



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION


concerning

THE RECLASSIFICATION OF THE POSITION OF
S.U. BUDGET OFFICER
TO
S.U. ASSISTANT VICE PRESIDENT FOR FINANCE & MANAGEMENT

July 25, 1986

- WHEREAS, The incumbent of the position of S.U. Budget Officer, Janet Chayes, having demonstrated the knowledge, skill, and ability to assume additional responsibility within the Unit of Finance and Management, has been assigned added duties and responsibilities as supervisor of the accounting and budget functions and staff, in addition, serves in the absence of Vice President Bascetta; and
- WHEREAS, The modification of position's duties and responsibilities dictates that the position title be changed to reflect, more appropriately, the level and scope of newly assigned responsibilities; be it, therefore,
- RESOLVED, That this position be reclassified from S.U. Budget Officer to S.U. Assistant Vice President for Finance and Management, and that Ms. Chayes be reclassified, accordingly, at an annual salary of \$48,000, effective July 18, 1986.

A Certified True Copy:


Dallas K. Beal
President

JANET E. CHAYES

9 Rogers Place
New Britain, Connecticut 06052

Business: 575-8059
Residence: 827-9336

EXPERIENCE

Budget Officer February 15, 1985 to Present
Connecticut State University - Executive Offices

Director of Fiscal and Administrative Services October 1981 to February 1985
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