

# CSCU | Students First

<b>Planning Team</b>	Fiscal Affairs – Contracts & Procurement Sub Team
<b>Meeting Date</b>	June 1, 2017
<b>Members Present</b>	Sandra Bispham-Haywood, Director of Contracts, Procurement and Purchasing Carrie Benyei, CCC Associate Fiscal Administrative Officer Mark Case, WCSU Director of Administrative Services (by telephone) Doug Ginsberg, CSCU Associate for Contract Compliance and Procurement Steve Gorman, CSCU IT Contracts & Compliance Officer Sharon Kromas, CSCU Associate for Contract Compliance and Procurement

## Meeting Notes

During this meeting, discussion centered around the following topics:

- Creation of a weekly meeting schedule
- A new, unified CSCU Procurement Manual (which will be effective July 1, 2017) is complete and ready for distribution to all Institutions. When this manual is effective, all CSCU Institutions as well as the central office will conduct contract and procurement activities using the same guidelines.
- After last week's meeting, a list of contract types were identified and an Excel workbook was created to capture high-level data about the number and types of contracts that are written and managed throughout the system. The group reviewed and modified the spreadsheet, and determined an appropriate timeline for distribution and requested date for return of the data.
- The procurement process flowchart was reviewed and a comparison of the process for revenue generating contracts and no-cost contracts was compared.
- Review of the charge to the group and expected deliverables. While consolidation of community college contract and procurement functions may happen first, communication and coordination between all seventeen institutions will be critical for efficiencies.
  - Which contracting and procurement activities could be successfully consolidated, versus activities that must have a local presence.
  - What might our future organizational chart look like? We will discuss this in detail at our next meeting.

Next meeting: Thursday, June 8, 2017, 9:30am–12:30pm, at 61 Woodland Street in Hartford.