

CSCU | Students First

Planning Team	Fiscal Affairs – General Accounting
Meeting Date	May 24, 2017
Members Present	Michael Moriarty – Chief Financial Officer, Charter Oak State College Gayle O’Neil – Director of Finance, Three Rivers Community College Lisa Palen – Director of Finance, Naugatuck Valley Community College Brian Wood – Director of Accounting, Central Connecticut State University

Meeting Notes

Membership of Team & Subject Matter

Team members introduced themselves as not all members had previously worked together. The team reviewed the subject matters that would fall underneath the General Accounting, Check Writing, Etc. construct as follows:

General Accounting	Financial Reporting	Financial Policy & Compliance
Grants	Foundation Support	Debt Service
Check Writing	Fixed Asset Management	

Discussion was held regarding any additional members within the CSCU system that should be included in the process whether due to them volunteering or as a result of that individual being a subject matter expert / key person dependency. Susan Grant, CSCU System Office was identified as she is responsible for certain centralized accounting functions for the Community Colleges which impact all 12 institutions. It was additionally noted that Chris Forster, CSCU Controller would attend the initial team meetings to help advise the team on current operations within the CSCU system office.

Fiscal Affairs Team Charge & Deliverable Dates

The charge set forth by Erika Steiner for those teams working on fiscal affairs is to develop a shared service function providing excellent service to the applicable CSCU stakeholders. Team members discussed the 7/30 and 8/31 deliverable dates set forth by Erika Steiner as being aggressive but timed accordingly given the velocity of the financial difficulties faced by the community college system and the lead time required to implement the plans developed. Some of the deliverables to be submitted by the team include the following:

Organizational Charts w/ Descriptors	Recommended Work Flows
Recommended Systems & Technology	Geographical Considerations
Areas to Consolidate Efforts	Implementation Project Plan

Action Items Prior to Next Meeting

Michael Moriarty –

- Meet with Susan Grant to integrate her role into the team
- Distribute template for team to compile business processes and tasks applicable to each subject matter identified.

Brian Wood

- Setup logistics and send out invitation for the next team meeting. Consider moving to 9:00am start time to allow Chris Forster to be included on invitation.

All members

- Populate the business process and task template and return to Michael by May 31 for aggregation and discussion at the June 1 meeting.

Next Meeting Date & Preliminary Agenda

The next meeting will be held on June 1, 2017 at Central Connecticut State University with the following preliminary agenda:

- 1) Discussion of Team Deliverables
 - a. Order of Events
 - b. Milestone Dates
 - c. Identification of Parties to Consult
- 2) Identification of Shared Service Stakeholders
- 3) Business Process & Task Review
 - a. Revision or Addition to Subject Matter Categories
 - b. Detailed Task Review
 - c. Discussion of Current Efficiencies / Inefficiencies
 - d. Translation of Task Listing into Workflows
- 4) Technology Considerations
- 5) Additional Data Requirements for Team
 - a. Time allocation study of finance personnel
 - b. Others?
- 6) Scheduling of Future Meetings
 - a. Mutual Availability of Team
 - b. Compilation of Meeting Notes & Publication