

Minutes of the Registrars' Certification Committee
Thursday September 15, 2016
Southbury Town Hall, Room 201, 505 Silas Deane Hwy, Southbury, CT

Attendees: Carole Young-Kleinfeld (Wilton), Anne-Marie Mastroianni (Chair-Bethlehem), Kevin Ahern (SEEC), Lewis Button (SOTS), Carol Hurley (Wethersfield)

Guests: Jo Ann Bolin (Southbury), Deborah Gunzelman (UConn)

The meeting called to order at 10:15 am by Anne-Marie Mastroianni. Minutes from 8/18/2016 were approved (KA/LB) unanimously.

Cancellation of the UConn RFP—DG updated the committee on the reasoning behind the cancellation of the recent RFP distributed by UConn to recruit additional instructors for the Certification Program. In order to build a larger pool of applicants and to make the recruitment process more flexible, UConn recommends hiring instructors as SPARs (Special Payroll Authorization Request) employees. Instructors can be hired under a special contract with the terms of the contract varied to meet the program needs-- as to schedule, location, or specialization.

Ownership of curriculum materials has not been resolved. Therefore, Section 8 of the training curriculum has not been sent to UConn .

DG indicated that she will contact all applicants by telephone to describe the SPARs hiring process and inquire about their continued interest in becoming program instructors. At KA's request, DG will send a brief description of the SPAR process for Committee members to use to answer requests from possible applicant and requested involvement in the recruitment and interview process by Committee members—during October. The Committee proposed interviewing prospective candidates on October 19 at the UConn Hartford campus, starting with past applicants.

Other Business

UConn at ROVAC Conference—LB and AMM will pursue acquiring a table for UConn at conference.

Complaints about cancellation of classes at satellite sites—DG reviewed the policy of 10 people required at satellite sites with alternative sites offered to registered attendees and the expenses involved in opening those sites. AMM will respond to an e-mailed complaint from a new registrar and explain the policy. UConn continues to suggest that registrars coordinate their class schedules to assure the 10-person minimum to open a site.

Final Exam—paper-based, proctored. Schedule and location still TBD.

Request for program participation data—CYK requested basic data items to help determine program participation by registrars, such as number of registrars who have taken a course, number who have not, number of non-registrars who have taken a course, and number who have completed Sections 1-7. DG will explore whether these items can be reported.

The meeting was adjourned at 12:15 pm.

The next meeting is scheduled for Wednesday, October 19 , at 10AM, at the UConn Hartford Campus.

Respectfully submitted,
Carole Young-Kleinfeld, Vice-Chair / for John Visi, Secretary