

# Division of Administration and Finance

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The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

# Divisional Mission

## **Administration and Finance Mission**

Our contribution to the College mission is to be an inclusive learning community that inspires excellence through growth, engagement and transformation to assist students, faculty & staff and keep the campus functional, attractive, and growing through the delivery of high quality financial, human, physical plant, and student services while ensuring the sustainability of our operations.

*In support of this mission, all members of Administration and Finance partner with staff within the Division, with staff from offices of other Divisions, with Strategic Planning Committees and other College committees, and with external entities to achieve the following goals.*



# Divisional Mission

## Division of Administration and Finance

Immediate permanent personnel requests: Total \$337,533

- Assistant Director of Maintenance Services \$74,000
- Assistant Director of Energy Management/Utilities \$74,000
- Budget Office Staff Assistant \$40,000
- Environmental Health and Safety Office Assistant 2 \$39,533
- Human Resources Employee Relations Associate \$65,000
- Human Resources Office Assistant 1 \$30,000
- Policy and Compliance Coordinator \$35,000
  
- Associate Director of Capital Planning (Capital Funds) \$92,000

Immediate S&E requests:

- \$15,000 in permanent funds.
- \$199,000 in temporary funds



# Divisional Mission

## **Division of Administration and Finance**

### Summary of Total Financial Requests:

- 28 positions for \$1,117,833
  - 19 positions for \$775,833 funded by divisional vacancies
  - 9 positions for \$342,000 requested from new funds.
- 1 position for \$92,000 requested from campus capital funds
- Supplies and Equipment
  - \$137,500 in permanent funds
  - \$199,000 in one-time temporary funds.



# Divisional Goal 1

## A&F Goal 1:

*Become a Great College at Which to Work through the development of our human capital – HR transformation, skills development, work/life balance, appropriate tools, systems and processes. (4.2A; 4.3D; 4.3E; 4.4B; 4.5A; 4.7A; 4.9A)*

- **Divisional Priority 1:** Campus Climate data will show continual improvement as resources are dedicated to tackling long-standing issues of equity and inclusion. Excellent and effective working relationships will be achieved with organized labor to ensure a safe, fair and inclusive campus, free from workplace bullying.
  - **Funding Request:** *Permanent funding of \$65,000 to \$80,000 in salary for an Employee Relations Associate is requested to replace the currently funded temporary/part time position, and which will provide necessary capacity to handle the level of employee relations cases.*



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- **Divisional Priority 2:** Undertake a comprehensive pay review and develop salary plans for faculty and professional staff and develop a compensation communications program. Further develop our “Investing in Our People” Leadership Development Series and develop and implement formal support for this training series.
  - **Funding Request:** Permanent Request:
    - Permanent funding of \$45,000 in salary to hire an HR Assistant, to replace the current temporary position that is funded through November 2018, to support recruitment and training activities.



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- **Divisional Priority 2 (continued):** Undertake a comprehensive pay review and develop salary plans for faculty and professional staff and develop a compensation communications program. Further develop our “Investing in Our People” Leadership Development Series and develop and implement formal support for this training series.
  - **Funding Request:** Permanent Request:
    - *Permanent funding of \$30,000 in salary to hire an Office Assistant 1 to manage all personnel files, employment verifications, etc. This will allow the current OA2 to support appointment processing and performance management notification, tracking and monitoring.*



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- **Divisional Priority 2 (continued):** Undertake a comprehensive pay review and develop salary plans for faculty and professional staff and develop a compensation communications program. Further develop our “Investing in Our People” Leadership Development Series and develop and implement formal support for this training series.
  - **Funding Request:** Permanent Request:
    - Permanent funding of \$65,000 to \$75,000 to hire a Director of Organizational Development. This position would be responsible for managing training and organizational development initiatives including change management initiatives, conducting training needs assessments, onboarding related training, engagement and satisfaction surveys and focus groups.





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- **Divisional Priority 2 (continued):** Undertake a comprehensive pay review and develop salary plans for faculty and professional staff and develop a compensation communications program. Further develop our “Investing in Our People” Leadership Development Series and develop and implement formal support for this training series.
  - **Funding Request:** Permanent Request:
    - *Permanent S&E funding of \$15,000 to support online vendor license costs. This system provides access to the web based training modules and the training database used to notify participants and monitor training completion.*
    - Permanent S&E funding of \$15,000 to \$25,000 for the participants in the five day Leadership Development Program.



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- **Divisional Priority 2 (continued):** Undertake a comprehensive pay review and develop salary plans for faculty and professional staff and develop a compensation communications program. Further develop our “Investing in Our People” Leadership Development Series and develop and implement formal support for this training series.
  - **Funding Request:** Permanent Request:
    - Permanent S&E funding of \$7,500 to support the professional and classified staff NEST (New Employee Support Training) orientation program.
    - *One time temporary S&E funds of \$50,000 to \$75,000 for compensation consultant support to develop the professional staff compensation plan.*



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- **Divisional Priority 3:** Recruit and retain a more diverse faculty and staff, which will promote the continual improvement in Campus Climate data.
- **Funding Request:** To be developed. Support the Chief Diversity Officer who is hiring a Faculty/Staff Diversity Recruiter to take proactive steps to hire under-represented faculty and staff for positions that are likely to be, or are being, searched.



# Divisional Goal 2

A&F Goal 2:

*Ensure ongoing operational sustainability -- risk management, succession planning, business continuity, systems and process improvements, etc. (2.6C; 3.1A; 3.5A)*

- **Divisional Priority 1:** Provide support for the Operational Plan Goal 3 Committee, the Policy Management Committee, the Enterprise Risk Management Committee and the Internal Control function.
  - *Funding Request: Hire a Policy and Compliance Coordinator to support these divisional responsibilities, many of them lead by the Vice President for Administration and Finance. Permanent funding of \$35,000 to \$40,000 is requested for this Coordinator.*



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- **Divisional Priority 2:** Continue to further develop and implement the Campus Calendar-Event Management System (EMS).
  - **Funding Request:** Permanent funding in the amount of \$90,000 is requested for the Brockport Auxiliary Service Corporation (BASC) to reimburse them for the percentage of time that their business analyst and events coordinator commits to the ongoing support and improvement of the EMS operations for 2018 and beyond. This would not be required if the EMS system becomes the College's responsibility.
  - **Funding Request:** *One-time temporary funding of \$124,000 to reimburse BASC for their 2014-2017 costs for licensing, support and consulting/training.*



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*Ensure ongoing operational sustainability -- risk management, succession planning, business continuity, systems and process improvements, etc. (2.6C; 3.1A; 3.5A)*

- **Divisional Priority 3:** Health and Safety Compliance and College-wide training.
  - *Funding Request: An Office Assistant 2 is needed to assist with the STARS reporting, and coordinate, schedule and track a variety of training programs on campus. \$39,533 in permanent funds is requested for this position.*



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*Ensure ongoing operational sustainability -- risk management, succession planning, business continuity, systems and process improvements, etc. (2.6C; 3.1A; 3.5A)*

- **Divisional Priority 4:** Complete the development of the Western New York online procurement system which will serve as a model for SUNY.
  - **Funding Request:** Administration and Finance has been paying for campus participation in the Western New York procurement project. However, permanent funding of \$40,000 to \$45,000 is requested for a Procurement Contract Specialist to manage the increasingly complex contracts that are developed.



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- **Divisional Priority 5:** Achieve and maintain higher Sustainability Tracking, Assessment and Rating System (STARS) scores.
  - **Funding Request:** The current STARS draft report, developed by an external consultant, is 160 pages long and requires collecting a great deal of information from a wide variety of areas on many sustainability related topics. Permanent funding of \$40,000 to \$45,000 is requested to hire an Environmental Health and Safety Technician to lead the data collection efforts for this survey as well as to assist with other training and compliance activities.





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*Ensure ongoing operational sustainability -- risk management, succession planning, business continuity, systems and process improvements, etc. (2.6C; 3.1A; 3.5A)*

- **Divisional Priority 6:** Charge the Enterprise Risk Management Steering Committee to develop metrics and policy that can be adapted by all units and departments of the College.
  - **Funding Request:** No additional funding requested at this time.



# Divisional Goal 3

## A&F Goal 3:

*Establish a culture of management accountability -- Develop a culture of planning, data informed assessment, and ongoing improvement across all units. (3.2A; 3.7B; 3.7C)*

- **Divisional Priority 1:** Establish and operationalize a Joint Planning and Budget Committee (JPBC) as a presidential advisory committee that serves as the steering committee for institutional planning and budgeting to ensure long-range fiscal sustainability.
  - **Funding Request:** *The Assistant Vice President for Finance and Management and the Budget Director provide a great deal of ongoing support for the JPBC in their role as a presidential advisory committee. Permanent funding of \$40,000 to \$45,000 is requested to hire a Budget Office Staff Assistant to process account transactions, reconcile accounts and serve as a resource to departments on budget questions.*



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*Establish a culture of management accountability -- Develop a culture of planning, data informed assessment, and ongoing improvement across all units. (3.2A; 3.7B; 3.7C)*

- **Divisional Priority 2:** Achieve Middle States Criteria with Commendation by effectively integrating institutional assessment, planning and resource allocation; and by aligning the Physical Master Plan to support the Academic Master Plan.
  - **Funding Request:** No additional funding requested at this time.

### Why Commendation?

Commendations recognize noteworthy achievements of the institution.



# Divisional Goal 4

A&F Goal 4:

*Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

- **Divisional Priority 1:** Utilize assessment report data to elevate campus facilities reflecting best practices and outstanding stewardship. The APPA Facilities Performance Indicators (FPI) short-form survey provides institutional information and comparative information for peer institutions.
  - **Funding Request:**
    - *An Assistant Director of Maintenance Services and an Assistant Director of Energy Management and Utilities are essential to provide the necessary leadership and supervision for a very large Facilities staff. Each of these positions would be between \$74,000 and \$78,000.*



# Divisional Goal 4

## A&F Goal 4:

*Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

- **Divisional Priority 1 (continued):** Utilize assessment report data to elevate campus facilities reflecting best practices and outstanding stewardship. The APPA Facilities Performance Indicators (FPI) short-form survey provides institutional information and comparative information for peer institutions.
  - **Funding Request:**
    - Initial basic needs amount to permanent funding of \$376,300 for eleven positions, which include four cleaners (\$114,000), two general mechanics (\$84,000), three Plant Utility Assistants (\$106,500), Painter (\$41,800) and Grounds Worker (\$30,000).
    - Additional needs would require new permanent funding of \$197,000 for six positions, which would include three Cleaners (\$85,500), one General Mechanic (\$42,000), one Plant Utility Assistant (\$35,500) and one Painter Assistant (\$34,000).



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A&F Goal 4:

*Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

- **Divisional Priority 2:** Revise our Physical Master Plan so that it supports the Academic Master Plan, the Residence Life Plan and sustainability objectives.
  - **Funding Request:**
    - *Hire an Associate Director of Planning in the Capital Facilities Office, as had been done in the past, using SUCF capital funds. This position would manage strategic planning requirements on campus – analyze space needs, advance planning of capital projects, etc. Request that \$92,000 of SUCF capital funds be provided annually for this purpose.*



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*Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

- **Divisional Priority 3:** Implement a new work order system (AIM II) that is being developed for the SUNY System. This will replace our out of date systems (Maximo and Footprints).
  - **Funding Request:** No additional funding requested at this time.



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*Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

- **Divisional Priority 4:** Implement a NYSERDA Workforce Training Grant. This is an initial program that will serve as a model for SUNY. In conjunction with the New York Power Authority, we will develop and implement a training program and guidelines for our energy management and utilities staff to increase energy efficiency in support of Executive Order 88.
  - **Funding Request:** No funding required as this is a fully funded grant program.





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*Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

- **Divisional Priority 5:** Explore and assess partnerships around areas of key community need (i.e. a Brockport Community Clinic, Canal development).
  - **Funding Request:** No additional funding requested at this time.



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A&F Goal 4:

*Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

- **Divisional Priority 6:** Improve accessibility and inclusion for our physical facilities.
  - **Funding Request:** No funding requested, these improvements use capital funds.



# Cost Saving Efforts

## Cost Savings Effort

Est. Savings

### Effort 1

The College received a grant of more than \$220,000 from the New York State Energy Research and Development Authority (NYSERDA) to develop a training program for building operations and maintenance personnel who will use the New York Energy Manager (NYEM) facility operated by the New York Power Authority (NYPA) to identify opportunities for energy efficiency at their facilities. The College should be able to reduce energy consumption as a result of this program.

\$ TBA

### Effort 2

The College received a grant of \$80,000 from the New York State Energy Research and Development Authority (NYSERDA) for their Greenhouse Gas Inventory, AASHE STARS Report and Energy Roadmap Program. The College should be able to reduce energy consumption from parts of this program.

\$ TBA



# Cost Saving Efforts

## Cost Savings Effort

Est. Savings

### Effort 3

Ongoing New York Power Authority (NYPA) energy programs to reduce energy consumption and to make our use of resources more efficient. NYPA funds these projects with very low repayment costs and the benefits are immediate building or infrastructure improvements, minimal change to expenditures given the reduction in energy consumption, and then reduction in expenditures after the project loan is paid. Examples of some prior projects have included upgrading of lighting to LED; development of chilled water loops to reduce the number of chillers needed for air conditioning; ice storage facility for alternate cooling; etc.

\$ TBA



# Questions?



**Facilities &  
Planning**



**\$ Finance &  
Management**



Thank you!

