



Office for Capital Facilities Newsletter

Editors: Jessica R. Miller & Ashley Brainard

Issue 31 – January 2022



TOOLS TRAINING COMMUNICATION

Upcoming Events

SUBOA February 2-3

PPAA Virtual Meeting February 16

SUNY Board of Trustees March 8-9

Welcome Aboard

Lauren Lieberman, Director, Environmental Health & Safety and Emergency Services
lauren.lieberman@suny.edu
518-320-1879

Antoine Boulanger, Junior Accountant Energy Buying Group
Antoine.boulanger@suny.edu
518-320-1262

Note from the Associate Vice Chancellor - Karren Bee-Donohoe

Bond Sale Savings: Don Smith, Residence Hall Program manager, working with SUNY Counsel and the University Controller’s Office (UCO) has completed another successful refinancing of residence hall debt saving the campuses almost \$40M. Campus specific information is being provided by UCO to each campus budget office. See page 3 for more detail.

Reminder for emergency@suny.edu: Campuses are reminded to inform System Administration about significant events on campus by including emergency@suny.edu in key communications. All message sent to that address will be sent to select individuals at System Administration, fulfilling the requirements of [Procedure 5608—Emergency Notification Protocol Requirements](#). If text only is used to alert campus members, please forward the body of the text to emergency@suny.edu.

Climate Leadership and Community Protection Act (CLCPA) Scoping Plan Working Group:

The *draft* scoping plan for how NYS is going to meet the requirements of the CLCPA has been published, with comments due by April 30th. A working group is being formed to systematically review the scoping plan and provide SUNY comments as appropriate. If interested in participating in the review group contact alexander.lykins@suny.edu.

Single Use Plastics Taskforce: The SUNY Board of Trustees approved a resolution at the January 25, 2022 board meeting to create a “Single Use Plastics” taskforce and a SUNY Policy. Taskforce members are needed from throughout SUNY to help develop this policy. SUNY plans to be a leader in creating a comprehensive policy for eliminating the use of single use plastics on SUNY campuses. Contact karren.bee-donohoe@suny.edu to participate.

AiM O&M Implementation Update - Daniel Burgan

Throughout the pandemic, the Office for Capital Facilities (OCF) continued to roll out AiM Operations and Maintenance to those campuses and colleges committed to the program, though many campuses and colleges put the implementation on hold due to COVID-19. With pandemic activities slowing down and preventative maintenance picking back up, OCF is encouraging campuses to move ahead with implementation of this valuable software. This requires campuses to work with OCF to clean up the data and prepare for the implementation. Please contact Dan Burgan to start the data cleanup process. daniel.burgan@suny.edu.

Current status of O&M campuses:

- 9 campuses are live with AiM O&M, with 6 also running ReADY Request
- 6 campuses are working the data cleanup process and preparing for ReADY Request
- 8 campuses have not provided any data for the implementation
- Buffalo State is the first campus to implement the keys module which is available to all O&M participants.

In addition to the original modules, SUNY has added several more modules to the original purchase. The most recent being ReADY Space and Team Scheduler. For the O&M campuses, Team Scheduler will allow for a more seamless process for assigning work to technicians. ReADY Space implementation will begin in the next couple of months.

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Community College Capital Updates - Rebecca Goldstein

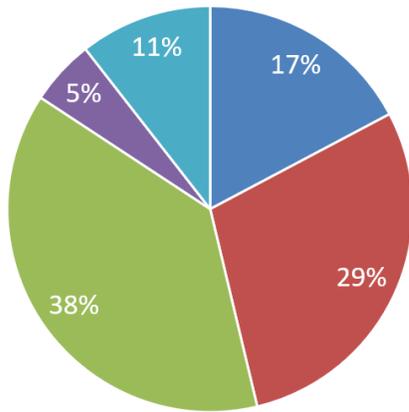


Capital Request for 22/23

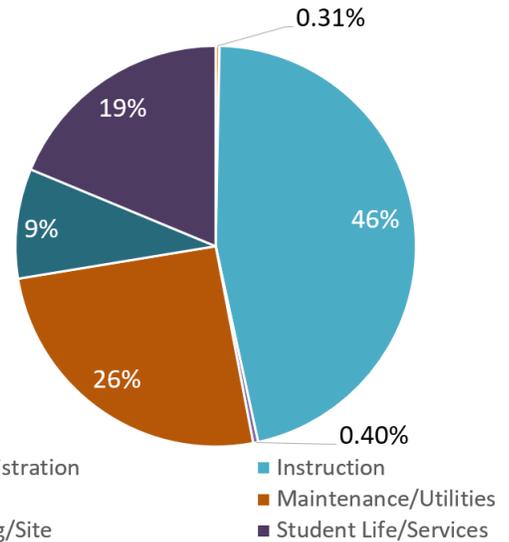
Governor Hochul included in the 2022-23 executive budget the capital requested by SUNY for the community colleges, including \$56.9M in new capital appropriation on behalf of 23 colleges, for 69 projects. This reflects a rebound from last year, when COVID-19 caused delays and suspended planning.

While the majority of this request is restricted to critical maintenance repairs and life safety projects, a few projects are included to meet the needs of new and changing programs at the colleges. These projects are considered critical to the State's recovery by continuing to maintain accreditation and retain enrollment.

Project Type



Facility Use



- New Construction/Acquisition
- Rehabilitation
- Site/Infrastructure
- Critical Maintenance
- Equipment/IT

- Administration
- Library
- Parking/Site
- Instruction
- Maintenance/Utilities
- Student Life/Services

Capital Reports

Colleges should have received quarterly capital reports the first week of January. These reports outline historic and current projects, along with any unused/future appropriation allocated to the college. Please note the following:

- Review old projects and if possible, close the project(s). Otherwise update the work status and project dates.
- Provide cash flow projections for each active and future project.
- Instructions are provided with the report, but feel free to contact Rebecca Goldstein with any questions.

Capital Project Announcements and Promotion

It is heartening to see both SUNY and State leaders recognizing, promoting and attending events to highlight community colleges' new facilities and programs across the State. Recent celebrations include the grand opening of the *Broome Community College Culinary and Event Center*, and the groundbreaking events for both the Finger Lakes Community College nursing program *Sands Center for Allied Health* renovations and addition, and the *Finger Lakes Workforce Development Center* at Monroe Community College.

In order to be proactive, please contact Rebecca Goldstein if you have an upcoming event, such as a ribbon cutting for a new facility that may be of interest to SUNY leadership or the Governor. Rebecca will work with college staff in forwarding information about the college and program to SUNY's communication department, to expand exposure both locally and statewide.



Residence Hall Update – Historically low interest rates present refunding opportunity – Donald Smith

Earlier this fall, a refunding opportunity was presented to SUNY for the residence hall bond program. After nearly 3 months of wildly fluctuating interest rates, the sale was finalized and closed December 2. While preparing for the sale, the savings estimates ranged from \$42M in early September to a low of \$18M in early November.

In the end, timing was on SUNY’s side as the markets rebounded to provide an approximate savings of \$40M, spread out over the next 25 years. This sale refinanced roughly \$350M of debt from the 2012-2018 sales. New debt issued at 2.5% replaced prior bonds at 3.5%-4.5%

This refunding was very challenging and unique for the res hall program. It included a “Tender and Exchange” component for the first time. In a “Tender” transaction, bondholders are given the option to sell their current bonds back to the issuer for a premium. In an “Exchange” transaction, bondholders are given the option to exchange

their current bonds for new DASNY bonds. In both instances, DASNY issues new tax exempt bonds at the lower interest rate to generate savings for the program. For this sale, the “Tender and Exchange” component contributed an additional \$5M in savings compared to utilizing a traditional taxable advance refunding.

The detailed savings by campus is still being formulated, once the details are available, the SUNY Controller’s Office will provide updated debt service schedules to campuses.



Campus Let Contracts Updates – Jessica Miller

Office of the State Comptroller Approvals

When submitting a contract to the Office of the State Comptroller (OSC) for approval, it is important to ensure the completion dates listed are consistent. The completion date is identified on page one of the agreement, and again in Section 4.20. A completion date is also identified in the Notice to Bidders. If the timeframe for a contract shifts, and the date listed in the Notice to Bidders is no longer relevant, the campus should include an explanation for the change in the submittal to OSC. If the dates do not match, and an explanation is not provided, OSC will raise the completion date as an audit question.

Contract Begin and End Dates

OSC will sometimes change the dates on a contract in SFS. These changes are often made to “D contracts” because a contract is not fully executed, or started, until OSC has approved the contract. Based on the information provided in the SUNY Construction Checklist, OSC will change the “begin date” to the day OSC approves the contract, or to 10 days after approval of the contract. This results in the contract date being different in SFS than it is in SUNY FMS. SUNY bulk loads information to SFS, and unfortunately that bulk loading goes one way; changes made in SFS are not transmitted back to FMS.

If a contract change is sent up to OSC, and the documentation references a date different than the one OSC can see in SFS, OSC will reject the change order. To avoid this, prior to transmitting the first change order to OSC the

campus should go into SFS and FMS to compare the begin and end dates of the contract. If the contract dates in SFS and FMS do not match, contact your University Controller’s Office Representative, who can correct the date in FMS prior to transmitting the change order.

Campus Let Memorandum of Understanding

Under the Campus Let Contracts Program, each campus has a Memorandum of Understanding (MOU) in place with the State University Construction Fund. The MOU identifies many of the rules, regulations, policies, and procedures governing SUNY’s capital procurements. In essence, the MOU requires the campus, as a letting agency, to adhere to all applicable rules and regulations related to the use of the Fund’s capital appropriations, including:

- Obtaining Division of Budget and Executive chamber approval to let campus administered design and construction contracts (DOB B-1184);
- Providing SUNY Controllers Office with closeout information necessary to capitalize the asset for all contracts of \$100,000 or more;
- Completing and certifying accuracy of the annual non-governmental (private use) survey detailing the percentage of private use in each campus facility; and
- **Following the Fund Program Directives**



Requests from the State Emergency Management Office/ Emergency Operations Center - Allen Styno

SUNY as a state agency has a role in the state's response to natural disasters or public health emergencies such as COVID-19. Periodically, the NYS Emergency Operations Center (NYS EOC) will request support from SUNY in the form of:

- ✓ Equipment or vehicles;
- ✓ Personnel;
- ✓ Space for logistics; and/or
- ✓ Shelters to be operated by the American Red Cross.

Some recent successes of SUNY contributions to the NYS EOC include:

- SUNY System Administration drivers delivered supplies from the Albany Stockpile to assist the repatriation center at JFK as part of COVID-19 response and planning.
- SUNY campuses have provided staffing of crucial vaccination pods, including at Old Westbury where a staff member will soon to be taking on the temporary role of incident commander for the State vaccination site.
- SUNY Polytechnic staff retrieved and drove a 500-gallon water tank from the Oriskany Stockpile to Gloversville to aid the town during a town wide water main break.



These are shining examples of SUNY participating as part of the statewide effort, and how teamwork really makes a difference!

Requests to for assistance from the EOC are sent to the Office for Capital Facilities (OCF). OCF transmits these requests to the closest campuses. Most requests are time sensitive, and should be addressed as soon as possible. If the request is for personnel, please consult with the campus human resources office, who may know of staff willing to volunteer to support the request. If the request is for equipment, supplies, or use of buildings or parking lots, please review with the facilities office and/or campus leadership to confirm availability.

As SUNY strives to participate in the overall response being coordinated through the NYS EOC, it is imperative campuses help whenever possible. SUNY campuses are advised to review and understand the resources available at the campus! OCF urges emergency managers to also proactively meet with facilities and human resource departments to develop lists of potential staff and existing equipment resources, ahead of the need.

When receiving an email stating it is a request from the NYS EOC or the State Emergency Management Office, please make every effort to respond as soon as possible. A response is appreciated regardless of whether the campus can or cannot support the request.

Requests may come from the email address SUNYBunker@suny.edu or directly from Karren Bee-Donohoe, Lauren Lieberman, or Allen Styno.

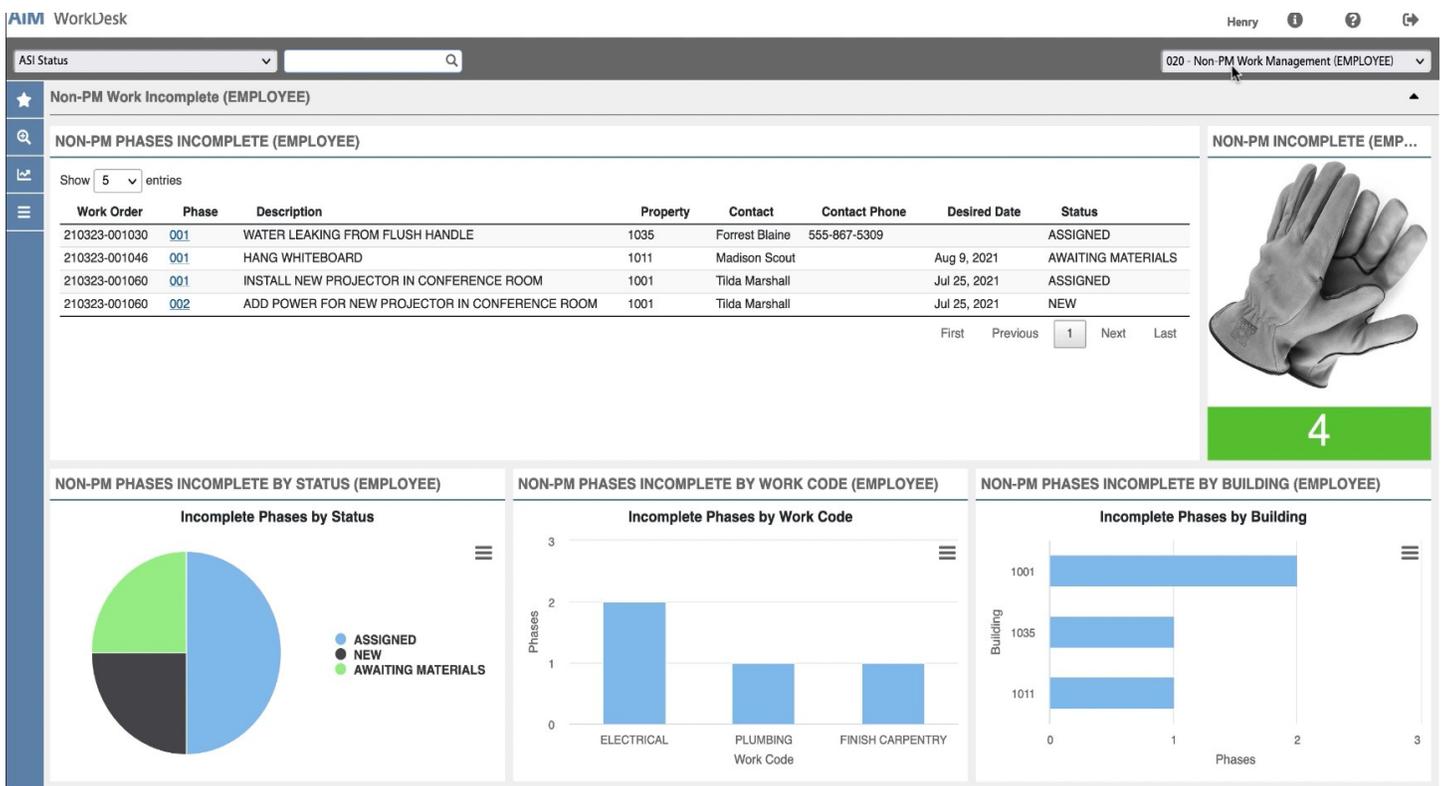
If you have any questions or concerns, or would like to participate as an NYS EOC liaison, please contact Allen Styno allen.styno@suny.edu.

Big Changes Coming to the AiM WorkDesk - Patrick Deloughery

The Office for Capital Facilities will be rolling out a new and improved AiM WorkDesk in 2022. Changes to the WorkDesk include:

- Collapsible menu
- Enhanced search functionality
- Ability to create favorite queries, reports, and screens.

The WorkDesk will also be home to role-specific or group-specific dashboards. These dashboards will be developed with feedback from the campuses. An individual with multiple AiM roles can be given access to multiple dashboards, with each dashboard focusing on a specific aspect of that individual's job. The image below is just one example of what a technician on the Operations & Maintenance side of the house could see. Conversations about the dashboards will be ongoing throughout 2022.



NON-PM PHASES INCOMPLETE (EMPLOYEE)

Show 5 entries

Work Order	Phase	Description	Property	Contact	Contact Phone	Desired Date	Status
210323-001030	001	WATER LEAKING FROM FLUSH HANDLE	1035	Forrest Blaine	555-867-5309		ASSIGNED
210323-001046	001	HANG WHITEBOARD	1011	Madison Scout		Aug 9, 2021	AWAITING MATERIALS
210323-001060	001	INSTALL NEW PROJECTOR IN CONFERENCE ROOM	1001	Tilda Marshall		Jul 25, 2021	ASSIGNED
210323-001060	002	ADD POWER FOR NEW PROJECTOR IN CONFERENCE ROOM	1001	Tilda Marshall		Jul 25, 2021	NEW

First Previous 1 Next Last

NON-PM PHASES INCOMPLETE BY STATUS (EMPLOYEE)

Incomplete Phases by Status

- ASSIGNED
- NEW
- AWAITING MATERIALS

NON-PM PHASES INCOMPLETE BY WORK CODE (EMPLOYEE)

Incomplete Phases by Work Code

Work Code	Phases
ELECTRICAL	2
PLUMBING	1
FINISH CARPENTRY	1

NON-PM PHASES INCOMPLETE BY BUILDING (EMPLOYEE)

Incomplete Phases by Building

Building	Phases
1001	2
1035	1
1011	1

Please reach out to the [AiM Help Desk](#) if you would like more information about the new WorkDesk view or if you would like to move forward with upgrading your WorkDesk. Please also continue to reach out for any training requests or other AiM related questions at (AiMHelp@suny.edu).



Energy Buying Group Update - Petula Phillips

Participating Member Update

The Energy Procurement and Utility Regulatory Affairs Office coordinates the aggregated purchasing of electricity by managing the daily operations of the Energy Buying Group (EBG) for thirty-one of SUNY's upstate campuses. The EBG's goal is to reduce costs incurred by SUNY facilities, and where possible, mitigate the volatility of electricity prices. By purchasing electricity at wholesale rates, the EBG has generated over \$40 million in utility cost savings since 2004. Participation in the EBG is available to SUNY state-operated campuses, community colleges, and affiliated organizations located in the upstate region.

Recently, two community colleges have joined the EBG - Broome Community College and Tompkins Cortland Community College. We look forward to generating savings for these campuses! If additional community Colleges are interested in information, including a cost-savings analysis, please email the EBG at SUNYEnergyOffice@suny.edu.

Junior Accountant Position

The Energy Buying Group (EBG) would like to introduce and welcome the new Junior Energy Accountant, Antoine Boulanger. Antoine will be working closely with Senior Accountant Petula Phillips, and will be responsible for the day-to-day cost accounting and reporting for the EBG. Antoine comes to SUNY with over 10 years of experience in the private financial sector, most recently

as an Accounting Assistant for Homestead Funding Corp, and is an alumni of the University at Albany. Antoine may be reached at antoine.boulanger@suny.edu.

Advising Committee

The SUNY Energy Buying Group (EBG) is overseen by an Advising Committee, which provides general oversight of the purchasing activities of the SUNY EBG. The committee is made up of no more than five representatives of EBG members. Each representative serves a two-year term, however there is no limit to how many consecutive terms an Advisor may serve. Representatives must be full time employees in a field directly related to the purchasing or managing of energy. Committee members are encouraged to attend a Market Overview Course at NYISO to better understand the current energy markets in New York State.

Thank you to the outgoing Advising Committee member **Kevin Rice** (Brockport) for providing guidance and support over the last two years.

Continuing for an additional term are: **Matt Brubaker** (Cortland); **Sandy DeJohn** (Binghamton); **Don Lambert** (Cobleskill); and **Howard Lewis** (Upstate Medical).

And welcome to the newest member: **Steven Schunk** (Geneseo).

If you have questions about the EBG, reach out to Petula Phillips, petula.phillips@suny.edu or Melinda Race, melinda.race@suny.edu.

