

# **FINANCE & ADMINISTRATION**

**Monthly Snapshot  
May 2024**



Stony Brook University

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ADMINISTRATION  
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Major projects Finance &  
Administration is currently  
engaged in

## FINANCE & ADMINISTRATION

# MISSION

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Finance & Administration serves to support, fulfill and advance the mission of Stony Brook University by innovatively, prudently and collaboratively delivering financial and administrative services to the University community and constituents.

By leveraging our operational expertise and fostering a supportive yet practical framework, Finance & Administration will deliver dynamic high-quality services, timely and responsive solutions and judicious guidance in order to enable reliable outcomes that are rooted in transparency, accountability and stewardship.



# **GUIDING PRINCIPLES**

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## **CONTINUOUS IMPROVEMENT**

Understand needs, develop forward-thinking solutions, and embody a culture that strives to continuously be better in each and everything we do.



## **COLLABORATION**

Maintain an ethos that supports collaborative work to build better experiences, solve problems and deliver improvements.



## **DIVERSITY & INCLUSIVITY**

Create a positive and productive environment where everyone brings themselves, as they are, to do their best work. Embrace new ideas, creative solutions and unique viewpoints for inclusive problem solving and decision making.



## **INTEGRITY**

Be honest, dedicated and accountable for our wins and also for our losses. Establish trust by delivering guidance, instruction and decisions with transparency and clarity.



## **VISIONARY**

Embody innovation and pursue ongoing growth as visionary leaders in order to implement smart solutions and best practices.

# FINANCE & ADMINISTRATION

## GOALS

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- 1.** Listen, understand and balance the University's dynamic needs. Match resources with priorities through a supportive operational model.
- 2.** Operate in ways that promote transparency, sustainability, professionalism, stewardship and leadership.
- 3.** Provide an economic, operating and technological framework where each unit can achieve its goals.
- 4.** Ensure processes and systems provide meaningful data to units in order to empower informed, localized decision-making.
- 5.** Treat all constituents with respect, civility and professionalism. Demonstrate ethical and financial integrity driven by a desire to improve customer satisfaction.



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## FINANCE & ADMINISTRATION

# STRATEGIC DIRECTIONS

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**IT IS OUR HOPE** that the 1,100+ employees within F&A will earnestly endeavor to utilize these strategic directions as navigational beacons to guide, direct and depend upon when making individual decisions in their work.

This overarching plan is supplemented with individual plans developed by each unit within F&A that incorporates their own unique strategies, tactics, measurable goals and operational metrics in support of their own area, as well as the University's mission and strategic endeavors both now and in the future.

## STRATEGIC DIRECTIONS

# 1

Protect and enhance the University's assets, including financial, administrative, technological, and human capital.

*Goals Addressed: 1, 2, 3*

# 2

Achieve financial value for the University by collaborating and providing actionable data that allows partners to make sound financial decisions.

*Goals Addressed: 2, 4, 5*

# 3

Create operational frameworks that support individual unit decision making. Remain nimble and adaptive as priorities and resources change.

*Goals Addressed: 1, 2, 3, 4*

# 4

Use technology to improve services, systems and processes that are used by units to support strategies and objectives.

*Goals Addressed: 3, 4, 5*

# 5

Establish and maintain an environment with fluid processes that lead to efficient management and request fulfillment. Deliver excellent service, provide value and lend operational support.

*Goals Addressed: 1, 2, 3, 4, 5*

# 6

Acknowledge the skills and experiences that each of us bring to the workplace and promote a learning-oriented culture that supports and elevates our talented F&A teammates through opportunities for career development.

*Goals Addressed: 2, 5*

# 7

Keep sustainability at the forefront of decision making by increasing awareness and adoption of sustainable practices in daily business operations and technological infrastructures.

*Goals Addressed: 2, 3*

## FINANCE & ADMINISTRATION

# PROJECT LIST

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Key projects and strategic initiatives from each of the areas which serve Finance & Administration.





# Enterprise Resource Planning (ERP) Implementation

Project Manager: Heather McLaughlin

Estimated Completion: Multi-Year

**IMPACTED F&A AREAS:** Budget, Financial Planning & Analysis, DoIT, Enterprise Risk Management, Finance, Human Resource Services

**STATUS:** ● Pre-Implementation Work

## SCOPE:

Implement a new cloud-based Enterprise Resource Planning (ERP) system to support BFP&A, Finance and HR areas.

Modules to be implemented include Enterprise Data Management (EDM), Enterprise Performance Management (EPM), Finance and Human Capital Management (HCM).

Read more at [stonybrook.edu/WolfieONE](http://stonybrook.edu/WolfieONE)

## STATUS:

- Planning deliverables are being submitted for review
- Scope being solidified
- Design phase has begun, where scope is understood
- Initial mapping of all PeopleSoft CoA values to new segments/segment attributes has begun. This is the first of four waves to move from our current chart to having a fully built new chart.
- Hosted the first Town Hall on April 30th. Recording is available on the WolfieONE website.

## RISKS:

- 80/20 rule for configuration vs out of the box functionality
- Available resources
- Other special/internal competing projects assigned to project staff
- Agreement on milestones and payment deliverables needed

## PLANNED ACTIVITIES:

- Close out Planning phase
- Continue design sessions

# Upgrade of the DoIT Website

Project Manager: Heather McLaughlin

Estimated Completion: Spring 2024

**IMPACTED F&A AREAS:** DoIT

**STATUS:** ● Active

**SCOPE:**

Current platform will stop being supported in November 2023. This means no more community-based updates like bug fixes, new features, or security updates. This project will focus on upgrading to the next supported version of the platform.

This is not a content redesign.

**STATUS:**

- Team building out content in new Platform
- Engaging various content contributing teams to start reviewing/ updating material on the new platform

**RISKS:**

- Project resources are assigned to multiple projects; should another project get extended, the completion of this project could surpass the planned implementation

**PLANNED ACTIVITIES:**

- Go live scheduled for May 7th

# myTIME: Time and Attendance System

Project Manager: John Passaro

Estimated Completion: June 2024

**IMPACTED F&A AREAS:** Human Resource Services, DoIT

**STATUS:** ● Active

## SCOPE:

The new Time and Attendance Reporting System offers State and RF employees a modern, paperless approach to time reporting, benefiting all employees. Other enhancements include:

- Modern interface for time reporting activities
- Real-time visibility to accruals and time off balances
- Ability and empowerment for faculty and staff to report their own time
- Built-in compliance to rules, regulations and accrual policies

## STATUS:

- Working with the Change Management team on strategy and process for change management throughout the project
- Liaising with CPDC on setting up new timeclocks
- Finalizing CRT and integration meetings/configurations

## RISKS:

- If any resources (functional or technical) are out for an extended period, it could impact the project timeline
- If the vendor does not secure an Integration Specialist in a timely manner, it may push the remaining project tasks out past their current due dates
- If more timeclocks are required over the current amount procured (25), the project team will have to put in a change request for more funding to purchase additional clocks

## PLANNED ACTIVITIES:

- Prepare next campus-wide communication
- Continue discussing timeclock placements and maintenance
- Continue communicating timeclock usage to union representatives
- Continue scheduling and conducting solution development workshops
- Develop testing and training strategies

## HR Now Modernization Initiative

Project Manager: TBA

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Human Resource Services

**STATUS:** ● Active

### SCOPE:

Collaborative campus initiative aimed at enhancing the employee experience and positioning the University for future success through expanded HR services, enhanced systems, and delivery of HR services across the campus.

### STATUS:

- An SBU News story on the Stony Roadshow ran recently and also featured this highlight reels video with a one-on-one interview with the Interim VP of Human Resources, Jen Donnelly. Stay tuned for another SBU News Story highlighting the employee appreciation aspect of the Stony Roadshow, which provided an opportunity for colleagues all across campus the chance to show how much they value their coworkers.

### RISKS:

- Need for additional resources to support training and engagement programming

### PLANNED ACTIVITIES:

- As part of our ongoing HR Now initiative and HR's role in shaping the future of work at Stony Brook, our HR leaders are staying on top of the latest HR trends and keeping their skills sharp by attending highly visible national HR conferences this spring. These conferences are not just opportunities for professional development; they represent our proactive approach to further elevate our expertise and demonstrate our commitment/ dedication to continuously enhancing the employee experience.

# Construction Project Management System

Project Manager: Jim Gonzalez

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Facilities & Services, DoIT

**STATUS:** ● Active

**SCOPE:**

Purchase and implement a construction project management software that will be used by Campus Planning, Design & Construction. Currently, six separate systems are used to track CPDC projects; all historical data will be merged and aggregated into one new software platform.

**STATUS:**

- Working with e-builder on the discovery/design phase of the system

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Schedule a planning/intro session
- Begin implementation with DoIT

## Irrigation Controller Upgrade

Project Manager: Christian Guzman

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Facilities & Services

**STATUS:** ● Active

### SCOPE:

Upgrade all campus irrigation controllers to smart-enabled controllers with remote programming access. The use of smart-enabled controllers will allow for greater control over watering schedules. For example, new units will monitor the weather for rain and not activate when rain is expected. This will lead to an overall reduction of water use on campus.

### RISKS:

- n/a

### STATUS:

- Irrigation Controller installations began in Fall 2022
- 38 controllers fully installed and added to management platform
- 19 controllers installed and awaiting network connection
- 16 controllers awaiting installation

### PLANNED ACTIVITIES:

- Programming of watering schedules continues
- Schedule installation of 16 irrigation controllers (underway)
- Schedule network installations for 19 locations (underway)

## Lighting Upgrade (Phase 2)

Project Manager: Christian Guzman

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Facilities & Services

**STATUS:** ● Active

### SCOPE:

Replace existing fluorescent 2' x 2' fixtures with LED fixtures to enhance lighting in Humanities. Replace existing metal halide exterior fixtures with LED fixtures to enhance outdoor lighting around Nobel Hall.

### STATUS:

- Completed the fixture upgrade at Humanities. Replaced 170 fluorescent fixtures in Humanities with 107 LED 2x2 fixtures with advanced controls. We expect a \$4,000 incentive from PSEG. The project will save the University \$4,700 and 36,000 kWh annually. The ROI without the incentive is 5.5 years and 4.6 years with the incentive.
- Continuing the fixture upgrade outside Nobel Hall. So far replaced 23 metal halide fixtures with LED fixtures.

### RISKS:

- n/a

### PLANNED ACTIVITIES:

- Continue replace 34 exterior fixtures around Nobel Hall

# Sports Complex Lighting Upgrade Project

Project Manager: Christian Guzman

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Facilities & Services

**STATUS:** ● Active

**SCOPE:**

Replace existing fluorescent 2' x 4', 1' x 4', and high-hat fixtures with LED fixtures to enhance lighting in Sports Complex. Replace existing metal halide fixtures with LED fixtures to enhance lighting in Administration.

**STATUS:**

- Currently scheduling fixture replacement timeline
- Currently scheduling sampling of LED fixtures for Sports Complex Dubin Weight Room

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Replace 106, 2' x 4' fluorescent fixtures with LED fixtures
- Replace 2, 2' x 2' fluorescent fixtures with LED fixtures
- Replace 48, 2 – 1' x 4' fluorescent fixtures with LED fixtures
- Replace 24, 1 – 1' x 4' fluorescent fixtures with LED fixtures
- Replace 34 fluorescent high-hat fixtures with LED fixtures
- Replace 13 metal halide high-bay fixtures with LED fixtures



# Calverton Incubator Lighting Upgrade Project

Project Manager: Energy Management

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Facilities & Services

**STATUS:** ● Active

**SCOPE:**

Replace existing fluorescent fixtures with LED fixtures to enhance lighting in Calverton Incubator.

**STATUS:**

- Confirming list of existing fluorescent fixtures
- Working on getting pricing for material
- Working with Eldor to get pricing for labor

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Replace 98, 1' x 4' fluorescent fixtures with LED fixtures
- Replace 164, 2' x 4' fluorescent fixtures with LED fixtures
- Replace 34, 2' x 2' fluorescent fixtures with LED fixtures
- Replace 13, 1' x 8' fluorescent fixtures with LED fixtures
- Replace 4 fluorescent high-hat fixtures with LED fixtures

## OSI PI Data Server

Project Manager: Tom Lanzilotta

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Facilities & Services, DoIT

**STATUS:** ● Active

### SCOPE:

Energy Management and the Division of Information Technology, Enterprise Applications, and Integrations departments are working on implementing a data collection server that will serve as a "warehouse" for data from multiple BMS/EMS systems campus-wide. This will enable the team to make more informed decisions on where to focus resources to improve efficiency.

### STATUS:

- Working to get training in the PI system to incorporate additional data points.
- The Schneider Electric energy management system is 20% integrated.
- Building management systems at West Side Dining and the Campus Rec Center are currently being integrated.
- Next step is to integrate the remainder of the Schneider energy management system.

### RISKS:

- Lack of human capital to implement on time
- Funding for continued annual cost of approximately \$30K

### PLANNED ACTIVITIES:

- PI System Training
- Pull datapoints in from WSD Carrier system (completed)
- Pull datapoints in from Rec Center Trane system
- Pull datapoints in from Siemens BMS once upgraded to Desigo
- Pull datapoints in from JCI BMS once upgraded
- Pull datapoints in from West and East Plants
- Pull datapoints from Class schedule system 25Live
- Pull datapoints from WiFi
- Upgrade all Modbus maps in the ION system then pull datapoints (work in progress)
- Create informative dashboards for both the HVAC and EM teams

# BMS Setback During the Holidays and Student Breaks

Project Manager: Tom Lanzilotta

Estimated Completion: Ongoing

**IMPACTED F&A AREAS:** Facilities & Services

**STATUS:** ● Active

**SCOPE:**

The energy management team works with building managers to adjust building occupancy schedules to conserve energy during holidays and student breaks.

**STATUS:**

- Working on new schedules for the summer of 24
- Thanksgiving break – saved over \$10k in energy due to adjusting schedules
- Christmas/New Year – schedules have been modified

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Continue to modify schedules during times that students are not on campus.

# EOC Operations and Business Continuity Software

Project Manager: Zachary Lee and Steven Wong

Estimated Completion: August 2024

**IMPACTED F&A AREAS:** Enterprise Risk Management

**STATUS:** ● Active

**SCOPE:**

The SBU-OEM Emergency Operations Center is a central location for managing all campus emergencies. With an increase in the campus population, and the complexity of our operations, there is a need for an updated integrated software system to streamline the monitoring of day-to-day campus operations the coordination of emergency operations.

A web-based platform used to manage planning, response, and recovery will assist in the development and execution of master Emergency Operations Plan and Continuity of Operations Plans, while also improving communications and workflow during activations.

**STATUS:**

- The Veoci kickoff meeting was held on 3/22 with ERM leadership.
- Incident management module to be utilized for on scene management and situational awareness for large Spring Events.
- BC COOP worked with pilot divisions to transfer existing plans into Veoci and update plans with the Veoci framework.
- Anticipated start date of BC specialist 4/15

**RISKS:**

- Lack of common virtual collaborative meeting place inhibits critical communication related to campus emergencies
- Current business continuity plan building tool is antiquated and lacking elements that are important for a comprehensive emergency and continuity plan

**PLANNED ACTIVITIES:**

- Targeting the incident management module implementation and final revisions to Business Continuity (BC)/Continuity of Operations (COOP) and a project plan for divisions to review by 2/14

# Safety Management System

Project Manager: Gary Kaczmarczyk and Steven Wong

Estimated Completion: Fall 2023

**IMPACTED F&A AREAS:** Enterprise Risk Management

**STATUS:** ● Active

## SCOPE:

The SMS is a new software database solution that is designed to manage risk, ensure safety and compliance, and improve efficiency for laboratory and research safety, hazardous materials management, worker safety programs, fire safety and emergency response, and will facilitate regulatory required training, inspections and compliance activities.

## STATUS:

- SMS System: The system is operational
- Laboratory Registration: This module is operational. There are currently 298 laboratory registrations.
- Learning Management System (LMS): This module is operational. There are currently 68 training programs available through the system (48 - Online/20 - In person). Since January, over 3,200 classes have been completed.
- Chemical Inventory Management: 23,471 chemicals are uploaded. Chemical Abstract System ("CAS") numbers have been uploaded from the existing SDS Pro system and quality assurance checks are in progress. Continuing with testing and developing process and guidance documents for performing chemical inventories.
- Radiation Safety: Currently tracking 23 licenses and 113 internal issued permits.
- Hazardous Waste: Documenting weekly inspections in Main Accumulation Areas (MAA). Started inspections in Satellite Accumulation Areas (SAA) in labs.
- Equipment: There are 7,245 pieces of equipment, including fuel storage tanks, fume hoods, lasers, x-ray equipment, and radiation detection equipment. This facilitates tracking for required inspections.
- Assessments: The assessment module is being used for conducting inspections in laboratories, hazardous waste accumulation areas, shops and maintenance areas, and on equipment such as, lead garments, radiation survey meters, portal monitors and radiation counting equipment.
- Environmental Compliance - All Underground storage tanks, aboveground storage tanks and cooling towers have been included in the equipment list.

## RISKS:

- Funding for Annual Fees: The initial SMS contract will be paid out of Research funds that were rolled over from previous years. A source of additional funding in the amount of \$100K is needed for annual fees.
- Staffing: EH&S will require an additional Lab Safety Specialist (requested in FY 22/23) to support implementation of Chemical Inventories
- Departments will likely request support for chemical inventory management

## PLANNED ACTIVITIES:

- SMS System: Investigating creation of Building Manager and Director of Labs user group access levels based on building location or department. Q3 2024
- Safety Training: Complete integration of historical data from Blackboard/ PeopleSoft into the Learning Management System (LMS). Q2 2024
- Chemical Inventory Management: Salute is working on an overhaul to this module including some tweaks that we requested. Complete development and Beta Testing. Q2 2024
- Radiation Safety Module: Working with Salute on full development of the system to track RAM inventories, including isotopes and decay calculations. Q2 2024
- Fire Safety: Assessment module for tracking OFPC inspection items is under development. Q2 2024 Fire Extinguisher inventory and assessments are pending
- Environmental Compliance: Develop assessment criteria for tank inspections. Q2 2024

## Parking Management System (AIMS)

Project Manager: Kendra Violet and Donna Skidmore

Estimated Completion: May 2024

**IMPACTED F&A AREAS:** Enterprise Risk Management

**STATUS:** ● Active

### SCOPE:

Implement a new parking and enforcement system to replace end-of-life systems and support new initiatives. Components include:

- Permit Software: Allows permits to be allocated in a variety of options by classification of customers. Current software has limitations regarding the types of permits that can be allocated.
- Enforcement Software/Hardware- Seamlessly integrates a customer's information for online payments. Allows for online appeals. Provides enforcement the opportunity to issue one-time warning citations for individuals that have never had a citation.
- Mobile/Fixed License Plate Recognition (LPR) - Uses license plates to verify payment for parking through permit, meter, reservation or mobile payments (eliminates physical hangtags). Increases compliance with parking regulations; thereby ensuring adequate parking for all customers.

### STATUS:

- Scheduled Weekly Implementation Meetings
- New risk identified (4th bullet in the Risks category)

### RISKS:

- Implementation dependent on other areas that may have large projects occurring at the same time
- Delayed implementation can impact any changes to current parking operations
- Budget
- At risk of being delayed due to extended time to get information from legacy systems and the procurement timeline for garage/lot gates for east campus

### PLANNED ACTIVITIES:

- Continue implementation

# Wolmart Enhancements and Upgrades

Project Manager: Sean Dermody

Estimated Completion: June 2024

**IMPACTED F&A AREAS:** Finance

**STATUS:** ● Active

**SCOPE:**

Enhance existing functionality within the Wolmart System to improve operational efficiencies and support cost savings. Leverage new functionality from Jaggaer regular release upgrades as they become available.

**STATUS:**

- The 2023-24 Enhancement Plan has been finalized and identifies 28 projects. 19 Projects (70%) are completed or in progress.
- Projects recently finished or nearing completion include:
  - New functionality for reverting WolfMart workflow on Requisitions and Vouchers.
  - New Team Dynamix ticketing system on track to go live in May
- Projects recently kicked off or are underway include:
  - Collaboration with Stony Brook Foundation.
  - Collaboration on WolfieONE implementation.

**RISKS:**

- System integration issues to Oracle / SUNY diverting resources from enhancement plan efforts
- SBU staff resource constraints to test and implement enhancements (same resources manage daily help desk issues and testing)
- SUNY staff resource constraints to support enhancement plans
- Staff support requirements for the new ERP system implementation

**PLANNED ACTIVITIES:**

- Upcoming identified in the 2023-24 Enhancement Plan:
  - Contracts (AC-340): A Site Visit to gather requirements occurred on April 2-3rd with multiple project meetings after to review requirements and plans. The project consultants are preparing to submit the solution to Jaggaer for review in May 2024.
  - Contracts+ Enhancements (Workflow, Contract Library, and e-Signature). Revocable permits being used as a test case.
  - Integration of Utility Payments into WolfMart.

# Team Dynamix - Procurement Help Center

Project Manager: Allison Parrish

Estimated Completion: December 2024

**IMPACTED F&A AREAS:** Finance

**STATUS:** ● Active

**SCOPE:**

Develop a Procurement Help Center using the Team Dynamix Software. The Help Center will serve as a centralized online helpdesk that will include resources needed to better support the needs of our community.

The Help Center will include a structured ticketing system, designed to guide users' Procurement help requests in an efficient, intuitive manner, addressing a broad spectrum of user needs. The Help Center will also be expanded to provide assistance from the Travel & Cards team for users' Concur-related requests and concerns.

Additionally, the Help Center will include a Knowledge Base, where users can find resources as well as articles of information about Procurement, its processes, procedures, and policies.

**RISKS:**

- SBU staff resource constraints to test and implement ticketing system (same resources manage daily help desk issues and testing).
- User resistance to submitting requests using a more structured process, occurring because there is not a full understanding of how new process will streamline / add efficiencies.

**STATUS:**

- The first form (New Supplier Request Process) has been identified and is underway. Updates include:
  - Form development is complete.
  - Workflow development has been completed and tested.
  - Assistant Directors have been briefed and trained on their roles in the new process.
  - A user training strategy has been formalized.
  - Educational training materials have been developed.
  - Form will go live May 1st, 2024.

**PLANNED ACTIVITIES:**

- A strategy for communication to the University community about the new process is in the process of being formed and formalized
- A user training strategy is in the process of being formed and formalized
- Educational training materials are in development
- New form is anticipated to be ready in April 2024
- Lessons learned from the development of the New Supplier Process will be applied to future SysOps TD process developments



## Digital Capture

Project Manager: Sean Dermody

Estimated Completion: April 2024

25

**IMPACTED F&A AREAS:** Finance

**STATUS:** ● Active

### SCOPE:

- Replace existing invoice scanning system with the Jaggaer Digital Capture Solution to ensure continuity of critical accounts payable operations while implementing new opportunities for system efficiencies and cost savings.
- Digital Capture is built upon the ABBYY scanning system and is fully integrated with Jaggaer for seamless integration of scanning and importing of invoices into Jaggaer.

### STATUS:

- ABBYY system has been trained to recognize the layouts of invoices for 100 different vendors, while the initial goal was 25 vendors.
- 20 staff training sessions have taken place and staff continue to meet weekly to get familiar with the system.
- Workflows have been updated.
- Project team is preparing to move the solution to Production by May 10th, 2024.

### RISKS:

- This is a new product for Jaggaer (Jaggaer recently acquired this solution from ABBYY) so may have learning curve for vendor that may cause delays.
- SBU Staff Resources have multiple other projects and priorities, so resources may be constrained.
- Delays in Digital Capture implementation may result in additional one-time costs for continuing current vendor solution or additional manual work for staff.

### PLANNED ACTIVITIES:

- A Project Plan with detailed timeline has been developed to provide a roadmap of project activities. Key dates include:
  - 1/8/2024-2/23/2024: Configuration of Digital Capture tenant and invoice settings, as well as conduction of user training and pre-training of Supplier invoice layouts
  - 2/26/2024-4/26/2024: Support testing and providing testing feedback to Jaggaer
  - 5/10/2024-5/24/2024 Migration to Production, as well as communication of go-live date to Suppliers
- Project has an anticipated go-live date of 5/24/2024.
- Jaggaer will provide 2 weeks of post-go-live support.

# Concur Travel and Expense Implementation

Project Manager: Gerardina Paduano

Estimated Completion: TBA

**IMPACTED F&A AREAS:** Finance

**STATUS:** ● Active

**SCOPE:**

Integrate Concur at Stony Brook University, Stony Brook Hospital and LISVH for all employee travel-related expense transactions and reservations.

**STATUS:**

- AI auditing tool has been implemented
- Registry" policy regarding non-SBU funded travel, in partnership with Enterprise Risk Management, has been implemented
- SBF/Concur: policies have been implemented, training is ongoing

**RISKS:**

- Compliance, adoption and enforceability of program with SB travelers

**PLANNED ACTIVITIES:**

- RF Non-Travel reimbursements coming to Concur; projected end date for paper forms is May 2024. Communications plan for the campus is being developed.

# Procurement University Savings

Project Manager: Frank Bowden

Estimated Completion: June 2024

**IMPACTED F&A AREAS:** Finance

**STATUS:** ● Active

**SCOPE:**

Increase cost savings realized during purchasing process (e.g. costs reduction, costs avoidance and rebates).

This includes savings achieved through sourcing events (RFP, RFQ, IFB, etc.), re-negotiation of contract pricing as well as terms and conditions, administrative and operational process improvements, and technology enhancements such as automation.

**STATUS:**

- Cost savings activity for FY-2023/24 kicked off on July 1, 2023
- Projected FY2023/24 Quarterly Costs Savings run rate:
  - July 1, 2023, to September 30, 2023 - \$2.5MM
  - October 1, 2023, to December 31, 2023 - \$5.0 MM
  - January 1, 2024 , to March 30, 2024 - \$7.5 MM
  - April 1, 2024, to June 30, 2024 - \$10.0 MM
- Achieved Quarterly Costs Savings run rate (actual):
  - July 1, 2023, to September 30, 2023 - \$2,528,049.21
  - October 1, 2023 to December 31, 2023 - \$4,981,669.30
  - January 1, 2024 to March 31, 2024 - \$7,643,786.46

**RISKS:**

- Ineffective collaboration with internal and external stakeholders resulting in missed costs savings targets
- Stakeholders not procuring off of the WolfMart catalogs for best pricing

**PLANNED ACTIVITIES:**

- Created and rolled out new streamlined version of the Savings Tracker in June 2023
- Met with entire Sourcing team and provided an overview of the importance of costs savings, the different types of costs savings and the announcement of the new savings tracker in June 2023
- Review and validate costs savings on a monthly basis
- Report on Quarterly Costs Savings run rate

Project Manager: Budget, Financial Planning & Analysis

Estimated Completion: September 1, 2024

**IMPACTED F&A AREAS:** BFP&A, DoIT, Enterprise Risk Management, Facilities & Services, Finance, Human Resource Services

**STATUS:** ● Active

**SCOPE:**

- The FY 23/24 Budget Cycle is underway. BFP&A is currently meeting with all VP Areas to review Mid-Year Condition Reports. A memo will be shared with senior leadership detailing each area's projections. Additionally, a Mid-Year Budget Update was shared with the SBU campus community on February 29, 2024 and is accessible on the Office of the President's webpage.
- The annual Budget to Actuals workstream is complete and posted on the BFP&A website. BFP&A and Accounting teams will be meeting to identify process improvements for the next annual cycle.
- The ERP implementation project is underway.
- Stony Brook University has engaged Huron to support the progression of a New Economic Model. The project is estimated to run for 15-weeks with internal leadership provided by Jed Shivers and Provost Carl Lejuez.

**STATUS:**

- Prioritized Funding for Unbudgeted Initiatives (PFUI): PFUI is designated one-time fiscal funding that will be used for emergency, time sensitive requests only. The next scheduled Quarterly PFUI meeting is in June 2024. Please have all PFUI requests submitted by June 21, 2024. Learn about eligibility and guidelines for FY 2023/24 on the Policies and Forms page of the BFP&A website.

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Strategic Hiring Plan meetings are scheduled for all VP areas with BFP&A and SBET, beginning in April.
- Monthly VPC meetings have been scheduled through 2024 to increase cross-communication between BFP&A and the VP Areas.

# Additional Project-Related Resources

- **Budget Financial Planning & Analysis:** PFUI Information
- **Division of Information Technology:** Enterprise Project Management website
- **Facilities & Services:** Active Construction Projects
- **Human Resource Services:** HR Now website
- **Procurement:** Concur website