

# CSCU | Students First

<b>Planning Team</b>	Fiscal Affairs – General Accounting
<b>Meeting Date</b>	June 13, 2017
<b>Members Present</b>	Michael Moriarty – Chief Financial Officer, Charter Oak State College Gayle O’Neill – Director of Finance, Three Rivers Community College Lisa Palen – Director of Finance, Naugatuck Valley Community College Brian Wood – Director of Accounting, Central Connecticut State University

## Meeting Notes

The committee reviewed the action list. The committee is waiting for the Directors of Finance (DOF) financial function time allocation spreadsheet to be released. Once released, Gayle will merge the data with the assigned workflow information.

The committee reviewed the assigned workflow areas and due to some changes adjusted the assignments. Susan Grant was invited to participate as an associate committee member but due to her increased workload she will not be able to. Also, debt service being primarily handled at the System Office will be assigned to Mike.

To assist in the creation of these workflows and to add to the knowledge base, it was brought up that CCC subject matter experts should be utilized to aid in the creation of the workflows.

The following subject matter experts have been suggested for the following workflow areas

- General Accounting – Susan Grant
- Grants – Lesley Mara
- Foundations – Carrie McGee-Yurof
- Debt service – Nancy Covey
- Check writing – Kyle Frant
- Fixed Assets – Liz Hayes

Due to the variability of job assignments throughout the system, the populating of the workflows should utilize standardized position descriptions.

Organization charts should be reversed engineered from the task lists.

- Ensure appropriate check and balance for each function
- Consider skill set needed versus the position title
- Also need to consider volume and job satisfaction

Task list:

1. Recommend workflows from the task lists
2. Geographical locations which consider capacity and regions
3. Organizational chart with descriptions
4. Project plan

Action list:

1. Marry DOF time allocation spreadsheet information (available 6/16/17) to a task list  
Determine what functions must be kept at each campus
2. Workflow template – Mike
3. Identify subject experts – All
4. Team lead meeting – discuss standardized workflow template – Mike
5. Brainstorm assigned workflow area
  - General Accounting – Gayle
  - Policy and Compliance – Mike
  - Grants and Foundations – Lisa
  - Check writing – Brian
  - Debt service – Mike  
May also consider giving this to Sean Longhran to review (Pull out or layer back to Universities)
  - Financial Aid – Mike
  - Financial Reporting – All
6. Continue to think about final deliverable – possible booklet format - All

Respectfully submitted,  
Brian Wood