

<b>Planning Team</b>	<b>FISCAL AFFAIRS – ALL SUB-GROUPS</b>
<b>Meeting Date</b>	May 24, 2017
<b>Members Present</b>	<p>Bigelow, Lisa – SUOAF President CCSU Chapter  Benyei, Carrie - CCC Associate Fiscal Administrative Officer  Bispham-Haywood, Sandra - CSCU Director of Contracts  Brodeur, Thomas (Telephonic) - CCSU Purchasing Manager  Callahan, Joanne - CCSU associate in Human Resources  Casamento, Charlene - CCSU Chief Financial Officer  Claffey, George - COSC Chief Information Officer  Creech, Paul - CCC Department Chair - Health Careers &amp; Public Safety  Crowder, Yolanda (Telephonic) - NVCC Payroll Clerk  Dear, Jody - CSCU Associate for Finance and Business Services  DeMezzo, Robert - SCSU Residential Life  Dragan, Kim - NWCC Director of Financial &amp; Administrative Services  Ferrante, Regina - MCC Director of Finance &amp; Administrative Services  Forster, Christopher - CSCU Controller  Frant, Kyle - CSCU Finance Officer  Gibson, Donna (Telephonic) - MCC Operations Coordinator  Ginsberg, Douglas - CSCU Finance Officer  Gorman, Steven - CSCU Project Manager  Jennifer, Gray - ACC Director - Finance and Administrative Services  Hayes, Peggy - NWCC Payroll Officer  Howarth, Jim - ECSU VP for Finance and Administration  Loughran, Sean (Telephonic) - WCSU Associate VP for Finance  McDowell, Jill - GWCC Finance  McGee-Yurof, Carrie - NKCC Director of Finance  Mikaelian, Pamela – CSCU Assoc. Director, Budgets and  Planning Mitta, Tony - TRCC Assistant Director of HR for  Payroll Moriarty, Michael - CFO Charter Oak  O’Neill, Gayle - TRCC Director of Finance &amp; Business Services  Orlomoski, Robin - NWCC Fiscal Administrative Officer  Palen, Lisa - NVCC Director of Finance &amp; Administrative Services  Piotrowski, Rick - CCSU Fiscal Affairs  Pusztay, Melentina - Director - CSCU Budgets and Planning  Raguset, Jared - CCSU Assistant Professor - Economics  Santiago, Madeline - CCC Bursar  Shea-Luzik, Cynthia - SCSU Manager - Procurement Services  Whiting, George - ECSU Payroll Coordinator  Wilcox, D’Lon - CCSU Fiscal Administrative Assistant  Winiarski, Beata - CCC Payroll Officer  Wood, Brian - CCSU Director Accounting  Yiamouyiannis, Carmen - CCC Professor - Science</p>

<b>Advisory Committee</b>	Rooke, Mike (Telephonic) - NWCC President Rozewski, Mark - SCSU Executive VP for Finance & Administration Steiner, Erika - CSCU Chief Financial Officer Whalen, Brenda - CSCU Associate Chief Information Officer
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## Meeting Notes

*The meeting began at 10:00 a.m. in the Board Conference Room in Hartford. Several members attended via phone.*

Each group for Fiscal Affairs Team was formed of volunteers. In addition to charging the Team, the main purpose of this meeting was Q & A.

The Charge to the Fiscal Affairs Team was read aloud (attached).

The following sub-teams were created:

- Budgets & Planning
- Purchasing
- Payroll
- General Accounting/Check Processing
- Contracts and Procurement
- AP/AR, Banner Support, Expense Management, etc.
- CSU Opportunities (this sub team will explore the areas in which the CSUs may share the services)

Each sub-team has a leader and the members assigned according to their stated preference, or through agreement with the leaders. The chart reviewed at the meeting is attached.

The recommendations proposed by the sub-teams will be reviewed by a small advisory team before forwarding recommendations to President Ojakian and his Steering Committee.

Meetings should be scheduled regularly and notes should be taken at each meeting for publication to general public.

Several questions were discussed at the meeting, and many of the sub-teams met following this general session.

**CONNECTICUT STATE COLLEGES & UNIVERSITIES**  
**“STUDENTS FIRST” IMPLEMENTATION TEAMS**  
**FISCAL AFFAIRS – CHARGE TO THE TEAM**  
**May 2017**

**President Ojakian’s Charge to Each Team**

The charge to each team is to identify a sustainable structure for providing these services to the campuses while leveraging and optimizing both human and financial resources.

**Fiscal Affairs Team**

Fiscal Affairs has been subdivided into sub teams. As the responsibilities of Fiscal Affairs is process-driven, the sub teams are according to the processes served:

- Budgets & Planning
- Purchasing
- Payroll
- General Accounting/Check Processing
- Contracts and Procurement
- AP/AR, Banner Support, Expense Management
- CSU Opportunities

The Purchasing and Payroll functions have been identified as system-wide opportunities for shared services. The other functions above are largely in support of the Community Colleges since the colleges are supported by a single Banner system.

The CSU Opportunities sub team will explore areas in which the four CSUs may share services which are not currently reliant on a single Banner system.

The recommendations from these sub teams will be reviewed by a small group put together to determine:

- What can be accomplished with current technology and process constraints
- What technologies are needed for long-term success and to leverage optimal efficiencies
- If they meet the charge set by President Ojakian
- If they mesh with the overall structure and other functional consolidations underway.

Pending this review, recommendations will be forwarded to President Ojakian and his Steering Committee.

**The attached chart shows the members of the sub teams for Fiscal Affairs.**

## **Fiscal Affairs Charge**

Building on the charge put forth by President Ojakian, the Fiscal Affairs sub teams are charged with the following:

- Goal is to create shared service functions that provide excellent service to the Colleges and Universities with service level commitments, utilizing technology where appropriate and providing cost efficiencies.
- Recommendations to be submitted by:
  - July 30 – Preliminary
  - August 31 – Final
- Meetings to be arranged with adequate regularity to support ample deliberation before submittal of recommendations
- Notes to be taken at each meeting for publication to the general public
- Deliverables:
  - Recommended organization structure, including
    - Organization chart
    - Qualifications required, and if appropriate, position description(s)
    - Requirements for special skillsets
    - Which tasks can be performed in a shared services
    - Which tasks must have a local presence
    - Timing of implementation, e.g. colleges and universities may have different levels of readiness due to technology available
  - Recommended work flow under current system constraints, preferably electronic where available
  - Recommended systems, Banner modules or other technology required to achieve optimal work flow efficiencies
  - Geographical Considerations
  - Recommendations for consolidating reporting/reports to avoid duplication of efforts
  - Requirements for RFPs if any
  - Project Plan for Implementation

# Fiscal Affairs Sub Teams

**CFO**  
Erika Steiner

**Planning**  
Melentina Pusztay

**Purchasing**  
Charlene Casamento

**Payroll**  
Jim Howarth

**General**  
Writing, etc.  
Mike Moriarty

**Sourcing**  
Sandra Bispham-Haywood

**Support, Expense Mgmt**  
Chris Forster

**CSU Opportunities**  
Sean Loughran

**SO, Budgets**  
Pam Mikaelian

**TRCC, Purchasing**  
Jim Kelly

**NVCC, Accounting**  
Yolanda Crowder

**TRCC, Finance**  
Gayle O'Neill

**SO, Contracts**  
Sharon Kromas

**NWCC, Finance**  
Kim Dragan

TBD

Jill McDowell

Robin Orlomski

Carmen Yiamouyiannis

Lisa Palen

Doug Ginsberg

CCC  
Paul Creech

**MCC, Finance**  
Regina Ferrante

**Life**  
Rob DeMezzo

**CCC, Payroll**  
Beata Winiarski

Brian Wood

**CCSU, Contracts**  
Rick Piotrowski

**ACC, Finance**  
Jennifer Gray

**NKCC, Finance**  
Carrie McGee-Yurof

**CCSU, Purchasing**  
Tom Brodeur

**CCSU, Payroll**  
D'Lon Wilcox

**WCSU, Contracts**  
Mark Case

**CCC, Bursar**  
Madeline Santiago

Lisa Bigelow

Cynthia Shea-Luzik

Joanne Callahan

**SO, IT Contracts**  
Steve Gorman

**SO, Finance**  
Kyle Frant

**Department**  
Jared Ragusett

**COSC, IT**  
George Claffey

**ECSU, Payroll**  
George Whiting

**CCC, Contract**  
Carrie Benyei

**SO, Finance**  
Jody Dear

**QVCC, Finance**  
Alessandra Lundberg

**MCC, Payroll**  
Donna Gibson

**NWCC, Payroll**  
Margaret Hayes

**TRCC, HR**  
Anthony Mitta

Team Lead

Team Members