RESOLUTION

concerning

ESTABLISHMENT OF POSITION

COORDINATOR, SUBSTANCE ABUSE PROJECT/ADMINISTRATOR IV

at

EASTERN CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED, That the grant-funded position, Coordinator, Substance Abuse Project/Administrator IV, be established at Eastern Connecticut State University, effective September 8, 1989, in accordance with all provisions and expectations as set forth in the proposal dated August 3, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

<table>
<thead>
<tr>
<th>POSITION ACTION:</th>
<th>ESTABLISH (X)</th>
<th>RECLASSIFY ( )</th>
<th>OTHER ( )</th>
<th>DATE EFFECTIVE</th>
<th>9/8/89</th>
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<td>NATURE OF THE POSITION:</td>
<td>PERMANENT [ ]</td>
<td>FULL-TIME [X]</td>
<td>TEMPORARY [X]</td>
<td>PART-TIME [ ]</td>
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<td>POSITION TITLE:</td>
<td>Coordinator, Substance Abuse Project</td>
<td>7919</td>
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<td>POSITION NUMBER</td>
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<td>BARGAINING UNIT</td>
<td>SUOAF</td>
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<td>1376.89</td>
<td>35,936.00</td>
<td>Grant</td>
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EXPLAIN THE NATURE OF THE PROPOSAL: To establish a new, grant funded position, Coordinator, Substance Abuse Project (Adm. 4)

JUSTIFICATION: The University has been awarded a Federal Substance Abuse Grant. Funds from this grant are being used to establish the above position as the Chief Administrator of this program.

$ 35,936.00
COST OR SAVINGS

Signed (University) 8/3/89

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

MISCELLANEOUS COMMENTS:
7/88
POSITION DESCRIPTION

POSITION TITLE: COORDINATOR, SUBSTANCE ABUSE PROJECT

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Dean of Student Affairs, the Coordinator performs the following:

1. Administer grant funds from the Department of Education to develop and expand drug abuse services.
2. Performs broad baseline evaluations of individuals for possible referral to community agencies.
3. Develops relationships with community agencies.
5. Coordinates AA, Al-Anon, NA and ACOA meetings on campus.
6. Designs, implements, and conducts substance abuse prevention and education programs for the campus and community.
7. Serves on community and regional drug education task forces.
8. Serves on the ECSU Substance Abuse Advisory Board.
9. 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 in fields related to student services, drug education and health education.

Experience in program design in areas of substance abuse prevention and education at the college level.

These qualifications may be waived for individuals with appropriate alternate experience.
**SUOAF/AFSCME POSITION ACTION REQUEST**

**FORM AND PROCEDURES**

**Position Title:** Coordinator Substance Abuse Project

**Campus:** Eastern Connecticut State University  
**Date:** 8/1/89

**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**

**DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE**

**SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY**  
Bart Harris  
**DATE OF SUOAF CAMPUS REVIEW:** 8/1/89

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

**LEVEL 2,** Not to exceed 30 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**  
Bart Harris  
**DATE:** 8/21/89

**DISPOSITION AT SUOAF LOCAL LEVEL:**

( ) approve proposed rank and salary  
( ) disapprove proposed rank and salary

**DATE RETURNED TO LOCAL DPA**

**LEVEL 3,** Not to exceed 30 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**

**DISPOSITION AT COUNCIL LEVEL:**

( ) approve submission to PERC  
( ) disapprove submission to PERC

**DATE**

**VICE PRESIDENT FOR PERSONNEL**  
**DATE:** 8/89

**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**

**DATE OF BOARD APPROVAL**

**DATE OF BOARD DISAPPROVAL**

OVER FOR APPLICABLE POSITION DESCRIPTION