



The State University
of New York



Office for Capital Facilities Newsletter

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Note from Associate Vice Chancellor, Karren Bee-Donohoe

Staffing Challenges: FY 22-23 has been difficult for the campuses regarding staffing. Employees retiring or taking other jobs leaves facilities short-handed and campuses lose valuable knowledge. Campuses are having difficulty finding qualified staff at all levels. Custodial, skilled trades, project planners, management and leadership alike are in short supply. Staffing shortages result in extra work for existing personnel, overburdening the staff, resulting in ineffectiveness. Two temporary options for campuses include use of union labor, and the [OGS Administrative Services - Temporary Personnel Group 73003](#) contract. The contract name is misleading, as it includes not only clerical but also service occupations, IT, and building trades. The [job descriptions](#) in Lot 1 on page 1 (clerical) and Lot 10 on page 14 (building trades) are most relevant to facilities.

AiM: OCF has also experienced staffing challenges related to the AiM program with currently one fulltime dedicated employee. OCF is in the process of hiring [new staff](#) to create a stronger team to serve the campus needs. Campus patience during this time is appreciated.

Clean Energy and Sustainability: There are positive staff changes with the hiring of Chief Sustainability Officer and Executive Director for Climate Action Carter Strickland, who is dedicated to helping campuses meet the goals of the Climate Law (CLCPA) and Executive Order 22, and to advance SUNY's clean energy workforce development and related research. Candidates are being sought for a [Sustainability Policy Analyst](#) to work with Carter.

Upcoming events:

CCBOA

New Business Officer Training

Albany - Aug 16-17

ERAPPA

St. John, NB, Canada—Sept 24-27

SUNY Board of Trustees

September 12 and October 24

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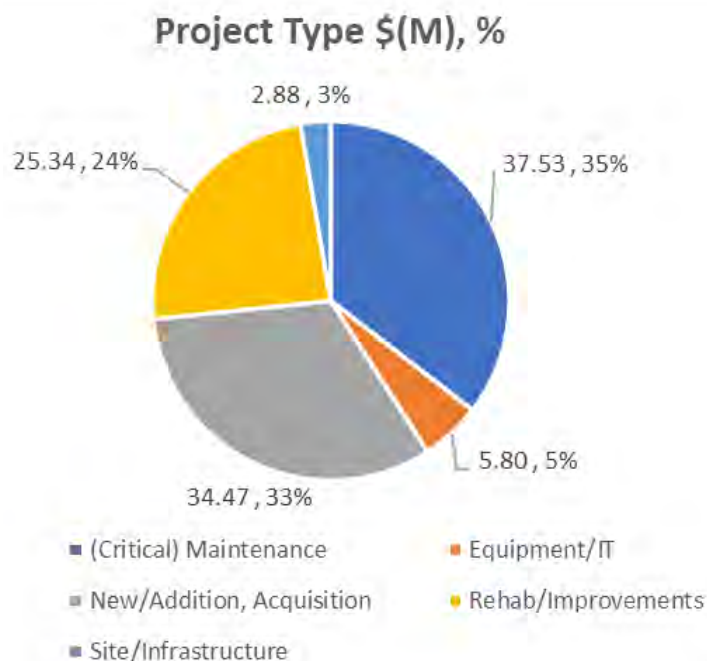
Community College Capital Updates - Rebecca Goldstein

23/24 NYS Budget Passage: Community College Capital Request Approved

The 2023-24 State Budget included \$106M in new capital appropriation on behalf of 24 colleges for 70 projects. While the majority are critical maintenance and life safety projects, a few projects are included to meet the needs of new and changing programs at the colleges, including nursing and healthcare, applied tech, criminal justice, aviation, and mechatronics.

These projects are considered critical to the State's recovery by continuing to maintain accreditation and retain enrollment.

State funding was also provided for property acquisitions to ensure colleges have opportunity to expand their footprints to allow for growth in a logical manner.



Capital Reports

Colleges received capital reports the first week of April, which outline historic and current projects, along with any unused/future appropriation allocated to the college. Although colleges should alert OCF immedi-



ately of any project changes, OCF requires colleges to do the following on a quarterly basis:

- Initiate new projects - existing appropriations which have not yet been allocated to projects (shown on the reports as "future appropriation") can be used if documented local funding is available, *this includes any new appropriation obtained in the 23/24 NYS Budget*
- Review old projects - close out projects if possible or provide details on remaining work and dates
- Provide cash flow projections - for each active and future project where schedules are available (twice annually)
- Facility use changes - email AIMHelp@suny.edu for assistance in updating college AiM Property and Space data. (function, going on-line, disposal, etc.)

Instructions are provided with the report, but feel free to contact Rebecca Goldstein with any questions.

CCBOA Spring Conference

The NYS Community College Business Officers Association hosted their spring conference June 5th-8th, 2023 in Watkins Glens, NY. There were a wide range of speakers, including Chancellor King, who spoke about the importance of CCs, discussed enrollment challenges, and provided optimism for the future through SUNY strategy of automatic enrollment at CCs.

A variety of other presentations, and activities held for business officers related to information sharing, discussion of best practices and provision of resources for college staff.

OCF participated through collaboration with NYPA to discuss clean energy projects including solar and storage, along with how the colleges can work with the New York Power Authority (NYPA) to help advance the clean energy future goals. NYPA representatives participated through the conference for informal discussions with the colleges.



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Capital Project Announcements and Promotion - Ribbon Cutting at Suffolk CC

Chancellor John B. King Jr. recently completed the 64-campus tour which provided many opportunities to highlight the community colleges. It is heartening to see both SUNY and State leaders recognizing, promoting, and attending events to feature community colleges' new facilities and programs across the State.

One such example was a June ribbon-cutting for Suffolk County Community College's new Renewable Energy/STEM Center on the Michael J. Grant Campus in Brentwood.



This \$20M project continues the College's efforts to support and assist domestic manufacturing with a focus on green technologies by providing an educational environment for the design, installation, repair and maintenance of sustainable energy management systems. The 2-story 34,000 square foot building has been constructed as net-zero, as the energy required to illuminate, heat, cool and ventilate will be equal to or less than the energy produced from solar and wind sources. The project is expected to be LEED Gold.

Please contact Rebecca Goldstein with upcoming events, such as a ribbon cutting for a capital project that may be of interest to SUNY leadership or the Governor. Rebecca will work with college staff, forwarding information about the college and program to SUNY's communication department, to expand exposure both locally and statewide.

Review of Program Regulations



Community College program regulations, guidance documents, and forms are reviewed regularly to ensure they are up to date with State and SUNY business practices. This is part of SUNY's continuing effort to ensure program rules are being followed effectively and efficiently.

The CC program also integrates with multiple information technology systems including the State Financial System, AiM space/assets system, and SUNY internal Project Data. These systems are evaluated to incorporate new needs, reduce duplication of information, and streamline processes, while still being able to provide State leadership with critically needed information.

SUNY OCF has a small working group reviewing the CC program regulations. The CCBOA Executive Committee will be consulted regarding potential changes identified by the working group. In addition, SUNY will be seeking input from a variety of business officers on procedures and forms to ensure they are understandable and user-friendly.

Orientation for New Business Officers

Wednesday August 16th and Thursday August 17th in Albany at the Renaissance Hotel CCBOA will provide an Orientation for New business officers to introduce and highlight the roles of the various departments in System Administration. If interested in attending, contact Beth Coyle, VP for Finance and Administration at Rockland CC, beth.coyle@sunyrockland.edu.



Minor Critical Maintenance Funds - Jessica Miller



Minor Critical Maintenance (MCM) funds are established to provide an efficient mechanism for campuses to initiate and manage qualifying projects. It is very important for campuses to understand the responsibility each campus has for using these funds appropriately in order to not jeopardize the program for all campuses. Projects under the MCM program must comply with the requirements of critical maintenance appropriations supported by bond proceeds. This means projects must be capital in nature. The project scope must have an estimated useful life of 10 years or more. MCM projects must be more than \$5,000, and less than \$150,000. Projects less than \$5,000 are considered an operating expense, and projects over \$150,000 must be established as a stand-alone capital project.

Examples of projects that DO NOT qualify for MCM include:

- Grouping independent or unrelated tasks together into one project to reach the \$5K limit
- Project cost overruns or contingencies
- Studies
- Projects solely for staff charges*
- Routine or recurring maintenance or operational expenses when they are not an integral component of a qualifying project; including:
 - ⇒ Relocations and moving expenses
 - ⇒ Painting, carpeting, landscaping
 - ⇒ Office remodeling to support program enhancements, adaptations, or accommodations for new initiatives
 - ⇒ Small scale hardware replacement
 - ⇒ Disposal of hazardous waste from academic or research activities
- Purchase of moveable Furniture Fixtures and Equipment (FFE)**

- Resealing, resurfacing and restriping parking areas

MCM projects are subject to SUNY's procurement requirements as defined in [SUNY Procedures 7554 Construction Contracting](#) and [7555 Construction-related Consultant Contracting](#).

In certain cases, where the installation cost is approximately 20% or less, and little to no mechanical, electrical, or plumbing work is required, the purchase and installation of fixed equipment may be considered a commodity purchase, subject to procurement requirements under Procedure 7553. See [Guidance Document CLC-13 Facilities Procurement Purchase and Install and Service Contracts](#) for more information on purchase and install contracts.



The cost of maintaining equipment is typically an operations expense and should not be charged to capital accounts. For more information regarding the MCM program and its requirements, please refer to [Procedure 7563 Minor Critical Maintenance Procedure](#).

*[See Procedure 7302](#) and the corresponding [Construction Fund Guidance](#).

**[See Guidance Document CLC-9 Furniture, Fixtures and Equipment](#)

AssetWORKS Continuing Education (ACE) Training



Videos – Ashley Brainard

SUNY recently acquired access to a series of AiM tutorials and training videos, called “**AssetWorks Continuing Education (ACE)**”. These videos offer a wide variety of content for many users and can be viewed by your entire facilities team. Each video focuses on a specific area or module within AiM and provides practical examples of how each one can be used, along with Q&A sections along the way. Currently, training videos are available covering the following broad topics:

- AiM Basics including Navigation
- Property & Space Overview
- Work Management including GO
- Inventory & Warehouse
- Finance & Accounting
- Time and Attendance

These are interactive sessions which are scored

based on the answers given during the module. Each user gets the chance to test their AiM knowledge in that particular area.

AssetWORKS is in the process of developing additional training and is expected to have new videos available every month.

These training videos may be accessed through the [SUNY Office for Capital Facilities Webpage](#) under the [AiM - Resources for Property & Asset Management](#) page. Users will be taken to the [SUNY Blue Capital Facilities page](#) which is only available through SSO Authentication.

The material in SUNY Blue is not for public consumption, but please feel free to share with campus employees.

If you have a suggestion for a future video, or any AiM-related questions, please email us at AiMHelp@suny.edu.

Residence Hall Program Capital Work Rebounds from Pandemic While Occupancy Remains a Concern - Donald Smith

After a downturn in capital spending during the pandemic years of 2020-21 and 2021-22, the SUNY residence hall program saw a resurgence in spending in 2022-23. Driven by cash-flow savings from a much-needed debt service restructuring, several campuses capitalized on strong cash balances to perform necessary upgrades to their residence hall facilities. In fact, during the 2022-23 state fiscal year, the program set an all-time high in cash funded capital spending of over \$80m. It is forecasted this trend will continue in 2023-24, with spending expected to exceed the 2022-23 levels by nearly \$20m.

A handful of larger projects, placed on hold during the pandemic, have restarted and are spending 2019 bond proceeds. Due to this increased demand, the program is in the planning for an August bond sale, anticipated to be in the \$100-\$120m range. The proceeds will primarily support construction of a new resi-

dence hall at Stony Brook, along with renovations at Albany, Buffalo, New Paltz, Oswego, and Alfred State.

The normal protocol for going to market for new money dictates the Office for Capital Facilities will work with the Wall Street community to identify refinancing opportunities resulting in debt service savings for the campuses.

While some campus programs have begun to recover, as witnessed by the uptick in capital spending, others continue to struggle to regain pre-pandemic occupancy levels providing the necessary revenue to cover the costs of much needed capital work. Additionally, the continued escalation of construction costs has lead to a different approach in project selection, with many campuses choosing forego larger gut rehabs to concentrate on a number of smaller projects.



Energy Buying Group Update: Melinda Race, Petula Phillips, & Antoine Boulanger



The Energy Buying Group:

The Energy Procurement and Utility Regulatory Affairs Office manages the aggregated purchasing of electricity *supply* through the daily operations of the Energy Buying Group (EBG). Most of SUNY's upstate campuses participate as EBG members. The program's goal is to reduce costs incurred by SUNY facilities and mitigate the volatility of prices.

By purchasing electricity supply needs at wholesale rates, the Energy Buying Group (EBG) has generated over \$42.8M in savings since 2004. Participation in this group is available to SUNY institutions, including state-operated campuses, community colleges, and affiliated organizations located upstate.

Participating Member Update:

Welcome North Country Community College who recently joined the EBG. The EBG looks forward to generating savings for this college! If Community Colleges are interested in additional information, including a cost-savings analysis, please email SUNYEnergyOffice@suny.edu.

Advising Committee:

The EBG is governed through bylaws that regulate how the group functions and is overseen by an Advising Committee, providing general oversight of the purchasing activities. The Advising 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 position directly related to the purchasing or managing of energy.

Thank you to the current Advising Committee for valuable guidance and support throughout the current term 2022 and 2023:

Matt Brubaker (Cortland), **Sandy DeJohn** (Binghamton), **Christopher DiLallo** (Cobleskill), **Howard Lewis** (Upstate Medical), and **Steven Schunk** (Geneseo).

The EBG is seeking volunteers to be representatives for the Advising Committee for 2024 & 2025. If interested in

volunteering, please reach out to Petula Phillips, petula.phillips@suny.edu and Melinda Race, melinda.race@suny.edu.

Statistics:

Currently, 32 Campuses participate in the EBG, with 131 total meters enrolled. Participating campuses include: University Centers (8); University Colleges (9); Technology Colleges (5); Community Colleges (10); and System Administration. Even with the large number of campuses and meters enrolled in the EBG, the small EBG team successfully manages the procurement operation. **During fiscal year 2021-22, the EBG generated savings of \$2.15M on \$32M electricity purchased.**

EBG electric load for FY21-22 was 505K MWh. Load has now normalized from the previous fiscal year which was still low as a result of the pandemics at 486K MWh. Typically, peak load for the EBG occurs during the summer months. The FY21-22 peak occurred in August 2021.

Electricity Market Pricing Review:

Primarily, the EBG purchases electricity *supply* on the day-ahead-market, the pricing auction mechanism administered by the New York Independent System Operator (NYISO). It is this *supply* component of all electricity bills that is the most volatile.

Day-ahead-market pricing auction mechanisms are divided into zones, with different prices based on the local demands in that area. Eastern New York, which consists of the Capital Region, Hudson Valley down to New York City are the most expensive areas. Western New York, which consists of the Mohawk Valley Area and extends to the Western part of NYS, trends about 60% less compared to the East. For example, January 2022 was second highest all-time electricity supply pricing. Eastern New York's supply pricing was about \$150 per MWh; compared to \$95 for Western New York.

Compared to FY20-21, with an annual spend of \$16M, fiscal year 2021-22 proved to be a very expensive year for electricity *supply* costs. Extreme cold weather, storage shortage of natural gas, and global tensions all added to the market uncertainty and pricing volatility.

Energy Buying Group Update, continued:

Clean Energy Standard

NYS Clean Energy Standard (CES) is administered by New York State Energy Research & Development Authority (NYSERDA) to achieve NY's goal of 70% renewable electricity generation by 2030. The CES Program began in 2017, and requires all Load Serving Entity (LSE), including the EBG, to purchase CES compliance products from NYSEDA. CES charges amount to 5% to 10% of supply costs. For fiscal year 2021-22, the compliance costs under the CES for EBG totaled \$2.2M for State-Operated Campuses. To date, CES compliance costs total \$11M.

Currently, CES compliance consists of the first three tiers shown below, to be supplemented by two additional tiers. These additional tiers will be a future LSE obligation, possibly starting in 2024 or 2025. Current compliance is tracked via Renewable Energy Certificates (RECs) and Zero Emission Credits (ZECs).

- Tier 1 RECs which support development of new renewable generation in NYS.
- Tier 2 RECs which preserve existing hydro resources within NYS.
- Tier 3 ZECs which support upstate nuclear facilities to continue producing zero-emission electricity.
- Tier 4 RECs will develop transmission of renewable generation from Upstate into New York City.
- TBD - Off-Shore Wind development.

As the State approaches 2030, significant investment will be needed to achieve NY's goal. Therefore campuses should plan for significant increases in CES compliance costs each year as NYS works to meet the CES and the Climate Leadership and Community Protection Act (CLCPA) requirements.



Demand Reduction Programs/Strategies

EBG Campuses can participate in demand reduction programs for the upcoming summer capability period. By participating in any of these programs, campuses earn dollar benefits as well as being a responsible participant in the NYS Electric Grid.

Three programs/strategies are available:

- NYISO Special Case Resource (SCR) Demand Response – Campuses receive payment for promise to reduce load when called by the NYISO
- Local Utility Commercial System Relief Program (CSR) – Campuses receive payment for promise to reduce load when Utility load approaches forecast peak
- Peak Load Management – Load reduction at system peak to reduce supply costs

For questions, please contact melinda.race@suny.edu, petula.phillips@suny.edu, or antoinette.boulanger@suny.edu.