



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR VII  
to  
DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING/ADMINISTRATOR VII  
at

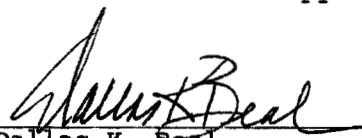
EASTERN CONNECTICUT STATE UNIVERSITY

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



An Equal  
Opportunity  
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY  
POSITION ACTION REQUEST FORM

SUBMITTED	<u>12/8/88</u>
BY: CSU	[ ]
CCSU	[ ] SCSU [ ]
ECSU	[X] WCSU [ ]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE	<u>2/3/89</u>
NATURE OF THE POSITION:	PERMANENT [XX]	FULL-TIME [XX]	TEMPORARY [ ]	PART-TIME [ ]	
POSITION TITLE:	Dir. of Admissions and Records /Adm. VII	7869	Dir. of Admissions and Enrollment Planning /Adm. VII	7869	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	1285	CURRENT SALARY \$ (60,385)	PROPOSED SALARY \$ (60,385)	FUND	Gen
				BARGAINING UNIT	SUOAF
				FROM	TO

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.

\$ 0  
COST OR SAVINGS

*Michael Paul*  
SIGNED (UNIVERSITY)

~~12~~ 12/31/88  
DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- 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

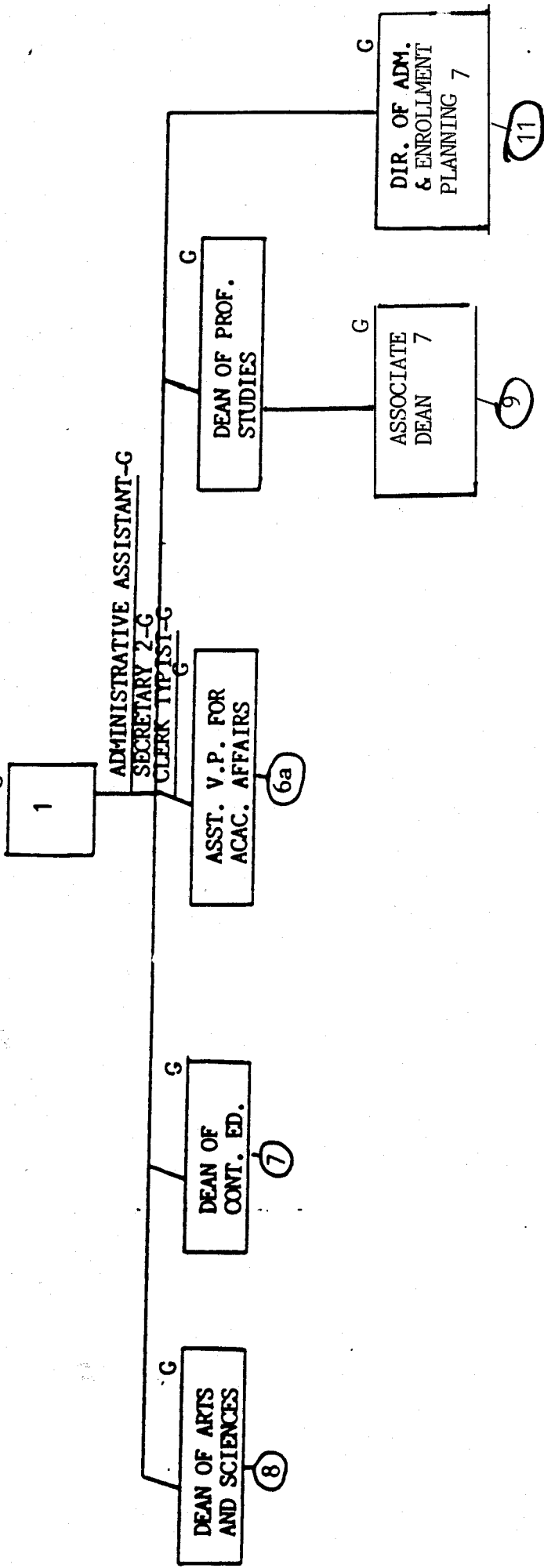
Six years experience in college administration, including three in admissions, demonstrating ability to formulate and implement relevant policy and supervise staff. A Master's Degree is required.

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

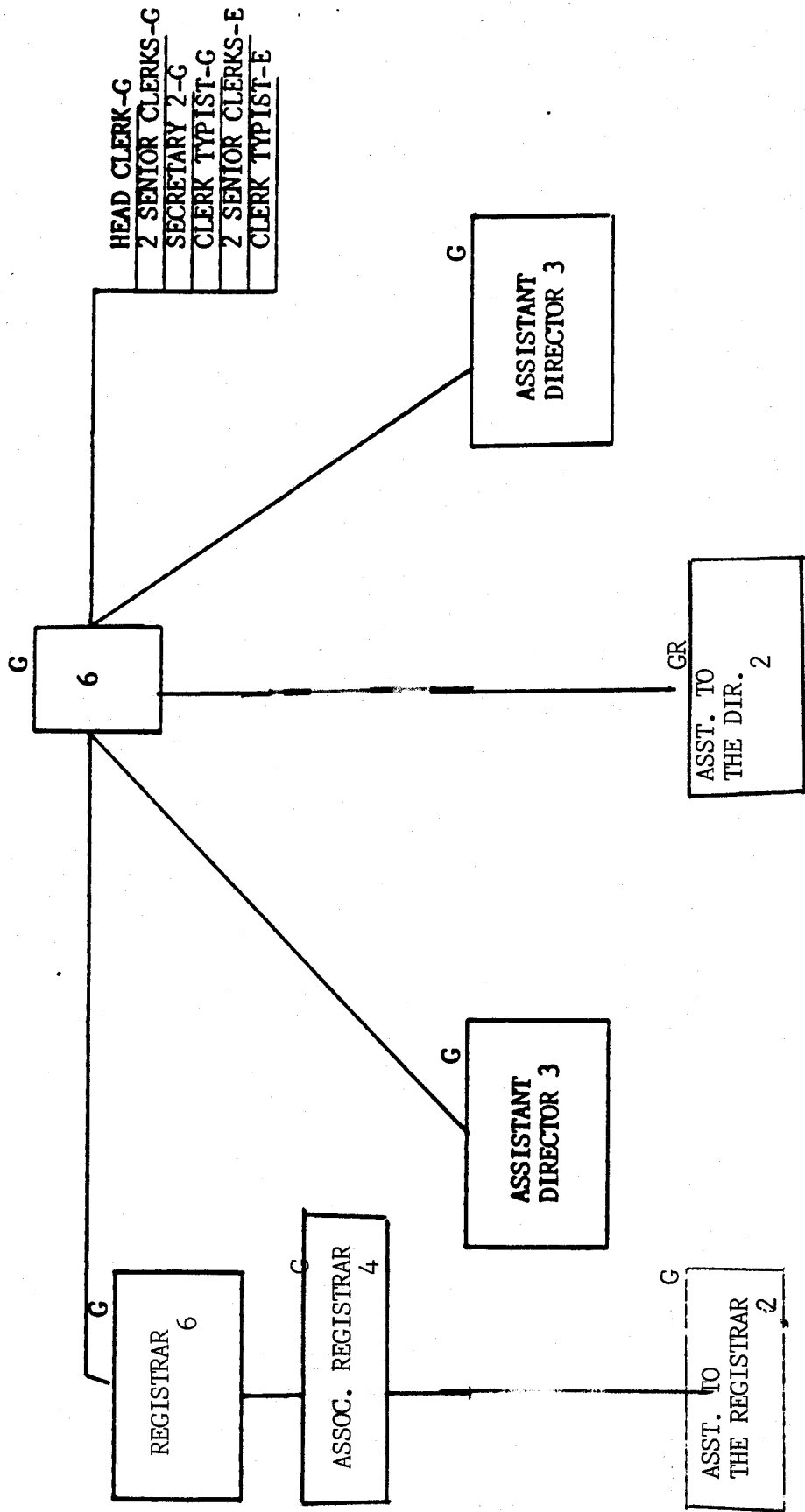
12/1/88

*Michael R. ...* 1/10/89

VICE-PRESIDENT FOR ACADEMIC AFFAIRS



DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING



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 P. O.*  
-----  
For the University

*1/11/89*  
-----  
Date

*Betsy Tipton*  
-----  
For the Union

*1/11/89*  
-----  
Date

FORM AND PROCEDURES

Position Title Director of Admissions and Enrollment Planning

Campus Eastern Connecticut State University Date December 5, 1988

**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 Pennel 12/7/88

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE Betty B. Tipton 1/10/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY \_\_\_\_\_

DATE OF SUOAF CAMPUS REVIEW 1/10/89

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 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 B. Tipton Date 1/17/89

DISPOSITION AT SUOAF 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 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 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Paul C. Neuber DATE 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 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 \_\_\_\_\_