RESOLUTION concerning
RECLASSIFICATION OF POSITION
DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR VII
to
DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING/ADMINISTRATOR VII
at
EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Director of Admissions and Records/Administrator VII at Eastern Connecticut State University be reclassified to Director of Admissions and Enrollment Planning/Administrator VII, 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. Be it further,

RESOLVED, That when the current incumbent vacates the position, it shall be filled at the level of an Administrator VI.

A Certified True Copy:

Dallas K. Beal
President

Doc. 150
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 12/8/88
BY: CSU []
CCSU [] SCSU []
ECSU [] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 2/3/89

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

POSITION TITLE: Dir. of Admissions and Records /Adm. VII 7869

CURRENT CLASS CODE

PROPOSED CLASS CODE

POSITION NUMBER 1285 CURRENT 2313.62 PROPOSED 2313.62

BARGAINING NUMBER

FUND Gen UNIT SUOAF SUOAF

EXPLAIN THE NATURE OF THE PROPOSAL:

As part of the reorganization of the areas of Admissions and Records, the title of the position, Director of Admissions and Records is being changed to Director of Admissions and Enrollment Planning.

JUSTIFICATION:

With the reorganization of the Office of Academic Affairs, this change is requested to place additional emphasis on enrollment planning as an important planning initiative for the University. As this area takes on heightened significance, supervision of records is expected to diminish.

COST OR SAVINGS $0 SIGNED (UNIVERSITY) 12/31/82

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

MISCELLANEOUS COMMENTS:
7/88
EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING

ADMINISTRATIVE RANK: 7

INCUMBENT:

Under the supervision of the Vice-President for Academic Affairs, the Director is responsible for the following:

1. Assumes major responsibility for the selection, development, supervision, and evaluation of the Admissions Staff.
2. Directs the University enrollment planning effort.
3. Directs the recruitment and admissions process for all incoming students.
4. Administers the University's plan to expand minority student access.
5. Directs the preparation of promotional materials required in conducting student recruitment programs for students.
6. Supervises registration and records areas as required.
7. Reviews and analyzes data on applicants for admissions.
8. Prepares the annual budget of the Admissions Office.
9. Coordinates the evaluation of transcripts for incoming students.
10. Maintains coordination and liaison with other offices and prepares reports as necessary.
11. Represents the University by attending workshops and meetings.
12. Assists with registration and advisement of students.
13. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Six years experience in college administration, including three in admissions, demonstrating ability to formulate and implement relevant policy and supervise staff. A Master's Degree is required.

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

12/1/88

[Signature] 11/01/88
EASTERN CONNECTICUT STATE UNIVERSITY
OFFICE OF PERSONNEL
January 11, 1989 11:07 AM

MEMORANDUM OF AGREEMENT

The parties signing below agree to the following:

1. That the change in title of the Director of Admissions and Records to Director of Admissions and Enrollment Planning be accomplished effective February 3, 1989 with no change in rank for the current incumbent, Arthur C. Forst.

2. That Arthur C. Forst continue as Administrator 7 for as long as he is the incumbent of the position.

3. When the current incumbent vacates the position, it shall be filled at the level of Administrator 6.

Michael L. [Signature]
For the University
Date: 1/11/89

For the Union
Date: 1/11/89
Position Title: Director of Admissions and Enrollment Planning
Campus: Eastern Connecticut State University Date: December 5, 1989

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SUOA/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 12/17/89
DATE PRESENTED TO CAMPUS REPRESENTATIVE: Betty R. Tight 11/10/89
SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: 
DATE OF SUOA CAMPUS REVIEW: 11/10/89

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

SUOA/AFSCME LOCAL PRESIDENT OR DESIGNEE: Betty R. Tight 11/10/89

DISPOSITION AT SUOA 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 SUOA/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: 12/15/89

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: David C. Nelson 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 SUOA/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved
( ) disapproved

DATE:

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION