

FINANCE & ADMINISTRATION

**Monthly Snapshot
May 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
- University leadership has met, and continues to meet, with several other academic institutions to learn about their implementations
- Business Case is completed
- RFP Selection Committee is scoring bids for Implementation Partner
- Director of Change Management in onboarding at SBU

RISKS:

- Budgeting this initiative
- Functional support and availability
- Staffing

PLANNED ACTIVITIES:

- Continue pre-implementation training
- Continue socializing initiative with campus leadership
- Announce Implementation Partner

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).

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.

STATUS:

- TeamDynamix Readiness Courses completed
- Global configuration workshop completed
- Initial project management set up of team structure, project site, distribution lists, and update cycles complete
- Iteration #1 build is now in progress
- Service Catalog work started

PLANNED ACTIVITIES:

- Building Iteration #1 continues with Mail monitoring, Service Portal, and Portal Home Page design

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:

- Finalized Phases 3 and 4 (final phase) of the discovery sessions
- Finalized Business Structure document
- Working with various departments on their timeclock needs
- Working with vendor to assign an Integration Specialist resource (vendor-side) for our project
- 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

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 can 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:

- Initial communication to campus announcing the initiative in progress
- Secure approval on finalized Business Structure
- Continue discussing the need for additional timeclocks
- Begin scheduling and conducting integration meetings
- Begin discussions on system development

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 is scheduled for mid-May
- The OnBase team will also be implementing hard disk encryption, by the end of May, for the Financial Aid OnBase users
- Bitlocker has been installed on all Windows-based PC's in the Financial Aid department
- Two-factor authentication has been enabled in the PeopleSoft CS environment; similar authentication for the FSCM Peoplesoft environment is scheduled to be implemented by the end of May
- All SFTP processes have been moved to a secure server environment

PLANNED ACTIVITIES:

- Upgrade OnBase and implement two-factor authentication (in the production environment)
- Test out hard disk encryption in the OnBase test environment
- 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:

- 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

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)
- Video announcing details of project will be sent to campus community shortly

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
- Begin assembling search committee to evaluate products

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 and will lead to an overall reduction of water use on campus.

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

RISKS:

- n/a

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
- 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:

- 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 in to begin in June of 2023

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.

STATUS:

- The FY23/24 planning cycle will extend from February 1, 2023, through September 1, 2023
- CBM closed on April 14, 2023
- BFP&A is currently holding CBM Post-Review Meetings with the VPCs to confirm information

RISKS:

- Potential timeline delays due to SBET deliberations

PLANNED ACTIVITIES:

- Strategic Hiring Plans (SHP): SHPs (powerpoints and narratives) are due May 1, 2023. All presentations have been scheduled from Mar 2 - 9, 2023. Meetings will be one hour in length.
- 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