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<th>Planning Team</th>
<th>FISCAL AFFAIRS – ALL SUB-GROUPS</th>
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<td><strong>Meeting Date</strong></td>
<td>May 24, 2017</td>
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| **Members Present** | Bigelow, Lisa – SUOAF President CCSU Chapter  
Benyei, Carrie - CCC Associate Fiscal Administrative Officer  
Bispham-Haywood, Sandra - CSCU Director of Contracts  
Brodeur, Thomas (Telephonic) - CCSU Purchasing Manager  
Callahan, Joanne - CCSU associate in Human Resources  
Casamento, Charlene - CCSU Chief Financial Officer  
Claffey, George - COSC Chief Information Officer  
Creech, Paul - CCC Department Chair - Health Careers & Public Safety  
Crowder, Yolanda (Telephonic) - NVCC Payroll Clerk  
Dear, Jody - CSCU Associate for Finance and Business Services  
DeMezzo, Robert - SCSU Residential Life  
Dragan, Kim - NWCC Director of Financial & Administrative Services  
Ferrante, Regina - MCC Director of Finance & Administrative Services  
Forster, Christopher - CSCU Controller  
Frant, Kyle - CSCU Finance Officer  
Gibson, Donna (Telephonic) - MCC Operations Coordinator  
Ginsberg, Douglas - CSCU Finance Officer  
Gorman, Steven - CSCU Project Manager  
Jennifer, Gray - ACC Director - Finance and Administrative Services  
Hayes, Peggy - NWCC Payroll Officer  
Howarth, Jim - ECSU VP for Finance and Administration  
Loughran, Sean (Telephonic) - WCSU Associate VP for Finance  
McDowell, Jill - GWCC Finance  
McGee-Yurof, Carrie - NKCC Director of Finance  
Mikaelian, Pamela – CSCU Assoc. Director, Budgets and Planning  
Mitta, Tony - TRCC Assistant Director of HR for Payroll  
Moriarty, Michael - CFO Charter Oak  
O’Neill, Gayle - TRCC Director of Finance & Business Services  
Orlomoski, Robin - NWCC Fiscal Administrative Officer  
Palien, Lisa - NVCC Director of Finance & Administrative Services  
Piotrowski, Rick - CCSU Fiscal Affairs  
Puszstay, Melentina - Director - CSCU Budgets and Planning  
Ragusett, Jared - CCSU Assistant Professor - Economics  
Sanchez, Madeline - CCC Bursar  
Shea-Luzik, Cynthia - SCSU Manager - Procurement Services  
Whiting, George - ECSU Payroll Coordinator  
Wilcox, D’Lon - CCSU Fiscal Administrative Assistant  
Winiarski, Beata - CCC Payroll Officer  
Wood, Brian - CCSU Director Accounting  
Yiamouyiannis, Carmen - CCC Professor - Science |
Meeting Notes

The meeting began at 10:00 a.m. in the Board Conference Room in Hartford. Several members attended via phone.

Each group for Fiscal Affairs Team was formed of volunteers. In addition to charging the Team, the main purpose of this meeting was Q & A.

The Charge to the Fiscal Affairs Team was read aloud (attached).

The following sub-teams were created:

- Budgets & Planning
- Purchasing
- Payroll
- General Accounting/Check Processing
- Contracts and Procurement
- AP/AR, Banner Support, Expense Management, etc.
- CSU Opportunities (this sub team will explore the areas in which the CSUs may share the services)

Each sub-team has a leader and the members assigned according to their stated preference, or through agreement with the leaders. The chart reviewed at the meeting is attached.

The recommendations proposed by the sub-teams will be reviewed by a small advisory team before forwarding recommendations to President Ojakian and his Steering Committee.

Meetings should be scheduled regularly and notes should be taken at each meeting for publication to general public.

Several questions were discussed at the meeting, and many of the sub-teams met following this general session.
President Ojakian’s Charge to Each Team

The charge to each team is to identify a sustainable structure for providing these services to the campuses while leveraging and optimizing both human and financial resources.

Fiscal Affairs Team

Fiscal Affairs has been subdivided into sub teams. As the responsibilities of Fiscal Affairs is process-driven, the sub teams are according to the processes served:

- Budgets & Planning
- Purchasing
- Payroll
- General Accounting/Check Processing
- Contracts and Procurement
- AP/AR, Banner Support, Expense Management
- CSU Opportunities

The Purchasing and Payroll functions have been identified as system-wide opportunities for shared services. The other functions above are largely in support of the Community Colleges since the colleges are supported by a single Banner system.

The CSU Opportunities sub team will explore areas in which the four CSUs may share services which are not currently reliant on a single Banner system.

The recommendations from these sub teams will be reviewed by a small group put together to determine:
- What can be accomplished with current technology and process constraints
- What technologies are needed for long-term success and to leverage optimal efficiencies
- If they meet the charge set by President Ojakian
- If they mesh with the overall structure and other functional consolidations underway.

Pending this review, recommendations will be forwarded to President Ojakian and his Steering Committee.

The attached chart shows the members of the sub teams for Fiscal Affairs.
Fiscal Affairs Charge

Building on the charge put forth by President Ojakian, the Fiscal Affairs sub teams are charged with the following:

- Goal is to create shared service functions that provide excellent service to the Colleges and Universities with service level commitments, utilizing technology where appropriate and providing cost efficiencies.
- Recommendations to be submitted by:
  - July 30 – Preliminary
  - August 31 – Final
- Meetings to be arranged with adequate regularity to support ample deliberation before submittal of recommendations
- Notes to be taken at each meeting for publication to the general public
- Deliverables:
  - Recommended organization structure, including
    - Organization chart
    - Qualifications required, and if appropriate, position description(s)
    - Requirements for special skillsets
    - Which tasks can be performed in a shared services
    - Which tasks must have a local presence
    - Timing of implementation, e.g. colleges and universities may have different levels of readiness due to technology available
  - Recommended work flow under current system constraints, preferably electronic where available
  - Recommended systems, Banner modules or other technology required to achieve optimal work flow efficiencies
  - Geographical Considerations
  - Recommendations for consolidating reporting/reports to avoid duplication of efforts
  - Requirements for RFPs if any
  - Project Plan for Implementation