



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR III  
to

ASSOCIATE DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR IV


at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED, That the position of Assistant Director of Media Services/  
Administrator III at Central Connecticut State University be  
reclassified to Associate Director of Media Services/  
Administrator IV, effective September 9, 1988, in accordance  
with all provisions and expectations as set forth in the  
proposal dated June 1, 1988, which is attached as an addendum  
to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CONNECTICUT STATE UNIVERSITY

Submitted 6-1-88

Date

By: CSU [ ]

CCSU [X] SCSU [ ]

ECSU [ ] WCSU [ ]

CSU-2

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECT 9-9-88 PERM(X) FT(X) TEMP( ) PT( )

POSITION TITLE: Asst. Dir. Media Services, ADM 3 Assoc. Dir. Media Services, ADM CURRENT PROPOSED

POSITION NUMBER: 436 CURRENT SALARY \$37,100\* PROPOSED SALARY \$39,883\* FUND General UNIT BARG AdmFac NC from to

PROPOSAL

To reclassify the position of the senior Assistant Director of Media Services to Associate Director of Media Services with a 7.5% increase in salary to compensate for increased responsibilities. Please see attached old and new job descriptions.

\*Salary subject to adjustment by collective bargaining settlement.

\$2,783\* Approx. Cost

JUSTIFICATION

Recent reorganization of the instructional program and reallocation of one media position to other purposes requires a complete reassessment and reassigning of duties within the remaining staff. This proposal is the outcome of a year of negotiation on the impact of these changes.

[Signature] 7/8/88 Signed (University) Date

PERCommittee Date

BOARD OF TRUSTEES Date

OLD

Central Connecticut State University  
Assistant Director Media Services/Media Systems /Administrator III  
(Code )

SUPERVISOR: Director of Media Services

SUPERVISION EXERCISED:

INCUMBENT NAME: Wayne Westerman

POSITION SUMMARY:

The Assistant Director/AV is responsible for working under the Media Director in the overall operation of the Center for Instructional Media. It encompasses the need for knowledge and expertise of Media Systems, equipment, supplies and techniques, educational pedagogy and administrative and managerial techniques.

POSITION RESPONSIBILITIES:

Organizes and implements the operation of equipment and materials distribution services for the campus and supervises the equipment repair and maintenance operation of the Center.

Supervises the operation, production of programs, maintenance and expansion plans for the Remote Access Information Retrieval System.

Serves as an instructor for methods courses and workshops in media production, selection and utilization, and assists the Director in curriculum planning.

Prepares budgets and justifications for purchases in the areas under his supervision and organizes and reports statistics dealing with equipment and materials utilization.

Supervises the production of audio programs.

Designs, develops, produces and maintains programs for self-instructional laboratory.

Designs and produces media programs for departmental courses and assists in the production of video programs.

Participates in professional activities in the Educational Media Field.

Engages in educational research.

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

Central Connecticut State University  
Assistant Director Media Services/Media Systems /Administrator III  
(Code )  
Continued

- 2

A Bachelor's degree and two to three years of administrative experience, college teaching or a combination of both including administrative and technical background in one or more aspects of media required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

NEW

# CENTRAL CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

Position Title: Associate Director of Media Services

Rank: Administrator 4

Department: Media Services

Supervisor's Title: Director of Media Services

### POSITION SUMMARY

Assists the Director in the overall operation of the Media Center and assumes responsibility for the Center in the Director's absence.

### POSITION RESPONSIBILITIES

Assists in design, development and implementation of media services and technology.

Coordinates media equipment budget and equipment requests with University departments, State and private agencies. Prepares budget requests and purchase requisitions for approval by Director.

Supervises operations and personnel within Technical Services and distribution areas of media center.

Organizes and coordinates media center equipment, materials and inventory distribution services.

Coordinates design, planning and production of audiovisual programs for instructional and informational purposes.

Supervises cataloging, storage, rental, preview, circulation and invoicing of media software materials.

Researches, evaluates and recommends to the Director systems and software applicable to the Center's operation and integrates its functions with appropriate University offices.

Acts as a resource in and conducts workshops on implementation of media technologies.

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

### QUALIFICATIONS

Master's degree in educational media and technology, or equivalent, and four years' administrative and/or teaching experience in the field required.

1 July 1988

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Associate Director of Media Services  
Campus Central Date 6-23-88

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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 6-23-88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 7/5/88

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 July 6, 1988

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank ~~and salary~~  disapprove proposed rank and salary

Comments or Recommendations: 7.5% increase approved

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 7/5/88

DISPOSITION AT COUNCIL LEVEL:  
 approve submission to PERC  disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 7/1/88

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 \_\_\_\_\_

OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_