CSCU | **Students First**

Planning Team	Fiscal Affairs – Purchasing Team
Meeting Date	Friday - June 9, 2017
Members Present	Boriss, Esther – WCSU Associate Director of Administrative Services Casamento, Charlene - CCSU Chief Financial Officer Claffey, George - COSC Chief Information Officer 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

Meeting Notes

1. *Team Composition* – Discussed the need for another team member. Charlene has since followed up with Kyle Frant and at this point, he will be able to assist on an as needed basis.

2. *Position Descriptions* –

   Purchasing Director: The Team agreed that under any organizational structure, a Purchasing Director would be needed to manage a repository and therefore, agreed to proceed with preparing a job description.

   Team members had circulated position descriptions during the past week. Cynthia volunteered to review them and draft a job specification for consideration.

   Information Technology Position: The Team also agreed that a resource will likely be needed because a repository will require technical support similar to what other solutions such as Yale and UCONN. George Claffey volunteered to draft a job specification for consideration. George will also discuss the Sci-Quest solution as it relates to Banner integration with a colleague at Yale.

3. *Scope tasks Performed* – Shared service vs. local presence (high touch vs low touch).

   Alessandra and Esther volunteered to draft something to get the conversation started.

4. *What data do we need?* – The recent request of the System Office to the Community Colleges was reviewed. The Team agreed that prior to our Team making a request for

data, a better understanding of what an automated solution might look like was needed and all of the data requests needed to be reviewed.

Jim Kelly has volunteered to begin the work of analyzing information needed.

5. ***Jaggaer, formerly known as Sci-Quest Demo Update*** – Group agreed to invite the Directors of Finance from the Community Colleges and Terri O'Brien.

Charlene updated the entire group of details from the conference call with Jaggaer.

Also discussed order of priority for demo, to ensure Purchasing functions were emphasized. Discussed that the focus of the demo should be the PO to Pay Solution. In addition, we agreed to tape the demo.

6. ***DAS Procurement Overview*** –Did not have time to discuss, however, Cynthia shared that DAS uses a specialist approach to add efficiency to their process.

Also, when this overview occurs, it will be helpful to understand if DAS earns rebates off of our purchases and what they are used for.

7. ***Other Discussion Items:***

   A. Team members from the Community College expressed concern that the purchasing functions represent a minor percentage of many people's jobs.

   B. Discussed that the CC and CSU Purchasing User Group haven't been brought together to exchange ideas in quite some time and the need for quarterly meetings. – Charlene agreed to reach out to Erika Steiner – to see if something could be scheduled.

   C. Discussed that the Steve Gorman's CSCU Commons repository is an excellent tool, however, there is a need for larger repository similar to demo being provided. The Team does believe that immediate cost savings could be generated once a repository is built.

   D. Discussed that we will need to understand level of budgeting that will be required and if the level can be different for each separate entity. For example: are budgets established at Fund/department or down to office supplies.