RESOLUTION

concerning

RECLASSIFICATION OF POSITION

EXECUTIVE ASSISTANT TO THE PRESIDENT
to
COORDINATOR OF MINORITY AFFAIRS/ADMINISTRATOR V

at
WESTERN CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED, That the position of Executive Assistant to the President at Western Connecticut State University be reclassified to Coordinator of Minority Affairs/Administrator V, effective July 22, 1991, in accordance with all provisions and expectations set forth in the proposal dated June 24, 1991, 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 6/24/91
BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [ ] WCSU [ ]

POSITION
ACTION: ESTABLISH ( ) RECLASSIFY (x) OTHER ( )

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

DATE EFFECTIVE 7/22/91

POSITION TITLE: Executive Asst. to the President 8117
CURRENT CLASS CODE
PROPOSED CLASS CODE

CURRENT BARGAINING
NUMBER 0180 SALARY $46,595.
PROPOSED SALARY $47,595.
FUND Gen.
UNIT Confidential

EXPLAIN THE NATURE OF THE PROPOSAL:

Reclassify Executive Assistant to the President position to Coordinator of Minority Affairs.

JUSTIFICATION:

In order to develop and facilitate minority affairs programs for students, faculty staff, and alumni of Western Connecticut State University, we are requesting the reclassification of the Executive Assistant to the President position to Coordinator of Minority Affairs.

$ 1,000.
COST OR SAVINGS

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

MISCELLANEOUS COMMENTS:
7/68
COORDINATOR OF MINORITY AFFAIRS
ADMINISTRATOR V

SUPERVISOR: Director of Personnel and Affirmative Action

INCUMBENT NAME: Daryle Dennis

POSITION SUMMARY: Under the direction of the Director of Personnel and Affirmative Action, the Coordinator of Minority Affairs develops and facilitates minority affairs programs for students in cooperation with management personnel at Western Connecticut State University.

POSITION RESPONSIBILITIES:

Coordinates and oversees the Minority Affairs Office.

Develops plans, policies, procedures, and programs in regard to minority students, faculty, staff and alumni at the University.

Works to enhance campus diversity and, in that regard, is responsible for implementing the Plan to Promote Pluralism and Multiculturalism.

Responsible for completing and administering all plans as required by the Department of Higher Education Strategic Plan to Ensure Racial and Ethnic Diversity in Connecticut Public Higher Education, e.g., Minority Student Access and Retention Plan, Minority Staff Development and Recruitment Program.

Maintains liaison with all internal and external minority groups as Western Connecticut State University's representative.

May participate in the recruitment of minority students.

Facilitates cooperative programming among university departments.

Prepares statistical and other research reports associated with minority affairs.

Works in close cooperation with the Affirmative Action Officer in implementing and updating Western Connecticut State University's Affirmative Action Plan.

Monitors search committees for compliance with Affirmative Action and performs related duties as required in order to ensure hiring goals are achieved.

EDUCATION AND EXPERIENCE: Five years of experience with minority students and employees from diverse ethnic, economic and cultural backgrounds. Experience in managing budgets, experience in program development and implementation. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.
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SUAOF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title: Coordinator, Minority Affairs/Advisory
Campus: Western
Date: 6/24/91

LEVEL 1, May 9 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

DATE PRESENTED TO CAMPUS SUAOF REPRESENTATIVE: 6/25/91

SUAOF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: Ronnie Kurt
DATE OF SUAOF CAMPUS REVIEW: 7/1/91

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

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

SUAOF/AFSCME LOCAL PRESIDENT OR DESIGNEE: Ronnie Kurt
DATE: 7/4/91

DISPOSITION AT SUAOF 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 SUAOF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL: 6/27/91

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

VICE PRESIDENT FOR PERSONNEL: Andrea C. Witter
DATE: 7/17/91

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 SUAOF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved
( ) disapproved
DATE: 7/17/91

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION