

CSCU – Students First

Planning Team	Payroll
Meeting Date	August 17, 2017
Members Present	Jim Howarth – Sub Team Lead – ECSU – VP for Finance and Administration Beata Winiarski – CCC Assistant Director of HR/Payroll Carmen Yiamouyiannis – CCC Professor - Science D’Lon Wilcox – CCSU Fiscal Administrative Assistant Joanne Callahan – CCSU Assistant Director of Human Resources George Whiting - ECSU Payroll Coordinator Donna Gibson – MCC Operations Coordinator Peggy Hayes – NWCC Payroll Officer Yolanda Crowder – NVCC Payroll Clerk
Member Absent	Anthony Mitta – TRCC Assistant Director of Human Resources for Payroll and Contract Administration

Meeting Notes:

Erika Steiner, Chief Financial Officer joined us for the first half of the meeting. She first thanked George for presenting the Payroll Team’s preliminary findings in Jim’s absence. She commented that recommendations made in the narrative Preliminary Payroll Team Report would have informed those in attendance/on the phone of our recommendations had they been included in the PowerPoint presentation.

Erika encouraged a meeting between the Payroll Team and Steve Weinberger, VP for Human Resources and indicated she also would attend. As Erika noted, to be in sync with Human Resources is a must! She also stated that with 17 systems and possibly 17 different processing methods, more consistency is needed.

Discussion items included:

- Whether a second team—a separate task force for student workers—might be in order.
- Final report should include who will/ how to train on self-service--expertise internally or CORE-CT team?
- KRONOS and the possibility that the CSCU system could be in the first wave of implementation, recognizing that CORE standardization must be first.
- Preliminary report was more general; the Final must be a detailed list for HR.
- Who to hold responsible for implementing changes once we disband? Perhaps a system-wide Payroll designee who will be held responsible for completion of action items must be made.
- Community College reorganization – one college for NEASC accreditation; many areas are being looked at.
 - College for accreditation must have: President; Provost, Chief Financial Officer.
 - Payroll and Purchasing shared services
- HR staff expected to stay where they are with experts in certain areas.
- It all starts with Human Resources then other pieces come into play. HR first; Payroll second.

- Policies addressing items such as attendance, reporting adjunct faculty time out, student workers out sick, etc. are needed.

Next step:

Meeting with Steve Weinberger and/or Michael Lopez, Director of HR Administration to discuss HR's/Payroll's recommendations, the challenges, and what HR must do before Payroll can do its piece.

The next meeting will be held on Thursday, August 24, 2017 beginning at 9:00 a.m.