RESOLUTION

concerning

ESTABLISHMENT OF GRANT-FUNDED POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS (MINORITY RECRUITMENT)/ADMINISTRATOR II

at

EASTERN CONNECTICUT STATE UNIVERSITY

DECEMBER 4, 1987

RESOLVED, That the grant-funded position, Assistant to the Director of Admissions and Records (Minority Recruitment)/Administrator II, be established at Eastern Connecticut State University, effective December 4, 1987, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]

Dallas K. Beal
President
EASTERN CONNECTICUT STATE UNIVERSITY DATE 11/12/87

POSITION ACTION REQUEST

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<tbody>
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POSITION TITLE: Assistant to Director of Adm. & Records/Minority Recruiting

CURRENT CLASS CODE PROPOSED Admin. 2 CLASS CODE

POSITION NUMBER CURRENT SALARY PROPOSED SALARY (20,000) BARG UNIT SUOAF FUND

RESOLUTION

RESOLVED, That the temporary position, Assistant to the Director of Admissions and Records/Minority Recruitment (Admin. 2) be established at Eastern Connecticut State University.

A Certified True Copy

Dallas K. Beal, President

PERCommittee 11/25/87

Date

BOARD OF TRUSTEES 12/4/87

Date

JUSTIFICATION: This position is requested to enhance the university's efforts to attract qualified minority students. It is a temporary position funded from the DHE Minority Recruitment Program.

20,000.00

Approx. Cost

Signed (University) 11/24/87
POSITION TITLE: ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS  
(MINORITY RECRUITMENT)

ADMINISTRATIVE RANK: 2

INCUMBENT:

Under the supervision of the Director of Admissions and Records, 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 transfer students from other post-secondary institutions.

4. Assists in the implementation of special target programs designed to acquaint prospective minority students with the University.

5. 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 11/12/87 For the Union

11/12/87
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Asst. Dir. of Adm. Rec. (Minority Recruiting)

Campus: EASTERN
Date: 11/17/87

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 Persa

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE:

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY:

DATE OF SUOAF CAMPUS REVIEW: 11/17/87

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: Richard Taylor

DATE OF SUOAF LOCAL REVIEW:

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. Mellon

DATE: 11/19/87

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