RESOLUTION

concerning

ESTABLISHMENT OF POSITION

DIRECTOR OF ALUMNI AFFAIRS/ADMINISTRATOR V

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 6, 1987

RESOLVED, That a new position, Director of Alumni Affairs/Administrator V, be established at Eastern Connecticut State University, effective Feb. 13, 1987, in accordance with all provisions and expectations as set forth in the proposal dated December 10, 1986 attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
RESOLVED, That a new position, Director of Alumni Affairs, Ad. 5, be established at Eastern Connecticut State University.

JUSTIFICATION: This position is required to coordinate those University activities relating to development of a comprehensive alumni association.
Position Title: Director of Alumni Affairs/Ad. 5

Campus: Eastern Connecticut State University
Date: 12/10/86

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 Pernal
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE: 12/10/86
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: Betty Lipton
DATE OF SUOAF CAMPUS REVIEW: 12/19/86

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD 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: Betty Lipton
DATE: 12/19/86

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: 1/15/87

DISPOSITION AT COUNCIL LEVEL:
☑Approve submission to PERC
☐Disapprove submission to PERC

Comments or Recommendations:

DATE VICE PRESIDENT FOR PERSONNEL

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:

OVER FOR APPLICABLE POSITION DESCRIPTION
EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF ALUMNI AFFAIRS

ADMINISTRATIVE RANK: V

Under the supervision of the Director of Development, the incumbent coordinates the activities of the University's Alumni Association. This position is responsible for the effective planning, management, and direction of the University's relations with its alumni and coordinates the provision of services to the alumni association. Included among these responsibilities are:

1. Administers the daily operations of the Alumni Association.
2. Initiates and implements annual support campaigns, new scholarship programs, gift systems, special events, and alumni involvement activities.
3. Maintains records of all alumni activities.
4. Organizes class and reunion campaigns.
5. Coordinates activities of the staff, alumni, and other volunteers.
6. Manages alumni funds.
7. Develops and administers programs and activities which identify and utilize new sources of support for alumni affairs.
8. Assumes responsibility for Alumni publications.
9. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Master's degree and several years experience in alumni or educational fund-raising work including significant experience in communications demonstrating the ability to speak and write effectively and prepare publications.

The above qualifications may be waived for persons with appropriate alternate experience.

For the University Date 12/10/86
For the Union Date 12/17/86

12/10/86