

**Purchasing Working Group
Meeting Report & Minutes
August 18, 2016**

The Purchasing Working Group met on August 18, 2016, following the attached agenda.

Present at the meeting were:

Stephen Adair
T. J. Barber
Sandra Bispham-Haywood
Chris Forster
Gena Glickman
Ed Klonoski
Erika Steiner

The following summarizes the discussion:

- Ed briefed the Presidents concerning this project and activities to date on August 1. There were no questions or concerns raised.
- Chris provided a briefing on his discussion with Bob Emiliani.
 - Bob was identified by Stephen as a strong faculty support in Lean activities – he is well trained, educated, involved and published in the area.
 - Chris spoke with Emiliani, who indicated he cannot devote a full week to facilitate but would be happy to advise the group.
 - Bob has manufacturing industry experience running Lean events in procurement.
 - We are trying to identify an appropriate time; Working Group members will be invited.
- Chris spoke with OPM regarding the use of Fred Shamburg for our event
 - Fred is the State’s “sensei” in Lean and has been the key leader in numerous agency events resulting in significant process improvements; he is from Leanovations.
 - OPM believes he would charge \$12,000 for the week, which would include multiple Lean simultaneous value streams.
 - The Group members believe that this is a fair charge (Fred is on Government contract) and since our faculty expert is unavailable that we should bring Fred in to the vent.
 - Erika will fund it out of System Office Finance.
- Sandra recapped the system-wide meeting held with the Purchasing staff from all of the institutions
 - Ed and Erika charged the staff with respect to the Purchasing Working Group.
 - We emphasized that this is a one-week commitment during which time they would essentially be sequestered.
 - Sandra solicited timing and asked for volunteers to be identified by August 19.
- Sandra brought a list of volunteers to-date and will remind the Purchasing staffs (and copy to supervisors) that we still have room for volunteers for the event.

- The Purchasing professionals identified October as the best time to hold the Lean event.
- Chris also spoke with Alison Fisher from OPM who offered to put together a ½ day training for the team at the onset of the Lean week.
- Chris and Sandra will identify space in a central location; currently we expect Manchester to be the most likely choice which T. J. and Gena agreed could be worked out.
- Chris reviewed a draft charter, and the group discussed the need to define contracting more narrowly as it relates to this project.
 - The Contracts teams are simultaneously working on streamlining that process
 - This would be too broad for the activities completed for the Purchasing Working Group.
 - The Charter will be refined, along with input expected from Bob Emiliani, and re-circulated to the group prior to finalizing.

This committee will reconvene in the middle of September.

**Purchasing Working Group
Agenda
August 18, 2016**

Items for Follow up from July 22 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.

New Items:

1. Chris update of discussions with Bob Emiliani
2. Should we proceed with Fred Shamburg? Cost estimate
3. Sandra to update Purchasing meeting
4. Review Volunteer list for LEAN event
5. Review draft Charter

Other Matters?