

CSCU | Students First

Planning Team	Fiscal Affairs – Contracts & Procurement Sub Team
Meeting Date	June 8, 2017
Members Present in Person or via WebEx	<p>Sandra Bispham-Haywood, Director of Contracts, Procurement and Purchasing</p> <p>Carrie Benyei, CCC Associate Fiscal Administrative Officer</p> <p>Mark Case, WCSU Director of Administrative Services (by telephone)</p> <p>Doug Ginsberg, CSCU Associate for Contract Compliance and Procurement</p> <p>Steve Gorman, CSCU IT Contracts & Compliance Officer</p> <p>Sharon Kromas, CSCU Associate for Contract Compliance and Procurement</p> <p>Rick Piotrowski, CSCU Manager of Contract Compliance and Procurement Services</p>

Meeting Notes

- After a review of tentative meeting dates and times, a meeting schedule was finalized, and meeting times were extended by one hour.

Wednesday, May 24, 2017	11:00am – 12:00pm	Room 313Y
Thursday, June 1, 2017	10:00am - 12:00pm	Room 304
Thursday, June 8, 2017	9:30am – 12:30pm	Room 304
Thursday, June 15, 2017	9:30am – 12:30pm	Room 207
Friday, June 16, 2017	9:00am – 12:00pm	Charter Oak State College
Tuesday, June 20, 2017	9:30am – 12:30pm	Room 304
Thursday, June 22, 2017	9:30am – 12:30pm	Room 304
Tuesday, June 27, 2017	9:30am – 12:30pm	Room 304
Thursday, June 29, 2017	9:30am – 12:30pm	Room 304
Wednesday, July 5, 2017	9:30am – 12:30pm	Room 304
Tuesday, July 11, 2017	9:30am – 12:30pm	Room 304
Friday, July 14, 2017	9:30am – 12:30pm	Room 304
Tuesday, July 18, 2017	9:30am – 12:30pm	Room 304
Thursday, July 20, 2017	9:30am – 12:30pm	Room 304
Wednesday, July 26, 2017	9:30am – 12:30pm	Room 304
Wednesday, August 2, 2017	9:30am – 12:30pm	Room 304
Thursday, August 10, 2017	9:30am – 12:30pm	Room 304
Wednesday, August 16, 2017	9:30am – 12:30pm	Room 304
Thursday, August 24, 2017	9:30am – 12:30pm	Room 304
Thursday, August 31, 2017	9:30am – 12:30pm	Room 304

- The group was reminded that we have been invited to attend a procurement / purchasing software demonstration at Charter Oak State College on Friday June 16th, hosted by the Purchasing sub-team. The various subject modules that may be available and the possible benefits of each were discussed.
- Update on the Data Request sent to all institutions: Reports are due back to the system office June 14th.
- Possible organizational structure options were reviewed and discussed.