

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

BUDGET OFFICER
JANET E. CHAYES

January 18, 1985

- WHEREAS, An affirmative action search has been completed to fill the position entitled, Budget Officer in the Connecticut State University Administrative Office, and
- WHEREAS, The Committee making the search has recommended the appointment of Janet E. Chayes, and
- WHEREAS, The President of the Connecticut State University concurs in the recommendation of the Committee, therefore, be it
- RESOLVED, That, effective February 15, 1985, Janet E. Chayes be and hereby is appointed Budget Officer in the Connecticut State University Administration at an annual salary of \$38,000.

A Certified True Copy:

James A. Frost
President

BUDGET OFFICER

Supervisor: Executive Officer for Finance & Management

Position Summary: Under the direction of the Executive Officer for Finance and Management, this individual's primary responsibility is the analysis, development and implementation of the operating and capital budgets for the Connecticut State University.

Position Responsibilities: Provide direction and instruction to budget officers on campus regarding the preparation of budget requests.

Meet and consult with representatives of other higher education units and State administrative agencies regarding budget policies and preparation.

Develop plans and procedures for annual budget preparation.

Coordinate work with data processing unit to utilize existing programs as part of budget preparation.

Review and analyze budget requests from campuses to insure consistency with approved programs.

Prepare consolidated operating budgets for general taxation and fee supported funds.

Prepare reports as required for presentation and review of budget with the Board of Trustees, Department of Higher Education and Board of Governors and Legislative Committees.

Coordinate capital budget with operating budgets.

Develop the financing plan for capital program in cooperation with Capital Projects Coordinator.

Review and analyze requests for fee increases.

Prepare documents to support fee increase requests.

Assist assigned staff in preparation of annual operations and status reports.

Perform other duties and responsibilities related to above.

Qualifications: Degree in appropriate discipline with five years experience in budgeting for higher education institutions or governmental agencies.

JANET E. CHAYES

9 Rogers Place
New Britain, Connecticut 06052

Business: 575-8059
Residence: 827-9336

EXPERIENCE

Director of Fiscal and Administrative Services October 1981 - Present
Mattatuck Community College, Waterbury, Connecticut

- * Chief fiscal and business officer for college of 3,500 students, reporting to college president.
- * Responsible for all accounting, budgeting, purchasing, payroll and personnel functions.
- * Administer data processing services; have been responsible for computerizing the following operations: payroll, internal budgeting, equipment inventory, employee attendance reporting.
- * Responsible for college operated, self-supporting bookstore and auxiliary services such as mail, stockroom supplies.
- * Supervise total staff of 8 professional and 11 clerical employees.

Assistant Director for Internal Budget May - August 1981
University of Connecticut, Storrs, Connecticut

- * Provided oversight of University budget operations including preparation and review of departmental budgets, allotments, expenditures and projections.
- * Prepared special financial reports, management recommendations and statistical analyses.
- * Programmed and produced financial and analytical reports on computer terminal; participated in the design and implementation of long-range automated budget and management systems.
- * Provided supervision of office staff.

Left for position offering greater challenge and responsibilities.

Budget and Research Officer January 1979 - May 1981
Town of Manchester, Connecticut

- * Prepared annual budget of \$35 million: directed all phases of budget development, preparation and publication. Reported to City Manager.
- * Responsible for development of computer programs to implement revised accounting system and improved budget management and control.
- * Monitored expenditures for conformity with budget authority and economy and efficiency.
- * Conducted detailed studies on work measurement, comparative revenue and spending levels, economic trends, management analysis, and cost allocations.

Left for position offering career advancement.

Staff Administrator, Joint Committee on Finance January 1975 - December 1978
Connecticut General Assembly, Hartford, Connecticut

- * Coordinated analysis and action on bills by Committee.
- * Prepared monthly projections of state revenues and expenditures.
- * Designed and coordinated committee studies and wrote final reports.
- * Supervised up to eight employees.

EDUCATION

Master of Arts, Trinity College, Hartford, Connecticut May 1983

Political Science Major; Government Finance Concentration
Thesis titled "Standards for the Evaluation of Government Budgeting: A Proposal and Sample Applications" - awarded Distinction.
Course work included: Personnel Administration, Analytical Tools of Administration, Cost/Benefit Analysis, Budgeting and Financial Administration, Constitutional Law.

Bachelor of Arts, University of Connecticut, Storrs May 1974

Political Science Major; Dean's List throughout college.
Course work in economics, statistics, computer methodology, history as well as political science.

Additional Undergraduate Work

Central Connecticut State College: six credits of Chinese language, 1973-74.
Schiller College, London, England. Two semesters, 1971-72.
Ithaca College, Ithaca, New York. Two semesters, 1970-71.

Professional Development Courses

Data Base Management, 1984
Programming in BASIC, 1983
Financial Resource Modeling (VISICALC), 1983
Human Resource Management, 1983
Making Effective Presentations, 1983
Women in Management, 1981
Time Management, 1980
Program Performance Measurement, 1979
Fiscal and Budgetary Planning, 1979

JANET E. CHAYES

REFERENCES

Dr. Kenneth H. Summerer (former President of Mattatuck Community
Deputy Director College)
Regional Community Colleges
61 Woodland Street
Hartford, Connecticut Telephone: 566-8760

Dr. N. Patricia Yarborough (former President of Mattatuck C.C.)
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