



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF MEDIA-TECHNICAL SERVICES/ADMINISTRATOR III
to
COORDINATOR OF SPECIAL EVENTS AND PROGRAMMING/ADMINISTRATOR III

at

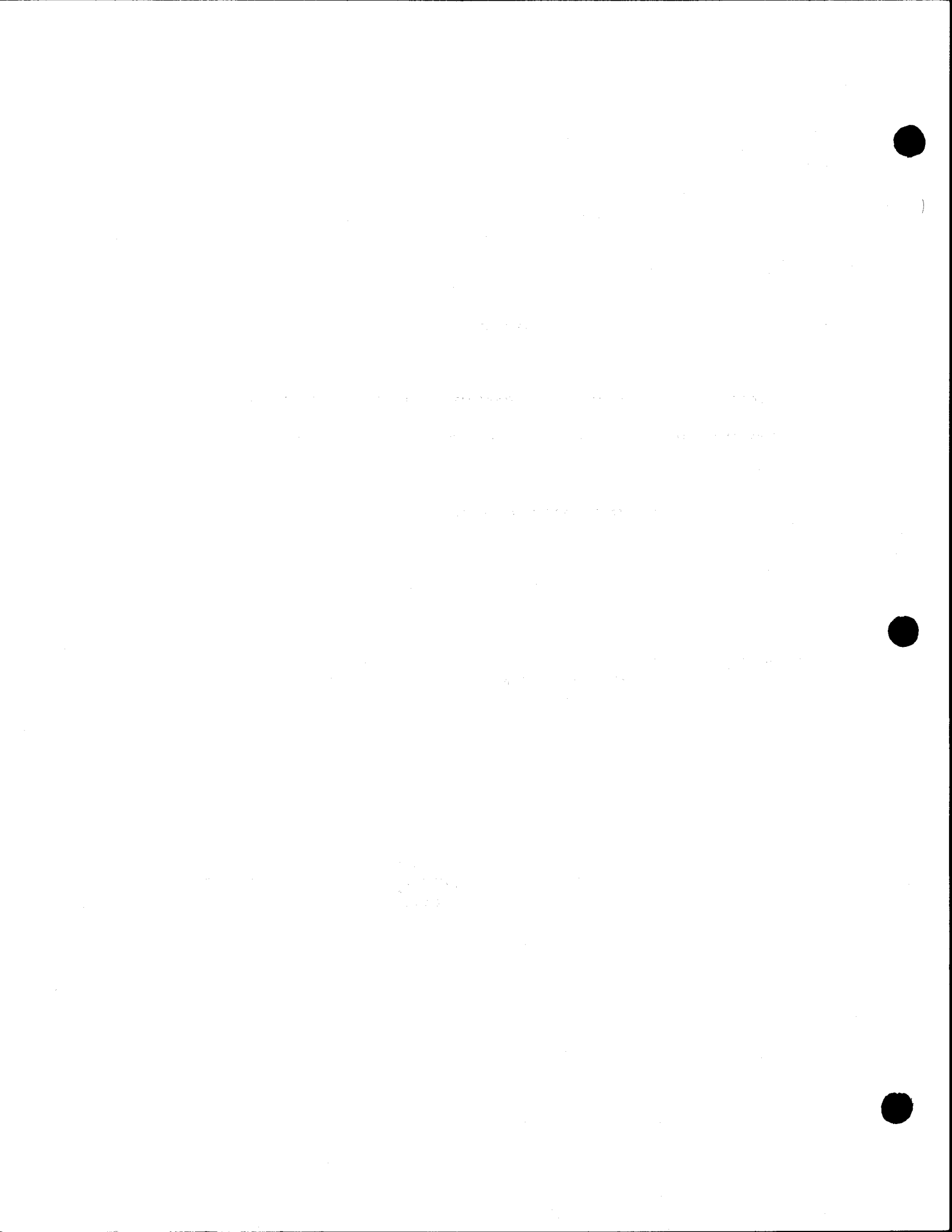
CENTRAL CONNECTICUT STATE UNIVERSITY

NOVEMBER 14, 1986

RESOLVED, That the position, Assistant Director of Media-Technical Services/Administrator III, at Central Connecticut State University be reclassified to Coordinator of Special Events and Programming/Administrator III, effective November 14, 1986, in accordance with the attached proposal dated October 21, 1986.

A Certified True Copy:

Dallas K. Beal
President



CSU-200

THE CONNECTICUT STATE UNIVERSITY

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Submitted	10-21-86
Date	
By:	CSU ()
	CCSU (x) SCSU ()
	ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 11-14-86 PERM (x) FT (x) TEMP () PT ()

POSITION TITLE: Asst. Dir Media Serv/Adm 3 (Class Code) Coord. Spec Events & Progam/Adm 3 (Class Code)

POSITION NUMBER: 0586 CURRENT SALARY \$35,343 PROPOSED SALARY \$29,000 FUND General BARG UNIT AdmEac NC from to

RESOLUTION

BR# _____

RESOLVED,

That the position of Assistant Director of Media-Technical Services/ Administrator 3 at Central Connecticut State University be reclassified as Coordinator of Special Events and Programming/Administrator 3 in accordance with the attached proposal dated October 21, 1986.

A Certified True Copy _____

Dallas K. Beal, President, CSU

Date _____

ER Committee _____
Date _____

BOARD OF TRUSTEES _____
Date _____

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

There is a need to recast the duties of this currently vacant position to reflect more accurately the realities of the job to be done. Please see the attached old and new job descriptions.

RECEIVED
OCT 21 1986
THE CONNECTICUT
STATE UNIVERSITY

NA
approx. Cost _____

[Signature]
Signed (University) _____ Date 10/21/86



Central Connecticut State University
Assistant Director of Media

II

SUPERVISOR: *Assoc. Dean, Admin*
~~Director of Media S~~

SUPERVISION EXERCISED:

INCUMBENT NAME: ~~Thomas Feuerste~~

POSITION SUMMARY:

The Assistant Director of Media has the primary responsibility for design and execution of the Welte Auditorium, this function represents the primary responsibilities. The secondary responsibilities include the supervision of inventory and distribution of instructional media.

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Welte
tion
olves
Center.

POSITION RESPONSIBILITIES:

Prepare lighting and sound designs for events scheduled in Welte Auditorium.

Supervise when necessary the preparation and execution of lighting and sound designs in Welte Auditorium.

Supervise the maintenance of equipment and supplies pertinent to the fulfillment of the above responsibilities in Welte Auditorium.

Supervise the system and process for the distribution of instructional media equipment.

Supervise the inventory of the educational equipment and repair materials.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

Master's degree is required. Five years of experience in the supervision of technical services appropriate to the position.

SPECIAL NOTATIONS:



NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Coordinator of Special Events and Programming

Rank: Administrator III

Department: Administrative Affairs

Supervisor's Title: Associate Dean, Administrative Affairs (Physical Plant)

POSITION SUMMARY:

Under the supervision of the Associate Dean-Administrative Affairs, is responsible for development, scheduling and administration of activities and special events held on campus, particularly those in Welte Auditorium.

POSITION RESPONSIBILITIES:

Promotes and arranges use of University facilities for conferences, meetings and various activities which reflect positively on the University by internal and external groups.

Advise users and potential users on policies, fees, insurance and other charges related to University facility use and supervises billing of users.

In cooperation with Student Center maintains master calendar of University-wide events and disseminates that information to University community.

Recommends policy for and schedules and supervises preparation and use of Welte Auditorium.

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, two to three years of administrative experience in a college or university and demonstrated ability in scheduling, development and the implementation of programming policies, staff supervision and auditorium technical support services required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

VI-V (Tab 20)

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS.

- 1. Day 0. The Local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.
- 2. Day 1-15. SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.
- 3. Day 16-30. Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.
- 4. Day 31-60. Vice President for Personnel submits package to PERC and subsequently to the Board.
- 5. Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial people of completed action.

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT MKB
DATE 10-12-86

Date forms delivered to SUOAF 10-14-86 by MKB

- I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.

SUOAF PRESIDENT OR DESIGNEE James J. Lynch for Betty Tipton
DATE 10/21/86

Date returned to local DPA from SUOAF _____ by _____

Date considered by Council of DPAs 10/23/86 by DCN

- APPROVED FOR SUBMISSION TO PERC
- DISAPPROVED

VICE PRESIDENT FOR PERSONNEL James Lynch
DATE 10/23/86

Attachments:
 position req. form
 New pos. desc.
 Old pos. desc.
 Additional info

Date APPROVED DISAPPROVED by PERC _____ by _____

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES: