FINANCE & ADMINISTRATION

Monthly Snapshot
March 2024
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINANCE &amp; ADMINISTRATION DIVISION</strong></td>
</tr>
<tr>
<td><strong>Pages 3 through 7</strong></td>
</tr>
<tr>
<td>F&amp;A Mission, Guiding Principles, Goals and Strategic Directions</td>
</tr>
<tr>
<td><strong>CURRENT PROJECT LIST</strong></td>
</tr>
<tr>
<td><strong>Pages 8 through 29</strong></td>
</tr>
<tr>
<td>Major projects Finance &amp; Administration is currently engaged in</td>
</tr>
</tbody>
</table>
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.
FINANCE & ADMINISTRATION

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.
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.
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.
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).

Read more at stonybrook.edu/WolfieONE

STATUS:
- Planning deliverables are being submitted for review
- Scope being solidified
- Design phase has begun, where scope is understood
- Initial mapping of all PeopleSoft CoA values to new segments/segment attributes has begun. This is the first of four waves to move from our current chart to having a fully built new chart.

RISKS:
- 80/20 rule for configuration vs out of the box functionality
- Available resources
- Other special/internal competing projects assigned to project staff
- Agreement on Milestones and payment deliverables needed

IMPACTED F&A AREAS: Budget, Financial Planning & Analysis, DoIT, Enterprise Risk Management, Finance, Human Resource Services

PLANNED ACTIVITIES:
- Close out Planning phase
- Continue design sessions
- Participate in HR Employee Appreciation Day even on March 1st
- Host a Chart of Accounts Foundation Session on March 18th
- Planning for a Town Hall in April where interested community members can come to learn more about the project
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.

RISKS:
- Project resources are assigned to multiple projects; should another project get extended, the completion of this project could surpass the planned implementation

STATUS:
- Team building out content in new Platform
- Engaging various content contributing teams to start reviewing/updating material on the new platform
- Targeting a Spring release

PLANNED ACTIVITIES:
- Website build continues
- Project plan published
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

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 may 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

STATUS:
- Working with the Change Management team on strategy and process for change management throughout the project
- Liaising with CPDC on setting up new timeclocks
- Finalizing CRT and integration meetings/configurations

PLANNED ACTIVITIES:
- Prepare next campus-wide communication
- Continue discussing timeclock placements and maintenance
- Continue communicating timeclock usage to union representatives
- Continue scheduling and conducting solution development workshops
- Develop testing and training strategies
**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:**
- We had a very successful HR Now Stony Roadshow kickoff on Employee Appreciation Day, March 1. It was well attended (reaching upwards of 250 attendees!) and participants were engaged and curious to learn more about how the campus plans to deliver HR services as we reimagine how we work. We look forward to continuing on this journey together and achieving even greater successes at the next stop on the HR Now Stony Roadshow.

**RISKS:**
- Need for additional resources to support training and engagement programming

**IMPACTED F&A AREAS:** Human Resource Services

**STATUS:**
- Active

**PLANNED ACTIVITIES:**
- For more information on new and ongoing HR Now enhancements and to keep up-to-date on their progress, visit the HR Now Implementation Dashboard.
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:
- Procurement is complete
- Meet and greet meeting took place with vendor

RISKS:
- n/a

IMPACTED F&A AREAS: Facilities & Services, DoIT
STATUS: Active

PLANNED ACTIVITIES:
- Schedule a planning/intro session
- Begin implementation with DoIT
Irrigation Controller Upgrade
Project Manager: Christian Guzman
Estimated Completion: TBA

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
- 23 controllers fully installed and added to management platform
- 29 controllers installed and awaiting network connection
- 21 controllers awaiting installation

PLANNED ACTIVITIES:
- Programming of watering schedules continues
- Schedule installation of 21 irrigation controllers (underway)
- Schedule network installations for 29 locations (underway)
**SCOPE:**
Replace existing fluorescent 2’ x 2’ fixtures with LED fixtures to enhance lighting in Humanities. Replace existing metal halide exterior fixtures with LED fixtures to enhance outdoor lighting around Nobel Hall.

**STATUS:**
- Completed the fixture upgrade at Humanities. Replaced 170 fluorescent fixtures in Humanities with 107 LED 2x2 fixtures with advanced controls. We expect a $4,000 incentive from PSEG. The project will save the University $4,700 and 36,000 kWh annually. The ROI without the incentive is 5.5 years and 4.6 years with the incentive.
- Currently scheduling fixture replacement timeline for Nobel Hall

**RISKS:**
- n/a

**IMPACTED F&A AREAS:** Facilities & Services
**STATUS:** Active

**PLANNED ACTIVITIES:**
- Continue replace 57 exterior fixtures around Nobel Hall
SCOPE:
Replace existing fluorescent 2’ x 4’, 1’ x 4’, and high-hat fixtures with LED fixtures to enhance lighting in Sports Complex. Replace existing metal halide fixtures with LED fixtures to enhance lighting in Administration.

RISKS:
- n/a

IMPACTED F&A AREAS: Facilities & Services
STATUS: Active

STATUS:
- Currently scheduling fixture replacement timeline
- Currently scheduling sampling of LED fixtures for Sports Complex Dubin Weight Room

PLANNED ACTIVITIES:
- Replace 106, 2’ x 4’ fluorescent fixtures with LED fixtures
- Replace 2, 2’ x 2’ fluorescent fixtures with LED fixtures
- Replace 48, 2 – 1’ x 4’ fluorescent fixtures with LED fixtures
- Replace 24, 1 – 1’ x 4’ fluorescent fixtures with LED fixtures
- Replace 34 fluorescent high-hat fixtures with LED fixtures
- Replace 13 metal halide high-bay fixtures with LED fixtures
East Plant Meter Install
Project Manager: Energy Management
Estimated Completion: TBA

SCOPe:
Install new Flexim ultrasonic meters in the East Plant to better capture energy consumption.
- New DW meter
- New HTHW meter for the Hospital Loop
- New HTHW meter for the Chapin Apartments loop
- New steam condensate meter

Status:
- Currently working with Eldor to have the meters installed

Risks:
- n/a

Impacted F&A Areas: Facilities & Services
Status: Active

Planned Activities:
- DW meter install
  - HTHW meter for the Hospital Loop install
  - HTHW meter for the Chapin Apartments loop install
  - Steam condensate meter install
- DW meter commissioning
  - HTHW meter for the Hospital Loop commissioning
  - HTHW meter for the Chapin Apartments loop commissioning
  - Steam condensate meter commissioning
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.

RISKS:
- Lack of human capital to implement on time
- Funding for continued annual cost of approximately $30K

STATUs:
- The Schneider Electric energy management system is 20% integrated
- Building management systems at West Side Dining and the Campus Rec Center are currently being integrated
- Next step is to integrate the remainder of the Schneider energy management system

PLANNED ACTIVITIES:
- Pull datapoints in from WSD Carrier system (completed)
- 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 (work in progress)
- Create informative dashboards for both the HVAC and EM teams
SCOPE:
The kitchen exhaust hoods at WSD were fitted with new sensors and controllers to enable ramping up and down the exhaust fans to match the intensity of the cooking below them. When cooking is active, heat and smoke are detected which in turn, ramps up the exhaust. When no cooking is detected, the fans are set to a minimum. This conserves a large amount of electrical and thermal energy.

RISKS:
- n/a

IMPACTED F&A AREAS: Facilities & Services, Faculty Student Association

STATUS: ● On Hold

STATUS:
- The equipment has been installed and is operational

PLANNED ACTIVITIES:
- Networking to install data drops (complete)
- Carrier to link the hood controller into the Building Management System (BMS) (on hold)
- Enable schedule setbacks to conserve energy in conjunction with SBU Energy Management (pending)
**IMPACTED F&A AREAS:** Facilities & Services

**STATUS:** Active

**SCOPE:**
The energy management team works with building managers to adjust building occupancy schedules to conserve energy during holidays and student breaks.

**RISKS:**
- n/a

**STATUS:**
- Thanksgiving break – saved over $10k in energy due to adjusting schedules
- Christmas/New Year – schedules have been modified

**PLANNED ACTIVITIES:**
- Calculate energy savings for the Christmas/New Year break
- Implement schedules for MLK
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 and 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.

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

STATUS:
- Hazard Vulnerability Assessment (HVA)/Business Continuity (BC)/Continuity of Operations (COOP): Minor modifications pending, module ready pending rollout plan

PLANNED ACTIVITIES:
- Targeting the incident management module implementation and final revisions to Business Continuity (BC)/Continuity of Operations (COOP) and a project plan for divisions to review by 2/14
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.

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

STATUS:
- SMS System: The system is operational
- Laboratory Registration: The Laboratory Registration module is operational.
- Learning Management System (LMS): The LMS is operational.
- Environmental Compliance - All Underground storage tanks and Aboveground storage tanks have been included in the equipment list.
- Radiation Safety: Currently tracking 23 licenses and 99 internal issued permits.
- Hazardous Waste: Currently using the system to perform Main Accumulation Areas (MAA) weekly inspections.
- Chemical Inventory Management: Over 23,460 chemicals and Chemical Abstract System (CAS) numbers (chemical ID#'s) are uploaded. Continuing with testing and developing process and guidance documents for performing chemical inventories.
- Equipment: The equipment module is tracking the location and details for 3,800 pieces of equipment, including fuel storage tanks, fume hoods, lasers, x-ray equipment, and radiation detection equipment. This facilitates tracking for required inspections.
- Assessments: The assessment module is being used for conducting required inspections in laboratories and on equipment.

PLANNED ACTIVITIES:
- SMS System: Discussion started to develop Building Manager and Director of Labs user group access levels based on building location or department.
- Safety Training: Complete integration of historical data from Blackboard/PeopleSoft into the Learning Management System (LMS).
- Chemical Inventory Management: Salute is working on an overhaul to this module including some tweaks that we requested. Complete development and Beta Testing. Q1 2024
- Radiation Safety Module: Working with Salute on full development of the system to track RAM inventories.
- Fire Safety: Working with Salute to use the assessment module for tracking OFPC inspection items. Q1 2024. Also, develop and implement Fire Extinguisher inventory and assessments. Q2 2024
- Environmental: Develop and implement tank inventory and inspections. Q1 2024
- Incident Reporting: Plan framework for incident reporting module. Q1 2024
SCOPE:
Implement a new parking and enforcement system to replace end-of-life systems and support new initiatives. Components include:
- Permit Software: Allows permits to be allocated in a variety of options by classification of customers. Current software has limitations regarding the types of permits that can be allocated.
- Enforcement Software/Hardware: Seamlessly integrates a customer’s information for online payments. Allows for online appeals. Provides enforcement the opportunity to issue one-time warning citations for individuals that have never had a citation.
- Mobile/Fixed License Plate Recognition (LPR): Uses license plates to verify payment for parking through permit, meter, reservation or mobile payments (eliminates physical hangtags). Increases compliance with parking regulations; thereby ensuring adequate parking for all customers.

RISKS:
- Implementation dependent on other areas that may have large projects occurring at the same time
- Delayed implementation can impact any changes to current parking operations
- Budget

IMPACTED F&A AREAS: Enterprise Risk Management
STATUS: Active

STATUS:
- Scheduled Weekly Implementation Meetings
- Implementation in Process

PLANNED ACTIVITIES:
- On schedule for May 18 completion
SCOPE:
Enhance existing functionality within the Wolfmart System to improve operational efficiencies and support cost savings. Leverage new functionality from Jaggaer regular release upgrades as they become available.

RISKS:
- System integration issues to Oracle / SUNY diverting resources from enhancement plan efforts
- SBU staff resource constraints to test and implement enhancements (same resources manage daily help desk issues and testing)
- SUNY staff resource constraints to support enhancement plans
- Staff support requirements for the new ERP system implementation

IMPACTED F&A AREAS: Finance
STATUS: Active

STATUS:
- The 2023-24 Enhancement Plan has been finalized and identifies 28 projects. 17 Projects (63%) are completed or nearing completion.
- Projects recently finished or nearing completion include:
  - New process for integrating Information Security and Electronic Information Technology Accessibility Reviews in WolfMart, effective January 18th, 2024
  - New functionality for reverting WolfMart workflow on Requisitions and Vouchers

PLANNED ACTIVITIES:
- Jaggaer will be updated to version 24.1 on Monday, March 18, 2024. This update is now available in the test environment as of February 19, 2024.
  - New features include a new checkout validation process which can minimize the number of returned requisitions
- Upcoming identified in the 2023-24 Enhancement Plan:
  - Contracts+ Enhancements (Workflow, Contract Library, and e-Signature). Revocable permits being used as a test case
  - Contract (AC-340) Integration in WolfMart kicking off
  - Integration of Utility Payments into WolfMart
SCOPE:
Develop a Procurement Help Center using the Team Dynamix Software. The Help Center will serve as a centralized online helpdesk that will include resources needed to better support the needs of our community.

The Help Center will include a structured ticketing system, designed to guide users’ Procurement help requests in an efficient, intuitive manner, addressing a broad spectrum of user needs. The Help Center will also be expanded to provide assistance from the Travel & Cards team for users’ Concur-related requests and concerns.

Additionally, the Help Center will include a Knowledge Base, where users can find resources as well as articles of information about Procurement, its processes, procedures, and policies.

RISKS:
- SBU staff resource constraints to test and implement ticketing system (same resources manage daily help desk issues and testing).
- User resistance to submitting requests using a more structured process, occurring because there is not a full understanding of how new process will streamline / add efficiencies.

STATUS:
- The first form (New Supplier Request Process) has been identified and is underway. Updates include:
  - Form development is complete
  - Workflow development has been completed pending testing
  - A desktop for system administrators has been created
  - A desktop for Assistant Directors has been created
  - Procurement Vendor File team has been briefed about the new process and demos have been completed

PLANNED ACTIVITIES:
- Test tickets are currently being created using the new form, to allow staff the opportunity to familiarize themselves with the system
- A meeting will be scheduled to get Procurement Vendor File team’s feedback
- Volunteers from Sourcing leadership will be tapped to assist with testing, allowing them the opportunity to familiarize themselves with the system
- New form is anticipated to be ready in April 2024
- Lessons learned from the development of the New Supplier Process will be applied to future SysOps TD process developments
Digital Capture
Project Manager: Sean Dermody
Estimated Completion: April 2024

IMPACTED F&A AREAS: Finance
STATUS: Active

SCOPE:
- Replace existing invoice scanning system with the Jaggaer Digital Capture Solution to ensure continuity of critical accounts payable operations while implementing new opportunities for system efficiencies and cost savings.
- Digital Capture is built upon the ABBYY scanning system and is fully integrated with Jaggaer for seamless integration of scanning and importing of invoices into Jaggaer.

RISKS:
- This is a new product for Jaggaer (Jaggaer recently acquired this solution from ABBYY) so may have learning curve for vendor that may cause delays.
- SBU Staff Resources have multiple other projects and priorities, so resources may be constrained.
- Delays in Digital Capture implementation may result in additional one-time costs for continuing current vendor solution or additional manual work for staff.

STATUS:
- Bimonthly project team meetings have been established
- Test invoices from high-volume vendors have been provided to the consultants for review
- Access to ABBYY Software has been set up for project team
- 4 staff training sessions have taken place, with another 4 scheduled

PLANNED ACTIVITIES:
- A Project Plan with detailed timeline has been developed to provide a roadmap of project activities. Key dates include:
  - 1/8/2024-2/23/2024: Configuration of Digital Capture tenant and invoice settings, as well as conduction of user training and pre-training of Supplier invoice layouts
  - 2/26/2024-3/29/2024: Support testing and providing testing feedback to Jaggaer
  - 4/1/2024-4/12/2024: Migration to Production, as well as communication of go-live date to Suppliers
- Project is on track to complete in April 2024
**SCOPE:**
Integrate Concur at Stony Brook University, Stony Brook Hospital and LISVH for all employee travel-related expense transactions and reservations.

**RISKS:**
- Compliance, adoption and enforceability of program with SB travelers

**IMPACTED F&A AREAS:** Finance

**STATUS:** Active

**STATUS:**
- AI auditing tool has been implemented
- Registry” policy regarding non-SBU funded travel, in partnership with Enterprise Risk Management, has been implemented
- SBF/Concur: Policy “validation phase” complete, launch date TBD

**PLANNED ACTIVITIES:**
- RF Non-Travel reimbursements coming to Concur; projected end date for paper forms is April 15th. Communications plan for the campus is being developed.
SCOPE:
Increase cost savings realized during purchasing process (e.g. costs reduction, costs avoidance and rebates).

This includes savings achieved through sourcing events (RFP, RFQ, IFB, etc.), re-negotiation of contract pricing as well as terms and conditions, administrative and operational process improvements, and technology enhancements such as automation.

RISKS:
- Ineffective collaboration with internal and external stakeholders resulting in missed costs savings targets
- Stakeholders not procuring off of the WolfMart catalogs for best pricing

STATUS:
- Cost savings activity for FY-2023/24 kicked off on July 1, 2023
- Projected FY2023/24 Quarterly Costs Savings run rate:
  - July 1, 2023, to September 30, 2023 - $2.5MM
  - October 1, 2023, to December 31, 2023 - $5.0 MM
  - January 1, 2024, to March 30, 2024 - $7.5 MM
  - April 1, 2024, to June 30, 2024 - $10.0 MM
- Achieved Quarterly Costs Savings run rate (actual):
  - July 1, 2023, to September 30, 2023 - $2,528,049.21
  - October 1, 2023 to December 31, 2023 - $4,981,669.30

PLANNED ACTIVITIES:
- Created and rolled out new streamlined version of the Savings Tracker in June 2023
- Met with entire Sourcing team and provided an overview of the importance of costs savings, the different types of costs savings and the announcement of the new savings tracker in June 2023
- Review and validate costs savings on a monthly basis
- Report on Quarterly Costs Savings run rate

IMPACTED F&A AREAS: Finance
STATUS: Active
**SCOPE:**
- The FY 23/24 Budget Cycle is underway. BFP&A is currently meeting with all VP Areas to review Mid-Year Condition Reports. A memo will be shared with senior leadership detailing each area’s projections. Additionally, a Mid-Year Budget Update was shared with the SBU campus community on February 29, 2024 and is accessible on the Office of the President’s webpage.
- The annual Budget to Actuals workstream is complete and posted on the BFP&A website. BFP&A and Accounting teams will be meeting to identify process improvements for the next annual cycle.
- The ERP implementation project is underway.
- Stony Brook University has engaged Huron to support the progression of a New Economic Model. The project is estimated to run for 15-weeks with internal leadership provided by Jed Shivers and Provost Carl Lejuez.

**RISKS:**
- n/a

**STATUS:**

**IMPACTED F&A AREAS:** BFP&A, DoIT, Enterprise Risk Management, Facilities & Services, Finance, Human Resource Services

**PLANNED ACTIVITIES:**
- FY 24/25 Budget planning in development; CBM is scheduled to open on January 15, 2024 and will close on March 15, 2024, and Strategic Hiring Plan meetings are scheduled for all VP areas with BFP&A and SBET, which will begin in April.
- Monthly VPC meetings have been scheduled through 2024 to increase cross-communication between BFP&A and the VP Areas.

**STATUS:**
- Prioritized Funding for Unbudgeted Initiatives (PFUI): PFUI is designated one-time fiscal funding that will be used for emergency, time sensitive requests only. The next scheduled Quarterly PFUI meeting is in March 2024. Please have all PFUI requests submitted by March 22, 2024. Learn about eligibility and guidelines for FY 2023/24 on the Policies and Forms page of the BFP&A website.

**IMPACTED F&A AREAS:** BFP&A, DoIT, Enterprise Risk Management, Facilities & Services, Finance, Human Resource Services

**STATUS:**
- Active
Additional Project-Related Resources

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