



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#91-109

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR, FISCAL AFFAIRS/ADMINISTRATOR VI
to
CONTROLLER/ADMINISTRATOR VII

at

CENTRAL CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED,

That the position of Director, Fiscal Affairs/Administrator VI at Central Connecticut State University be reclassified to Controller/Administrator VII, effective July 22, 1991, in accordance with all provisions and expectations set forth in the proposal dated July 10, 1991, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



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Opportunity
Employer

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED	<u>7/10/91</u>
BY: CSU	<input type="checkbox"/>
CCSU	<input checked="" type="checkbox"/>
ECSU	<input type="checkbox"/>
SCSU	<input type="checkbox"/>
WCSU	<input type="checkbox"/>

POSITION ACTION:	ESTABLISH <input type="checkbox"/>	RECLASSIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>	DATE EFFECTIVE	<u>7/22/91</u>
NATURE OF THE POSITION: PERMANENT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PART-TIME <input type="checkbox"/>					
POSITION TITLE:	<u>Director, Fiscal Affairs</u>	ADM VI	<u>Controller</u>	ADM VII	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>0241</u>	CURRENT SALARY \$ <u>65,672</u>	PROPOSED SALARY \$ <u>70,598</u>	FUND <u>0</u>	BARGAINING UNIT <u>AFSCME</u> <u>AFSCME</u>
					FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the Director of Fiscal Affairs

JUSTIFICATION:

To recognize the increased scope and level of responsibility assigned to this position. Please see attached elaboration.

\$ 4,926

COST OR SAVINGS

SIGNED (UNIVERSITY)

DATE

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

MISCELLANEOUS COMMENTS:

Proposed Reclassifications

Administrative Affairs

Reclassify the Director of Fiscal Affairs from ADM VI to ADM VII.

This action is essential to recognize the increasing level and scope of responsibility carried by our current Director.

As the "Controller" for Central Connecticut State University, the incumbent is responsible for the daily management and oversight of a \$65,000,000 budget. The functions and activities assigned to the incumbent include Accounting, Grants Management, Purchasing, A/P, Payroll, Telecommunications, University Duplicating Service, Mail Services, Internal Budget Control, CHRO Compliance, Student Welfare and Activity oversight of Financial Aid compliance activities, internal audit functions (particularly with respect to the NCAA) and related responsibilities, and assumes responsibility for Bursar and Cashier's activities in terms of the development and implementation of financial management policies and practices. Recent legislative actions have resulted in dramatic changes in how we are required to manage programs and funds that would otherwise have been administered through the CCSU Foundation accounts. Management of all of these special accounts, including the International initiatives, have all been assumed by Fiscal Affairs. In this one area alone, activity has increased from \$20,000 to \$200,000, with more purchasing activity, audit oversight and internal management, all impacting directly on the present Director of Fiscal Affairs workload.

Also, Central has moved to an open budgeting process, resulting in much tighter control over OE expenditures and personnel funds. Designing and implementing these new cost controls and expenditures models are new responsibilities taken on by the current Director. No specific dollar amount can be assigned to this function but it is worth noting that this last fiscal year, virtually no funds reverted to the State because of poor management.

Under Central's current organizational structure in Finance and Administration, there is no "second in command" to the Vice President. This reclassification will provide an appropriate and logical level of support for the institution in the area of Finance and Administration in the absence of the Vice President.

Cost \$4,925

The University has held an Accountant position vacant for the last six month and does not plan to refill it in the immediate future or at the same level. The savings being currently generated from this line amount to over \$30,000 annually. Coupled with one other position being held vacant while the incumbent is on a one year unpaid leave, (generating over \$44,000 in salary savings) Central is confident that the cost associated with this proposal can be readily absorbed and still generate savings in the personal services area. In addition the increased scope and level of responsibility assigned to this position results in part from the administrative burden associated with the financial management of a growing number of community education programs through the School of Continuing Education. Revenue generated through these efforts will be able to offset personal services expenditures driven by these activities. Thus the long range ability to support this proposal has also been accounted for.

DRAFT

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

POSITION TITLE: Controller

RANK: Administrator VII

DEPARTMENT: Fiscal Affairs

SUPERVISOR'S TITLE: Vice President for Finance and Administration

POSITION SUMMARY:

Directs the University's fiscal and administrative services operations including budget development, monitoring and control. Serves as the Chief Fiscal Officer of the University in the absence of the Vice President for Finance and Administration.

POSITION RESPONSIBILITIES:

Administers the staff and operations of the University's business and financial management functions including budget preparation and management, accounting, and financial reporting, analysis and control. Monitors all personal services expenditures and reconciles all institution payrolls to ensure effective financial control.

Develops and implements financial reporting and control systems and procedures to ensure effective financial management of the University's operating funding including CSU Research Foundation.

Negotiates the University's bookstore management contract, automated teller machine lease operations, indirect and overhead cost rates for federal and other grants; reviews subject operations for compliance with contract specifications; implements appropriate procedural and policy modifications as appropriate. Manages student accident and sickness insurance programs, maintenance of parking fine and vending machine revenue accounts.

Develops, implements and evaluates fiscal policies to ensure appropriate financial oversight of Intercollegiate Athletics, Financial Aid, Bursar and Cashier.

Represents the University to external agencies to facilitate the administration of the University's financial planning and control responsibilities; keeps current with legislative developments and changes that impact the University's fiscal and business operations.

Establishes policies and procedures and monitors fiscal operations for numerous University programs including Intensive English Language Institute, Elderhostel, Planetarium, Child Care, and other community service (Function 32) institutes, entrepreneurial projects, and activities generating revenues in excess of \$750,000. University liaison with CCSU Foundation, Inc. on fiscal policies and procedures.

Reviews existing programs and procedures to identify more efficient and cost effective methods of operations; communicates needs for computerized information systems to the University's data processing department; implements system changes.

Prepares a wide variety of financial and analytical reports to provide current information on the University's financial status; information used in long range planning, contract negotiations, staffing needs and related operational decisions.

Implements and maintains internal audit programs, including petty cash accounts and University ticket operations. Negotiates with external auditors in the preparation of audit reports for State agencies, Federal government, and the NCAA; responds to audit findings; identifies and implements corrective systems if needed.

Supervises the operations of the Office of Grant Administration, University Bursar, Cashier, Welfare and Student Activity, Mail Services, Accounting, Accounts Receivable and Payable, Purchasing, Payroll, copying and telecommunication services, and related functions..

QUALIFICATIONS:

Seven years of progressively more responsible experience in fiscal affairs including the development and implementation of effective financial systems and controls. Demonstrated ability to plan and develop sound financial reporting systems; ability to interpret and administer federal laws, procedures of payroll, purchasing, grant administration and contract administration; demonstrated effective interpersonal skills and strong oral and written communications skills required. A Master's Degree in Public Administration with an emphasis on finance or the equivalent also required. These qualifications may be waived for individuals with appropriate alternate experience.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Controller, Administrator VII
Campus CCSU Date 6/27/91

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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 6/28/91

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature] *JD on Salary dr*

DATE OF SUOAF CAMPUS REVIEW July 1, 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:
Salary Base should be adjusted if CBI are implemented.

RETURNED TO LOCAL DPA ✓

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

PERC OF BOARD APPROVAL _____

PERC OF BOARD DISAPPROVAL _____