



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF CONTINUING EDUCATION/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF CONTINUING EDUCATION/ADMINISTRATOR IV

at

WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Continuing Education/Administrator III, at Western Connecticut State University be reclassified to Associate Director of Continuing Education/Administrator IV, effective February 5, 1988, in accordance with the attached proposal dated December 21, 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	<u>12/21/87</u>
Date	
By: CSU ()	
CCSU ()	SCSU ()
ECSU ()	WCSU (X)

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	<u>Feb. 5, 1988</u>	PERM (X) FT (X)	TEMP () PT ()
POSITION	Admin. III/	Admin. IV/			
TITLE:	Asst. Dir. of Continuing Education	7918	Assoc. Dir. of Continuing Education	7919	
	CURRENT	(Class Code)	PROPOSED	(Class Code)	
POSITION NUMBER:	<u>1093</u>	CURRENT SALARY	<u>32,926.</u>	PROPOSED SALARY	<u>35,395.45</u>
		FUND	<u>Extension</u>	BARG UNIT	<u>AFSCME</u>
				AFSCME	<u>AFSCME</u>
				from	to

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

We are requesting that the position Assistant Director of Continuing Educ. /Admin. III be reclassified to Associate Director of Continuing Educat./Admin. IV, due to increased responsibilities.

Since the recent retirement of the Associate Dean of Continuing Educa., the incumbent has been given more responsibilities and duties, and now reports directly to the Dean. New responsibilities include implementing policies and procedures for Evening College and Summer Sessions interpreting policy for undergraduate continuing education students, cooperating with Registrar in planning and carrying out registration, acting as liaison in evaluating transfer credits, and cooperating with department chairs in planning and scheduling undergraduate courses for Evening College and Summer Session. The scope of these duties and responsibilities, we feel, merits the classification of an Associate Director of Continuing Education.

2,469.45
Approx. Cost

Signed (University)

12/15/87
Date

RESOLUTION

BR# _____

RESOLVED,

That the position Admin. III/Assistant Director of Continuing Educat. be reclassified to Admin. IV/Associate Director of Continuing Educat. at WCSU, effective Feb. 5, 1988 in accordance with all provisions and expectations as set forth in this proposal.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee

Date

BOARD OF TRUSTEES

Date

Associate Director of Continuing Education

ADMINISTRATOR IV

SUPERVISOR: Dean of Continuing Education

SUPERVISION EXERCISE: Clerical Staff, Graduate Assistants and Student Assistants

INCUMBENT NAME: ~~None~~ Peter Serniak

POSITION SUMMARY:

Under the direction of the Dean of Continuing Education, the participant participates in the planning for the effective and efficient administration of the policies and procedures governing the operation of the Evening College and Summer Sessions programs.

It is the function of the Assoc. Director to:

1. Implement policies and procedures governing Evening College and Summer Session as they pertain to the overall University community.
2. Provide advisement in academic matters and interpret policy for Undergraduate Continuing Education students.
3. Cooperate with the Registrar in planning and carrying out Evening College and Summer Session registration and act as liaison in evaluating courses taken at other colleges and universities for transfer credit.
4. Cooperate with Admissions Director regarding admission to undergraduate degree programs offered through Evening College.
5. Maintain files of special students (non-matriculated) registered in the Evening College program.
6. Cooperate with Department chairs in planning and scheduling undergraduate courses for Evening College and Summer Sessions.
7. Work closely with Director of Data Processing for programming of data for student records, files and also information regarding state, federal and college questionnaires and Data forms.
8. Serve on various college committees as assigned.
9. Cooperate in preparation of the Graduate & Continuing Education Bulletins and coordinate distribution of bulletins.
10. Perform such other duties as assigned by the Dean of Continuing Education.

No job qualifications or experience requirements attached!

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Asst. Dean ~~Assoc. Director~~ of Continuing Education

Campus Western Date _____

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 Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

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 Betty Tipton

Date 1/12/88

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary (note title change) disapprove proposed rank and salary

Comments or Recommendations:

see job description for other problems

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:

With Associate Director title only

FJM has agreed in writing to consider title + title at a later date. This is agreed with the SUOAF local officers.

VICE PRESIDENT FOR PERSONNEL David C. Neff

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 OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____