



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF GRANT-FUNDED POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS
(MINORITY RECRUITMENT)/ADMINISTRATOR II

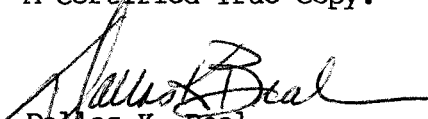
at

EASTERN CONNECTICUT STATE UNIVERSITY

DECEMBER 4, 1987

RESOLVED, That the grant-funded position, Assistant to the Director of Admissions and Records (Minority Recruitment)/Administrator II, be established at Eastern Connecticut State University, effective December 4, 1987, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President



CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 11/12/87

POSITION ACTION REQUEST

POSITION _____ DATE _____ PERM() FT(XX)
 ACTION: ESTABLISH (XX) RECLASSIFY () EFF. 12/4/87 TEMP(X) PT()
 ABOLISH () OTHER ()

POSITION _____ Assistant to Director
 TITLE: _____ of Adm. & Records/Minority Recruiting 7917
 CURRENT _____ CLASS CODE _____ PROPOSED _____ Admin. 2 CLASS CODE _____

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY (20,000)	BARG UNIT	SUOAF
		766.29		
		Grant	From	To

RESOLUTION

BR# _____

RESOLVED, That the temporary position, Assistant to the Director of Admissions and Records/Minority Recruitment (Admin. 2) be established at Eastern Connecticut State University.

A Certified True Copy _____

Dallas K. Beal, President Date _____

PERCommittee 11/25/87
Date

BOARD OF TRUSTEES 12/4/87
Date

JUSTIFICATION: This position is requested to enhance the university's efforts to attract qualified minority students. It is a temporary position funded from the DHE Minority Recruitment Program.

20,000.00

Approx. Cost

Dallas K. Beal

Signed (University)

11/12/87

Date

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS
(MINORITY RECRUITMENT)

ADMINISTRATIVE RANK: 2

INCUMBENT:

Under the supervision of the Director of Admissions and Records, the Assistant to the Director performs the following functions:

1. Assists in coordinating the minority recruitment program.
2. Disseminates information to prospective students, with special emphasis on minority student recruitment, by visiting high schools and two-year colleges, contacting community agencies involved with the referral of students, attending college nights and college fairs, and visiting agencies with adult populations as potential students.
3. Acts on applications for admissions, with special emphasis on minority admissions, conducts interviews and academic advisement for applicants seeking admission, and evaluates transcripts of transfer students from other post-secondary institutions.
4. Assists in the implementation of special target programs designed to acquaint prospective minority students with the University.
5. Handles correspondence addressed to the office.
6. Attends workshops and meetings on and off campus as required, with emphasis on programs dealing with minority issues.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

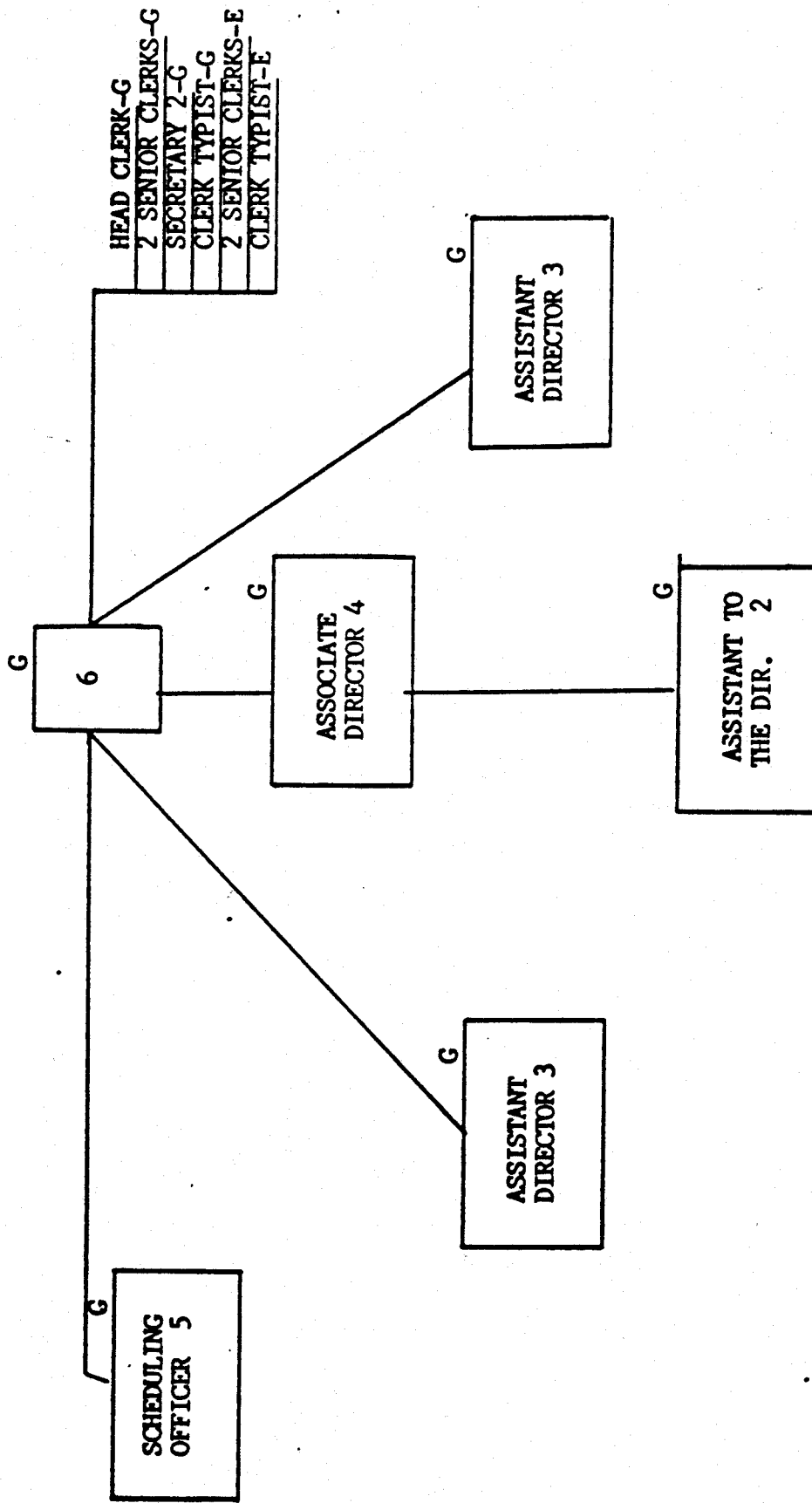
One to two years experience enabling the candidate to relate effectively to minority students, high school personnel, college students, and staff. A Bachelor's Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.

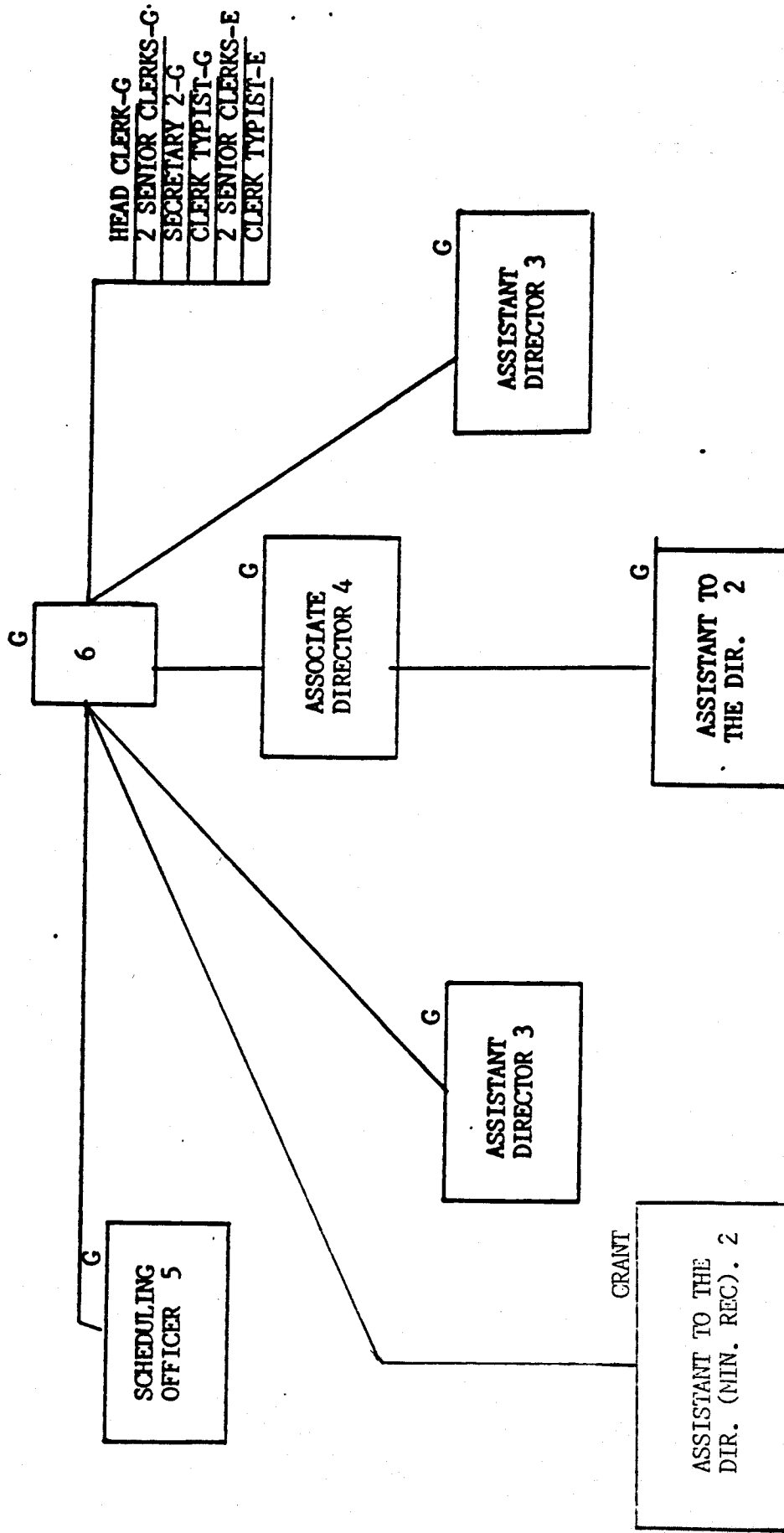
Michael ----- 11/12/87 -----
For the University Date For the Union Date

11/12/87

DIRECTOR OF ADMISSIONS AND RECORDS



DIRECTOR OF ADMISSIONS AND RECORDS



SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Asst to Dir of Adm + Rec. (minority recruiting)

Campus EASTERN Date 11/17/87

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 Pennac

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW B. Tipton Nov. 17, 1987

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 Tipton Date Nov. 17, 1987

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 _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neufur DATE 11/19/87

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 _____

