



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF THE LEARNING RESOURCES CENTER/ADMINISTRATOR III

to

DIRECTOR OF THE LEARNING RESOURCES CENTER/ADMINISTRATOR VI

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

NOVEMBER 6, 1987

RESOLVED, That the position, Assistant Director of the Learning Resources Center/Administrator III, at Southern Connecticut State University, be reclassified to Director of the Learning Resources Center/Administrator VI, effective November 6, 1987, in accordance with all provisions and expectations as set forth in the proposal dated October 21, 1987, which is attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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

Submitted 10-21-87
Date
By: CSU ()
CCSU () SCSU (X)
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 11/6/87 PERM (X) FT (X) TEMP () PT ()
POSITION Assistant Director of the Director of the Learning Resources
TITLE: Learning Resources Center, ADM.III (7918) Center, Administrator VI (7922)
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0474 CURRENT SALARY \$34,432 PROPOSED SALARY \$39,432 FUND General BARG UNIT SUOAF from to

RESOLUTION

BR#

RESOLVED, That the position Assistant Director of the Learning Resources Center, Administrator III, at Southern Connecticut State University be reclassified to Director of the Learning Resources Center, Administrator VI, effective November 6, 1987.

A Certified True Copy
Dallas K. Beal, President, CSU
Date

PERCommittee 10/28/87 Date BOARD OF TRUSTEES 11/6/87 Date

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

In the past, the Learning Resources Center has been staffed by a Director, Administrator V, and an Assistant Director, Administrator III. Since the Director's retirement in October, 1986, the Assistant Director has been serving as the Acting Director and has assumed the responsibilities of both positions.

It is requested that the Assistant Director, Administrator III, position be reclassified to Director of the Learning Resources Center, Administrator VI. The job description for this new position (attached) combines the duties of the two existing positions. In addition to the supervisory, planning, policymaking and other duties performed by the old Director, this new Director would also be responsible for user assistance, cataloging, workshops and maintenance of equipment. Since the merger of the two positions significantly expands the scope of responsibility of the Director's position beyond that which was contained in the old Director, Administrator V, job description, the Administrator VI rank is the appropriate level for this position.

\$5,000
Approx. Cost

Signature: [Handwritten Signature]
Date: 10-21-87

Director of Learning Resources Center
Southern Connecticut State University
Administrator VI

Supervisor: Director of Library Services

Supervision Exercised:

Incumbent Name:

Position Summary:

The Director assumes primary responsibility for supervision and all activities related to the operation of the Learning Resources Center which includes the Audio-Tutorial Center, Curriculum Resources Laboratory, Film Viewing Room, Independent Learning Center, and Word Processing Laboratory. In addition the Director assumes a major role in assisting the faculty in the selection and development of media equipment and materials used in the curriculum of the University.

Position Responsibilities:

Administers the organization, assignment and utilization of all staff, space, equipment, and media of the Learning Resources Center.

Responsible for the selection, training, scheduling, supervision, and evaluation of all personnel under his/her immediate supervision.

Preparation and administration of department budget for equipment and supplies recommended to the University.

In consultation with the LRC staff, Faculty, and Administration establishes procedural policies, priorities, and long-range planning for the Learning Resources Center.

Prepares reports, listings of materials and directory of services for faculty and student use.

Keep monthly logs of circulation, usage, and production time and materials for yearly reports and state surveys.

Conducts in-service training and class instruction for faculty, staff, and students in the use of educational media equipment and software kept in the center.

Responsible for the inventory, maintenance and security of all equipment and supplies acquired by the center.

Assist in the development of curriculum materials designed for classroom use.

Serving as a liaison person to representatives of publishing companies in acquisition (without cost) of texts and other instructional materials for use in the Curriculum Laboratory.

Organizing workshops for faculty and staff for more effective use of the Learning Resources Center.

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:

A Master's Degree in Education or Instructional media is required. Five years of administration or staff supervision is recommended. These qualifications may be waived for individuals with appropriate alternate experience.

Administrative Faculty

RUF

Immediate Supervisor

Kenneth F. Martin

Dean of Personnel Administration

John J. Bugh

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Director of Learning Resources Center/ Administrator VI

Campus S.C.S.U. Date _____

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 James M. Bartlog

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

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 _____ Date _____

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 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 affected 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:

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 _____

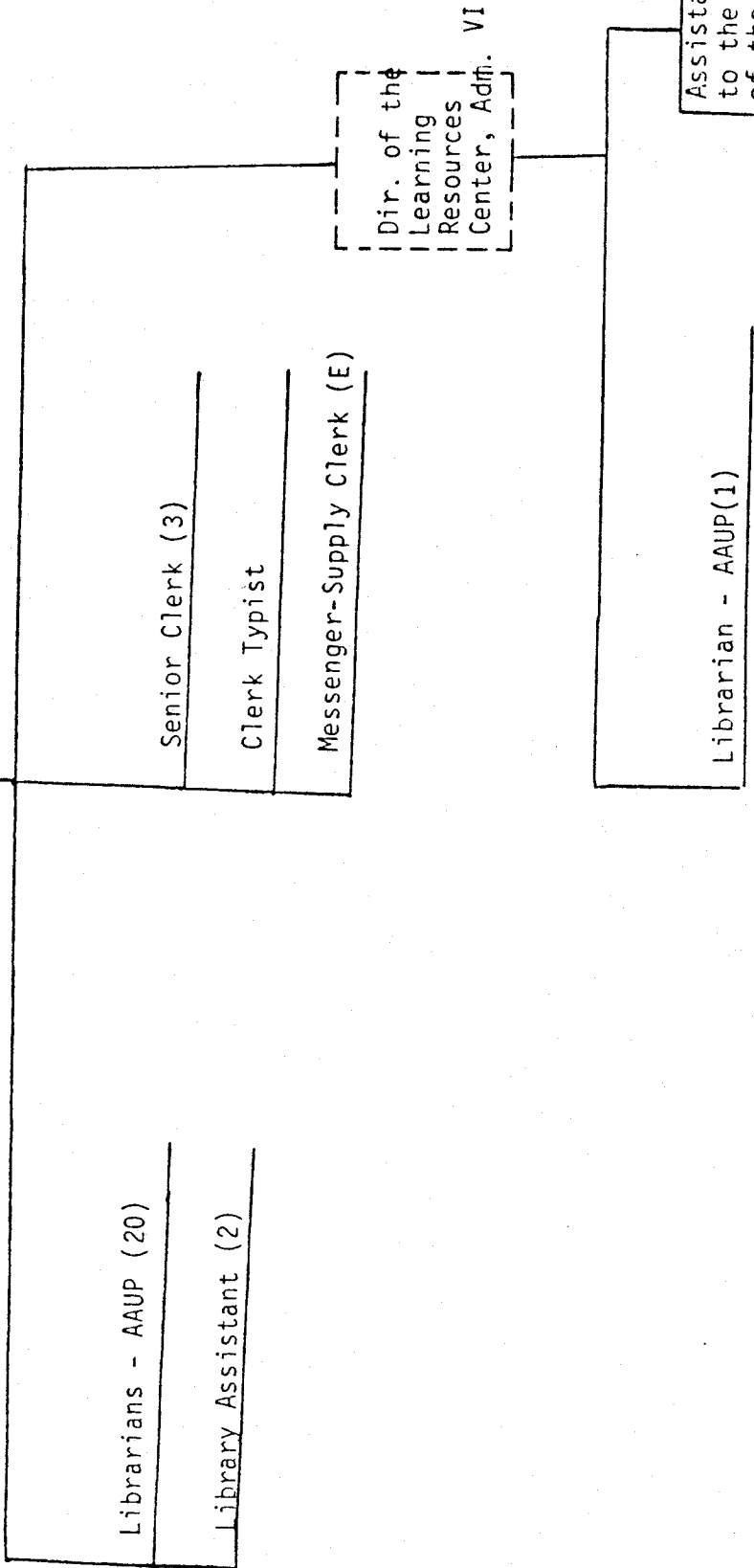
DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

Director of Library Services,
Administrator VII

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Administrative Assistant (E)



Revised 10/01/87

Revision Proposed 10/21/87