

# **FINANCE & ADMINISTRATION**

**Monthly Snapshot  
March 2023**



Stony Brook University

# **TABLE OF CONTENTS**

**FINANCE &  
ADMINISTRATION  
DIVISION**

## **Pages 3 through 7**

---

F&A Mission, Guiding Principles,  
Goals and Strategic Directions

**CURRENT  
PROJECT LIST**

## **Pages 8 through 18**

---

Major projects Finance &  
Administration is currently  
engaged in

## 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.





# 6

## 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).

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 and will be reviewed with University Council
- 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
- Collect and evaluate RFP responses for implementation partner
- Continue pre-implementation training

## Upgrade of the DoIT Website

Project Manager: Heather McLaughlin

Estimated Completion: October 2023

10

**IMPACTED F&A AREAS:** DoIT

**STATUS:** ● Active

### SCOPE:

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
- Project team has completed the first review of the site complete with ensuring all issues and errors have been shared with the content owners
- Many Content owners have made revisions to address issues and errors
- Team ensured all items in the Service Catalog are still viable and have owners identified

### RISKS:

- n/a

### PLANNED ACTIVITIES:

- Plan project milestones and activities
- Publish project milestones
- Create skeleton of new site on the upgraded platform



# 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:**

- Moving through discovery phase by building a foundation for the campus product to include defining the goals of the product, studying the needs of business units, analyzing their internal process and designing a platform strategy
- Completed the discovery phase for Police, RF, Bus Drivers and Classified Service employees

**RISKS:**

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

**PLANNED ACTIVITIES:**

- Continue socializing the initiative with key campus groups
- Continue work on Personas (role based user access). Every employee will need to have access as will every supervisor and manager.
- Begin next discovery phase involving State faculty and professional employees

**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 delivery of services.

**STATUS:**

- Kenya Lewis has joined us as Assistant Vice President for People, Culture and Engagement and is posting new positions to lead and support enhanced services. These include:
  - Director of Talent Acquisition and Total Rewards
  - Training & Workforce Development Coordinator
- Recruiting for Assistant Vice President for HR Operations (interview phase)
- Video announcing details of project is nearing completion

**RISKS:**

- n/a

**PLANNED ACTIVITIES:**

- 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 institution
- Draft updates to website with what will be changing



# 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 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 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 15, 2023 on Thursdays, 11 am - 12 pm.
- Strategic Hiring Plans (SHP): SHPs (powerpoints and narratives) are due May 1, 2023. Presentations will begin in mid-May. More details to follow.
- 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