

FINANCE & ADMINISTRATION

**Monthly Snapshot
June 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.

FINANCE & ADMINISTRATION

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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FINANCE & ADMINISTRATION

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: ● 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
- Legal teams are reviewing contract with Implementation Partner

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
- Finalize contract with Implementation Partner and send to OSC for review
- Initial review of existing Chart of Accounts and reports being generated

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:

- Website build continues
- Knowledge base articles will continue to live on the DoIT website

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

Enterprise Service Management Implementation (ITSM)

Project Manager: Heather McLaughlin

Estimated Completion: August 2023

IMPACTED F&A AREAS: DoIT

STATUS: ● Active

SCOPE:

Migrating the current campus IT Service Management solution, Cherwell, to a new platform. This will be a rolling implementation with the first components to be put into production to include; Incidents as Service Requests, the Service Catalog, Network Infrastructure's billing process, and the End User Portal.

This project will stay open until the University implements the remaining components. The second tranche include; Knowledge Base, Asset Management, Problem Management, Project Portfolio, Reporting, and Enterprise Service Management (other department implementations).

STATUS:

- The creation of the Service Catalog is complete and imported into the ITSM- The SBU ITSM is currently in Beta testing
- Authentication set up

RISKS:

- SBM IT has asked for a six month extension, the teams need to ensure that the style and experience is consistent across both ticketing systems

PLANNED ACTIVITIES:

- iPaaS billing for Cabling services completion and testing
- Customer Engagement team training
- Go Live

Time and Attendance System

Project Manager: John Passaro

Estimated Completion: April 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:

- Vendor assigned an Integration Specialist resource to project
- Assessing department timeclock needs
- Working with the vendor on development activities
- Working with Labor Relations to communicate timekeeping changes for union employees
- Sent initial communication to campus community and coordinated responses to feedback from that communication
- Working with the Change Management team on strategy and process for change management throughout the project

RISKS:

- If any resources (functional or technical) are out for an extended period, it could impact the project timeline
- 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 a second campus-wide communication
- Continue discussing the need for additional timeclocks
- Test timeclocks with our network
- Begin scheduling and conducting integration meetings
- Continue system development discussions
- Finalize go-live dates

FTC Safeguards and Two-Factor Authentication

Project Manager: John Passaro

Estimated Completion: June 2023

IMPACTED F&A AREAS: DoIT, Financial Aid

STATUS: ● Active

SCOPE:

The FTC Safeguards Rule was put into effect to ensure that entities covered by the rule maintain safeguards to protect the security of customer information. In addition, two-factor authentication will be implemented on the in-scope systems, where applicable.

This project will ensure the security and confidentiality of customer information, protect against anticipated threats or hazards to the security or integrity of that information, and protect against unauthorized access to that information which could result in substantial harm or inconvenience to any customer.

RISKS:

- If all in-scope systems do not meet FTC guidelines pertaining to the encryption of student-related data, SBU risks possible fines/ FTC scrutiny for non-compliance

STATUS:

- The Upgrade of the OnBase system and enabling two-factor authentication was completed May 12, 2023
- The OnBase team will also be implementing hard disk encryption, by June 9th, 2023 for the Financial Aid OnBase users
- Bitlocker has been installed on all Windows-based PC's in the Financial Aid department; discussions about a plan for Mac machines, is ongoing
- Two-factor authentication has been enabled in the PeopleSoft CS environment; similar authentication for the FSCM PeopleSoft environment is scheduled to be implemented by June 9th, 2023
- All SFTP processes have been moved to a secure server

PLANNED ACTIVITIES:

- Implement hard disk encryption in the production environment
- Implement two-factor in the FSCM PeopleSoft environment
- Decide on a solution for Mac machines in financial aid

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 expanded HR services, enhanced systems, and delivery of HR services across the campus.

STATUS:

- The coming weeks will see us sharing recommendations and the great work of the steering committee and entering the implementation phase, which will continue to be inclusive and engage the campus community

RISKS:

- Need for additional resources to support training and engagement programming

PLANNED ACTIVITIES:

- Meetings with the Steering Committee and other stakeholders
- Complete searches for key roles in People, Culture and Engagement which will enable us to plan for and implement new or expanded services

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:

- Vendors have presented
- IT is reviewing vendor responses to CPDC questions

RISKS:

- n/a

PLANNED ACTIVITIES:

- Meet with IT to discuss final vendor selection
- Execute sign contract

Irrigation Controller Upgrade

Project Manager: Greg Monaco

Estimated Completion: July 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.

RISKS:

- n/a

STATUS:

- Irrigation Controller installations began in Fall 2022
- 8 controllers fully installed and added to management platform
- 25 controllers installed and awaiting network connection
- 47 controllers awaiting installation

PLANNED ACTIVITIES:

- Programming of watering schedules for 8 fully-installed controllers set to begin in May 2023
- Schedule installation of 47 irrigation controllers
- Schedule network installations for 56 locations

Lighting Upgrade

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 Frey Hall, Harriman Hall, Melville Library, Physics, Scan Center, Sports Complex, Staller Center and Sullivan Hall.

RISKS:

- n/a

STATUS:

- Schedule the commencement of the project

PLANNED ACTIVITIES:

- Replace 229 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:

- Schedule the commencement of the project

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
- 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
- Create informative dashboards for both the HVAC and EM teams

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 closed and contract awarded to Veoci
- Ongoing weekly implementation calls with Veoci team
- Tasks assigned and completed by team implementation members
 - Upload of university-specific logo
 - SAML SSO integration complete

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:

- Working with implementation team to upload university specific data:
 - Campus building information
 - Essential campus contacts
 - Reviewing potential hazard list for HVA form
 - Campus acronyms
 - Frequently asked questions

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:

- Completed 1st phase of integration and verification of SBU people and building data and IT systems. Moving to phase 2 to capture affiliate and offsite location information for Stony Brook Medicine related research.
- Completed development of hazard assessment questions for lab registration, training requirements, and sign information for the Laboratory Registration module
- Completed development and integration of training programs into the new Learning Management System (LMS) module
- Internal review of readiness for Beta Testing revealed additional work on the system before launch to outside groups for testing. Project team has strategized an alpha testing program that will begin this summer.
- Salute working on a new (enhanced) Radiation Safety Module

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:

- Alpha testing of Lab Registration with EH&S staff to be completed on 6/22/23
- Beta testing with outside groups to be completed by July 2023
- Launch for the 1st module is targeted for 8/28/2023
- Develop marketing materials and schedule meetings with key stakeholders by 5/15/23 July 2023
- Plan and develop other SMS modules (e.g. Radiation Safety, Chemical Inventory Management, Fire Safety, Incident Reporting, Environmental Tracking, etc.)

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:

- Moving through 'Discovery Phase' of potential for student travel to be included in non-SBU funded travel policy
- In 'Collaborate Phase' for adding SBF-funded travel to Concur

RISKS:

- Compliance, adoption and enforceability of program with SB travelers

PLANNED ACTIVITIES:

- Finalize plan for implementing a policy regarding non-SBU funded travel in partnership with Enterprise Risk Management; expected to launch July 1, 2023
- Develop roadmap for SBF-funded travel project to begin in July
- Begin investigation of utilizing Concur for guest travel, RF non-travel reimbursements, and adding an AI auditing tool

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, with the release of the informational Budget Call Letter. The Campus Budget Model (CBM) opened on February 15, 2023. FY23/24 Budget Decision Letters will be posted in July.

BFPA is waiting for final Direction from SUNY on how the NYS Budget will impact SBU financial condition.

STATUS:

- The FY23/24 planning cycle will extend from February 1, 2023, through September 1, 2023
- SBET is currently reviewing Strategic Hiring Plans
- FY23/24 Budget Decision Letters will be posted to VP Areas in July

RISKS:

- Potential timeline delays due to SBET deliberations

PLANNED ACTIVITIES:

- As of January 2023, monthly VPC Meetings have been initiated to provide clarity of expectations, deliverables and increase two-way communication. These meetings are mandatory. The next meeting is scheduled for June 26, 2023, 2:00 pm.

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