

**MEETING OF THE
PURCHASING AND CONTRACTS WORKING GROUP**

Board of Regents for Higher Education
July 22, 2016, at 10:00 a.m.
39 Woodland Street, Hartford CT

Minutes

MEMBERS PRESENT

Stephen Adair
Sandra Bispham-Haywood
Christopher Forster
Gena Glickman
Edward Klonoski
Erika Steiner

The meeting was called to order on Friday, July 22, 2016 at 10:08 a.m.

Goals and Scope of Work

The attached Agenda for the July 22, 2016 was presented to all Committee Members.

Erika Steiner stated that it's a State law to consolidate the purchasing process for the system at the central office which will expedite the purchasing process and provide budget savings as well as quality of purchases and time to delivery. Erika Steiner added that considering budget reductions, this purchasing process will alleviate the stress of routine activities and free up some time for more critical projects. The goal of the project is not to eliminate positions. Once established, the shared services would enter into service level agreements with each institutions, warranting the level of service that is agreeable to all parties. The process will be managed by utilizing LEAN-CT tool and will include representatives from the institutions (the preferred number of the participants is limited to eight).

The team led by Chris Forster and Sandra Bispham-Haywood will value stream the current state in two groups: one for the Colleges and Charter Oak, and one the four Universities. The two groups will then come together and map a future state for CSCU. The teams will comprise of those employees who are most familiar with the purchasing processes and system requirements.

It was determined that the Community Colleges will be the focus of Phase I of the project: Colleges will be enabling cross communication (using Banner) and processing from a shared service and the Universities and Charter Oak will be brought in under a Phase II.

Erika Steiner and Edward Klonoski agreed to meet with the Purchasing Committee at the Procurement Meeting scheduled for July 27, 2016. The group will be given the overview of

the project as well as asked to identify the best time for them and their peers to designate one week. Erika Steiner will discuss the project with the Community College Presidents on Monday, July 25, 2016. CSU Presidents will be notified of the project separately. Stephen Adair will identify faculty staff members who have LEAN training or who are LEAN instructors and will be able to help facilitate the value stream mapping. In addition to above, Chris Forster will contact Fred Shamburg of Leanovations to determine if OPM has funding available for his support of CSCU's project. Pending the Procurement Meeting on July 27, 2016, Chris Forster and Sandra Bispham-Haywood will determine a timeframe for the LEAN event.

The following items were action items to be followed up at next meeting:

1. Discuss upcoming process at the next President's meeting. Ensure CSU Presidents are also present.
2. Ed and Erika to charge the Purchasing Group at Sandra's upcoming Purchasing Conference
3. Chris to provide briefing to same group on LEAN and Value Streaming and solicit volunteers.
4. Chris/Sandra to discuss the appropriate timing for LEAN event with group.
5. Chris to draft charter and discuss with OPM potential use of Fred Shamburg to facilitate event(s).
6. Stephen to determine if we can identify faculty facilitators for LEAN.

The Purchasing Committee Meeting will meet again the third week of August.

With no other business to discuss, the meeting was adjourned at 11:15 a.m.