

CSCU | Students First

Planning Team	Fiscal Affairs – Purchasing Team
Meeting Date	Friday - August 4, 2017
Members Present	<p><u>Phone</u>: Boriss, Esther – WCSU Associate Director of Administrative Services</p> <p>Casamento, Charlene - CCSU Chief Financial Officer Claffey, George - COSC Chief Information Officer Kelly, Jim - TRCC Fiscal Administrative Officer Lundberg, Alessandra - QVCC Director of Finance & Administrative Svc. Orlomoski, Robin - NWCC Fiscal Administrative Officer Shea-Luzik, Cynthia - SCSU Manager – Procurement Services Tom Brodeur, CCSU Purchasing Manager Kyle Frant, SO Finance Officer Rose Harrington, CCSU Associate Director of Business Services</p>

Meeting Notes

1. PCARD

Kyle Frant and Rose Harrington joined the Purchasing sub-group to discuss opportunities for efficiency with PCard purchases. The Community College PCard Policy was distributed to the group and discussed it. It was noted that each CSU institution has their own PCard policy. The team agreed to recommend a single policy for the CSCU recognizing that there may need to be some variance in the limits by size of institution. Examples of differences include:

Spending per transaction limits currently vary across the System, however, the group agrees that PCard limits should be increased.

The Reconciliations and individual audits are handled one way at the CCC's and very differently at the CSU's.

The process for posting credit card transactions to the Banner Operating Ledger are the same for the Community Colleges.

Central has had an automated general ledger process which was established with assistance from JPMORGAN and CCSU Accounting Team. The use of a

Mapper process to post expenditures to the GL has resulted in significant time savings. Central's automated process consists of mapping the PCARD expenditures by mapping MCCs (Merchant Category Code) to a specific GL account code so that it can be uploaded to Banner in an automated fashion. This promotes consistency and eliminates the potential for manual error. Any Coding changes can be made either prior to uploading or after the expenditures have been posted to Banner. Note: As CSCU moves to a Common Chart of Accounts, the mapping will need to be modified by CCSU but then presents an opportunity to leverage the mapper automation across the system.

All in attendance understood that PCard purchases using Bond funds is prohibited.

Next Steps

The team agreed to prepare a matrix to contrast the community colleges, which have a single policy, versus each of the 4 CSUs, which have different policies. Kyle volunteered to populate the community college template, and then Alessandra will circulate to each of the community colleges to see if there are any operational differences, which need to be noted. The resultant materials will be reviewed at the next meeting scheduled for 8/18/17.

2. Vendor Maintenance

- a. As some duplicate vendors exist in the Vendor Maintenance files for both the CCC's and CSU's, it would be helpful to have consistent naming conventions going forward and setting up new vendors.
- b. The question arose as to whether the CCC's and CSU's could use the same vendor file, with some assistance from Information Technology to feed the file to each of the Banner Instances rather than separately maintain them.

Next Steps

Jim and Kyle will work together to come up with a proposed naming standardization for the next meeting, scheduled on 8/18/17.

3. ROI Data Set - Update on CSCU spend by vendor from George

- a. Two worksheets have been created (one for the community colleges and one for the universities) with Vendor name and amount.
- b. Three columns were added for the group to identify whether vendors were on State Contract, Not on State Contract, no contract, and/or not applicable.
- c. The worksheets were put on One Drive so that we can all access the worksheets.
- d. Each of us will go through our respective worksheets to move the FY17 spend amounts into one of the identified columns.

4. Presentation Feedback

Charlene has received mostly positive feedback on the Purchasing presentation. CFO Steiner had expressed a concern about devoting time to implementing on-line Requisitioning as an interim solution.

Next Steps

Review written feedback from the committee at the 8/18/17 meeting.

5. Spend Analytics in Jaggaer Solution

Next Steps:

Jim volunteered to evaluate the reporting functionality which comes standard with the P to P Solution versus that which would be available via the Spending Analytics Module.

6. ESM

The group discussed on whether or not to invite ESM to provide a demonstration. In the end, it was decided that ESM would be invited and those who were invited to the Jaggaer demo would be invited to ESM.

7. Jaggaer Technical Meeting

Next meeting is a Jaggaer technical meeting with Jaggaer and Brenda Whalen scheduled for August 15, 2017. This is an optional meeting for the team.