RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR V
to
DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR VI

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Director of Educational Support Services/Administrator V be reclassified to Director of Educational Support Services/Administrator VI effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 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

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER ()  DATE  EFFECTIVE 9/7/90
NATURE OF POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY ( ) PART-TIME ( )
POSITION TITLE: Director, Educational Support Services
ADM V (CURRENT) (CLASS CODE) (PROPOSED) (CLASS CODE)
POSITION NUMBER 2476 CURRENT SALARY $51,727 PROPOSED SALARY $54,600 FUND O
BARGAINING UNIT AdFac nc FROM TO

XPLAIN THE NATURE OF THE PROPOSAL:
To update position descriptions for the proposed Student Development Center.

USTIFICATION:
This is a proposed upgrading for the current Director to the level presently assigned to the Directors of the other two units of the Student Development Center. The Educational Support Services unit is equally as important to the Center and the responsibilities no less significant than those performed by the other Directors at the ADM VI level.

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OST OR (SAVINGS)

SIGNED (UNIVERSITY) 11/3/90

TTACH OLD AND NEW STAFFING CHART, ( )
OB DESCRIPTION, AND (X)
UOAF SIGN OFF FORM IF REQUIRED (X)

ISCELLANEOUS COMMENTS:
This reclassification provides upward mobility for one of our minority staff members.

JONES
CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of Educational Support Services

ADMINISTRATIVE RANK: Administrator VI

DEPARTMENT: Educational Support Services

SUPERVISOR'S TITLE: Associate Dean of Student Affairs

POSITION SUMMARY:

Directs and coordinates Educational Support Services (ESS); develops and recommends programs and policies within the area including specialized summer program segments and academic year programs for specialized student populations.

POSITION RESPONSIBILITIES:

Supervises and coordinates all aspects of the Equal Opportunity Program (EOP) and Connecticut Collegiate Awareness and Preparation Program (CONNCAP) as well as other support services for students in the various ESS programs.

Ensures the delivery of appropriate academic support services to program participants.

Supervises the development of support services and intervention programs for students at-risk academically.

Develops outreach programs in primary, secondary and post-secondary schools through direct interaction with administrators, teachers, counselors, and at-risk students.

Coordinates institutional services for ESS program participants within the Student Development Center and with other offices of the university.

Develops and administers program budgets. Prepares fiscal, program and other related reports. Recruits, recommends appointments of, supervises and evaluates all Educational Support Services program staff.

Performs other duties related to the above which do not alter the basic level of the position.

QUALIFICATIONS:

Master's Degree and five years of experience in a college or university setting providing educational support services to specialized student populations. Demonstrated administrative and supervisory skills required. These qualifications may be waived for individuals with appropriate alternate experience.

6/28/90
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR, EDUCATIONAL SUPPORT SERVICES

ADMINISTRATIVE RANK: ADMINISTRATOR V

DEPARTMENT: ACADEMIC AFFAIRS

SUPERVISOR(S) POSITION/TITLE: ASSISTANT TO THE VICE PRESIDENT, ACADEMIC AFFAIRS

POSITION SUMMARY:

The Director of the Office of Educational Support Services (ESS) directs the operations and development of the Educational Opportunity Program (EOP), the Connecticut Collegiate Awareness and Preparation Program (CONNCAP), and the Minority Student Services Program.

POSITION RESPONSIBILITIES:

Develops, coordinates and implements institutional support services to increase retention and academic success of minority students under the Minority Student Services Program.

Directs EOP and CONNCAP programs including recruitment, design, development and implementation of summer components and year-round counseling and tutorial services and enrichment programming.

Supervises program staffs including: Assistant Director, ESS; (2) CONNCAP Site Coordinators; EOP and CONNCAP summer faculty and counselors; year-round tutorial staff and counselors; student help and clerical support.

Develops institutional, high school and community/corporate support for programs. Coordinates institutional services with faculty and departments, and the offices of Admissions, Cooperative Education, Placement and Career Development, Financial Aid, Bursar, etc.

Administers program budgets and prepares fiscal reports. Maintains program records and prepares program reports.

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 and five years of related experience developing and providing educational support services primarily to minority and disadvantaged students.

1/12/87
SUOA/AFSCHE POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title: ADM VI

Date: 3/27/70

Campus: CENTRAL

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SUOA/AFSCHE 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: DONNA MUNROE

DATE PRESENTED TO CAMPUS SUOA REPRESENTATIVE: 3/7/90

SUOA/AFSCHE CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUOA CAMPUS REVIEW

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 SUOA/AFSCHE review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOA shall return all materials to the Initiating University DPA or his designee.

SUOA/AFSCHE LOCAL PRESIDENT OR DESIGNEE

DATE

DISPOSITION AT SUOA 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 SUOA/AFSCHE 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:

DATE

VICE PRESIDENT FOR PERSONNEL

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 SUOA/AFSCHE representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

( ) approved

( ) disapproved

DATE

ATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL