



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF MEDIA/PRODUCTION AND CIRCULATION/
ADMINISTRATOR III

to

ASSISTANT DIRECTOR OF INSTITUTIONAL RESEARCH-PLANNER/ANALYST/
ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Media/Production and Circulation/Administrator III, at Central Connecticut State University be reclassified to Assistant Director of Institutional Research-Planner/Analyst/Administrator III, effective February 5, 1988, in accordance with the attached proposal dated December 31, 1987.

A Certified True Copy:

Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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



Submitted 12-31-87
Date

By: CSU ()
CCSU (x) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

ADDENDUM TO BR#88-13

POSITION ACTION: ESTABLISH () RECLASSIFY (x) OTHER () DATE EFFECTIVE 2-5-88 PERM (x) FT () TEMP () PT ()

POSITION TITLE: Assistant Director of Media/Adm. III Planner/Analyst ADM III
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 697 CURRENT SALARY \$33,894 PROPOSED SALARY \$25,000 FUND General BARG UNIT from to

PROPOSAL

To reclassify the position of Assistant Director of Media/Production and Circulation - Administrator III to that of Planner/Analyst - Administrator III. (Please see attached old and new job descriptions).

(\$8,894)
Approx. Cost

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The TAC planning team has pointed out that currently virtually the only long term plan the University can be said to possess is the catalog. While this is not entirely true the Board through its budget request has recognized the need to beef up the institutional research office to provide planning and program assessment support. This new position will be a step in that direction. It is contingent on legislative approval. However, Central would like to be ready to fill the post as soon as possible after legislative approval is received.

[Signature] 1-13-88
Signed (University) Date

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CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

Position Title: Assistant Director of Media/Production and Circulation
Rank: Administrator III
Department: Center for Instructional Media
Supervisor's Title: Director, Center for Instructional Media

POSITION SUMMARY

Assists the Director in the overall operation of the Center, primarily in the areas of media design, production and circulation.

POSITION RESPONSIBILITIES

Supervises the cataloging, storage, preview and circulation of media software.

Assists and participates in the design and production of instructional and promotional media and television programs.

Supervises and schedules off air recording, duplication and playback; and coordinates system with Library.

Coordinates scheduling of Media Center facilities and assists faculty in the operation of multi-media facilities.

Consults with faculty on audiovisual and television education and conducts workshops in media production, selection and utilization.

Serves as an instructor for courses in the Media program.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's degree in Educational Media and Technology, or equivalent and two years' teaching and administrative experience appropriate to the position required. Certification or certifiability as a School Library Media Specialist preferred.

April 11, 1987

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Planner/Analyst

Rank: III

Department: Institutional Research and Planning

Supervisor's Title: Director

POSITION SUMMARY

Performs data analysis and facilitates the long range planning and program assessment processes of the University.

POSITION RESPONSIBILITIES

Performs data analysis in support of institutional research and planning efforts of the University.

Prepares institutional studies, plans and program assessments as directed.

Provides staff support to various planning bodies of the University.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's degree and three years' experience in academic data analysis required. Substantial experience in a systemwide academic planning environment preferred.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Planner/Analyst ADM III
us Central Date 12-31-87

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 *AKB*

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12-31-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

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 _____ Date _____

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 1/13/88

DISPOSITION AT COUNCIL LEVEL:

() approve submission to PERC () disapprove submission to PERC *Forward to BOT*
Comments or Recommendations: *no response by union to date*

VICE PRESIDENT FOR PERSONNEL *David C. Newton* DATE 1/14/88

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 BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

8-JAN-1988 12:11:52

#1

From: CCSU::BECKERM "Michael K. Becker, Dean of Personnel Administration
To: LYNCHDR, BECKERM
Subj: Planner/Analyst Position

This is to confirm our conversation of a few minutes ago that the University is now prepared to pull this position out of the package Paul Wallace has rejected and to go forward with it using the vacant slot from Media that was formerly ticketed for a Coordinator of Academic Computing. The Academic Computing proposal is dead. If you want to call the position Assistant Director of Institutional Research-Planner/Analyst, OK. Sun we are under the gun for the February BOT meeting, I would appreciate a speedy answer.

Mike Becker

MAIL> forward

To: Shumaker, Pattenaude, Jones1, Newton
Subj: FYI

MAIL>