

<b>Planning Team</b>	Budget and Planning Group
<b>Meeting Date</b>	May 31, 2017 – from 9:00 a.m. to 1:00 p.m.
<b>Members Present</b>	<p>Regina Ferrante, Director of Finance Manchester CC</p> <p>Jill McDowell, Director of Finance Gateway CC</p> <p>Pam Mikaelian, Associate Director of Budget &amp; Planning SO</p> <p>Carrie McGee-Yurof, Director of Finance Norwalk CC (phone)</p> <p>Melentina Pusztay, Director of Budget &amp; Planning SO</p> <p>Jared Ragusett, Ph.D., Assistant Professor of Economics CCSU</p>

## Meeting Notes

Budget and Planning Team Charge: During our meeting, discussion ensued on all other responsibilities of the Finance Department other than budget and budget management, purchasing, accounts payable, and bursar (please see attached 1<sup>st</sup> draft). Since 80% of CSCU expenditures are people-related, managing personnel and fringe costs centrally is imperative to sound budgetary practices under a consolidated college model. Currently, there is no functionality in Banner to encumber employment contracts, making it difficult to budget and forecast personnel expenses. Therefore, the group recommended the position control function to be under Budget Department.

In addition, the group suggested exploring UCONN's budgeting process and learning how it meets the demands at each campus. Two members of the Budget & Planning group will schedule a meeting with a staff member from the Budget Department at UCONN.

The team started to look at what the structure could be going forward and discussed the possibility of having one budget manager overseeing three colleges. Currently, the team believes an HR presence is required at each college, position management software may be

required and there is a need to work with Human Resources to fix the coding of positions reflecting the new structure. An HR representative will attend our next meeting to discuss current issues with job codes and position data.

The team will meet weekly during the month of June to meet the preliminary recommendations due July 30, 2017.