Minutes of the Registrars’ Certification Committee

Thursday, March 30, 2017

Wethersfield Town Hall, 505 Silas Deane Hwy, Wethersfield, CT

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

Guests: Deborah Gunzelman (UCONN), Shannon Berquist (Certification Instructor), Mike Kozik (Certification Instructor)

The meeting was called to order at 10:12 AM by Anne-Marie Mastroianni after a unanimous vote. The agenda for this meeting is appended to these minutes as well as the handouts.

On a motion by Anne-Marie Mastroianni, that was seconded and approved unanimously, Thursday, March 2nd, 2017 minutes submitted by John Visi for meeting with Denise Merrill at State Capital and minutes submitted by Carole Young-Kleinfeld for re-convened Certification committee meeting at 30 Trinity Street, were approved.

Shannon and Mike provided an up-date on Certification classes taught, including course material, technical issues, and Registrar participation matters.

A Certification Program final exam update was given by Deborah Gunzelman. Deborah explained how UCONN will facilitate the test and how results will be shared with the certification test question development team of Kevin, Lou, and Ted. Parking arrangements for 30 Trinity at 165 Capital Avenue were also given. Deborah provided the committee with several examples of Registrar Certification certificates.

Kevin made a motion to accept the committee agreed upon certificate for successful completion of the certification program. The motion was seconded and approved unanimously.

Deborah informed the committee of a course registration situation, where a significant number of cancellations are being made by several Registrars. Deborah also described the cancellation process UCONN utilizes to address this situation.

Lou made a motion to endorse the UCONN cancellation policy for the Registrar’s Certification program. The motion was seconded and approved unanimously.

Deborah informed the committee that UCONN offers an Office Productivity course, which includes administrative software instruction for $195. She will provide additional information for committee consideration.

The date and time of the next meeting TBD

The meeting was adjourned at approximately 11:40 A.M. after a unanimous vote.

Respectfully submitted,

John Visi, Secretary