Planning Team | Fiscal Affairs – Contracts & Sourcing Sub Team
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Meeting Date | May 24, 2017
Members Present | 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.