



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

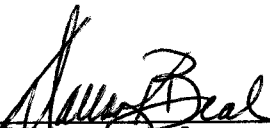
ESTABLISHMENT OF POSITION

DIRECTOR OF ALUMNI AFFAIRS/ADMINISTRATOR V
at
EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 6, 1987

RESOLVED, That a new position, Director of Alumni Affairs/
Administrator V, be established at Eastern
Connecticut State University, effective Feb. 13,
1987, in accordance with all provisions and
expectations as set forth in the proposal dated
December 10, 1986 attached as an addendum to this
Resolution.

A Certified True Copy:



Dallas K. Beal
President

CSU-200 EASTERN CONNECTICUT STATE UNIVERSITY DATE 12/10/86

POSITION ACTION REQUEST

POSITION _____ DATE _____ PERM FT
 ACTION: ESTABLISH RECLASSIFY EFF. 2/13/87 TEMP PT
 ABOLISH OTHER

POSITION _____
 TITLE: _____ Director of Alumni Affairs/Ad. 5 7921
 CURRENT _____ CLASS CODE _____ PROPOSED _____ CLASS CODE _____

POSITION	NEW	CURRENT	PROPOSED	31,000	BARG	
NUMBER		SALARY	SALARY	1,187.74	UNIT	SUOAF
			FUND	Gen.	From	To

RESOLUTION

BR# _____

RESOLVED, That a new position, Director of Alumni Affairs, Ad. 5, be established at Eastern Connecticut State University.

A Certified True Copy _____

Dallas K. Beal, President Date _____

PER Committee 1/28/87
 Date

BOARD OF TRUSTEES 2/6/87
 Date

JUSTIFICATION: This position is required to coordinate those University activities relating to development of a comprehensive alumni association.

\$31,000.00

Approx. Cost

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Director of Alumni Affairs/Ad. 5

Campus Eastern Connecticut State University Date 12/10/86

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/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 Michael Pernal *M*

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/10/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betty Tipton 12/19/86

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED 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 Betty R. Tipton Date 12/19/86

DISPOSITION AT SUOAF 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 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 1/15/87

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL _____ DATE _____

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 _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

RECEIVED

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF ALUMNI AFFAIRS

ADMINISTRATIVE RANK: V

Under the supervision of the Director of Development, the incumbent coordinates the activities of the University's Alumni Association. This position is responsible for the effective planning, management, and direction of the University's relations with its alumni and coordinates the provision of services to the alumni association. Included among these responsibilities are:

1. Administers the daily operations of the Alumni Association.
2. Initiates and implements annual support campaigns, new scholarship programs, gift systems, special events, and alumni involvement activities.
3. Maintains records of all alumni activities.
4. Organizes class and reunion campaigns.
5. Coordinates activities of the staff, alumni, and other volunteers.
6. Manages alumni funds.
7. Develops and administers programs and activities which identify and utilize new sources of support for alumni affairs.
8. Assumes responsibility for Alumni publications.
9. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Master's degree and several years experience in alumni or educational fund-raising work including significant experience in communications demonstrating the ability to speak and write effectively and prepare publications.

The above qualifications may be waived for persons with appropriate alternate experience.

Michael Pernal 12/10/86
For the University Date

Betty A. Tipton 12/11/86
For the Union Date

12/10/86

DIRECTOR OF DEVELOPMENT

