



**Connecticut
State
University**

Central • Eastern • Southern • Western

BR#92-4

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DEAN OF ADMINISTRATIVE AFFAIRS (ADMINISTRATOR VII)

to

ASSOCIATE DIRECTOR OF FISCAL AFFAIRS (BURSAR) (ADMINISTRATOR V)

at

EASTERN CONNECTICUT STATE UNIVERSITY

January 10, 1992

RESOLVED, That the vacant position of Associate Dean of Administrative Affairs (Administrator VII) at Eastern Connecticut State University be reclassified to Associate Director of Fiscal Affairs (Bursar) (Administrator V), effective January 10, 1992, in accordance with the proposal dated January 7, 1992, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

ADDENDUM TO BR#92-4

CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>1/7/92</u>
BY: CSU []	
CCSU []	SCSU []
ECSU <input checked="" type="checkbox"/>	WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY <input checked="" type="checkbox"/>	OTHER ()	DATE EFFECTIVE	<u>1/10/92</u>
NATURE OF THE POSITION: PERMANENT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> TEMPORARY [] PART-TIME []					
POSITION TITLE:	Assoc. Dean Admin. Affairs (Admin. VII) 7869		Assoc. Dir. of Fiscal Affairs (Bursar) (Admin. V) 7921		
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	0738			BARGAINING UNIT SUOAF	
	CURRENT SALARY \$	2,527.13 (65,958)	PROPOSED SALARY \$	1,742.93 (45,490)	FUND Gen.
	vacant			FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the currently vacant Associate Dean of Administrative Affairs position (Admin 7) to Associate Director of Fiscal Affairs (Bursar) (Admin. 5).

JUSTIFICATION:

With the recent retirement of the incumbent, who had been promoted to Admin. 7, the University wishes to downgrade this position to provide key emphasis on the University Revenue Collection Systems. While saving money for the University, this change will enhance our ability to be fiscally responsible. Supervision will change from the Vice-President for Finance and Administration to the Director of Fiscal Affairs.

\$ 20,468.

COST OR SAVINGS

Michael Penn
SIGNED (UNIVERSITY)

1/6/92
DATE

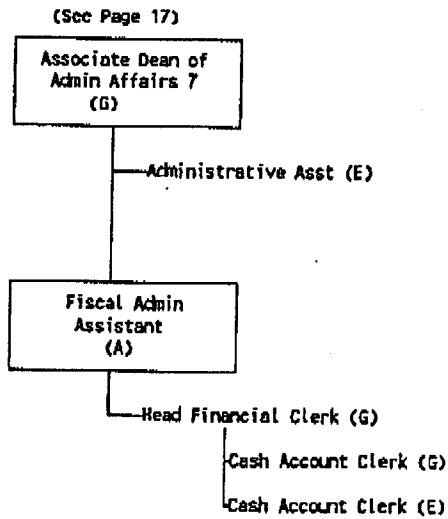
ATTACH OLD AND NEW STAFFING CHART,
JOB DESCRIPTION, AND
SUOAF SIGN OFF FORM IF REQUIRED

Campus agreement reached. Need SUOAF local signoff.

MISCELLANEOUS COMMENTS:
7/88

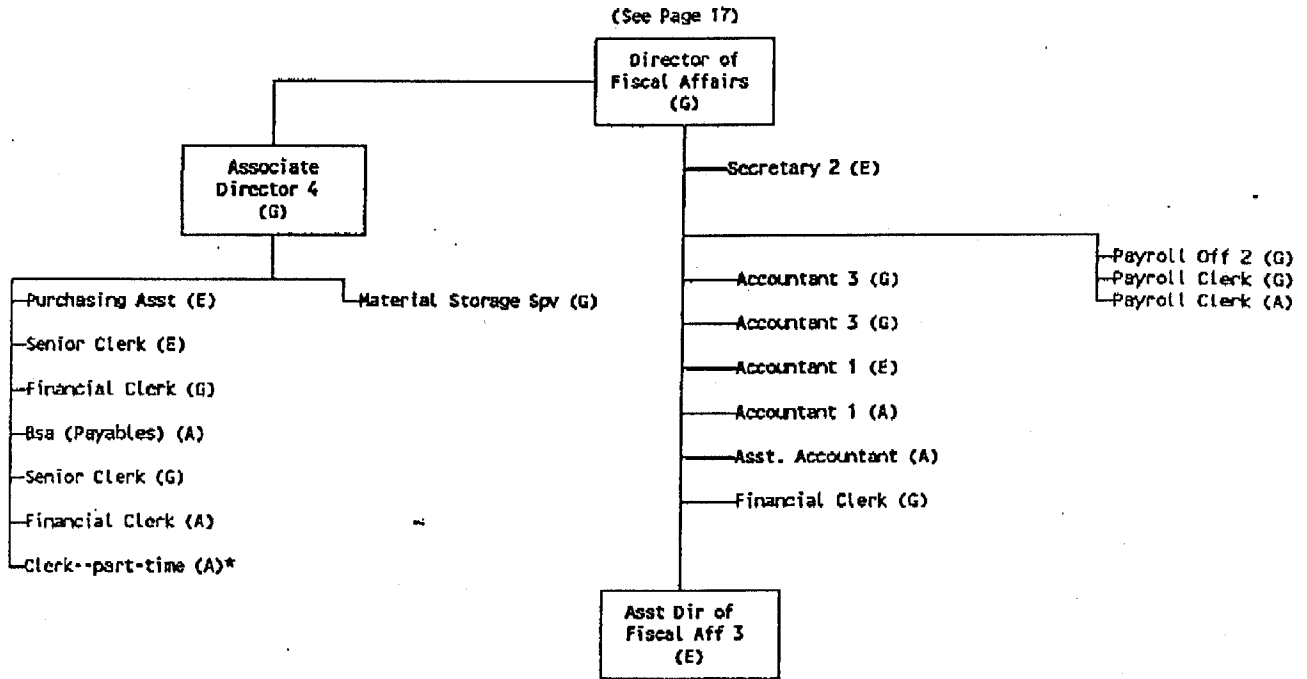
CURRENT

Eastern Connecticut State University
Associate Dean of Administrative Affairs



CURRENT

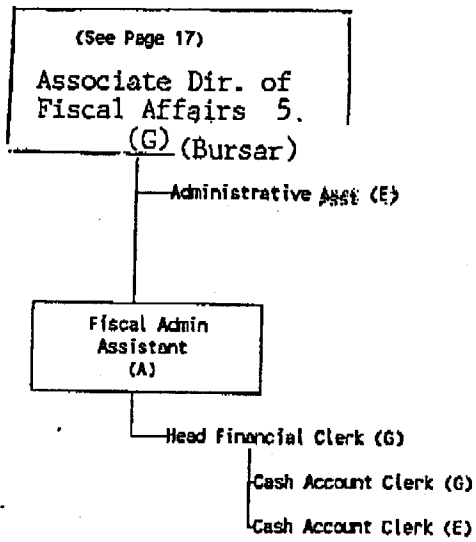
Eastern Connecticut State University
Director of Fiscal Affairs



*Two half-time positions

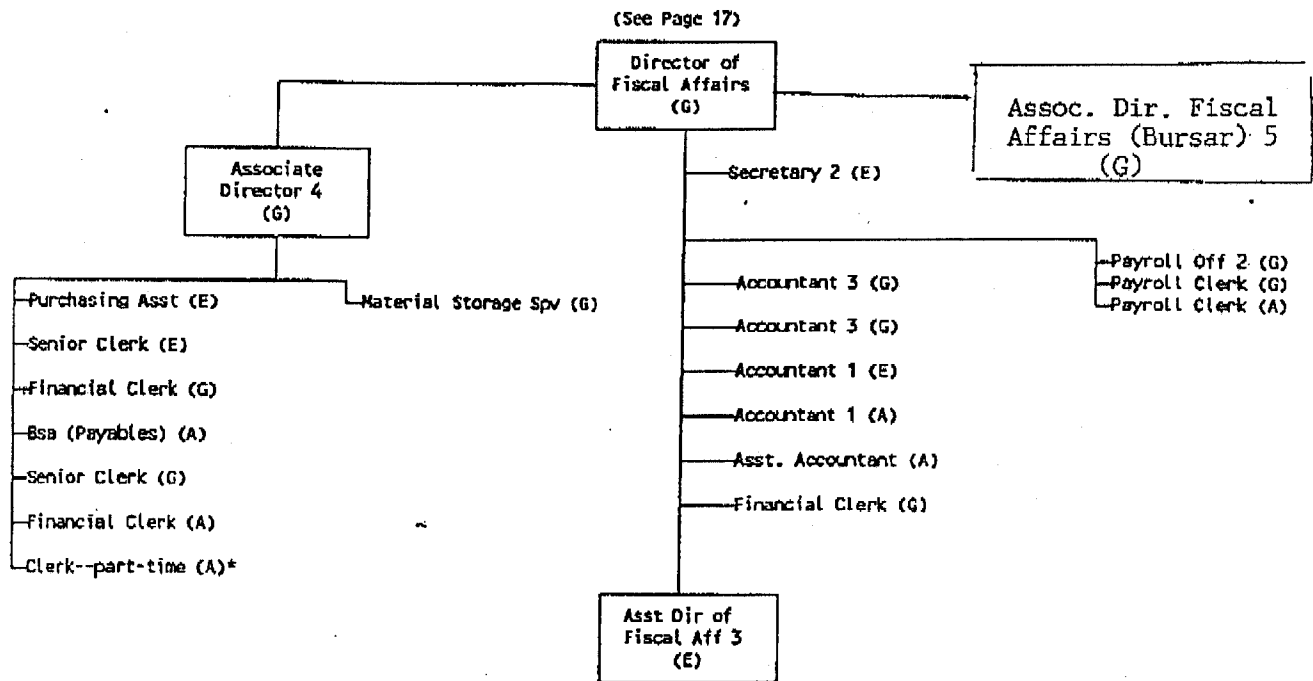
PROPOSED

Eastern Connecticut State University
Associate Dean of Administrative Affairs



PROPOSED

Eastern Connecticut State University
Director of Fiscal Affairs



*Two half-time positions

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P R O P O S E D

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTIONPOSITION TITLE: ASSOCIATE DIRECTOR OF FISCAL AFFAIRS
(BURSAR & BUDGETING)

ADMINISTRATIVE RANK: V

DEPARTMENT: FINANCE & ADMINISTRATION

INCUMBENT:

The incumbent reports to the Director of Fiscal Affairs and is responsible for (1) the supervision of the Cashier's Office; (2) the administration and maintenance of a comprehensive student billing and revenue collection system; (3) the identification and collection of student delinquent accounts and debts owed to other University offices; (4) the provision of comprehensive assistance in the budget preparation, monitoring and financial presentation process; (5) the supervision of the Office of Fiscal Affairs in the absence of the Director.

POSITION RESPONSIBILITIES

1. Administers and supervises the operation of the Cashier's Office to include (a) the proper receipting, recording, safekeeping, and depositing of all monies collected by or paid to the University; (b) the preparation of student refund transactions within the Cashiering module of CSUSIS on a timely basis; (c) the maintenance of appropriate records concerning student payments and obligations; (d) the oversight of student tuition and fee waivers.
2. Administers the student billing and revenue collection system (CSUSIS). Implementation of this system requires on-going coordination with various University offices to ensure that appropriate fiscal policies and procedures are designed and followed.
3. Supervises the collection of delinquent student accounts and other overdue obligations owed the University. This responsibility encompasses (a) the identification and appropriate documentation of delinquent accounts; (b) the transfer of delinquent accounts to and subsequent liaison with the contract collection service; (c) the maintenance of records to reflect payments made and actions taken; (d) the preparation and presentation of appropriate documentation to effect write-offs of applicable delinquent accounts, pursuant to statute; and (e) the coordination of collection efforts

of other campus offices (e.g., library fines, equipment, parking tickets, etc.) to which students owe money.

4. Recommends University revenue collection and billing procedures and advises the administration on collection, billing and related matters. Performs reviews of cash transactions and cash receipt procedures in all campus offices, as appropriate.
5. Participates in the design, establishment, review and maintenance of an ongoing internal and external budget request, monitoring and reporting system for all funding sources. Serves as a resource person to departments and senior management about the budget process.
6. Trains University personnel with budget responsibilities in the use of budget documents and the process.
7. Assists in the review of departmental requisitions and contracts for conformance to the budget plan and in the compilation and presentation of data for internal and external reports on financial results.
8. Supervises the Office of Fiscal Affairs as assigned in the absence of the Director.
9. Performs other duties which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Five years of experience in administrative and financial affairs, resource allocation, and staff supervision. A Master's Degree is required.

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

For the University	Date	For the Union	Date
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11/26/91

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EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN FOR FINANCE & ADMINISTRATION
ADMINISTRATIVE RANK: VII
DEPARTMENT: ADMINISTRATIVE AFFAIRS
INCUMBENT: FREDERICK HERBERT

The incumbent reports directly to the Vice-President for Finance & Administration and is responsible for (1) the supervision of the Cashier's Office; (2) the administration and maintenance of a comprehensive student billing and revenue collection system; (3) the coordination of the issuance of student promissory notes; (4) the identification and collection of student delinquent accounts; (5) the coordination of the initiation and processing of all University requests for insurance coverage and special permits; (6) the management of collection efforts by selected campus offices; (7) the provision of general assistance in budget preparation projects.

POSITION RESPONSIBILITIES

1. Administer and supervise the operation of the Cashier's Office to include (a) the proper receipting, recording, safekeeping, and depositing of all monies collected by or paid to the University; (b) the preparation of student refunds on a timely basis; (c) the maintenance of appropriate records concerning student payments and obligations.
2. Administers the student billing and revenue collection system. Implementation of this system requires on-going coordination with various University offices to insure that appropriate support is provided for major student registration sessions and similar exercises.
3. As designee of the Vice-President, coordinate the interaction of various administrative offices to insure that appropriate support is provided for major student registration sessions and similar exercises.
4. Coordinate the issuance of promissory notes to students to determine that students have appropriate resources to make full payment on the notes and that adequate procedures are developed and maintained to expedite the payment of outstanding notes.
5. Coordinate the initiation and processing of (1) requests for insurance to the State Insurance Purchasing Board and (2) request for special permits, such as alcohol permits, for University

events.

- 6. Administer the student insurance account to insure (a) that a budget plan is developed and monitored and (b) that appropriate premium charges are determined so that correct payment to the insurer is processed.
- 7. Supervise the collection of delinquent accounts owed the University by former and current students. This responsibility encompasses (a) the identification and appropriate documentation of delinquent accounts; (b) liaison with the contract collection service; (c) maintenance of records to reflect payments made and actions taken and (d) preparation and presentation of appropriate document to acquire Governor's write-off of applicable delinquent accounts.
- 8. Coordinate the management of collection efforts of those campus offices (e.g., library fines, towels, parking tickets, etc.) to which students owe money. Develop and implement procedures for the collection of student debts.
- 9. Assist in the preparation of institutional budget documents and other requests for financial information as required.
- 10. Coordinates and Implements University support for the CSU/SIS system.
- 11. Supervises the copy center.
- 12. Performs other duties which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Six years of experience in administrative affairs including financial affairs, resource allocation, and staff supervision. A Master's Degree is required.

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

	Date		Date
For the University		For the Union	
12/2/88			

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assoc. Dir. of Fiscal Affairs (Bursar)

Campus Eastern CT State University Date 1/6/92

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 Michael Penn

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE Campus agreement reached. Requires

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY local SUOAF signoff.

DATE OF SUOAF CAMPUS REVIEW _____

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 1/30/92

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE 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 1/8/92

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 1/8/92

DATE OF BOARD APPROVAL 1/10/92

DATE OF BOARD DISAPPROVAL _____

OVER FOR APPLICABLE POSITION DESCRIPTION