

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 23, 2009
FOR AGENDA: April 2, 2009
SUBJECT: Proposed FY2009-2010 Agency Budget

The attached proposed FY2009-2010 budget is similar to the draft we reviewed briefly at the April 2nd meeting.

REVENUE OVERVIEW

As of the last meeting our anticipated revenue for next year has increased from \$1,696,623 to \$1,794,723, reflecting a \$100,000 grant we will be receiving to complete a study on the potential of the removal of a dam on the Pequabuck River near Route 229 in Bristol. Ninety percent of that grant will go to an engineering consultant to do the analysis. There were also some other minor changes in the revenue we anticipate for next year.

POTENTIAL REVENUE (*NOT included in the proposed budget*)

As always at this time of the year, there are some potential sources of income not included in the proposed budget which could materialize and ease our situation. At this point these include:

POTENTIAL PROJECT	REVENUE
State Grant in Aid (in legislative discussion)	\$10,000
Comprehensive Economic Development Strategy (CEDS)	\$40,000
TOTAL	\$50,000

Our past practice has always been to omit potential projects from the budget until they have reached the point of a signed agreement or contract. We have continued that conservative approach with this budget.

EXPENDITURE OVERVIEW

We have made a few minor changes to the expenditure side of the budget since the last meeting. In relation to employee medical/dental insurance coverage, since the last meeting we contacted each of our member municipalities to see whether they would be able to include us in their plans. None of their plan administrators would allow them to take our staff. We also reviewed the plans offered by the Chamber of Commerce, but none of them very closely paralleled our current plan in terms of the coverages we utilize (chiropractors, orthodontics, etc.).

Anthem/Blue Cross/ Blue Shield (A/BCBS) does offer a plan very similar to our current plan and

it is available to us for a price (\$112,218) that would be lower than what we estimated last month for the MEHIP Plan (\$118,927). For that reason we have included in the budget the cost of enrolling the Agency as its own group with A/BCBS for both medical and dental. Because we are required to enroll in the program at least 30 days prior to the expiration of our current coverage (i.e. June 30, 2009), and we do not have another regular meeting scheduled before that deadline, we are proposing that you recommend that the Agency Board authorize our enrollment in the A/BCBS Plan now to be able to have coverage effective on July 1, 2009.

With these changes, and some other minor adjustments, the proposed budget would provide us with a contingency of \$121,689, which is approximately \$10,000 higher than what we were anticipating when we presented the draft budget to you last month. If any of our *potential* revenues were to materialize, they would be used first to increase our contingency.

POTENTIAL EXPENDITURES (*NOT* included in the proposed budget)

Last month we briefly discussed the following two potential expenditure additions to the budget, but took no action on them:

- I. Computer Server (\$10,000) - in July of 2006 we installed our "new" server. That machine is on every day, all day, and can be expected to continue to serve us for another year, or, possibly, even two. Its original warranty will expire on June 30th - an extended warranty is available. Replacing our server would cost approximately \$10,000, including installation. That expenditure will need to be included in our FY2010-2011 budget, and it might be prudent to include it in the proposed FY2009-2010 budget in case the need arises. We have recently re-designed the backup system for the server and are strongly confident that, if there were a serious malfunction, we would have our files comprehensively backed up and accessible thru the backup system.
- II. Performance-based Salary Increases (2% = \$7,621) - traditionally each year we have provided staff with cost-of-living and performance-based salary increases. The proposed budget does not provide for either of these. Performance-based increases have been granted because, as staff members perform given tasks over a period of time, they are able to perform them quicker and more effectively than when they first joined the organization. This makes them more valuable to the organization, as well as more likely to be "poached" by another organization (e.g. Pramod Pandy poached last year by CRCOG) with higher levels of funding. Performance-based increases are intended to increase staff continuity. A performance-based increase of up to 2% would reduce the contingency by up to \$7,621.

On the basis of the above, it is my

RECOMMENDATION

that your Committee

- A. Review the attached proposed budget and provide staff with direction to prepare the Final Budget for the Agency Board's approval at the June 7th meeting; and
- B. Recommend that the Agency Board authorize the Executive Director to contract

with Anthem BC/BS for employee medical/dental insurance coverage during
FY2009-2010.

Attachment: Proposed Agency FY2009-2010 Budget

cc: Agency Board

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2009-2010**

REVENUES			
		Estimated	as of 04/23/09
	FY2008-2009	FY2008-2009	2008-2009
	BUDGET	Year End	YTD
Municipal Contributions	\$91,500	\$91,500	\$91,500
OPM State Grant-in-Aide	\$57,679	\$57,679	\$57,679
Transportation Planning Grant	\$586,039	\$372,671	\$277,612
Safe Routes to School	\$14,000	\$14,000	\$8,914
Paratransit Admin./Contractor	\$990,000	\$1,038,785	\$1,477,118
Plainville/Southington Trail	\$5,000	\$5,000	\$2,500
Homeland Security CRCOG 2007	\$1,000	\$0	\$0
R5EPT	\$4,000	\$4,000	\$1,030
Burlington POCD	\$19,000	\$0	\$0
Plymouth Housing Study	\$50,000	\$50,000	\$15,000
Plainville Housing Study	\$50,000	\$50,000	\$30,000
Berlin/New Britain Solid Waste -RPI	\$400,000	\$400,000	\$400,000
Pequabuck River Dam Removal	\$0	\$0	\$0
CERT Support	\$8,000	\$8,000	\$6,400
Miscellaneous Revenues*	\$7,500	\$20,900	\$20,441
Total Revenues	\$2,283,718	\$2,112,535	\$2,388,194

* Sewer Grant (\$12K)

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2009-2010**

FY2009-2010
BUDGET
\$91,500
\$0
\$600,923
\$0
\$990,000
\$0
\$0
\$100
\$0
\$0
\$0
\$0
\$100,000
\$8,000
\$4,200
\$1,794,723

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2009-2010**

EXPENSES				
	BUDGET	Estimated	as of 04/23/09	
	FY2008-2009	Year End	YTD	BUDGET
	FY2008-2009	FY2008-2009	2008-2009	FY2009-2010
Salaries & Payroll Taxes	\$482,153	\$397,629	\$342,915	\$399,572
Retirement/Administration	\$11,003	\$9,123	\$7,382	\$16,159
Rent	\$29,200	\$29,200	\$24,333	\$29,200
Office Cleaning	\$3,500	\$3,000	\$2,500	\$3,800
Health/Life Insurance/STD	\$105,340	\$89,300	\$73,034	\$112,218
D&O/Liability/Bonding Ins.	\$3,880	\$4,772	\$4,772	\$5,000
Conferences	\$6,000	\$6,000	\$623	\$6,000
Training/Workshops/Seminars	\$6,000	\$6,000	\$2,033	\$6,200
Travel in State and Meetings	\$9,000	\$9,000	\$6,242	\$8,000
Telephone/Postage	\$7,000	\$5,217	\$4,421	\$6,500
Supplies	\$9,500	\$8,500	\$3,108	\$9,500
Equipment/Software Purch.	\$34,600	\$34,600	\$21,263	\$28,800
Publications	\$300	\$300	\$223	\$300
Advertising	\$4,000	\$3,200	\$1,420	\$4,000
Dues/Subscriptions	\$11,500	\$11,500	\$7,353	\$11,326
Accounting/Legal	\$11,560	\$11,560	\$10,500	\$11,560
Paratransit Contractor	\$910,000	\$958,785	\$794,748	\$910,000
Equip.Service Contracts/Maint.	\$5,500	\$5,500	\$5,142	\$5,500
Pequabuck River Dam Removal	\$0	\$0	\$0	\$90,000
Miscellaneous	\$10,300	\$5,300	\$2,615	\$9,400
Berlin/NB Solid Waste - RPI	\$395,200	\$395,200	\$1,096	\$0
Contingency	\$228,182	\$0	\$0	\$121,689
Total Expenses	\$2,283,718	\$1,993,686	\$1,315,723	\$1,794,723

Budget Detail - Expenditures

Payroll and Taxes

Title	Current Salaries	Proposed Salaries
Executive Director	93,413	93,413
Deputy Director	65,323	65,323
Regional Planner	39,000	39,000
Regional Planner	39,000	39,000
Regional Planner	39,000	39,000
Office Manager/Bkkp	43,233	43,233
Transportation Assist.	35,000	35,000
Sub Totals	353,969	<u>353,969</u>
Employer SS & Medicare portion (7.65%)		27,079
COBRA		5,090
Unemployment Comp (3.5%)		8,714
Workers Compensation		4,200
Payroll Admin Costs		520
Sub Total		<u>45,603</u>
Budget Amount		<u><u>399,572</u></u>

Retirement - ING Plan

Executive Director	93,413.00
Deputy Director	65,323.00
Office Mgr/Bkkp	43,233.00
Regional Planner	39,000.00
Regional Planner	39,000.00
Regional Planner	39,000.00
Transportation Assist.	35,000.00
Total	<u>353,969.00</u>
Employer portion (4%)	<u>14,158.76</u>
Administrative Cost	<u>2,000.00</u>
Total Budget Amount	<u><u>16,158.76</u></u>

Budget Detail - Expenditures

Other Expenses		Budget Amount
Office Cleaning		3,800
D&O	2,099	
Liability	2,598	
Bonding	304	
	<hr/>	5,000
Training/Seminars		
Computer Network Training	3,000	
GIS Training	1,700	
Miscellaneous	1,500	
	<hr/>	6,200
Travel in State	6,000	
Meetings	2,000	
	<hr/>	8,000
Telephone/Postage		
Telephone/Cell Phone	3,500	
Postage	3,000	
	<hr/>	6,500
Equipment/Software Purchases		
Gigabit Switch	300	
Firewall Router	300	
2 - Monitors	1,000	
2 - Dell PCs	1,000	
2 - Graphics Adapter	200	
Tablet PC	1,500	
ArcGIS one year	6,500	
ArcGIS Spatial Analyst	2,500	
ArcGIS Network Analyst	2,500	
CommunityViz	1,000	
Antivirus	1,500	
Microsoft Office	2,000	
(40 hours) IT Support	5,000	
Other	2,000	
Web Hosting	1,500	
	<hr/>	28,800

Budget Detail - Expenditures

Other Expenses		Budget Amount
Dues/Subscriptions		
APA Dues (5 members)	1,090	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,655	
Subscriptions	575	
Other	300	
	<hr/>	11,326
Accounting/Legal		
Accounting	10,500	
Legal	1,060	
	<hr/>	11,560
Service Contracts/Equipment Maint.		
Service Contract Copier	2,000	
Misc. Equipment/Rep./Maint.	3,500	
	<hr/>	5,500
Miscellaneous		
Econ. Dev. Expenses/Events	1,000	
Emp. Of the Quarter Program	400	
Holiday/Appreciation Dinner	2,000	
Other	6,000	
	<hr/>	9,400

Budget Detail - Expenditures

Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director	EE+1	31,757	2,246	29,511
Deputy Director	Family	28,357	2,277	26,080
Regional Planner	EE	4,331	217	4,114
Regional Planner	EE+1	12,681	987	11,694
Regional Planner	EE+1	12,681	854	11,827
Office Manager/Bkkp	Family	25,875	2,551	23,324
Total Budget Cost		115,682	9,132	106,550

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	789	79	710
Deputy Director	380	38	342
Regional Planner	250	32	218
Regional Planner	250	25	225
Regional Planner	250	18	232
Office Manager/Bkkp	241	24	217
Transportation Assist.	250	25	225
Total Budget Cost	2,409	241	2,168

Life Insurance 3,500

Total Budget Costs - Employee Insurances 112,218

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 28, 2009

FOR AGENDA: May 7, 2009

SUBJECT: Recommendation to the Agency Board for a Variance from the Requirements of the Personnel Policy for a Tuition Reimbursement

Last year after reviewing the performance evaluation of the Agency's Senior Planner, Margus Laan, it was again brought to my attention that Margus' production was being impeded by his lack of ability to touch-type. I spoke with his supervisor about the situation, and, in view of the fact that all other staff members were touch-typing, I advised Margus, thru his supervisor, that I would not authorize any future performance-based salary increases for him unless he satisfactorily completed training in touch-typing. (In an effort to address that situation a year earlier, I had made him an offer, which he failed to take up, to pay all his tuition and fees if he would take a touch-typing class).

On that basis, last Fall Margus enrolled in a touch-typing course at Tunxis Community College at his own expense. At the time he enrolled he and I briefly reviewed the Agency's Personnel Policy regarding tuition reimbursement and it appeared he could qualify. At that time the Policy required that:

- "a) the staff member attains a grade of at least "C+" or higher ...;
- b) the total course amount payable by the Agency, shall be 60% of the tuition cost, and shall not exceed \$300;
- c) the reimbursement will not be made until 60 days after the course grade is received by the Agency, provided the staff employee is still employed by the Agency at the end of the 60 day period..."

After attending several classes last Fall Margus determined to change his registration status to "audit," which meant that he would not receive a grade for his work. Nevertheless, on April 27, 2009, Margus submitted the attached memorandum requesting a variance to the Personnel Policy so that he could be reimbursed for 60% of the cost of his tuition (which would amount to \$238.20).

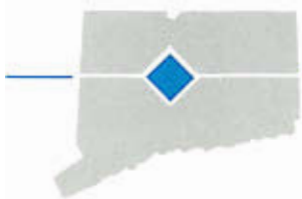
The Personnel Policy is adopted by the Agency Board, and only the Agency Board can authorize a variance from it. If you feel that Margus' request for reimbursement should be granted, you may make that recommendation to the Agency Board. On that basis, it is my

RECOMMENDATION

that your Committee

Consider the attached request for tuition reimbursement from Margus Laan and, either deny the request or recommend it for approval by the Agency Board.

Attachments: April 27, 2009, tuition reimbursement request memorandum from Margus Laan



CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

225 North Main St. • Suite 304 • Bristol, CT 06010-4993 (860) 589-7820 (860) 224-9888
FAX or TDD (860) 589-6950 E-Mail: ccrpa@ccrpa.org Web Site: www.ccrpa.org

To: Carl Stephani, Executive Director
From: Margus Laan, Senior Planner *ML*
Date: April 27, 2009
Re: Tuition Reimbursement

This is to request PFP to authorize the Agency to pay tuition reimbursement.

In response to your advising me that I would not qualify for future performance-based salary increases last year unless I improved my keyboarding speed, I enrolled in the course titled "Keyboarding for Information Processing I" at Tunxis Community College in the fall of 2008. I am very happy that I did, as my typing method has improved significantly.

The purpose of the course was for me to learn touch typing. I was a dual finger, search & find typist and, if I say so myself, a very fast one. The problem of dual finger, search & find is that you focus on what you are hitting (keyboard) and not on the screen. For most writing, the search & find method is not as inefficient as some may think, as you type what you are thinking. However, the search & find method is very problematic when transcription is involved, as it is difficult to look at two places at the same time – the source of the material to be transcribed and finding the needed keys. Transcription is what keyboard typists do every day, taking text written by someone else and transferring the text into the computer.

You thought that I would benefit from learning to touch type, as a useful skill to have and to improve productivity. Your suggestion was long standing, dating back to the summer of 2007. Attached is a photocopy of routing slip wherein you stated:

"Please consider signing up for one of these courses – CCRPA will pay all registration, fees, etc and give you comp time if you take the evening course. This is a skill I would like you to have." (Copy attached)

By the spring of 2008, this suggestion had become a requirement to receiving the merit increase. The employee evaluation stated:

"Need to take course on touch typing to improve timely production of work. Merit increase contingent on taking typing course, approved by Executive Director." (Copy attached)

Knowing that I would benefit from such a course and also not wishing to jeopardize any salary increase, I enrolled in the keyboard typing course in September 2008 at Tunxis Community College. The course was a three credit course, three hours per week from early September to mid December 2008. Course cost was \$397 plus a \$20 application fee (copy attached). I attended class on my own time, 5:00PM to 6:25PM on Tuesday and Thursday nights and did not use nor request comp time for the course.

At first, I took the course for credit, as the Agency guidelines require, doing all of the coursework and tests as required by the course outline. To do the work, I needed to stay late in the office as my home computer was not compatible with the course computer program. I even borrowed a laptop from the Agency to start doing the work at home in the evenings. By the end of October / early November, I came to the conclusion that the coursework and the required time effort to properly complete the coursework had become very time consuming. To get my typing speed and accuracy (1 typo = 50% deduction in points assigned for each graded assignment) to a sufficiently high standard would take an enormous amount of effort and time. In short, I remained too conscious of what I was doing (concentrating on the correct placement of the fingers and seeking accuracy all the time) and my per minute rate stayed low. The important point was to keep receiving the training and I decided to place the course on audit, attending each class, taking part in the class time exercises, continue to practice at home, and use the technique at work on a daily basis but not to do all or submit all the required future (from that point on) assignments.

This is to request tuition reimbursement for the course to the amount allowed by Agency's rules. The Agency's Policy on Tuition Reimbursement is as follows:

“Subject to a recommendation by the Executive Director with approval by the PFP the Agency may reimburse employees for relevant academic training which is not eligible for travel reimbursement, comp time or other reimbursement under the following conditions:

- (a) the staff member attains a grade of at least “C+” or higher per course;*
- (b) the total course payable by the Agency, shall be 60% of the tuition cost, and shall not exceed \$300;*
- (c) the reimbursement will not be made until 60 days after the course grade is received by the Agency, provided the staff employee is still employed by the Agency at the end of the 60 day period; and*
- (d) each staff member is restricted to one course per semester or two courses per school year. Employees are discouraged from taking courses during normal working hours.”*

There is a complication as the requirements have provisions on the receipt of a grade of C⁺ or higher, (items a and c). The class was taken to improve professional skills, as required by the Executive Director, and did, as my method has improved. However, the course was not taken on a credit basis and consequently no grade was produced. This is to request that the PFP authorize that tuition be reimbursed, up to the allowable limit despite no grade being received.

Please advise. Thank you for your time and consideration in this matter.

CCRPA
225 North Main Street, Suite 304
Bristol, CT 06010

Routing

_____ Carl _____ Ken _____
 _____ Tony _____ Pramod _____
Y Margus _____ Rita _____
 _____ Sharon _____

_____ Information _____ For Signature
 _____ File or Discard _____ As Requested
 _____ Last to see, discard _____ Make _____ copies
 _____ Comments? _____ Return to _____
 _____ File with _____ _____ Distribute as noted

NOTES: Please consider signing up for
one of these courses - CCRPA
will pay all registration, fees, etc
and give you comp time if you take
the evening course. This is a skill I
 FROM: CARE would like you DATE: 7-26-7

<u>457</u>	Total Score for this 50 category Section
<u>9.1</u>	Average Score for this Section
<u>28.8</u>	Total of the three averages of the three sections
<u>9.6</u>	FINAL SCORE (average score of all three Sections)

Employee comments (optional):

Supervisor's comments (optional): Need to review + study G-15, as previously requested,
to increase knowledge of the skill. Need to take course on touch typing to improve
timely production of work. Merit increase contingent on taking
typing course, approved by Exec. Director.

SIGNATURES:

Draft for Executive Director's Review - Supervisor:

K Sharon Date: 4/8/08

Concurrence - Executive Director:

_____ Date: _____

Acknowledgement of Receipt/Review w/Supervisor - Employee:

_____ Date: _____

CREDIT COURSE OFFERINGS—FALL 2008

CRN	COURSE CODE	COURSE TITLE	CREDITS	DAY(S)	TIME	DATES	INSTRUCTOR
3050	BMG*202	Principles of Management (a)	3	M	6:35-9:30P		Staff
3051	BMG*202	Principles of Management (a)	3	T/R	8:30-9:55A		Colgan
3052	BMG*202	Principles of Management (a)	3	R	6:35-9:30P		Staff
3053	BMG*202	Principles of Management (a)	3		ONLINE		Staff
3054	BMG*210	Organizational Behavior (a)	3		ONLINE		Staff

BUSINESS – Marketing

3055	BMK*201	Principles of Marketing (a)	3	M/W	10:10-11:35A		Grassilli
3056	BMK*201	Principles of Marketing (a)	3	M/W	6:35-8:00P		Staff
3057	BMK*201	Principles of Marketing (a)	3	T/R	11:50A-1:15P		Grassilli
3058	BMK*201	Principles of Marketing (a)	3	T	6:35-9:30P		Staff
3059	BMK*201	Principles of Marketing (a)	3		ONLINE		Staff
3060	BMK*245	Integrated Marketing Communications* (a)	3	T	6:35-9:30P		Grassilli
3222	BMK*292	Practicum in Marketing (a)	3	T/R	5:00-6:25P		Grassilli

* Integrated Marketing Communications replaces Advertising and Promotion in the Marketing and Retail Business Management Programs

BUSINESS OFFICE TECHNOLOGY

All application courses use Microsoft Word XP where applicable.

3188	BOT*111	Keyboarding for information Processing I	3	M/W	11:50A-1:15P		Cusano
3189	BOT*111	Keyboarding for Information Processing I	3	T/R	11:50A-1:15P		Cusano
3190	BOT*111	Keyboarding for Information Processing I	3	T/R	5:00-6:25P		Staff
3191	BOT*137	Word Processing Applications (a)	3	T/R	5:00-6:25P		Staff
3192	BOT*137	Word Processing Applications (a)	3	T/R	11:50A-1:15P		Carbone
3193	BOT*180	Medical Terminology (a)	3	T	6:35-9:30P		Staff
3195	BOT*181	Medical Coding I (a)	3	R	6:35-9:30P		Staff
3196	BOT*210	Computerized Office Applications (a)	3	M	6:35-9:30P		Staff
3197	BOT*215	Word Processing Applications II (a)	3	M/W	5:00-6:25P		Staff
3198	BOT*251	Administrative Procedures (a)	3	M/W	11:50A-1:15P		Carbone
3199	BOT*284	Claims Processing Applications (a)	3	W	6:35-9:30P		Staff
3200	BOT*298	Special Topic: CPC Certification Review (a)	3		ONLINE		Staff

CHEMISTRY

3201	CHE*111	Concepts of Chemistry (b)	4	M/W	1:30-2:55P		Staff
▲▼ NOTE: Students who register for CRN #3201 (CHE*111) MUST also select either CRN #3202 or CRN #3203.							
3202		Lab—Concepts of Chemistry (\$)		M	3:05-4:55P		Staff
3203		Lab—Concepts of Chemistry (\$)		W	3:05-4:55P		Staff
3204	CHE*111	Concepts of Chemistry (b)	4	M/W	5:00-6:25P		Staff
▲▼ NOTE: Students who register for CRN #3204 (CHE*111) MUST also select either CRN #3205 or CRN #3206.							
3205		Lab—Concepts of Chemistry (\$)		M	6:35-8:25P		Staff
3206		Lab—Concepts of Chemistry (\$)		W	6:35-8:25P		Staff
3207	CHE*111	Concepts of Chemistry (b)	4	T/R	8:30-9:55A		Staff
▲▼ NOTE: Students who register for CRN #3207 (CHE*111) MUST also select either CRN #3208 or CRN #3209.							
3208		Lab—Concepts of Chemistry (\$)		T	10:05-11:55A		Staff
3209		Lab—Concepts of Chemistry (\$)		R	10:05-11:55A		Staff
3210	CHE*111	Concepts of Chemistry (b)	4	S	8:30-11:25A		Staff
▲▼ NOTE: Students who register for CRN #3210 (CHE*111) MUST also select CRN #3211.							
3211		Lab—Concepts of Chemistry (\$)		S	11:45A-1:35P		Staff
3212	CHE*121	General Chemistry I (a)(b)	4	M/W	5:00-6:25P		Staff
▲▼ NOTE: Students who register for CRN #3212 (CHE*121) MUST also select CRN #3213.							
3213		Lab—General Chemistry I (\$)		M	6:35-9:30P		Staff

ROOM ASSIGNMENTS WILL BE POSTED ON CAMPUS PRIOR TO THE FIRST DAY OF CLASSES.
GO TO MY.COMMNET.EDU FOR A COMPLETE, UP-TO-THE-MINUTE LISTING OF COURSES.

LAAN MARGUS

Student ID # (REQUIRED)

Student's Name: (Last) (First) (Middle)
3 Russell St. Wallingford CT 06472

@ 00600716

Social Security #

E-mail Address: mmargus@ccfpa.org

Check here if your address has changed since you last attended.

Daytime Phone Number 860-589-7820

Date of Birth: June 16, 1955



I am registering for: FALL SPRING SUMMER Year: 2008 I am a: New Student Returning Student Readmit Student

CRN	COURSE CODE	COURSE TITLE	CREDITS	DAY(S)-CIRCLE	TIME	ROOM
0110	0110	Mathematical Modeling for Intro Bio I	3	MTWRFSSO	5:00-3:30	
				MTWRFSSO		
				MTWRFSSO		
				MTWRFSSO		
				MTWRFSSO		
				MTWRFSSO		

An Advisor's signature is REQUIRED for ALL courses with prerequisites.

TOTAL CREDITS: 3

(Online = O)

MPR-CrRegFormRev 9/07

ADVISOR'S SIGNATURE: [Signature]

DATE: 8/28/08

(REQUIRED) STUDENT'S SIGNATURE: [Signature]

DATE: 8/28/08

Tunxis Community College

FOR OFFICE USE ONLY

Data entry by: 8/28/08 [Signature]

QuickAdmit \$20.00 App. Fee

State of Connecticut Board of Governors for Higher Education • Board of Trustees of Community-Technical Colleges Tunxis Community College • Farmington, CT 06032

TUNXIS COMMUNITY COLLEGE
271 SCOTT SWAMP RD
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THANK YOU!
COME AGAIN!

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 16, 2009
FOR AGENDA: May 7, 2009
SUBJECT: Executive Director's Performance Evaluation

Personnel Policy Section IV.D.1 requires that the "PFP ... conduct an annual evaluation of the Executive Director." It is customary to complete all Agency performance evaluations in the month of April. To facilitate your completion of my performance evaluation I have enclosed a blank Performance Evaluation Form for your use; please bring it to the May 7, 2009, PFP meeting to facilitate the evaluation process.

On that basis, it is my

RECOMMENDATION

that your Committee

Review my job performance and determine my rating score for salary adjustment purposes:

90+ =	full performance increase
80-89.99 =	75% performance increase
70-79.99 =	50 % performance increase
60-69.99 =	25% performance increase
Below 60 =	no performance increase

Discussion

The proposed budget does not fund any performance increases. Unless that changes, the employee performance ratings will be more for the purpose of personal motivation than for salary.

Attachment: Blank Performance Evaluation Rating Form

PERFORMANCE APPRAISAL FORM

Employee Name: Carl Stephani

Title: Executive Director

Supervisor Name: Agency Board

Title: Agency Board

Review Period Start Date: 4/2008

End Date: 3/2009

This Form is composed of three Sections: (1) Job Classification Performance - General Duties; (2) Job Classification Performance - Special Skills/Abilities; and, (3) Behavioral Performance. Each Section of the form is completed separately, and the ratings from each section are averaged to calculate an overall rating. The following rating scale is used throughout:

Exceptional Performance	9+	Needs Improvement	6-6.9
Very Good	8-8.9	Unacceptable	<6
Satisfactory	7-7.9		

SECTION I: Job Classification Performance - General Duties

	Serves as the chief administrator of the Agency and has responsibility for implementing the policies of the Agency and its Committees.
	Overall planning, direction, and coordination of the Agency's staff members.
	Serves as the Agency's primary communication liaison with all levels of government, the private sector, and serves as its chief spokesperson with the news media.
	Coordinates Agency operations with municipal, state, and other agencies.
	Advertises for applicants, screens, and hires new employees.
	Conducts or supervises all personnel matters, including recommended staff appointments, evaluations, assignments/reassignments of duties, supervises selected staff members (i.e., may assign supervision to certain staff members), recognizes good staff performance and conducts positive discipline steps, as well as implements suspensions and terminations of employees.
	Provides staff support to the Central Connecticut Economic Development ALLIANCE.
	Conducts overall quality assurances of all staff oral, written, financial, and mapping outputs.
	Serves as Agency representative to the I-84 and I-91 Transportation Investment Area Boards (TIA's), and the Transportation Strategy Board (TSB).
	Total Score for this 9 category section
	Average Score for this Section

SECTION II: Job Classification Performance - Special Skills/Abilities

	Overall office management and administration on behalf of the Agency.
	Vision and ability to harmonize diverse groups, energize others, and achieve effective inner-agency relations with innovation, creativity, and dynamic leadership.
	Prepares or directs the preparation of short range and long range programs as well as initiates new activities.
	Directs the preparation of Agency budgets and oversees the control of expenditures.
	Oversees the content of various Agency studies and Central Connecticut Plan of Conservation and Development updates.
	Guides implementation of physical, social and economic development strategies.
	Directs grant applications, negotiates, and grant oversight.

	Develops consultant Requests For Proposals/Qualifications.
	Ability to effectively organize/retrieve data and conduct general financial reviews of selected programs.
	Effective preparation of reports, statistical analyses, and other informational materials.
	Ability to communicate ideas persuasively in both oral communications and in written materials.
	Interprets states statutes, case law, local ordinances, etc. as they apply to advisory reports from the Agency or in service to public officials and citizens.
	Directs the provision of technical assistance communities in the region on planning, zoning, site plan review and related matters.
	Prepares Agency and Committee Agenda and attends all appropriate Agency and outside organization meetings.
	Overall responsibility for CCRPA staff Equal Opportunity Employment program.
	Signs checks, approves staff timesheets, expenditure invoices, etc.
	Prepares or directs the preparation of the Agency's Annual Report and its "Planning Notes" Newsletter, etc.
	Knowledgeable regarding environmental protection, natural resource, and historic preservation issues and opportunities.
	Oversees the maintenance of the Agency's records, reports, maps, etc.
	Shall have the physical and legal capability to travel from site to site and carry out all assigned duties.
	Other duties as assigned.
	Total Score for this 21 category Section
	Average Score for this Section

SECTION III: Behavioral Performance

Communications			
	Expresses verbal ideas and thoughts		Selects and uses appropriate communication methods
	Expresses written ideas and thoughts		Keeps others adequately informed
	Exhibits good listening and comprehension		
Job Knowledge			
	Competent in required job skills and knowledge		Displays understanding of how job relates to others
	Exhibits ability to learn		Requires minimal supervision
	Keeps abreast of current developments		
Planning & Organization			
	Prioritizes and plans work activities		Sets goals and objectives
	Uses time efficiently		Works in an organized manner
	Integrates changes smoothly		
Quality of Work			
	Demonstrates accuracy and thoroughness		Applies feedback to improve performance
	Displays commitment to excellence		Monitors own work to ensure quality
	Looks for ways to improve and promote quality		
Quantity of Work			
	Meets productivity standards		Works quickly
	Completes work in timely manner		Achieves established goals
	Strives to increase productivity		
Attendance and Punctuality			
	Schedules time off in advance		Ensures work responsibilities are covered when absent
	Begins and ends work at appropriate time		Arrives at meetings and appointments on time
	Keeps absences within guidelines		

Business Ethics			
	Treats people with respect		Works with integrity and ethically
	Keeps commitments		Upholds organizational values
	Inspires the trust of others		
Cooperation			
	Establishes and maintains effective relations		Offers assistance and support to co-workers
	Exhibits tact and consideration		Works cooperatively in group situations
	Displays positive outlook and pleasant		

	manner		
Initiative			
	Volunteers readily		Looks for/takes advantage of opportunities
	Undertakes self-development activities		Asks for help when needed
	Seeks increased responsibility		
Dependability			
	Responds to requests for service and assistance		Commits to doing the best job possible
	Follows instructions, responds to management direction		Keeps commitments
	Takes responsibility for own actions		
	Total Score for this 50 category Section		
	Average Score for this Section		
	Total of the three averages of the three sections		
	FINAL SCORE (average score of all three Sections)		

Employee comments (optional):

Supervisor's comments (optional):

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____