

# CSCU | Students First

<b>Planning Team</b>	Fiscal Affairs – Contracts & Procurement Sub Team
<b>Meeting Date</b>	July 05, 2017
<b>Members Present in Person or via WebEx</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

- Review of June 29<sup>th</sup> meeting notes
- Review of Contracting and Procurement Data Collection : Full Time Equivalent Count
- Debriefing of Team Leaders meeting held on June 29<sup>th</sup>.
- Continued review and discussion of the data collected from the Colleges and Universities for the number of contracts and strategic sourcing per institution and by contract type.
- Continued review and discussion of possible organizational structure using the data compiled.
- Next meeting – July 11<sup>th</sup> continue to discuss possible organizational structure and job descriptions.