



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-145

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR/CHIEF ENGINEER OF MEDIA SERVICES/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR/CHIEF ENGINEER OF MEDIA SERVICES/ADMINISTRATOR IV
at

EASTERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED,

That the position of Assistant Director/Chief Engineer of Media Services/Administrator III be reclassified to Associate Director/Chief Engineer of Media Services/Administrator IV, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 10, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 7/10/90

BY: CSU []
CCSU [] SCSU []
ECSU WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY OTHER () DATE EFFECTIVE 9/7/90

NATURE OF THE POSITION: PERMANENT FULL-TIME TEMPORARY [] PART-TIME []

POSITION TITLE: <u>Asst. Dir. of Media Svcs.</u>	<u>7918</u>	Assoc. Dir. /Chief Engineer of Media Services	<u>7919</u>
CURRENT CLASS CODE		PROPOSED CLASS CODE	

POSITION NUMBER <u>0091</u>	CURRENT SALARY \$ <u>1517.92 (39,617)</u>	PROPOSED SALARY \$ <u>1631.76 (42,589)</u>	FUND <u>Gen</u>	BARGAINING UNIT <u>SUOAF</u>
			FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position, Assistant Director of Media Services (Administrator 3) to Associate Director/Chief Engineer of Media Services (Administrator 4).

JUSTIFICATION:

Eastern has the only media position in the CSU System without an Associate Director. In effect, the present incumbent has served in that position since he began employment. This reclassification is well deserved since the incumbent has been acting director for over two years. There will be no dollar cost in FY 91 to effect this upgrading since the incumbent is already well over the requested salary since he is working out of class as director.

\$ -.0-
COST OR SAVINGS

David H. Carter 7/10/90
SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART,
JOB DESCRIPTION, AND
SUOAF SIGN OFF FORM IF REQUIRED

MISCELLANEOUS COMMENTS:

PROPOSED

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DIRECTOR/CHIEF ENGINEER OF MEDIA SERVICES

ADMINISTRATIVE RANK: 4

INCUMBENT: MICHAEL BERLIN

Under the supervision of the Director of Media Services, the Associate Director provides services in the technical, operational, instructional, and administrative areas of the Media Center, including the following:

1. Assumes responsibility for the technical operation of the A/V area, television studio, cable TV systems, and satellite systems including decision making functions related to such elements as lighting, requirements, set design, direction, video tape editing, color video engineering, engineering standards, and remote recording, graphics, A/V equipment, photography, and computers as they relate to desktop publishing, interactive learning, and data communication. Also, administers operation of the studio.
2. Supervises the electronic integrity of the A/V area, TV, satellite and CATV systems, including planning and designing new systems, maintaining and modifying existing ones, and committing resources.
3. Supervises work of Media Center employees as required.
4. In the absence of the Director, assumes responsibility for the Center.
5. Prepares maintenance and equipment budgets, indicating supplies and capital equipment to be purchased; schedules Center facilities with approval of the Director; supervises studio personnel.
6. Performs ENG/EFP tasks and supervision; works with Media Center clients in editing video and audio productions and in developing program materials and works to promote utilization of media programs and resources by faculty, staff, students, and outside clients.
7. Oversees audio visual distribution systems.
8. Oversees the operation of Cable TV arrangements which includes scheduling, procuring and airing of programs, and insuring the technical quality of the signal transmitted.
9. Performs other duties and responsibilities related to those enumerated

above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Four to five years administrative experience, preferably in a higher education setting. 4-5 years technical supervisory experience in a professional video installation. FCC General Class license and/or SBE Certification desirable. Master's Degree required.

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

For the University	Date	For SUOAF	Date
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7/10/90

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASST DIRECTOR/CHIEF ENGINEER OF MEDIA SERVICES

ADMINISTRATIVE RANK: 3

INCUMBENT: MICHAEL BERLIN

Under the supervision of the Director of Media Services, the Assistant Director provides services in the technical, operational, instructional, and administrative areas of the Media Center, including the following:

1. Assumes major responsibility for the television studio including decision making functions related to such elements as lighting, requirements, set design, direction, video tape editing, color video engineering, engineering standards, and remote recording.
2. Maintains the electronic integrity of a professional quality color television studio, remote access information retrieval system, and an RF distribution system, including planning and designing new systems and maintaining and modifying existing ones.
3. Supervises work of Media Center employees as required.
4. In the absence of the Director, assumes responsibility for the Center.
5. Recommends maintenance and equipment budgets, indicating supplies and capital equipment to be purchased; schedules Center facilities with approval of the Director; supervises studio personnel.
6. Performs ENG/EFP tasks and supervision; works with Media Center clients in editing video and audio productions and in developing program materials.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Two to three years administrative experience, preferably in a higher education setting. Two to three years maintenance/technical supervisory experience in a professional quality video installation. Bachelor's Degree required; Master's degree preferred.

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

For the University

Date

For SUOAF

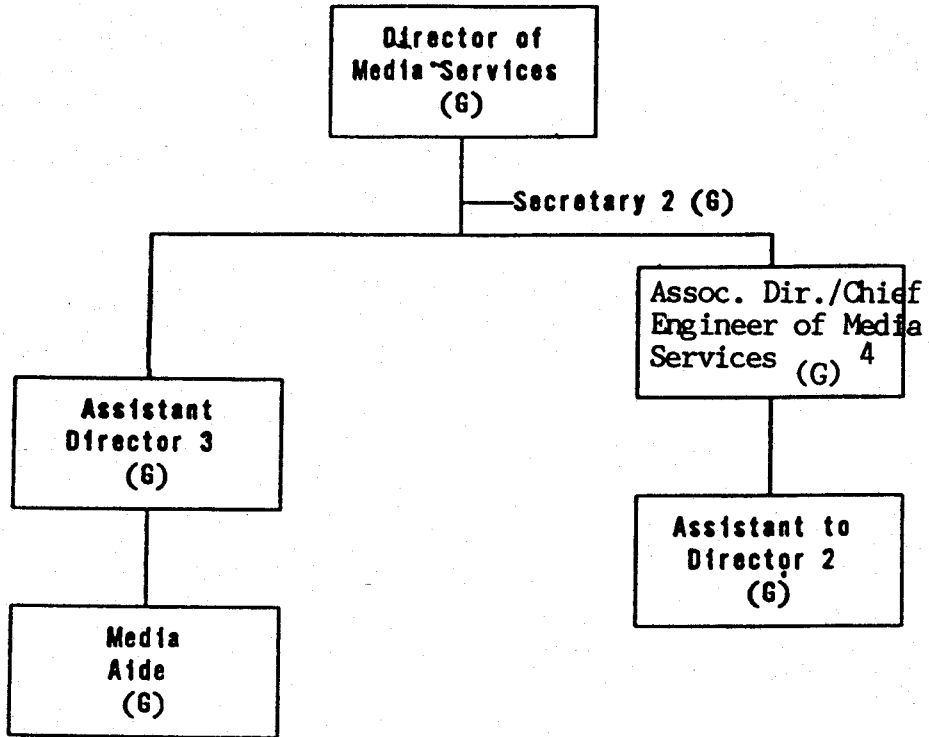
Date

11/5/85

PROPOSED

Eastern Connecticut State University
Director of Media Services

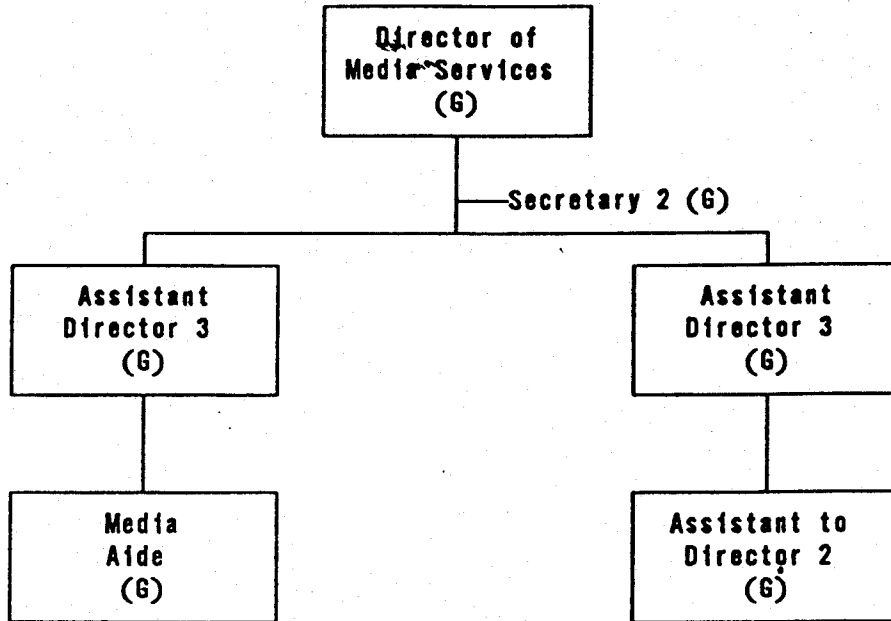
(See Page 7)



PRESENT

Eastern Connecticut State University
Director of Media Services

(See Page 7)



**SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES**

Position Title Associate Director/Chief Engineer of Media Services

Campus Eastern Connecticut State University Date 7/10/90

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 Paul Blasco

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Walter Zuscovitz

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 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. Neff DATE 8/21/90

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 _____