

# CSCU | Students First

<b>Planning Team</b>	Fiscal Affairs – Contracts & Sourcing Sub Team
<b>Meeting Date</b>	May 24, 2017
<b>Members Present</b>	Sandra Bispham-Haywood, Director of Contracts, Procurement and Purchasing Carrie Benyei, CCC Associate Fiscal Administrative Officer Mark Case, WCSU Director of Administrative Services (by telephone) Doug Ginsberg, CSCU Associate for Contract Compliance and Procurement Steve Gorman, CSCU IT Contracts & Compliance Officer Sharon Kromas, CSCU Associate for Contract Compliance and Procurement Rick Piotrowski, CSCU Manager of Contract Compliance and Procurement Services

## Meeting Notes

**Charge:** Identify a sustainable structure for providing services to the campuses while leveraging and optimizing both human and financial resources.

During this first meeting, the team reviewed deliverables and identified a note-taker. All committee members were present either in person or by telephone. Discussion centered around the following topics:

- Current sourcing and contracting structure, and variations at different institutions.
- Strategic sourcing differs from transactional purchasing. A draft sourcing flowchart was reviewed, and the need for additional flowcharts for alternate processes was identified.
- Review of the many types of contracts that the system enters into on a regular basis, how these contracts are handled and by how many different people or offices. Contracts unique to each institution must be identified.
- There is currently no system-wide, single repository for sourcing and contract information that is easily accessible and easy to use. The need for a procurement electronic system is critical in creating efficiencies for a consolidated system-wide sourcing and contracting functions.
- Contract compliance is a critical responsibility. Proactive vendor performance should be built into our new structure for quality, cost, and best value for our students.

Meeting Dates: The committee's second meeting will take place on Thursday, June 1, 2017 in Hartford. A future meeting schedule will be established at that time.