POSITION PROFILE

Assistant Vice President for Procurement Services
June 2019
Stony Brook University seeks an exceptional individual to be the Assistant Vice President for Procurement Services (AVP). This AVP will have significant experience directing strategic sourcing, category management, and procure-to-pay processes to join the administrative and financial leadership team as the Assistant Vice President for Procurement Services. This is a unique and compelling opportunity to be part of a transformational change. Reporting to the Vice President for Finance and Chief Budget Officer, the AVP is responsible for creating partnerships across the University to ensure the University’s strategic sourcing, procurement, and payables policies, procedures, operations, and practices are effective, streamlined, and provide efficient and effective customer service in a decentralized environment.

As a member of the senior leadership team, the AVP also plays a key role in the direction and successful service delivery and management of procurement for all goods and services for all State appropriated and Research funds totaling over $200 million per year. The incoming AVP will play an influential role in building and developing a high-performing procurement team, providing strategic sourcing and purchasing value that yields savings to reinvest into the core mission of the University.

The State University of New York at Stony Brook, affectionately known as Stony Brook University, is one of America’s most dynamic public universities. Stony Brook is a center of academic excellence and an internationally recognized research institution that offers all students a world-class education.

Stony Brook University, widely regarded as a SUNY flagship, was established in 1957 as a college for the preparation of secondary school teachers of mathematics and science. The first campus was located in Oyster Bay, Long Island, on the grounds of a former Gold Coast estate. In 1962, a new campus was built near the historic village of Stony Brook on land donated by local philanthropist Ward Melville.

Part of the State University of New York system, the University has grown tremendously and is now recognized as one of the nation’s important centers of learning and scholarship — carrying out the mandate given by the State Board of Regents in 1960 to become a university that would “stand with the finest in the country.”

In 2010, Stony Brook University celebrated the 50th anniversary of our first graduating class. This was an appropriate milestone to set us on a trajectory of excellence for the next 50 years.

The Stony Brook University Mission maps five critical areas, charging the institution with:

- Providing comprehensive undergraduate, graduate, and professional education of the highest quality;
- Carrying out research and intellectual endeavors of the highest international standards that advance knowledge and have immediate or long-range practical significance;
- Providing leadership for economic growth, technology, and culture for neighboring communities and the wider geographic region;
- Providing state-of-the-art innovative health care, while serving as a resource to a regional healthcare network and to the traditionally underserved;
Today, Stony Brook offers more than 200 undergraduate programs, more than 100 master’s programs and more than 40 doctoral programs. Stony Brook University is also home to Stony Brook Medicine, Long Island’s premier academic medical center. With 603 beds, we serve as the region’s only tertiary care center and Level 1 Trauma Center, and are home to the Stony Brook Heart Institute, Stony Brook Cancer Center, Stony Brook Children’s Hospital, Stony Brook Neurosciences Institute, and Stony Brook Digestive Disorders Institute. We also encompass Suffolk County’s only Level 4 Regional Perinatal Center, state-designated AIDS Center, state-designated Comprehensive Psychiatric Emergency Program, state-designated Burn Center, the Christopher Pendergast ALS Center of Excellence, and Kidney Transplant Center. It is home of the nation’s first Pediatric Multiple Sclerosis Center.

Located in a coastal suburb of New York City, the University campus lies about 60 miles east of Manhattan and 60 miles west of Montauk Point. It is only a short distance to the Atlantic beaches of the south shore and the vineyards of the East End. Situated on 1,039 acres on the north shore of Long Island, Stony Brook University has a four-season climate, tempered by proximity to the Atlantic Ocean and Long Island Sound. Life at Stony Brook has something for everyone, combining the charm of a countryside setting along the Long Island Sound with close proximity to cultural, scientific and industrial resources. Only minutes away from Fire Island, the Hamptons and the beautiful Atlantic Ocean beaches, Stony Brook offers ample opportunities for recreational activities like diving, fishing, boating and other water sports.

UNIVERSITY FINANCIAL LEADERSHIP

Senior Vice President for Finance and Administration, Kathleen Byington
Kathleen Byington was appointed Senior Vice President for Finance and Administration in October 2018 and serves as the senior executive responsible for managing Stony Brook’s financial, administrative and facilities operations. Senior Vice President Byington leads seven direct reports including the Vice Presidents for Finance and Human Resource Services, the Office of Internal Audit, and the Associate and Assistant Vice Presidents responsible for all facilities maintenance and design and construction activity. Byington also oversees University Police and Emergency Management, Environmental Health and Safety, and Parking and Transportation, and works closely with the Provost and the Senior Vice President for Health Sciences, and their respective financial officers, in developing a shared vision for how the University can best generate, sustain, and deploy resources to pursue institutional priorities and academic goals.

She has a B.S. in Biomedical Engineering from Boston University and a M.B.A. from Northeastern University.

Vice President for Finance and Chief Budget Officer, Lyle Gomes
Lyle Gomes was appointed Vice President of Finance in 2012. Lyle currently oversees the Budget office, Bursar’s Office, Students Accounts, Procurement (including Purchasing, Accounts Payable, and Central Receiving, and Accounting. During his 26-year tenure at Stony Brook, where he started in 1985 as a Senior Financial Analyst, Lyle Gomes has worked his way up the ranks in Finance and Administration.
He has served as the University Controller since 2004 and has been successful in all aspects of the financial operations at Stony Brook, including the management of our complex "all funds" finance and budget systems.

THE OPPORTUNITY

This is an exciting opportunity for a transformative leader, who will be charged with engendering trust, building positive working relationships, and guiding the department through a period of growth and change. Stony Brook seeks an exceptional leader with comprehensive and strategic experience to fundamentally transform the process for procurement and sourcing, plan for the future, and engage with our campus partners. Dynamic, entrepreneurial, and mission-driven, the next AVP will be excited by change, employing creative, solutions-oriented workarounds to the unique challenges of a highly complex state university system.

A leader in their field, the AVP of Procurement will set specific, achievable goals and measurable outcomes for the management of procurement of all goods and services for all State appropriated and Research funds totaling over $200 million per year. This includes direct administration of Campus State purchasing and Research Purchasing and contract development and negotiation, accounts payable (for both campus and medical center) and Receiving and Mail Services. Additionally, this position directs the activities of a complex Purchasing, Payable, Receiving, Mail and Property Control operations to provide the highest level of customer service possible to the campus community. The Assistant VP develops the goals and objectives of the department, establishes and communicates performance standards and principles, and monitors the development and training of employees.

As a senior leader, the AVP will lead a team of 80+ staff members by providing strong, solutions-oriented leadership to management personnel to achieve high levels of morale. The Assistant VP builds and maintains a strong, nimble Procurement team which consistently succeeds in providing effective, smooth daily operations, outstanding customer service and value.

The AVP directs the daily operations of the University Accounts Payable, Purchasing, Central Receiving, Mail Services, and Property Control offices which includes the achievement of the overall purpose of the departments’ functions and activities of 80+ member staff funded from various funding sources in addition to overseeing budget planning and implementation for the department which is comprised of multi funds: State, Research, Long Island State Veteran’s Home, Hospital, and DIFR. A visionary and strategic leader, the AVPPS will make recommendations to the VP of Finance based on projections, forecasting, spending plans and efforts to maximize budgets. The AVP will assume responsibility for ensuring compliance with SUNY Central administration, Research Foundation, State and Federal rules, regulations and guidelines relating to the procurement of goods and services.

Strategic, tenacious, and highly skilled in best practice in procurement, the successful incumbent will assess and analyze structural challenges, identify creative solutions, and drive a sustainable, tactical approach to supply chain management. Driven by best practices in strategic sourcing, the AVP will navigate a complex purchasing environment with a sense of diplomacy and tact, ensuring that procurement activities are performed efficiently and effectively. The incoming AVP is invigorated by problem-solving, with a nuanced understanding of how to dismantle complex challenges and set achievable benchmarks for success. Guided by a sense of flexibility, perseverance, and political savvy,
the incumbent exercises intellectual flexibility while seeking opportunities to increase staff and
departmental capacity by cultivating, implementing, and sustaining streamlined processes and
procedures.

A critical member of the finance team, the incoming AVPPS will be charged with creating, documenting,
and broadcasting (using a spectrum of internal and external communication channels) clear, compliant,
and fiscally sound procurement policies and guidelines for several key priorities, including:

**Continuous Process Improvement**
- Responsible for identifying and coordinating areas for business process improvement, including
  best practices, operating procedures, areas of cost reduction, and customer satisfaction. Conduct
  continuous analysis of processes in order to improve efficiencies within the department;
- Develop methods to track and report key performance indicators to senior management;
- Develop, enforce and implement policies and procedures that will serve to improve the operations
  and effectiveness of the University and Procurement department;
- Develop and refine computerized systems and develop means to link the Purchasing, Accounts
  Payable, and Receiving areas for effective interaction and operation.

**Establishing a comprehensive Travel Office for the University**
- Implement, interpret and disseminate a revamped and efficient travel policy and procedures
  governed by the Office of the State Comptroller and Research Foundation of SUNY;
- Direct the operation of the University’s timely reimbursement for employee and non-employee
  travel expenses.

**Policies and Training Development**
- Create an environment of continuous learning: develop and implement regular procurement
  related training programs for the procurement team and University departments;
- Manage and update all procurement policies, procedures and programs with a focus on their
  ability to enhance organizational value and efficiency;
- Operate, maintain, and train users on the day-to-day operation of Jaggaer (SciQuest)
  eProcurement system;
- Communicate and meet regularly with campus departments regarding procurement and related
  policies for their understanding and/or recommendations to enhance policies, communication and
  understanding.
- Establish, monitor, and report service level goals, key performance indicators and customer
  satisfaction criteria for procurement operations and strategic sourcing decision support.

**Compliance**
- Ensure compliance with SUNY Flexibility guidelines, including State, Research Foundation,
  University and Federal rules, regulations, for all purchasing and payment activities.
- Promote use of minority-, female- and disabled owned business enterprises (MWBE) Veteran
  owned and small businesses as suppliers of goods and services to the University. Comply with
  University purchase goals, develops action plans and measures performance goals.
- Oversee the competitive bidding process in accordance with the policies and procedures
  mandated by the State of New York Finance Law regulations. Facilitate discussion of proposed
  purchases with administrative and academic officers and staff ensuring appropriate University
  participation and compliance.
• Ensure compliance with NYS/Research Foundation regulations governing payments to vendors and University personnel and ensure effective communication to the University community.

Strategic Relationships and Customer Service
• Initiate a strategic procurement plan that champions Stony Brook University at the state and system levels.
• Develop and manage relationships with clients on campus, vendors with which the university does business and officials in the Research Foundation, SUNY central administration and State Controller’s office to address problems and issues as they arise. Train staff on customer service and establish open communication and dissemination of information campus wide.
• Responsible for the enhancement of internal partnerships among corollary business operation within the University. These partnerships include but are not limited to Accounting, Budget, and Property Controlled Campus users. These activities also include interaction with University Hospital Purchasing, Cost and Budget, Accounting and Finance Offices. Maintain effective communication with Research administration and project personnel.
• Spearhead initiatives related to strategic sourcing and cost reducing programs related to Procurement.

CANDIDATE PROFILE

Stony Brook is seeking a dynamic, motivated, solutions-focused individual bringing experiences from a similarly complex environment with progressively responsible experience in strategic sourcing and procurement management roles. The successful candidate will be an effective people and project manager, a collaborative partner, a strong communicator, an experienced relationship manager, and possess the ability to establish strong personal relationships with internal and external stakeholders while serving as an articulate spokesperson and representative of the university.

The AVP will be a creative problem-solver with the ability to navigate a system of complex rules, a facilitator of innovative business process change, and a solutions-oriented leader motivated to leverage the best use of the university’s resources while maintaining exceptional stewardship through responsible and ethical leadership and business practices. The AVP must demonstrate successful culture-change skills with the ability to evaluate and negotiate organizational structures, actively seeking process improvements that align outputs and customer service with the diverse and evolving needs of the university. The AVP will be a leader with vision and gravitas, while comfortable facilitating complex solutions and managing ambiguity. As a steward of the department, the next AVP will demonstrate a proven ability to engage various constituencies including staff and faculty in difficult and challenging decisions, while valuing the mission, traditions, and culture of Stony Brook University.

The AVP will be well grounded in public procurement rules and process, with a proven track record of working across the enterprise to solve problems and advance an institution’s goals.

Specific qualifications include:
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- **Change leader:** Ensure that business changes are implemented and realized to their full potential through effective leadership and change sponsorship. Experience advancing ideas from plan to results with processes that ensure input and feedback from campus constituents using superb listening and influencing skills. Able to cultivate trust and credibility with colleagues. Able to build effective operations that improve organizational capability and service levels.

- **Customer focus:** Dedication to meeting the expectations and requirements of internal and external customers. Establish and maintain effective relationships with customers and gain their trust and respect.

- **Strong manager:** Demonstrated experience at leading, developing, and building a large and diverse team of professionals, with an emphasis on promoting teamwork, supporting professional development, and fostering a positive environment where people feel encouraged to speak up, innovate, learn from mistakes, and make positive changes. Demonstrated ability to establish a culture and expectation of excellence in terms of both what and how work is accomplished, continuous improvement, and strong customer service to the university and to external parties who interact with the office.

- **Effective communicator:** Able to communicate effectively at all levels of the organization including senior management. A sophisticated understanding of how best to communicate policy and procedures across the university.

- **Exceptional personal qualities:** A reputation for integrity and the highest ethical standards; sound judgment, enthusiasm for the mission; creativity in solving problems; collegial style and keen desire to be an integral part of the Stony Brook University community.

- **Leadership:** Demonstrated ability and interest to be a trusted leader, ambassador, and catalyst for change in a fast-paced, dynamic, and decentralized environment, respecting all constituent groups using current and proven best practices for effective financial operations. Proven experience in establishing and maintaining strong professional relationships. Outstanding interpersonal skills and demonstrated success in networking and cross-functional collaboration.

- **Intellectually inquisitive:** Knowledgeable about, and open to, business practices that support the university in a higher quality and more cost-effective manner.

- **Strategic agility:** Able to see ahead clearly, anticipating and aware of future consequences and trends. Able to create competitive and breakthrough strategies and plans.

- **Systems and technology:** Functional knowledge of information technology and its appropriate use for effective and efficient delivery of administrative management services. Demonstrated success in deploying innovative technological solutions, and strong understanding of the use and potential of technology in financial management.

- **Well-organized:** Able to ensure all deliverables are met on time with excellent products both in terms of what and how work is accomplished while anticipating implementation or workload issues related to emerging developments.
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A bachelor’s degree of higher in business or a related field is required, and a graduate degree in a business-related field is preferred. A minimum of eight (8) years of progressively responsible professional level experience in procurement and strategic sourcing, knowledge of category management, supply chain routines, and proficiency with Microsoft Office and eProcurement systems is required. Experience with successfully implementing process improvement initiatives.

Preferred qualifications include additional years of experience in procurement and/or strategic sourcing. Experience in higher education, government, or healthcare is preferred, and experience with property control, mail services, and experience supervising within a unionized environment ideal. The ideal candidate will exhibit a demonstrated ability in interpreting and explaining technical and complex policies and rules; reach rational, fair, and ethical conclusions; and possess experience with NYS Procurement Guidelines.

CONTACT

Koya Leadership Partners is assisting Stony Brook University with this hire. This search is being led by Liz Neumann, Managing Director, Beth Schaefer, Vice President and Malissa Brennan, Consultant. Nominations and applications, including a detailed letter of interest, qualifications, and a current curriculum vitae, should be submitted here.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We are committed to the creation of a diverse and inclusive campus climate. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

ABOUT KOYA LEADERSHIP PARTNERS

Koya Leadership Partners is a national retained executive search and human capital consulting firm that works exclusively with higher education, nonprofits and social enterprises. We deliver measurable results, finding exceptionally talented people who truly fit the unique culture of our client organizations and ensuring that organizations have the resources and strategies to support them. For more information about Koya Leadership Partners, visit www.koyapartners.com.