



**Connecticut  
State  
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#91-111

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

GRANT COORDINATOR/ADMINISTRATOR II  
(TRAINING & ECONOMICS EDUCATION FOR EASTERN & CENTRAL EUROPE GRANT)

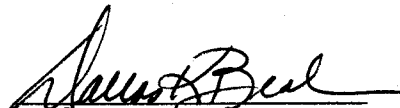
at

CENTRAL CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED, That the grant-funded position, Grant Coordinator (Training and Economics Education for Eastern and Central Europe Grant) be established at Central Connecticut State University, effective July 1, 1991, in accordance with all provisions and expectations as set forth in the proposal dated June 17, 1991, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal

President



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>6/17/91</u>
BY: CSU [ ]	
CCSU [x] SCSU [ ]	
ECSU [ ] WCSU [ ]	

POSITION ACTION:	ESTABLISH (x)	RECLASSIFY ( )	OTHER ( )	DATE EFFECTIVE	<u>7/1/91</u>
NATURE OF THE POSITION: PERMANENT [ ] FULL-TIME [x] TEMPORARY [x] PART-TIME [ ]					
POSITION TITLE:	<u>Admin II Grant Coordinator</u>				
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	CURRENT SALARY \$	PROPOSED SALARY \$	\$26,554-	FUND	Grant
		<u>35,000</u>		UNIT	AFSCME
				FROM	TO

### EXPLAIN THE NATURE OF THE PROPOSAL:

To establish an Administrative Faculty position to coordinate the financial & administrative aspects of the Training and Economics for Eastern and Central Europe Grant from A.I.D.

### JUSTIFICATION:

This \$928,000 grant requires the full-time services of a grant coordinator to implement and manage the day to day administrative and financial management and reporting functions of the grant.

\$ No Cost to the University  
Grant Funded

COST OR SAVINGS

*James H. ...* 6-17-91  
 SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, ( )  
 JOB DESCRIPTION, AND (x)  
 OAF SIGN OFF FORM IF REQUIRED (x)

MISCELLANEOUS COMMENTS:

**CENTRAL CONNECTICUT STATE UNIVERSITY**  
New Britain, Connecticut 06050

**POSITION DESCRIPTION**

**POSITION TITLE:** Grant Administrator - TEECE

**RANK:** Administrator 2

**DEPARTMENT:** Finance and Administration

**SUPERVISOR'S TITLE:** Vice President for Finance and Administration

**POSITION SUMMARY:**

In conjunction with the University's office of Grants Administration, provides administrative support to the TEECE Project Manager in the establishment, implementation and administration of the financial and budgetary responsibilities required by the TEECE project. Serves as a liaison between the University's office of Grants Administration and the TEECE Project Manager to ensure timely delivery of support services and effective financial control and project reporting.

**POSITION RESPONSIBILITIES:**

Through the University's office of Grants Administration, makes arrangements to establish the TEECE grant's financial record keeping system, to facilitate administration of the project, and to monitor compliance with A.I.D. award terms.

Ensures compliance with the terms of A.I.D., state and university regulations in the procurement of all supplies, equipment and services required by the contract award. Establishes appropriate procedures to facilitate and monitor compliance. Secures A.I.D. approval for general equipment purchases as required.

Prepares contracts for project consultants as well as purchase requisitions and related documents according to appropriate policies and regulations. Facilitates procurement activities to ensure timely delivery of supplies, equipment and services.

Maintains records on project status and expenditures; prepares periodic financial reports and statements, including Report of Expenditures for A.I.D. and for non-federal matching funds.

In conjunction with the office of Grants Administration, implements close-out procedures and prepares the final financial reports on the contract.

Prepares revisions or amendments to project budgets as required by the Project Manager according to state and federal regulations.

Processes contracts and expenditures of the subgrantee and prepares all certifications and assurances required of grantees by A.I.D.

**QUALIFICATIONS:**

Two to three years of professional-level experience in governmental accounting, budget preparation, grant and contract administration and monitoring. One year of the above must include application of Connecticut regulations to the implementation and administration of federal grants. Knowledge of state and federal funding control procedures and accounting processes also required.

Bachelor's degree in accounting, finance or business administration required.

These qualifications may be waived for individuals with appropriate alternate experience.

6/24/91

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title GRANT COORDINATOR  
Campus CCSU Date 6/18/91

**LEVEL 1, Day 0** Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE JONNA MURROK  
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 6/18/91  
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch  
DATE OF SUOAF CAMPUS REVIEW June 21, 1991

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

**LEVEL 2, Not to exceed 10 working days after receipt** Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE [Signature] Date 7/12/91

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary      ( ) disapprove proposed rank and salary  
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA [Signature]

**LEVEL 3, Not to exceed 10 working days after receipt** Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA's COUNCIL 6/27/91

DISPOSITION AT COUNCIL LEVEL:  
 approve submission to PERC      ( ) disapprove submission to PERC  
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 7/17/91

**LEVEL 4** Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:  
 approved      ( ) disapproved

DATE 7/17/91  
DATE OF BOARD APPROVAL \_\_\_\_\_  
DATE OF BOARD DISAPPROVAL \_\_\_\_\_

Central Connecticut State University  
Personnel Department  
RECEIVED  
JUL 19 1991  
789,10,11,12,13,14,15,16