



Central • Eastern • Southern • Western

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(203) 827-7700

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR IV
to
ASSOCIATE REGISTRAR/ADMINISTRATOR IV

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Associate Director of Admissions and Records/Administrator IV at Eastern Connecticut State University be reclassified to Associate Registrar/Administrator IV, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

A handwritten signature in dark ink, appearing to read 'Dallas K. Beal', is written over a horizontal line.

Dallas K. Beal
President

Doc. 157

An Equal
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Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED <u>12/8/88</u>
BY: CSU [] CCSU [] SCSU [] ECSU [X] WCSU []

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE <u>2/3/89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []		
POSITION TITLE:	Associate Director of /Adm. IV <u>Admissions & Records 7919</u>	Associate Registrar/Adm. IV 7919
	CURRENT CLASS CODE	PROPOSED CLASS CODE
POSITION NUMBER <u>0115</u>	CURRENT SALARY \$ <u>1570.62 (40,993)</u>	PROPOSED SALARY \$ <u>1570.62 (40,993)</u>
	FUND <u>Gen</u>	BARGAINING UNIT <u>SUOAF</u>
	FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

As part of the reorganization of the Admissions and Records area, the position Associate Director of Admissions and Records is to be reclassified as Associate Registrar. No change in rank is proposed.

JUSTIFICATION:

This proposal forms part of the total reorganization. The incumbent will assume additional operational components of the registration and record systems formerly assumed by the Scheduling Officer.

\$ 0
COST OR SAVINGS

Michael Penn 12/3/88
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- B DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:
7/88

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE REGISTRAR

ADMINISTRATIVE RANK: 4

INCUMBENT: WINIFRED KLEIN

Under the supervision of the Registrar, the Associate Registrar performs the following functions:

1. Assumes responsibility for the Office in the Registrar's absence.
2. Assists the Registrar in the maintenance and reporting of the master course file and training book and each semester's course schedule and coordinates the development of any reports regarding the above.
3. Schedules classroom space assignments for courses; advises the Student Center and Auxiliary Services in regard to the use of academic facilities for non-academic events.
4. Maintains FLC data on instructional faculty and academic departments in accord with the CSU/AAUP Contract.
5. Evaluates transcripts of students.
6. Coordinates the publication of each semester's schedule of courses (Registration Booklet).
7. Assists the Registrar in all aspects of the student registration/record system.
8. Assists in the coordination, supervision and evaluation of office staff as required.
9. Assists in the administering the graduation audit system and conduct graduation audits as required.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Four years experience demonstrating the ability to maintain detailed records/registration systems and to relate effectively with students and staff. Knowledge of the report generator NATURAL is desired. A Bachelor's degree is required.

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

1/11/89

Michael Row 1/11/89

Betsy Tipton 1/11/89

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Associate Registrar
Campus Eastern Connecticut State University Date December 6, 1988

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 Reul 12/7/88

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Tipton 1/11/89

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 B. Tipton Date 1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 1/17/89

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 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Kuhn DATE 1/18/89

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 _____