

# **FINANCE & ADMINISTRATION**

**Monthly Snapshot  
April 2023**



Stony Brook University

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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).

The timing of the HCM implementation is TBD.

## 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 is completed
- Implementation partners have been interviewed
- Director of Change Management in onboarding at SBU

## RISKS:

- Budgeting this initiative
- Functional support and availability
- Staffing

## PLANNED ACTIVITIES:

- Determine whether HCM module will be included
- Continue pre-implementation training
- Continue socializing initiative with campus 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:**

- Project plan and milestones presented to stakeholders
- Created skeleton website on 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:**

- Team members to start creating new webpages in platform
- Website build will continue for approximately four and a half months

# 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:**

- TeamDynamix, Steering Committee, and Core Team kick off meetings took place
- Global Administrator team was given access to the TDx Sandbox and Production environments
- The first (of three) week of TeamDynamix Readiness Courses took place
- Initial project management set up of Team structure, Project site, distribution lists, and update cycles complete

**RISKS:**

- TeamDynamix (TDx) authenticates to one directory service and Stony Brook has at least two directories. Work has started with TDx, Stony Brook Medicine, and Stony Brook University on a feasible solution and architecture. Recommendations will be made to the Steering Committee in about two weeks.
- Stony Brook Medicine and Stony Brook University need to agree on the high level architecture of their implementation(s). This needs to be done by mid-April.

**PLANNED ACTIVITIES:**

- Remaining two weeks of TeamDynamix Readiness Courses are planned
- Stony Brook Global Service Catalog working session planned
- Engage subject matter experts in Readiness and Project Planning

# 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, State and RF Staff, and Graduate student employees, 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. It will also significantly reduce the volume of manual/paper transactions as well as improve reporting and compliance efforts. All employees will be able to review accrual balances in real time, and a significant volume of manual/paper transactions will be eliminated.

**STATUS:**

- Phase 3 discovery sessions have been completed
- First draft of Business Structure document completed
- Requirements gathering sessions for Phase 3 in progress (everyone who reports in Solar (all UUP), Salary M/C and Salary Research Foundation (absence time reporting))
- Working on Business Structure document
- Compiling list of potential timeclock locations
- Collaborating with vendor to develop the system's business structure

**RISKS:**

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

**PLANNED ACTIVITIES:**

- Project needs to be communicated regularly to campus in order to socialize
- Work with Director of Change Management on messaging to different groups outlining system changes and the improved employee experience
- Finalize Phase 3 requirements gathering sessions
- Finalize and approve Business Structure document
- Discuss need for additional timeclocks
- Begin scheduling and conducting integration meetings
- Begin Phase 4 discovery sessions (hourly, bi-weekly, fee and students)

**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:**

- Video announcing details of project is nearing completion
- A steering committee, made up of leaders, faculty and staff from across the campus, is finalizing recommended plans for a new approach to delivering HR support across the campus
- Jenn Rossler was appointed Director of Executive Searches and Leadership Resources, and is providing recruitment and onboarding services to support executive leadership and their teams
- Daniel Lodato assumed a new role as Scientific Recruiter to assist with the hiring of postdocs and other research related positions, providing HR recruitment to support the research enterprise

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- Enhancements in Central HR are moving forward
- Kenya Lewis, Assistant Vice President for People, Culture, and Engagement has begun recruiting three key staff positions that will focus on building these new and expanded areas of HR services (talent development, talent acquisition and total rewards, culture and organizational development)

# 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:**

- Proposals have been collected and rated
- Score sheets have been sent to The Office of Procurement for review

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- The Office of Procurement will present their review to CPDC
- Execute sign contract

# 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
- Advised 5-year contract effective on April 01, 2023

**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 Veoci to assigned Client Support Manager to lay out implementation and training steps

# 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 integration and verification of SBU people & building data and IT systems
- Completed development of hazard assessment questions, 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

**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:**

- Complete internal review and beta testing of Lab Registration and LMS modules by 4/30/23
- Update website guidance and tutorials by 4/30/23
- Develop marketing materials and schedule meetings with key stakeholders by 5/15/23
- 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:**

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

**RISKS:**

- Compliance, adoption and enforceability of program with SB travelers

**PLANNED ACTIVITIES:**

- Implementing 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 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.

### 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 is hosting Open Office Hours for additional CBM Guidance, from February 15 through April 14, 2023 (March 31, April 6 and 13)
- CBM will close on April 14, 2023
- Strategic Hiring Plans (SHP): SHPs (powerpoints and narratives) are due May 1, 2023. All presentations have been scheduled. 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.

# 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