

CSCU | Students First

Planning Team	Fiscal Affairs – Purchasing Team
Meeting Date	Friday - June 1, 2017
Members Present	Brodeur, Tom - CCSU Purchasing Manager Casamento, Charlene - CCSU Chief Financial Officer Claffey, George - COSC Chief Information Officer Forster, Chris - System Office Controller Kelly, Jim - TRCC Fiscal Administrative Officer Lundberg, Alessandra - QVCC Director of Finance & Administrative Svc. Orlomoski, Robin - NWCC Fiscal Administrative Officer Shea-Luzik, Cynthia - SCSU Manager – Procurement Services Steiner, Erika - CSCU Chief Financial Officer

Meeting Notes

1. **Identify Note Taker Volunteer** – Alessandra Lundberg volunteered to take notes for the meeting.
2. **Review Lean Team Efforts** – Chris walked the group through the week long LEAN Project and talked about the methodology behind LEAN and the recognition to look at areas to streamline in the areas of Purchasing (under \$10K), Contracting (over \$10K) and Capital Funding.

From the Purchasing LEAN presentation, the timeline from requisition to final PO, was reviewed, pointing out that there are numerous steps, what the group found to be value added, no value and what was required.

Alessandra volunteered to put a flow chart together from the workflow chart of the LEAN presentation to lay out the various steps from requisition to PO.

Takeaways from the LEAN week long exercise: fewer approvals, standardization, electronic signatures, empowering the requestor, and one system.

Chris pointed out what was identified as a good state and great state from the Purchasing LEAN week and what it takes to get there. Erika recommended that the group evaluate LEAN recommendations as they may still be good recommendations that can be incorporated into our own plan/recommendation.

The LEAN event did not look at or discuss the processes in terms of a consolidated system.

- 3. Discuss Purchasing Sub team Charge and Deliverables – Charge to the Team** – Erika reviewed President Ojakian’s Charge to the Team which was e-mailed to the committee members and handed out at the meeting. Ultimately, our charge will be to identify specific functions that can possibly be consolidated or regionalized through shared services. It was also discussed that the approach could be phased, given the importance of addressing immediate 07/01/18 Community College needs and potential Banner limits of CSUs.

In discussing shared services, it was mentioned that we can consider geographical or co-locations for personnel.

- 4. Software Demo** – There will be a conference call with SciQuest/Jaggaer, to discuss scope of demo, scheduled for next week and a software Demo on 6/16/17.
- 5. Learn from Others** – The group will be reaching out to SUNY, UCONN and UCONN Health Center to gather information on their experience with SciQuest. We would like to have a meeting with UCONN or UCONN Health Center to review and discuss the software.

One key potential advantage of SciQuest is that if everyone buys from the same contract, it may allow the System to take advantage of volume rebates.

Erika asked the group to come up with a Position Description for a Director of Purchasing. Over the next week, everyone will do research on similar position titles to assist in development of a proposed job specification to facilitate a recommendation to CFO Steiner. The position description will be on the 06/09 meeting agenda where the group will go over what was gathered.

- 6. What data do we have/need?** – CFO Steiner acknowledged we may have to treat the Community Colleges differently than the Universities.

The updated Procurement Manual has been signed by President Ojakian, and has since been circulated. We will have the ability to make recommendations to the Manual, if they are needed.

Jim Kelly passed out a review of Three Rivers purchases sorted by what was on contract, BOR, consortium or no contracts. Jim Kelly is going to provide the recipe so we could gather similar information.

The group discussed PCard Management and purchases. It was determined that PCard Management needs to be part of a bigger discussion.

We also discussed the future of CHRO Set-Aside goals. Will the CCC's now have 1 goal? CFO Steiner was going to follow up on this.

There were discussions on encumbrances, Out-of-State tax certifications, purchasing thresholds and Banner Cloud. With Banner moving to the cloud, it was mentioned that customization would not work. Western has had some customization changes and it was learned that not all business processes were needed and other processes could be redesigned.

The lift (move to the cloud) will be invisible to the user community. At some point, Banner will be upgraded to Banner 9.0 and a new Chart of Accounts is supposed to be put into place for 7/1/18.

- 7. Housekeeping** – Since we are losing one member of the team (Rob DeMezzo, SCSU) we solicited names from the group for a new member. Esther Borris, from Western was nominated. (*Esther has accepted our invitation at the time of this writing*).

We discussed putting a template together of what (who) is needed at the colleges as we consider a consolidation of purchasing/contracting services. The first year will be a development stage, with minimal movement of personnel, but over the long term, services for the colleges will be centralized.

- 8. Finalize Meeting Schedule through August** – Meeting dates were discussed through the end of August. Charlene will send out invitations to everyone on the committee. Locations, if not known immediately, will be sent out to the group afterwards.

9. For our next meeting:

- Discuss potential scope for shared service vs local presence (high touch vs commodity)
- To facilitate finalizing job description for Director of Purchasing, each committee to research various job postings for similar positions.

Respectfully Submitted,

Alessandra Lundberg, QVCC Director of Finance & Administrative Services.