



The State University
of New York

Office for Capital Facilities Newsletter

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Note from the Associate Vice Chancellor - Karren Bee-Donohoe

LSRE: The NY Higher Education Large Scale Renewable (NY HE LSRE) project consultant contract is in review at OSC. Once the contract is executed, the 16 participating SUNY campuses will begin working toward the first of at least two RFPs for renewable projects. All campuses will be kept in the loop as the work progresses. For more information on how the process works, view the [recorded webinar](#) on the OCF webpage.

USGBC: The Office for Capital Facilities maintains a *Silver* membership in the US Green Business Council (USGBC) that permits campus staff to be affiliated members at no additional cost. Instructions for campus members to join are provided on page 5.

PPAA conference: The Annual PPAA summer conference is being held this year July 16-18th at the new Albany Capital Center. The SUNY Office for Capital Facilities (OCF), the Construction Fund and System Administration Plaza Operations, are co-hosting the event. Chancellor Johnson will be the Keynote speaker. All vendor booths have been sold. The full agenda is almost complete, and registration will open shortly.

Electric Vehicle Charging Stations: New guidance will be coming out soon to assist campuses in creating a policy for electric vehicle charging stations. Included in the guidance document will be a template for setting up a campus specific policy. The guidance document will be followed by information on numerous grants to help pay for installation and potentially operations of new charging stations.

NYPA: NYPA presented an overview of energy related services NYPA can provide to SUNY campuses at the April SUBOA meeting. Campuses wishing more information may contact Joe Renda at Joseph.Rende@nypa.gov.



TOOLS
TRAINING
COMMUNICATION

Upcoming Events

SUBOA Conference
Verona
May 28-30

CCBOA Conference
Rochester
June 11-14

SUNY/PPAA NYAPPA
Albany
July 16-18

Energy Buying Group Staff Update - Daniel Russ

With the recent retirement of Kathleen Slusher, and promotion of Daniel Russ to Director of Energy Procurement and Utility Regulatory Affairs, and Melinda Race to Senior Energy Accountant, the Energy Buying Group would like to introduce and welcome it's new Energy Accountant, Petula Phillips. Petula will be working closely with Melinda, and will be responsible for the day-to-day cost accounting and reporting for the Energy Buying Group.

Petula comes to SUNY with 15 years of experience and an extensive accounting background, most recently as an Assistant Financial Analyst at Hudson Valley Community College. Petula received a Bachelor's Degree from the University of Guyana with a focus on Internal Relations, and is pursuing an MBA at the University of Albany.

Please welcome Petula to SUNY and the Energy Buying Group!

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Oversight of Hazardous Materials and Waste - Barbara Boyle

In December 2018, the Office of the State Comptroller released findings from *Oversight of Hazardous Materials and Waste*, an audit of seven SUNY campuses. Some good news is the audit found no hazardous waste findings and “that the SUNY campuses have established adequate controls over and complied with regulations to provide reasonable assurance that students and the campus communities are safeguarded against exposure to hazardous waste.”

OSC expressed some concerns about “controls over hazardous materials - specifically, the key areas of access, procurement, and accounting.”

Access

A concern was raised that laboratories were not always locked, and that some campuses could not produce key distribution records which would indicate who had access to various laboratories. Campuses may wish to review key distribution and lab access policies on a periodic basis. Procedures should also be reviewed so that key or card access is removed from individuals who no longer have the need for access. Campuses may also wish to review risk assessments and determinations of access control for various areas. Areas with particularly harmful or valuable materials may require a greater level of security than an introductory teaching laboratory space.

Procurement

The concern in this area was related to controls over purchases of chemicals, with the suggestion they could be strengthened by requiring additional approvals to better document business need and reasonableness of the purchases, further restricting potential delivery locations, and confirming segregation of duties between the purchaser and recipient. Campuses may wish to consider restriction of chemical purchases to limited authorized people, perhaps with merchant codes restrictions on p-cards. Campuses may wish to consider developing controls to flag and require pre-approval of certain types of chemical purchases.

Accounting/Inventory

The report makes reference to “accounting” or maintaining an inventory of chemicals. Compliance with provisions

in the campus Chemical Hygiene Plans (which reflect local risk assessments and mitigation strategies) was examined. Campuses should consider their inventory requirements. Inventories of all chemicals are not strictly required by OSHA Lab Standard 29 CFR 1910.1450, but arguably provide a path to better controls, and may reduce waste. Inventories can help in ordering, storing, handling, and disposing of chemicals, as well as emergency planning. Chemical Hygiene plans are required to be reviewed on an annual basis.



To assist campuses in review of lab safety and security, the OCF webpage has been updated. Please visit <https://system.suny.edu/capital-facilities/environmental-health-and-safety/lab-safety/> for links to some industry standards, as well as OCF-developed material including:

- A Chemical Hygiene Plan checklist;
- Spot check exercises on inventories and safety data sheets management and lab access; and
- A document presenting 75 questions to consider when looking at the campus lab safety program.

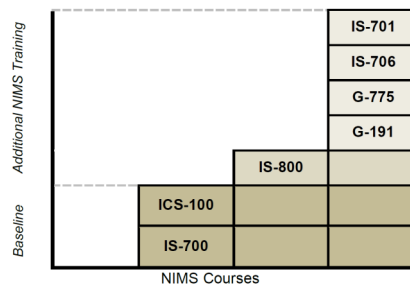
Please feel free to contact Barbara Boyle if you would like additional information about lab safety or the OSC audit.



Time to Prepare for Submitting the Campus Emergency Response Plan - Allen Styno

Each summer State operated campuses are asked to submit the campus Emergency Response Plan to System Administration as required by SUNY Policy 5606 Emergency Response Plan Requirements. In preparation for the June request, OCF has reviewed plans submitted last year and would like to highlight five recommendations for improved plan development and policy compliance.

Figure 6. Training for EOC/MACS Personnel



1. Ensure the campus President has endorsed the campus plan. This endorsement should also be periodically reviewed. The President's support of the plan, including succession planning and delegation of authorities, are vital to successful implementation during an emergency.
2. The minimum training recommended for all campus EOC participants is ICS-100 *Introduction to Incident*

Command and IS-700 an *Introduction to the National Incident Management System*. These two courses can be completed online, without cost, through FEMA's *Emergency Management Institute Independent Study* at <https://training.fema.gov/nims/>. Maintain copies of all course completion certificates with the emergency plan records.

3. Each campus currently has a *Hazard Vulnerability Assessment*, yet risks change over time and may require additional emergency planning consideration. Therefore, campuses should review the current *Assessment* when situations change, or at a minimum of every five years.
4. Verify the plan includes a "management of change" page, and use it to document reviews of and changes to the plan.
5. Continuity of Operations (COOPS) is a major part of emergency planning. The COOPS section of the plan should address how the campus will continue essential operations during an emergency, and throughout the recovery period.

Please feel free to contact Al Styno for assistance in reviewing the campus Emergency Response Plan.

Green Revolving Loan Fund - Karren Bee-Donohoe

As part of continued efforts to reduce the carbon footprint of SUNY and improve the Energy Use Intensity (EUI) per the requirements of Executive Order 88 (EO88) SUNY is launching the SUNY Green Revolving Loan Fund (GRLF). The GRLF is open to both state operated campuses and community colleges. A launch email will be going out shortly with instructions and an application form.

Projects that save on the utility budget including electricity, natural gas, fuel oil, gasoline, diesel, sewer or water are eligible. Savings from implementing the project are to be used to repay the loan.

The interest rate for the loans will be the NYS Short Term Investment Pool (STIP) rate plus 0.5%. Loans are for a maximum of 10 years, and may be for amounts between \$10,000 and \$1 million.

Applications for the first round are due June 12. If sufficient funds remain following the initial round, additional applications will be considered on a rolling basis.

Loan interest starts to accrue at the time of distribution of the funds. Payback begins at completion of the project or two years, whichever occurs first.

Community Colleges will require sponsor approval.

Applications will be submitted to Eric Mazzone at eric.mazzone@suny.edu.





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Stony Brook Constant Commissioning Energy Management - Eric Mazzone



Stony Brook University has been involved in an ongoing pilot project with New York Power Authority's (NYPA) energy management system, New York Energy Manager (NYEM). The pilot includes installation of electric sub-meters and environmental sensors on key pieces of equipment at the Campus Recreation Center.

The meters are used to collect real time data that feeds into NYEM. NYEM provides data analytics and advisory services to Stony Brook. Using this data, NYEM has identified numerous energy and cost savings opportunities including actionable intelligence for optimizing the operation of the HVAC system by finding anomalies that are not evident through typical Building Management Control System (BMCS) systems.

These actions are expected to reduce energy consumption in the Campus Recreation Center by 14 percent. Moreover, Stony Brook has been able to improve air quality in the facility by identifying and troubleshooting air handler damper issues, and reducing CO₂ peak readings.



Stony Brook University

Given the significant potential for energy and cost savings attributed to equipment-level metering, the campus energy manager is now considering an expansion of sub-metering installation to other university buildings. With the help of NYEM analytics, Stony Brook will be able to see which equipment is consuming the most energy, measure equipment efficiency, and identify assets driving up energy costs.

The campus is now implementing the recommended energy strategies to keep costs low and to prioritize maintenance and repair tasks based on priority needs and financial constraints.

"The overall potential savings from sub-metering is higher than I expected. It identified specific unit(s) causing excessive energy use, which may not have been detected from BMS or building level data alone. But it's important to note that metering alone doesn't drive savings - the benefits come from the advisory services and reports, and having a team ready to implement the changes."

Tom Lanzilotta, Campus Sustainability and Energy Manager, Stony Brook University

RetrofitNY Project Moving Forward on Ford Hall at SUNY Oneonta - Donald Smith

DASNY, Oneonta and the NYS Research and Development Authority (NYSERDA) are reviewing responses to a Request for Qualifications (RFQ) for design/build teams interested in participating in an innovative project at SUNY Oneonta under the RetrofitNY Program.

The renovation of Ford Hall will include a major gut renovation and a deep energy retrofit. This NYSERDA supported project is intended to be the first of many residence halls included in the RetrofitNY portfolio which is geared toward combining improvement of the building envelope with electrification and size reduction of the HVAC systems, creating a carbon free building.

In addition to major energy savings, this renovation will increase bed capacity from 213 students to approximately 300 students. The \$27M project is slated to begin in May 2020 with an expected occupancy date of August 2021.

This project will use the design/build delivery method, which will allow DASNY to manage one contract, with a

single point of responsibility. The design consultant and contractor work together as a team from project initiation to project completion, providing unified project recommendations to fit the campus schedule and budget. Any changes are addressed by the entire team, leading to collaborative problem-solving and innovation. The innovation derived from this endeavor is one of the key elements the RetrofitNY team is hoping to take advantage of on future residence hall enhancements across SUNY.

This exciting opportunity will help SUNY to move toward the potential of achieving "net zero" energy usage in its residence halls. This initiative not only supports Chancellor Johnson's energy initiatives, but also provides campuses with the unique ability to improve the overall living learning experience for our students, while lowering the operating costs of our facilities.

RetrofitNY

This RetrofitNY pilot will provide the framework for future expansion across the SUNY. In the coming months, the Office for Capital Facilities will be working with campuses to identify future candidates for this program.



U.S. Green Building Council - Access SUNY's Silver Membership - Karren Bee-Donohoe

Membership in the U.S. Green Building Council (USGBC) provides a variety of benefits. SUNY holds a silver membership, which campus students, faculty and staff may access by linking an individual account to SUNY as a member of the SUNY organization. For more information on the benefits of a Silver membership visit USGBC's website [here](http://usgbc.org). Thank you to Rachel Kornhauser of Oneonta for these instructions: To link an account:

1. U.S. Green Building Council (USGBC) usgbc.org

If you do not yet have a personal USGBC account:

- Click on "Account" at the top right
- Click on "Create one" and follow the steps

If you have a personal account - sign-in

2. Once signed in, click on "Membership" along the left of the account screen
3. In the box that says "Connect to member organization" select "Find organization by name"
4. In the search box that appears type "State University of New York" and click "Search"
5. Select "State University of New York- Albany, New York"
6. Complete the remaining steps to create your account
7. A screen will indicate membership is pending approval
8. Once membership is approved, individuals will receive an email from USGBC confirming "connected to your organization's USGBC membership"

Emergency Management Communication - Barbara Boyle

Emergency Messaging Composition – 3/3/30 rule

Many campuses have moved from the old NY-Alert system to the new Everbridge platform. Everbridge suggests use of the 3-3-30 *rule* for composing emergency messages. Their sound recommendation is not unique to their platform.

3-3-30 means that you have: 3 short sentences; 3 key ideas; and 30 words or fewer.

You generally need to cover: What is going on? What should the recipient do? When should the recipient expect an update or where can they get it? So perhaps your message would be similar to the following: "There is a fire in Smith Hall. Please evacuate the area. Go to www.best.school.edu/emergencies for info." That's the 3 short sentences, 3 key ideas, and only 17 of my 30 words!

Emergency Messaging - Text-to-Speech

Many alerting systems have text-to-speech features – turning your text into the automatic robot voice. Other systems let you use real people voices. Presuming the goal is to keep people calm, and have them take some sort of protective action, a real person voice out-

performs the robot voice. It is almost always worth the time to record the message! For best results, a calm women's voice (mom-voice) seems the best option. Always listen to the voice – real or robot - before it goes out!

Emergency Messaging - Practice Makes Perfect

Current consensus states a person can become an expert if practicing a skill for 10,000 hours. Hopefully, the campus emergency notification system does not require that level of commitment! However, most users will need to practice sending alerts to feel comfortable and maintain competency. OCF suggests users practice at least quarterly. One can put reminders in the calendar, and take only a few minutes to practice each time. Most systems will allow an alerter to send messages only to oneself or a small test group.

Always remember to put "TEST" in the subject **and** in the body of the message. These practice sessions will reacquaint the user with special features of the system (e.g. gateways to use, polling responses, conference bridges, shorter texts/longer emails, voice recordings, etc.) If the system allows messages from more than one interface (computer, phone app, etc.), practice sending from them all or rotate. Practice will also keep alerters up to date on protocols, passwords, and emergency assistance numbers. Put it on the calendar and just do it!



Community College Capital Program 2019/20 NYS Budget Outcome and Other Program News - Rebecca Goldstein

SUNY continues to impress upon State leaders the importance of long-range capital planning. Capital is needed not only in order to maintain safe facilities but also to accomplish the academic mission of SUNY and the community colleges. The enacted 2019/20 NYS Budget incorporated most of the requested community college capital, providing new funding for 44 projects at 20 colleges, totaling \$74.2M with a \$37.1M in State share. In addition, the budget included re-appropriation of \$545.6M for the State share of projects that have not yet been completed. Of the new funding:

- \$33.9M, or 91.3%, addresses critical maintenance and renovation of existing spaces
- \$3.2M, or 8.7%, addresses new facilities or expansions for academic programs
- 65% of the new funding relates directly toward academics and student services, 31% for campus-wide building system improvements and 4% for administrative functions

This year's budget excluded one requested project, which the Division of Budget determined was not ready to progress. It is likely this project will be added to SUNY's request in the fall of 2019, on behalf of the community college, for funding in 2020/21.

With the passage of the NYS Budget, colleges can now request access to the appropriation by revising the Project Action Form as necessary, and providing any documentation not already provided to SUNY. A [guidance document](#) for this the process can be found on the OCF website.

Other Capital Updates

Project Reimbursement

SUNY and DASNY have recently improved reimbursement procedures to allow for scanned signatures on request forms. This will increase overall efficiency of this process. Please see the [Tools](#) section on the Office for Capital Facilities website for the most recent forms and procedures.

SUNY urges colleges to be prompt in submitting requests for State reimbursement. Timely submissions of claims, at least quarterly, will:

- Ensure requests are processed promptly;
- Expedite reimbursement of the 50% State match to the college or sponsor;
- Provide vital information to SUNY and the Division of Budget (DOB) on cash flow patterns for the program; and
- Allow SUNY to develop proper models to predict bond sale needs.

Quarterly Capital Reports

Colleges have received the March 31 Capital Reports, reflecting State fiscal year end information. Upon receipt, colleges are requested to review project schedules for accuracy, review project balances, initiate new projects, and close completed projects.

CCBOA Conference

Details regarding the June conference for business officers will be announced on the CCBOA listserv soon. SUNY encourages attendance, as the conference provides significant learning opportunities, along with discussion of challenges and sharing of best practices through networking.

