
ancement, 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 incumbent's salary to the General Fund to cover the value
of services rendered in support of its fund raising.

$8,175
COST OR (SAVINGS)

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

MISCELLANEOUS COMMENTS:
7/88

SIGNATURE (UNIVERSITY) DATE

6/28/89

Agreed 7/15/89
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 liaison 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 liaison 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.
SUAUF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Art History

Date: 6/15/89

LEVEL 1. Day 0 Campus DPA creates and presents package to Chapter level SUAUF/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

DATE PRESENTED TO CAMPUS SUAUF REPRESENTATIVE: 6/19/89

SUAUF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: 

DATE OF SUAUF CAMPUS REVIEW: 7/12/89

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2. Not to exceed 10 working days after receipt Statewide SUAUF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUAUF shall return all materials to the initiating University DPA or his designee.

SUUAF/AFSCME LOCAL PRESIDENT OR DESIGNEE

DISPOSITION AT SUAUF 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 SUAUF/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

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 SUAUF/AFSCME representatives and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved
( ) disapproved

AN

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

<table>
<thead>
<tr>
<th>SUBMITTED 19 June 1989</th>
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<tbody>
<tr>
<td>BY: CSU [ ]</td>
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<tr>
<td>CCSU [X] SCSU [ ]</td>
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<tr>
<td>ECSU [ ] WCSU</td>
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</tbody>
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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 Asst. to Exec. Dean, Inst. Adv., ADM 3

CURRENT (CLASS CODE) (PROPOSED) (CLASS CODE)

POSITION NUMBER 2584

CURRENT SALARY $24,959 PROPOSED SALARY $30,613 FUND EXT UNIT Cler AdFac

BARGAINING

EXPLAIN THE NATURE OF THE PROPOSAL:

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

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)

DISCELLANEOUS COMMENTS:

/88
Position Title: Assistant to the Executive Dean for Institutional Advancement

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

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

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

Supervisor's Title: Executive Dean for Institutional Advancement and University Affairs

POSITION SUMMARY

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

POSITION RESPONSIBILITIES

Assists in the planning and development of fund-raising and enhancement activities for the University.

Represents the Office of the President and Executive Dean for Institutional Advancement and University Affairs in the administration of short- and long-term advancement programs and events which involve the interaction of senior university officials with various campus and community 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.

Serves as the Executive Dean's primary staff aide and liaison to University offices. This position includes the President's Office.

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 are a 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.