



Office of the President

RESOLUTION

concerning

APPOINTMENT OF KIMBERLY CHAGNON TO VACANT POSITION OF
ASSISTANT FOR BUSINESS AFFAIRS

June 16, 1989

WHEREAS, The selection of Kimberly Chagnon has been recommended to fill the vacant position of CSU Assistant for Business Affairs in the Connecticut State University Executive Office, and

WHEREAS, This appointment of Mrs. Chagnon, who is now employed at Central Connecticut State University as an Accountant II, reflects an agency transfer, approved by the Affirmative Action Officer as meeting promotion goals set in the Affirmative Action Plan; be it

RESOLVED, That, effective June 9, 1989, Mrs. Chagnon be appointed Assistant for Business Affairs in the Connecticut State University Executive Office at an annual salary of \$41,000; and be it further

RESOLVED, That during her employment in this position of Assistant for Business Affairs, she shall be entitled to all benefits as enumerated in the Board's "Personnel Policies for Management and Confidential Professional Personnel."

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

KIMBERLY MARTOHUE CHAGNON

2386 Stanley Street
New Britain, CT 06053
Home: (203) 826-1112
Work: (203) 827-7510

EDUCATION

Central Connecticut State University
New Britain, Connecticut
September 1979 - May 1983
Bachelor of Science Degree, Cum Laude
MAJOR: Finance

September 1983 - May 1986
Master of Science in Organization & Management

**OTHER COURSES,
TRAINING**

State Training Program: Governmental Accounting

EXPERIENCE

Central Connecticut State University
Accounting Department - Business Office
SENIOR ACCOUNTANT (May 1987 - present):
Solely responsible for the University's
General, Tuition, & Auxiliary Services Funds;
maintain a complete set of financial records
for each fund and prepare appropriate reports
which include Fuel & Utilities; Budget analysis
and preparation; Cash Audits; Reconciliation of
Expenditures & Revenue; Working Capital; Fee
Increase; Student Allotments; Pending Receipts;
Bookstore Rental/Commission; Hegis Report; B-66.

Central Connecticut State University
Accounting Department - Business Office
ACCOUNTANT (April 1984 - May 1987):
Solely responsible for the General & Tuition
Fund and for maintaining a complete set of
financial records for each fund; provide infor-
mation to management for planning, control, and
decision making; assists Budget Director in
budget preparation in the gathering, analyzing,
and projecting of data; responsible for various
financial reports (as outlined under the Senior
Accountant section); create computerized
financial worksheets/reports.

*Central Connecticut State University
Payroll Department - Business Office
PAYROLL CLERK (July 1982 - April 1984):
Responsible for the timely and accurate
manual completion of University payrolls
reflecting the provisions of eight separate
employee contracts as well as state policies
covering 1,500 full-time, part-time, and
student employees; responsible for the
supervision of all related duties required
in the completion of each payroll such as
retroactive payments, reconciliation of
billings, etc., and the accuracy of such
payments; interpreting and applying changes
as may be directed by State Comptroller
memorandum/regulation; determination of
budget breakdown of payroll expenditures;
compiled budget information and assisted in
the gathering, analyzing, and projecting of
personal service data; supervised student
employees within the department.*

*Central Connecticut State University
Payroll Department - Business Office
CLERK (October 1981 - July 1982);
STUDENT EMPLOYEE (July 1980 - October 1981):
Manually processed student employees' payroll
and timecards; assisted in the preparation,
processing, and maintenance of various payrolls.*

OTHER SKILLS

Familiar with DIGICALC, WORD-11, LOTUS

INTERESTS

*Connecticut Society of Governmental Accountants
(C.S.G.A.) member: 1984-present*

C.S.G.A. Treasurer: 1985-1987