



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGESP. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

RESOLUTION

concerning

ESTABLISHMENT OF UNCLASSIFIED POSITION TITLE

DIRECTOR OF FISCAL AFFAIRS
(ADMINISTRATOR III)

July 16, 1976

- WHEREAS, At Central Connecticut State College there is an urgent need to strengthen the staff responsible for the College's fiscal planning and related fiscal activities, and
- WHEREAS, The College has developed a proposal for a new position (Addendum A) which would provide the necessary strengthening of staff in this important area, and
- WHEREAS, The Trustees concur in the need for such strengthening and view the proposed position as sound, be it
- RESOLVED, That the position of Director of Fiscal Affairs is hereby established within the Administrator III category, Salary Group 28, at Central Connecticut State College.

A Certified True Copy:

A handwritten signature in cursive script, appearing to read "James A. Frost".

James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGEDirector for Fiscal Affairs
(Administrator III - SG 28)Primary Function

The Director for Fiscal Affairs - has primary responsibility for the development of the College's financial plans and related fiscal activities.

Major Responsibilities

1. Budgetary
 - 1.1 Preparation of budget requests and expenditure plans for the College.
 - 1.2 Providing continuous analysis and evaluation of the financial performance of the College's enterprises.

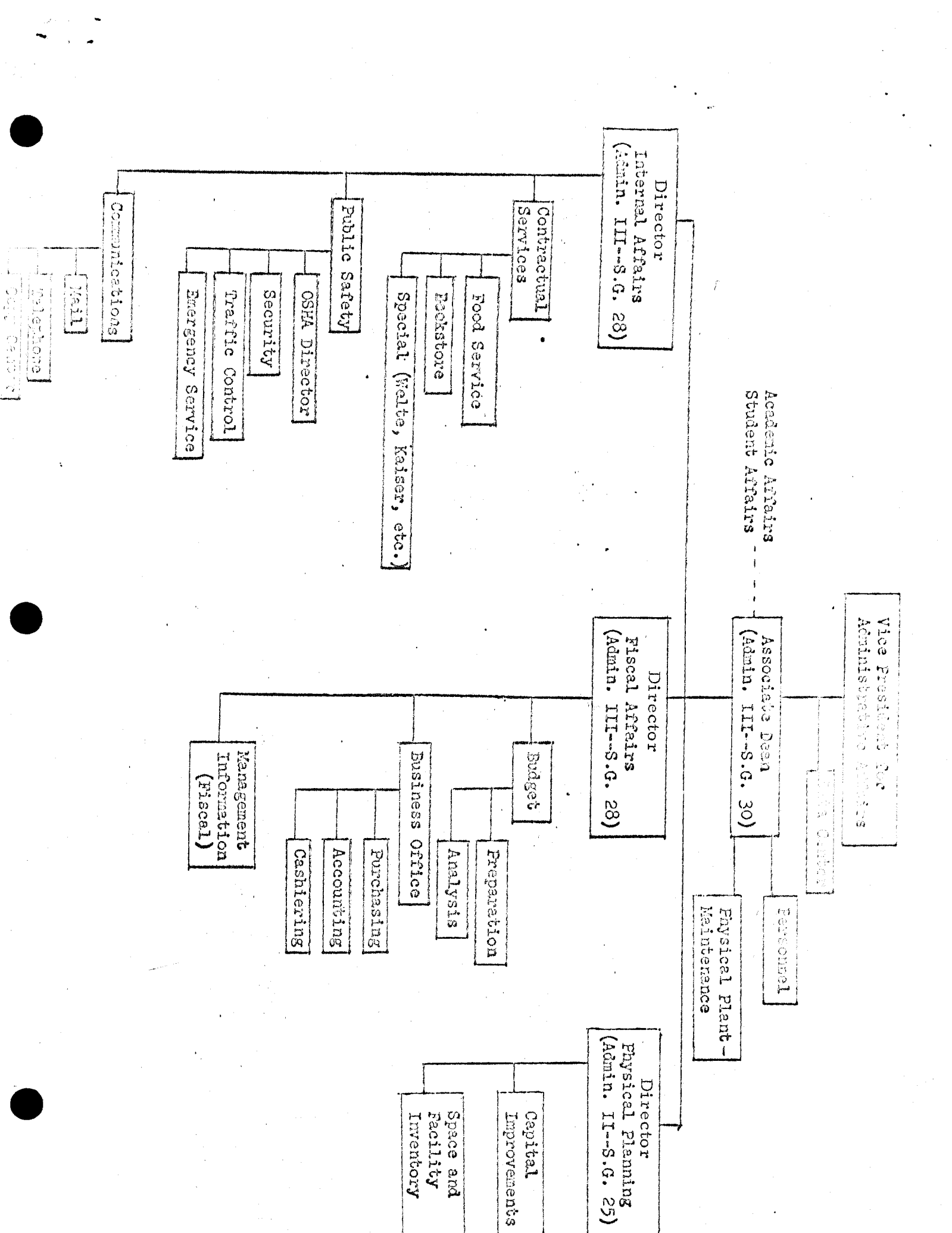
2. Management Information
 - 2.1 Compiling financial data and reports in HEGIS, WICHE, and other appropriate higher education formats as required by the Board of Trustees, other State agencies and the Legislature.
 - 2.2 Providing information to assist intramural understanding of fiscal procedures and policies.
 - 2.3 Providing assistance to the faculty and administration in the preparation and development of budget proposals for extramural financial support.

3. Business Management
 - 3.1 Overall responsibility for the business functions of the College; including purchasing, accounting, cashiering, equipment inventory, etc.

Educational and Experiential Requirements

A minimum of ten years experience in business management of which at least two years must have been in the area of executive financial management of a university or college having a multimillion dollar operating budget; or an MBA degree from an accredited university or college and four years business management experience with at least two years in the area of executive financial management of a university or college having a multimillion dollar operating budget.

7/14/76



Vice President for Administrative Affairs

Academic Affairs
Student Affairs

Associate's Dean
(Admin. III--S.G. 30)

Student Affairs Center

Personnel

Physical Plant - Maintenance

Director Internal Affairs
(Admin. III--S.G. 28)

Contractual Services

Food Service

Bookstore

Special (Waltz, Kaiser, etc.)

Public Safety

OSHA Director

Security

Traffic Control

Emergency Service

Communications

Mail

Telephone

Campus Carrels

Director Fiscal Affairs
(Admin. III--S.G. 28)

Budget

Business Office

Management Information (Fiscal)

Preparation

Analysis

Purchasing

Accounting

Cashiering

Director Physical Planning
(Admin. II--S.G. 25)

Capital Improvements

Space and Facility Inventory



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RECEIVED

CENTRAL CONNECTICUT STATE COLLEGE JUN 18 1976
New Britain, Connecticut

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

Office of the President

June 15, 1976

TO: Dr. James A. Frost, Executive Director
Board of Trustees for State Colleges

FROM: F. Don James, President
Central Connecticut State College

This is to request approval of two new positions at Central Connecticut State College. These are positions that I have discussed with you on several occasions over the past months.

1. Administrator I, in the Extension College - For the past several years, we have employed on a contractual basis, four individuals who served as Extension College Counselors and one as a Data Processing Programmer. These individuals were utilized to help in counseling Extension College students in registration and in preparing plans for full-time matriculation at a later time, for preparing Data Processing materials for the Extension College, and have served invaluable in assisting the Extension College in meeting its responsibilities to students. Dean Tupper is recommending now that these part-time contractual positions be eliminated and combined into a full-time 12-month administrative position, which we would place at the Administrator I level. This would save money for the college and provide tremendous benefits in return, for a full-time 12-month employee would be utilized far more effectively than the Extension College has been able to do with the part-time employees.

The funding for this position is through the Extension College.

2. Administrator III, Area of Administrative Affairs.

We have felt the need at Central for several years of increased personnel in our Area of Administrative Affairs, and in fact this has also been recognized by the Board when they indicated in their meeting of February 6, 1975, that of the seven difficult problems faced by the Board, one important one is in regard to the need for strengthening the Administrative staffs



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of the colleges in non-academic areas, particularly in Finance, Management and Computerized Information and Control. The position of Administrator III would help us at Central fulfill that need.

Attached is a description of the role of Administrator III who would be called internally, Associate Dean for Fiscal Affairs. I am also attaching a chart of the organization which we have under the Vice President for Administrative Affairs. This indicates that this Associate Dean for Fiscal Affairs would be in charge of Budget, the Business Office and Management information.

I would certainly appreciate it if you would present these requests to the Personnel Committee of the Board of Trustees.



F. Don James
President

fdj/ic

enclosures

Associate Dean - Fiscal Affairs
(Administrator III - S.G. 28)

Primary Function --

The Associate Dean - Fiscal Affairs has the primary responsibility for the development of the College's financial plans and related fiscal activities.

Major Responsibilities --

1. Budgetary

- 1.1 Preparation of budget requests and expenditure plans for the College.
- 1.2 Providing continuous analysis and evaluation of the financial performance of the College's enterprises.

2. Management Information

- 2.1 Compiling financial data and reports in HEGIS, WICHE, and other appropriate higher education formats as required by the Board of Trustees, other State agencies and the Legislature.
- 2.2 Providing information to assist intramural understanding of fiscal procedures and policies.
- 2.3 Providing assistance to the faculty and administration in the preparation and development of budget proposals for extramural financial support.

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- 3.1 Overall responsibility for the business functions of the College including purchasing, accounting, cashiering, equipment inventory, etc.

Educational and Experiential Requirements --

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