



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

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## AUTHORIZING RESOLUTION

concerning

The Alteration of an Existing Position,  
Administrator III, (Budget Officer)  
at Southern Connecticut State College

to

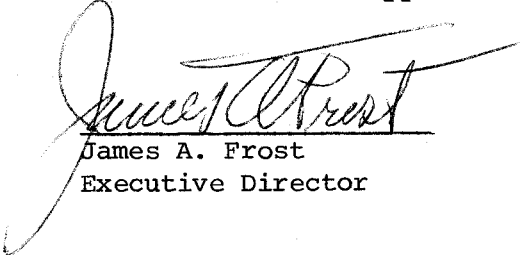
Administrator III, Director of Fiscal Affairs

August 2, 1979

RESOLVED, That the current position, Budget Officer, Administrator III, at Southern Connecticut State College, be revised effective July 1, 1979, in accordance with all provisions and expectations as set forth in the proposal dated July 11, 1979, which is attached as an addendum to this Resolution.

RESOLVED, That the incumbent in the current position, Mr. Thomas Therriault, effective July 1, 1979, assume the duties and receive the salary of the altered position, Administrator III, Director of Fiscal Affairs.

A Certified True Copy:

  
James A. Frost  
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Manson Van B. Jennings *M Van B J*  
President

Concerning: New Position, Filled Existing Position (Vacant/Filled)

1. Proposal: To add Business Office to the management responsibilities of the Budget Officer, to retitle his position to Director of Fiscal Affairs, and to upgrade salary from \$19,629 to \$23,540 (second step \*of old Salary Group 28 as adjusted for AFSCME salary increases; SG 28 was used for new Director of Fiscal Affairs, positions at CCSC and ECSC). Alteration effective July 1, 1979.
2. Proposed Position: \*Mr. Therriault's original appointment step.

Title/Rank Director of Fiscal Affairs, Adm. III

<u>12/Full/Perm.</u>	<u>\$23,540</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)  
Responsible for (1) budget preparation and administration, (2) preparation of management information, (3) design and installation of management information systems (manual and automated), and (4) management of the business functions of the college (accounting, cashiering, payroll, and disbursements).

4. Rationale for Altering or Establishing Position

See attachment.

5. Conditions of Employment if Changed or Different from Norm.

The addition of responsibility for management of the Business Office to existing responsibilities of Budget Officer.

For Central Office Use

Consultation with Bargaining Unit  
Completed \_\_\_\_\_

Approved:  
1. For Submission to PERC *Chad* 7/11/79  
2. By Committee/Board \_\_\_\_\_

Comments:

cc. J. Malone 7/11/79

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

Continuation of item #4 - Rationale for Altering or Establishing Position

The major step in the proposed reorganization of Administrative Affairs at Southern is the transference of the Business Office from the supervision of the Associate Dean for Administrative Affairs to the Budget Officer, retitled Director of Fiscal Affairs. The purposes of this transfer follow:

1. The Director of Fiscal Affairs will be called upon to prepare much more financially related data and analyses for internal and external planning requirements. Internal needs arise from institutional research studies required by the President's Committee on College Affairs with its focus on long range planning and by the Institutional Research Advisory Panel with its focus on upgrading the internal intelligence of the institution. External needs arise from the expected increase in institutional research emphasis of both the Board of Trustees and the Board of Higher Education. The Director will necessarily require much more assistance from the Business Office for both basic information and for staffing assistance. For example, he has now largely automated the supporting schedules required by the Office of Policy and Management in formal budget submissions. However, he does need to be able to call upon the accountants in the Business Office for work load assistance in preparing the annual budget documents so that his time and talents can be applied to higher level tasks. An additional benefit is the development of back-up expertise in preparing the budget submission, which currently is lacking.
2. The Business Office continues to be basically a manual operation at a time when the type of Management Information System anticipated to be required by the BHE must be automated. In other words, program-related cost data likely will be requested by the BHE in a format that only an automated accounting system can readily supply. Furthermore, the potential of automating accounting operations in the Business Office also provides some potential for personnel savings for reallocation to other duties.
3. The Director's prior industrial experience largely involves the management of business and accounting office operations and, therefore, his expertise might be expected to improve the efficiency and effectiveness of the delivery of business office services.

A subsidiary step in the reorganization is the delegation of responsibilities and duties from the Vice President for Administrative Affairs to the Associate Dean. Specifically, the latter will be responsible for handling all logistical problems, college-wide, and all personnel problems within Administrative Affairs. This will relieve the Vice President of considerable time expended in such activities, thereby enabling his more intensive attention to the institutional research need identified above.