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:

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

SUBMITTED 1/24/90
BY: CSU [ ] CCSU [X] SCSU [ ] ECSU [ ] WCSU

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( )
DATE EFFECTIVE 1/26/90

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]

POSITION Director of the Connecticut Institute for the Prevention of Alcohol and Drug Abuse/Administrator V
TITLE: (CURRENT) (CLASS CODE)
(PROPOSED) (CLASS CODE)

POSITION NUMBER CURRENT PROPOSED 7919 7921
0377 SALARY SALARY $ $41,652.72 $44,776.67

EXPLAIN THE NATURE OF THE PROPOSAL:
To reclassify the position of Coordinator of Drug Education and Prevention Programs/ADM IV the Director of the Connecticut Institute for Prevention of Alcohol and Drug Abuse/ADM V. This action will appropriately recognize the increased scope and responsibility entailed in this position.

JUSTIFICATION:
In addition to current responsibilities for management of the University's on campus and community based prevention programs, the Director will assume responsibility for execution and administration of the "Drugs Don't Work" Program for Higher Education statewide. The position of Director is consistent with Board Resolution 89-129 and is essential to the development of education and technical assistance programs in schools and communities throughout the State.

COST OR (SAVINGS)

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

MISCELLANEOUS COMMENTS:
7/88
The statewide scope and significance of this project, to Central Connecticut State University, The Connecticut State University and the state's public and private universities and communities warrant the consideration we have proposed.
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.

1/17/90
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

- Bachelor'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.
Position Title: DIRECTOR OF THE PENNSYLVANIA INSTITUTE FOR THE PREVENTION OF ACCIDENTS

Date: 1/30/90

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SUAOF/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: [Signature]

DATE PRESENTED TO CAMPUS SUOAR REPRESENTATIVE: 1/30/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: [Signature]

DATE OF SUOAF CAMPUS REVIEW: [Signature]

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 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: [Signature] Date: ____________

DISPOSITION AT SUOAF LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary

Comments or Recommendations: ____________________________

RETURNED TO LOCAL DPA: [Signature]

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: 1/30/90

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC

Comments or Recommendations: ____________________________

VICE PRESIDENT FOR PERSONNEL: [Signature] 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: