

Minutes of the Registrars' Certification Committee
Friday, April 21, 2017
Mystic Marriott, 625 North Road, Groton, CT 06340

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

Absent: Carol Hurley (Wethersfield)

Guests: Deborah Gunzelman (UCONN)

The meeting was called to order at 2:30 P.M. 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 30, 2017 minutes submitted by John Visi for the Certification committee meeting at the Wethersfield Town Hall, 505 Silas Deane Hwy, Wethersfield, CT, were approved.

Deborah Gunzelman reviewed Karen Fassuliotis's counter offer submitted through UCONN to be considered for a Certification Instructor.

On a motion by Kevin Ahern, that was seconded and approved unanimously, the committee rejected Karen Fassuliotis's counter offer and directed UCONN to convey the decision to Karen.

Deborah Gunzelman provided addition information on structuring a UCONN office productivity course to the requirements of the Registrar's job functions.

Anne-Marie Mastroianni made a motion to have Deborah pursue establishing a Registrar productivity course at UCONN. The motion was seconded and approved unanimously.

Anne-Marie excused herself from the meeting to allow the remaining committee members to discuss the Certification final test. Deborah presented the results of the testing. Deborah recommended guidelines for Registrars needing to retake the test.

On a motion by Lou Button, that was seconded and approved unanimously, the committee approved the following: Any registrar not obtaining at least 70% on the certification exam will have the option to re-take any section as an audit only, at no charge. Further they will have the option to re-take the exam either with the next scheduled exam in Hartford and/or the option to schedule the re-take of the exam on a mutually agreed upon date and time at the at the Stamford campus.

The date and time of the May meeting TBD

The meeting was adjourned at approximately 3:05 P.M. after a unanimous vote.

Respectfully submitted,
John Visi, Secretary