

CSCU | Students First

Planning Team	SF-AP/AR/BANNER SUPPORT/EXPENSE MANAGEMENT
Meeting Date	May 24, 2017
Members Present	Chris Forster – Sub Team Lead – CSCU- Controller Paul Creech – CCC – Department Chair Health Careers & Public Safety Jody Dear – CSCU – Associate Director for Business Services Kim Dragan – NWCC – Director of Financial & Administrative Services Kyle Frant – CSCU – Financial Services Jennifer Gray – ASCC – Director of Financial & Administrative Services Madeline Santiago – CCC - Bursar

Meeting Notes

Fiscal Affairs Charge – Team reviewed the Fiscal Affairs charge as presented by Erika Steiner at the kickoff meeting.

- Preliminary Recommendation due 7/30/17 – will be reviewed by a small advisory team
- Final Recommendation due 8/31/17

SF-AP/AR/Banner Support/Expense Management Team – Shall review the following 4 functional areas with the goal of creating shared services across community colleges.

- Accounts Payable
- Accounts Receivable
- Banner Support (to include: training, security, policy, etc.)
- Expense Management (to include: travel processing, professional development, etc.)

Within each of these areas the team will recommend an organizational structure, recommend work flow, recommend systems to achieve optimal work flow, identify geographical considerations, recommend consolidating reporting to eliminate duplication, identify RFPs if needed, create a project plan for implementation.

Meeting Dates -

- June 2, 2017 1pm-3:30pm – SO – 61W – R304
- June 5, 2017 1pm-3:30pm – SO – 61W – R304
- June 9, 2017 1pm-3:30pm – SO – 61W – R304
- TBD

Meeting Plan June 2, 2017 – Discussion of the Expense Management Function is planned.

- Jenn will email Directors of Finance at 12 Community Colleges to collect data on the travel expense process at each institution. This data will be compiled for review at the June 2nd meeting.
- Madeline will reach out to the Bursars/Cashiers at the 12 Community Colleges to begin to collect data on the Accounts Receivable processes. This data will be compiled for discussion at a future team meeting.
- All Team – begin identifying what pieces of information need to be gathered to inform the discussion on each of these functional areas.

Concerns:

- Preliminary Review Process – will recommendations be reviewed and moved forward in an expedient manner.
- Staffing levels and SEBAC agreement may effect ideal plan.
- Software – unknown, overlapping committees, priorities, lead times

Additional Information – Banner 9 Presentation – June 7, 2017 at Central – may be helpful to hear what Banner 9 has to offer.