



Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR II  
to  
ASSISTANT TO THE REGISTRAR/ADMINISTRATOR II

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant to the Director of Admissions and Records/Administrator II at Eastern Connecticut State University be reclassified to Assistant to the Registrar/Administrator II, 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:

Dallas K. Beal  
President

Doc. 159



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

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

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY ( )	OTHER (X)	DATE EFFECTIVE	<u>2/3/89</u>
NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY [ ] PART-TIME [ ]					
POSITION TITLE:	Asst. to the Director of Admissions & Records /Adm. II 7917	Assistant to the Registrar /Adm. II 7917			
	CURRENT CLASS CODE	PROPOSED CLASS CODE			
POSITION NUMBER	CURRENT 1093.71 SALARY \$(28,545)	PROPOSED 1093.71 SALARY \$(28,545)	FUND Gen	BARGAINING UNIT SUOAF	SUOAF FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

As part of the reorganization of the Admissions and Records areas, the position, Assistant to the Director of Admissions and Records is to be reclassified to Assistant to the Registrar.

JUSTIFICATION:

This proposal forms part of the total reorganization. The incumbent will assume additional operational components of the registration and record systems and relinquish certain admissions duties.

\$ 0  
COST OR SAVINGS

[Signature] 12/10/88  
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:  
7/88

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE REGISTRAR

ADMINISTRATIVE RANK: 2

INCUMBENT: JOAN SERWANSKI

Under the supervision of the Registrar the Assistant performs the following functions:

1. Evaluates transcripts of transfer students from other post-secondary institutions as required.
2. Conducts graduation audits and assists in preparing recommended graduation lists.
3. Assists with maintenance of the University course file as developed by the Office of Academic Affairs.
4. Assists with registration, add-drop, and orientation for incoming undergraduate students.
5. Works with the Data Center in regard to information transmitted to and from that office.
6. Coordinates the computerized student information system for the Office of Admissions and Records.
7. Assists in the supervision of clerical staff and provides training on computer applications, student information systems, and new policies and procedures.
8. Coordinates operation of the on-line registration system.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's degree required. Master's Degree preferred. One to two years experience in higher education.

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

*Michael Penn* 1/11/89  
For the University Date

*Betty Tipton* 1/11/89  
For the Union Date

EP/emb  
1/8/87

SNOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant to the Registrar

Campus Eastern Connecticut State University Date 12/6/88

**LEVEL 1, Day 0** Campus DPA creates and presents package to Chapter level SNOAF/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 R. W. 12/12/88

DATE PRESENTED TO CAMPUS SNOAF REPRESENTATIVE \_\_\_\_\_

SNOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Tipton 1/10/89

DATE OF SNOAF 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 SNOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SNOAF shall return all materials to the initiating University DPA or his designee.

SNOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE B. Tipton Date 1/17/89

DISPOSITION AT SNOAF 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 SNOAF/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. Neuber 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 SNOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved

disapproved

DATE \_\_\_\_\_

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

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