



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

ASSISTANT TO THE CAPITAL PROJECTS COORDINATOR

March 6, 1987

- WHEREAS, An affirmative action search has been completed to fill the position entitled, Assistant to the Capital Projects Coordinator in the Connecticut State University Executive Office, and
- WHEREAS, The Committee making the search has recommended the appointment of Randy K. Lubin, and
- WHEREAS, The President of the Connecticut State University concurs in the recommendation of the Committee, therefore, be it
- RESOLVED, That, effective March 27, 1987, Randy K. Lubin be and hereby is appointed Assistant to the Capital Projects Coordinator in the Connecticut State University Executive Office at an annual salary of \$34,000, and be it
- RESOLVED, That during his course of service as Assistant to the Capital Projects Coordinator he shall be entitled to all benefits as enumerated in the Board's "Personnel Policies for Management Personnel and Confidential Professional Personnel."

A Certified True Copy:

Dallas K. Beal
President

RESUME

Randy K. Lubin
122 Haynes Road
West Hartford, CT 06117

Telephone
Home: (203) 523-8957
Work: (203) 566-2348

Objective: To secure a position as a facilities planner in an academic environment.

**Employment
History and
Responsibilities:**

7/85 - present

Planning Analyst II
Dept. of Administrative Services/Bureau of Public Works,
165 Capitol Avenue, Hartford, CT 06105

Coordinate and prepare the annual capital budget program and five-year facilities plan for the Department of Administrative Services. Prepare necessary reports and analyses for the justification of the capital budget program presented annually to the State of Connecticut Office of Policy and Management, Office of Fiscal Analysis, the Governor and the General Assembly.

Manage the Bureau of Public Works/Management Services MicroVAX II computer system which supports users on three major applications. Involved in the procurement of a VAX 8200 mainframe and related hardware and software for an expanded system to initially serve 12 users located on-site and in district offices throughout the State.

Designed an automated project management system to be developed and implemented by the Bureau of Public Works as mandated by the General Assembly to provide Public Works managers and client agencies with information necessary to develop accurate budgets for Public Works fees charged against capital projects.

Manage the computerized project tracking system which monitors and reports the status of all capital projects in design or under construction at all State agencies.

Represent the Bureau of Public Works as a participating agency in the coordination and facilitation of environmental assessments relating to capital projects proposed by State agencies.

6/84 - 6/85
6/83 - 5/84
7/78 - 5/83

Assistant Director, Facilities Planning
Staff Associate, Facilities Planning
Staff Assistant, Academic Affairs and Facilities Planning
Connecticut Department of Higher Education,
61 Woodland Street, Hartford, CT 06105

Assisted Director, Facilities Planning and Leasing in the coordination of all facilities planning activities for public institutions of higher learning. Maintained liaison with constituent unit planning officers and staffs from the colleges and universities and other state agencies on matters relating to facilities planning, the facilities inventory system and the annual capital budget program.

Designed and developed an automated capital budget system used by all public higher education units as part of the annual capital budget program and five-year facilities planning process. Assisted in the preparation and justification of the annual capital budget program and five-year facilities plan.

Assisted Management Information Systems staff in the development and maintenance of the computerized physical facilities inventory system used by all higher education institutions.

Prepared reports and background information relating to implementation of higher education capital projects and facilities planning issues.

Assisted in the development of a formula budget for physical plant operations and maintenance for public institutions of higher learning.

Represented the Department of Higher Education as sponsor agency in the completion of environmental assessments relating to higher education capital projects.

Assisted in the development of the computerized capital project tracking system managed by the Department of Administrative Services/Bureau of Public Works and an automated academic program inventory for all higher education institutions in Connecticut.

Designed forms and prepared manuals relating to the use and function of the automated budget and inventory systems including the capital budget system, physical facilities inventory system and academic program inventory.

Education:

B.A., University of Connecticut, Storrs, CT - May 1978

References:

Available upon request