

FINANCE & ADMINISTRATION

**Monthly Snapshot
February 2023**



Stony Brook University

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FINANCE & ADMINISTRATION

MISSION

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



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.

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GOALS

- 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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STRATEGIC DIRECTIONS

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

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: ● Active

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).

Human Capital Management (HCM) and Finance modules are still being reviewed.

STATUS:

- Vendor has been selected
- Contract has been executed
- University leadership has met, and continues to meet, with several other academic institutions to learn about their implementations
- Business Case has been drafted and is nearing completion
- RFP has been issued for an implementation partner
- Director of Change Management position has been posted for a leader that will oversee this implementation and future implementations at the University

RISKS:

- Budgeting this initiative
- Functional support and availability
- Staffing

PLANNED ACTIVITIES:

- Determine whether HCM and Finance modules will be included
- Finalize Business Case and post on Enterprise Project Management website
- Collect and evaluate RFP responses for implementation partner

Upgrade of the DoIT Website

Project Manager: Heather McLaughlin

Estimated Completion: October 2023

IMPACTED F&A AREAS: DoIT

STATUS: ● Active

SCOPE:

The current platform will stop being supporting 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:

- Project planning has begun
- Site clean-up has commenced; entailing addressing all 400 and 500 errors currently on the website and fixing all image issues across the website

RISKS:

- n/a

PLANNED ACTIVITIES:

- Plan project milestones and activities
- Publish project milestones
- Finish current site clean-up activities

Time and Attendance System

Project Manager: John Passaro

Estimated Completion: December 2023

IMPACTED F&A AREAS: Human Resource Services, DoIT

STATUS: ● Active

SCOPE:

This campus-wide initiative will implement a time and attendance solution that will be leveraged by Faculty, Staff, and Student Workers, across West Campus and HSC. The solution will track employee time, attendance, and activity while gathering data to enforce work and pay rules, and manage exceptions for ongoing compliance and cost control.

STATUS:

- Finishing up 'Initiate Phase'
- Gathering requirements through discovery sessions
- Moving through early stages of 'Collaborate Phase'
- Beginning solution readiness sessions soon

RISKS:

- If any resources (functional or technical) are out for an extended period, it could impact the project timeline

PLANNED ACTIVITIES:

- Finalize requirements gathering sessions with CSEA, PEF, and RF
- Begin requirements gathering sessions with UPD and Bus (hourly)
- Begin socializing the initiative with key campus groups
- Business structure meeting
- Configure sandbox environment for users

HR Now

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 improved HR systems and practices.

STATUS:

- Onboarding of Assistant Vice President for People, Culture and Engagement
- Recruiting for Assistant Vice President for HR Operations
- Recruiting for Assistant Vice President for Employee and Labor Relations

RISKS:

- n/a

PLANNED ACTIVITIES:

- Continue conversations with consulting firm to develop roadmap for implementation of project's key initiatives, to include:
 - Creating new approach to deliver HR support
 - Develop new strategic services and programs in Central HR
 - Provide efficient and expedient processes
 - Training opportunities
 - Provide self-service options for HR transactions

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:

- Collecting/reviewing provider proposals

RISKS:

- n/a

PLANNED ACTIVITIES:

- Identify best-fit vendor and sign contract

Frank Melville Jr. Memorial Library Lighting Upgrade

Project Manager: Campus Operations & Maintenance + Office of Energy Management

Estimated Completion: February 2023

IMPACTED F&A AREAS: Facilities & Services

STATUS: ● Active

SCOPE:

Upgrade lighting in the North Reading Room of the Frank Melville Jr. Memorial Library to higher-quality, LED lighting which will reduce maintenance. Energy savings from LED fixtures and bulbs will pay off project costs within 3 years.

STATUS:

- 1,700 fluorescent lighting fixtures removed
- 380 LED fixtures installed
- Upgraded lighting controls installed

RISKS:

- n/a

PLANNED ACTIVITIES:

- Final checks and project completion scheduled for February 2023

Staller Center For the Arts Lighting Enhancements

Project Manager: Campus Operations & Maintenance

Estimated Completion: February 2023

IMPACTED F&A AREAS: Facilities & Services

STATUS: ● Active

SCOPE:

Upgrade lighting along exterior Staller steps and Library stairs to LED pole lights and LED wall fixtures that will enhance visibility, upgrade aesthetics and increase safety.

STATUS:

- Former light fixtures removed
- Project scope expanded to include adding upgraded lighting along ADA ramp near the Administration Building's cascade/fountain
- New fixtures nearing completion of install

RISKS:

- n/a

PLANNED ACTIVITIES:

- Final checks and project completion scheduled for February 2023

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:

- RFP was advertised for 30 days and is currently being evaluated by the technical and procurement teams

- Vendor product demos will be scheduled with campus stakeholders with the goal of selecting a platform by Feb 1

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:

- Conduct ongoing continuity planning meetings with campus leaders and refresh the university's EM plans utilizing spreadsheets as a temporary tool to collect necessary information, update historical and prepare for a transition to new software system

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:

- A final review of the vendor's information, data, and cybersecurity policies has been completed
- After the award is made to Salute Safety, EH&S will engage with the vendor to develop a more precise implementation plan

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:

- Installation, integration and data migration of the new SMS platform
- Roll-out of new Laboratory Registration, including lab hazard assessments
- Roll-out of new Chemical Inventory Management platform
- Implement new Training Management System

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:

- Finishing up 'Initiate Phase'
- Moving through early stages of 'Collaborate Phase' for SBF-funded travel
- Gathering requirements for non-SBU funded travel

RISKS:

- Compliance, adoption and enforceability of program with SB travelers

PLANNED ACTIVITIES:

- Begin developing a policy for non-SBU funded travel in partnership with Enterprise Risk Management
- Explore potential for student travel to be included in non-SBU funded travel policy
- Add SBF-funded travel to Concur

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 will commence on February 1, 2023, with the release of the informational Budget Call Letter and opening of the Campus Budget Model (CBM) on February 15, 2023.

STATUS:

- The FY23/24 planning cycle will extend from February 1, 2023, through September 1, 2023
- Post-planning will resume with the FY23/24 Budget Management Cycle

RISKS:

- Potential timeline delays due to SBET deliberations

PLANNED ACTIVITIES:

- To support the University VP Areas, BFP&A will provide CBM Tactical Guidance and Training on February 10, 2023
- BFP&A will also offer Open Office Hours for additional CBM Guidance, from February 15 through April 15, 2023
- As of January 2023, monthly VPC Meetings have been initiated to provide clarity of expectations, deliverables and increase two-way communication

Updated FY22/23 Actuals vs Budget Website Financials Release

Project Manager: Karla Mason-Morrison

Estimated Completion: February 1, 2023

IMPACTED F&A AREAS: Budget, Financial Planning & Analysis

STATUS: ● Active

SCOPE:

Annually, Stony Brook University releases a financial report simplifying accounting and financial requirements to provide transparency to various aspects of the University's finances. The annual report includes budgeted, actual costs and expenses for the University and respective operating entities.

STATUS:

- The FY22/23 report will be published on the BFP&A website on February 3, 2023

RISKS:

- No foreseen risks at this time

PLANNED ACTIVITIES:

- BFP&A will present the final website pages to MarComm on January 31, 2023, prior to publicly releasing the data on the BFP&A website scheduled for February 3, 2023

Additional Project-Related Resources

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