



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 DIRECTOR OF ADMISSIONS AND  
ENROLLMENT PLANNING/ADMINISTRATOR II

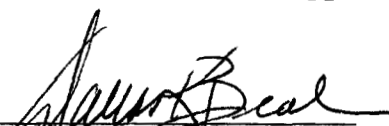
at

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 Director of Admissions and Enrollment Planning/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. 165



# 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:	Asst. to the Director /Adm. II of Admissions & Records	7917	Assistant to the Director of /Adm. II Admissions & Enrollment Planning	7917	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	9033	CURRENT SALARY \$	935.72 (24,422)	PROPOSED SALARY \$	935.72 (24,422)
		FUND	Grant	DHE UNIT	SUOAF
				BARGAINING FROM	SUOAF TO

**EXPLAIN THE NATURE OF THE PROPOSAL:**

To change the title of the current Assistant to the Director of Admissions and Records to Assistant to the Director of Admissions and Enrollment Planning.

**JUSTIFICATION:**

This change is submitted as part of the reorganization of the area of Admissions and Records.

\$ 0  
COST OR SAVINGS

Michael Paul 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:

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

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

ADMINISTRATIVE RANK: 2

INCUMBENT: PAMELA NELSON

Under the supervision of the Director of Admissions and Enrollment Planning 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 applicants.
  4. Assists in the implementation of special target programs designed to acquaint prospective minority students with the University.
- 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.

For the University

Date

For the Union

Date

11/2/88

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant to the Director of Admissions & Enrollment Planning  
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 Rame 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 Ronald 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 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 \_\_\_\_\_