

CSCU | Students First

Planning Team	Fiscal Affairs – Purchasing Team
Meeting Date	Friday - July 10, 2017
Members Present	<p>Via phone: Boriss, Esther – WCSU Associate Director of Administrative Services Orloski, Robin - NWCC Fiscal Administrative Officer</p> <p>In person: Casamento, Charlene - CCSU Chief Financial Officer Kelly, Jim - TRCC Fiscal Administrative Officer Lundberg, Alessandra - QVCC Director of Finance & Administrative Svc. Shea-Luzik, Cynthia - SCSU Manager – Procurement Services Tom Brodeur, CCSU Purchasing Manager</p>

Meeting Notes

1. **Approval of minutes** – Minutes from the June 21, 2017 and the June 27, 2017 meeting were approved by the group.
2. **Position Description** – The group made changes to the Director of Purchasing position. Some duties of the contracting functions were added, as there is some overlap in the procurement area. Recommended certifications, (such as Project Management and CPM), were added to the job description.
3. **Scope tasks Performed** – Shared service vs. local presence (high touch vs low touch). Alessandra and Esther gathered information on purchasing functions at the community colleges and universities. A lengthy discussion took place on the results of their findings. Some highlights: For areas where Shared Services were just about unanimous among the colleges and universities were
 - a. Sourcing Determination: – utilizing Contracts, DAS, Consortiums and or bidding determination
 - b. Vendor Setup - request for W-9, SP26 forms, ACH forms.
 - c. PCard – Issuance, policies, etc. (**note**: At the Universities this was divided between shared and local services).
 - d. Reporting – Training in PCard and Purchasing.

For areas where Local Services were close to unanimous dealt with the determination that an item needed to requisition/Assessment of Need and generation of the Purchase Requisition.

It was quite interesting to note that for many of the purchasing functions from on-line requisitioning, checking budget, coding, approvals, creation and other miscellaneous functions the results were mixed and often split. There were quite a few categories where both Local and Shared Service were checked.

Some of the takeaways:

- The realization that approvals are different at all 17 institutions and that the approval function should belong at/with specific identified authority levels.

The group agrees that we should all have on-line requisitions.

4. **What data do we need?** – Realization that what rolls out for the community colleges may not be the same at the state universities. Currently, different needs and scopes exist at each and the future will look different. There are different views on implementation and who should start and when.

Jaggaer 6/29/17 Response – Reviewed Jaggaer handout of Project Roles and Responsibilities. Charlene will follow up to seek clarification on how multiple business units/ERPS impact an implementation.

In advance of our meeting on 7/21/2-17, the group should review the Jaggaer Implementation Overview (15 pages long).

5. **UCONN Meeting** – The group came up with a list of questions to send to Matthew Larson, Director of Procurement Services at UConn, for our 7/17/17 meeting to discuss the Jaggaer solution.

6. **Future Meetings** – The committee reviewed future upcoming meetings and decided it would be a good idea to extend the length of our meeting.

- 7/14/17 8:30 – 1:00
- 7/17/17 9:00 – 1:00 (UConn Meeting 12:00 to 1:00)
- 7/21/17 9:00 – 2:00 bring lunch
- 7/28/17 9:00 – 2:00 bring lunch
- 8/4/17 9:30 – 12:30
- 8/14/17 Cancelled
- 8/18/17 9:00 – 2:00 bring lunch
- 8/23/17 9:00 – 1:00 bring lunch
- 8/30/17 9:00 – 12:00
- 9/8/17 10:00 – 2:00 bring lunch
- 9/15/17 9:00 – 12:00 tentative

7. **Other** –

- Briefly discussed the Community College Banner Report FWRXA19 that provides expenditure information by Vendor. Alessandra will run that report for the System.
- PCard discussion – Kyle Frant and Rose Harrington will be invited to a discussion in August.