

# **FINANCE & ADMINISTRATION**

**Monthly Snapshot  
September 2023**



Stony Brook University

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ADMINISTRATION  
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Major projects Finance &  
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## 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: Tom Ballis

Estimated Completion: TBA

**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).

**STATUS:**

- Vendor contract has been executed
- Implementation Partner has been selected
- OSC has given approval to proceed with project

**RISKS:**

- Budgeting this initiative
- Functional support and availability
- Staffing

**PLANNED ACTIVITIES:**

- Continue pre-implementation training
- Continue socializing initiative with campus leadership
- Establish governance structure for project
- Initial review of existing Chart of Accounts and reports being generated
- Plan and host a kickoff meeting with implementation partner and SBU senior leadership

# Upgrade of the DoIT Website

Project Manager: Heather McLaughlin

Estimated Completion: October 2023

**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:**

- Drupal support has been extended past the Fall of 2023
- Website build continues
- Team was redirected to the ITSM project, currently assessing the impact to the timeline

**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:**

- Team training and content creation
- Website build continues

# myTIME: Time and Attendance System

Project Manager: John Passaro

Estimated Completion: December 2023

**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 Labor Relations to communicate timekeeping changes for union employees
- Working with the Change Management team on strategy and process for change management throughout the project
- Liaising with various departments on their timeclock needs
- Working with the vendor on development activities
- Sent second campus-wide communication

**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:**

- Begin to prepare third campus-wide communication
- Continue discussing the need for additional timeclocks and possibly purchase more
- Begin communicating timeclock usage to union representatives
- Continue scheduling and conducting integration meetings
- Continue system development discussions

## 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:

- A search is underway for an HR Business Partner for the HSC/SOM under the new HR Service delivery model
- Biz Library Implementation is in progress, and a soft launch is being planned for departments with immediate training needs

### RISKS:

- Need for additional resources to support training and engagement programming

### PLANNED ACTIVITIES:

- The new Director, Culture & Organizational Development begins on September 11
- New Training & Development Specialist on board October 2
- Segal returns to campus the week of September 18th to review HR Now recommendations and discuss next steps

# 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:**

- Vendor has been selected
- All reference documents have been submitted to procurement

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Vendor kickoff

# Irrigation Controller Upgrade

Project Manager: Christian Guzman

Estimated Completion: December 2023

**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.

**STATUS:**

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

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Programming of watering schedules continues
- Schedule installation of 16 irrigation controllers (underway)
- Schedule network installations for 36 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.

### RISKS:

- n/a

### STATUS:

- Currently replacing fixtures in Humanities
- Currently scheduling fixture replacement timeline for Nobel Hall

### PLANNED ACTIVITIES:

- Replace 170 fixtures in Humanities
- Replace 57 exterior fixtures around Nobel Hall

## 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:

- 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

### RISKS:

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

### PLANNED ACTIVITIES:

- 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



## Kitchen Hood Controllers at West Side Dining

Project Manager: Tom Lanzilotta

Estimated Completion: August 2023

**IMPACTED F&A AREAS:** Facilities & Services, Faculty Student Association

**STATUS:** ● Active

### SCOPE:

The kitchen exhaust hoods at WSD were fitted with new sensors and controllers to enable ramping up and down the exhaust fans to match the intensity of the cooking below them. When cooking is active, heat and smoke are detected which in turn, ramps up the exhaust. When no cooking is detected, the fans are set to a minimum. This conserves a large amount of electrical and thermal energy.

### STATUS:

- The equipment has been installed and is operational

### RISKS:

- n/a

### PLANNED ACTIVITIES:

- Networking to install data drops (complete)
- Carrier to link the hood controller into the Building Management System (BMS) (work in progress)
- Enable schedule setbacks to conserve energy in conjunction with SBU Energy Management (pending)

# EOC Operations and Business Continuity Software

Project Manager: Colby Rowe and Steven Wong

Estimated Completion: June 2023

**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:**

- SB Common Data Integration: Completed integration of buildings and have uploaded sample data sets for organizational structure and people to be processed by Veoci. Formal people (via Peoplesoft) integration to follow. Defining scope of work with integration to 25 Live and EH&S Safety Management System (SMS).
- Training: Fundamentals training completed by all administrators
- Hazard Vulnerability Assessment (HVA)/Business Continuity (BC)/Continuity of Operations (COOP): Completed HVA data import and review of BC/COOP forms, workflow, and reporting
- Incident Management: Completed demonstration of Incident Management module and received implementation guide from Veoci

**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:**

- Peoplesoft people data integration to be completed by end of August 2023
- Scope of work and plan for 25 Live and SMS integrations completed by end of August 2023
- HVA and BC/COOP module pre-alpha testing followed by division-wide alpha test starting with Div. of Enterprise Risk Management. Expected completion late September 2023.
- Review documentation and begin planning for Incident Management module implementation to determine timeline and milestones

# 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:

- Integration of SBU IT Systems: Completed integration and verification of SBU people and building data and IT systems, with only a few exceptions. Continuing discussions on how to add people from our affiliate hospitals.
- Laboratory Registration: Completed development of hazard assessment questions for lab registration and training requirements. Alpha testing was performed; moving to Beta testing first week of August. Planned launch of system on track for beginning of semester.
- Learning Management System (LMS): Completed development and integration of training programs into the new LMS module. Planned launch of system on track for beginning of semester.
- Radiation Safety Module: The update to the Radiation Safety Module was released to the campus for review and testing. Key components include the issuing of permits, tracking of radioactive materials from purchase to disposal, inspection of lead garments and radiation training. The system is currently being tested. Planned launch of system on track for beginning of semester.

## 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:

- Beta testing with outside groups to be completed by Aug. 15, 2023
- Complete development of marketing materials including instructional information for use by stakeholders
- Launch Laboratory Registration, Learning Management and Radiation Safety modules in the beginning of the fall semester
- Plan and develop other SMS modules (e.g. Chemical Inventory Management, Fire Safety, Incident Reporting, Environmental Tracking, etc.)

# 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 is in the process of being finalized and will serve to guide enhancement projects aligned with Procurement's 2023-24 Strategic Priorities
- Multiple projects identified have the opportunity to benefit both Stony Brook University and other SUNY campuses
- Wolmart was upgraded to Version 23.2 on July 16, 2023. This update included a number of new enhancements detailed on the Wolmart Update Website.

**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:**

- Projects identified in the 2023-24 Enhancement Plan:
  - Contract (AC-340) Contract Integration in Wolmart
  - Digital Capture (new electronic invoicing scanning solution)
  - New Supplier Set-up Request Process in Wolmart
- Upcoming Jaggaer major releases are planned for November 23 (24.1) and March 24 (24.2). A list of enhancements will be posted on the Wolmart Update Website.

## Procurement Website Refresh

Project Manager: Carmen Gonzalez

Estimated Completion: March 2024

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**IMPACTED F&A AREAS:** Finance

**STATUS:** ● Active

### SCOPE:

Launched in summer 2022 to consolidate and refresh the multiple Procurement websites to improve customer experience. Websites in scope include Procurement, Central Receiving, Property Control, Mail Services, WolfMart, Travel & Card Programs.

### STATUS:

- As of August 2023, on track to launch new site by September 2023
- Student Assistants are trained and are working to make all of the website updates
- The Central Services website is completed (consolidated Mail Services, Property Control and Central Receiving)
- Completed the redesigned Procurement website map (moved the WolfMart website into this new site)

### RISKS:

- Student schedules cause project delays
- Properly "decommissioning" all of the old website links

### PLANNED ACTIVITIES:

- 2 Student Assistants are working to finalize the new Procurement website staging site and will move it into production
- Leadership are advising students on which 'forms' are no longer needed as many are out-of-date and moved to electronic formats

# 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 to be implemented mid-September

**RISKS:**

- Compliance, adoption and enforceability of program with SB travelers

**PLANNED ACTIVITIES:**

- Finalize "registry" policy regarding non-SBU funded travel in partnership with Enterprise Risk Management; expected to launch Fall 2023
- RF Non-Travel reimbursements coming to Concur October 2023
- SBF/Concur: Policy "design sessions" scheduled for early September

# 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 - tbd

**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

## FY23/24 Annual Budget Planning Cycle

Project Manager: Budget, Financial Planning & Analysis

Estimated Completion: September 1, 2023

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

**STATUS:** ● Active

### SCOPE:

The Annual Budget Planning Cycle for FY23/24 was initiated on February 1, 2023, and FY23/24 Budget Decision Letters were released in July.

The annual Budget to Actuals workstream is now in progress. BFP&A and Accounting are collaborating to accurately report FY22/23 Actuals vs. FY23/24 Budget to be published on the University BFP&A website.

The multi-year ERP implementation project will commence this month with multi-level kick off meetings slated for the end of September. Lead BFP&A team members will be present at these meetings.

### STATUS:

FY23/24 Budget Updates:

- Form 1/FMS was submitted to SUNY on August 18th. Pending questions from SUNY.
- Mid-Year Condition Templates to be shared with the VP Areas this month. More information to be shared at the upcoming monthly VPC meeting scheduled for Monday, September 18th, 3:00 pm.

### RISKS:

- n/a

### PLANNED ACTIVITIES:

- FY24/25 Budget planning in development. An updated timeline will be released in the coming weeks.

Past events:

-Jed M. Shivers, Senior Vice President for Finance, Administration & IT and Heather Montague, Sr. Associate Vice President for Budget, Financial Planning & Analysis, presented a Budget Update at the August 2023 University Senate meeting. The informative presentation provided a detailed overview of the SBU All-Funds Budget Model. The recorded presentation can be viewed at <https://www.youtube.com/watch?v=MClul63siSQ>



# Additional Project-Related Resources

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