



**Connecticut
State
University**

Central • Eastern • Southern • Western

BR#92-38

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

Office of the President

RESOLUTION

concerning

PROMOTION OF

JAMES E. BLAKE

from

ASSOCIATE FOR AUDIT AND FISCAL AFFAIRS

to

ASSISTANT VICE PRESIDENT FOR FINANCE AND MANAGEMENT

at

CONNECTICUT STATE UNIVERSITY

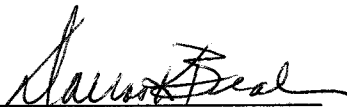
April 3, 1992

WHEREAS, James E. Blake, the incumbent of the position of Associate for Audit and Fiscal Affairs has successfully held positions of increasing responsibility in the Unit of Finance and Management for more than three years; and

WHEREAS, Interim Vice President Merolli has recommended his promotion to the vacant position of Assistant Vice President for Finance and Management; now therefore, be it

RESOLVED, That effective April 3, 1992, James E. Blake will assume the position of Assistant Vice President for Finance and Management at the Executive Offices of Connecticut State University at a biweekly salary rate of \$2,337.17 (\$61,000 annualized).

A Certified True Copy:



Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU-Administration

S U Assistant Vice President for Finance & Management

RANK:

DEPARTMENT: Finance & Management

CODE: 8106

P.C.# 0015

SUPERVISOR: Vice President for Finance & Management

POSITION SUMMARY:

Under the direction of the Vice President for Finance and Management, the incumbent's key responsibilities include: (1) serve as budgeting officer for the CSU system; (2) supervision of office functions as noted below; (3) the development and recommendation of systemwide financial policies and procedures; (4) coordination of the annual fee increase process and (5) the provision of general administrative support to the Vice President.

POSITION RESPONSIBILITIES:

1. Develop plans and procedures for annual budget preparation and provide appropriate direction and support to campus budget officers.
2. Review and analyze budget requests from campuses to ensure consistency with budget guidelines and Board policies.
3. Prepare consolidated operating budgets for all major fund sources.
4. Coordinate the submission and review of fee increase requests.
5. Provide oversight of Executive Office business functions and the Loans Collection Office.
6. Supervise Executive Office finance and budgeting staff.
7. Develop, in concert with campus fiscal officers, policies and procedures relating to system financial and administrative operations.
8. Perform other duties as such relate to the position.

EDUCATION AND EXPERIENCE:

Graduate degree in appropriate discipline with at least five years experience in higher education finance and/or public budgeting.

4/3/92