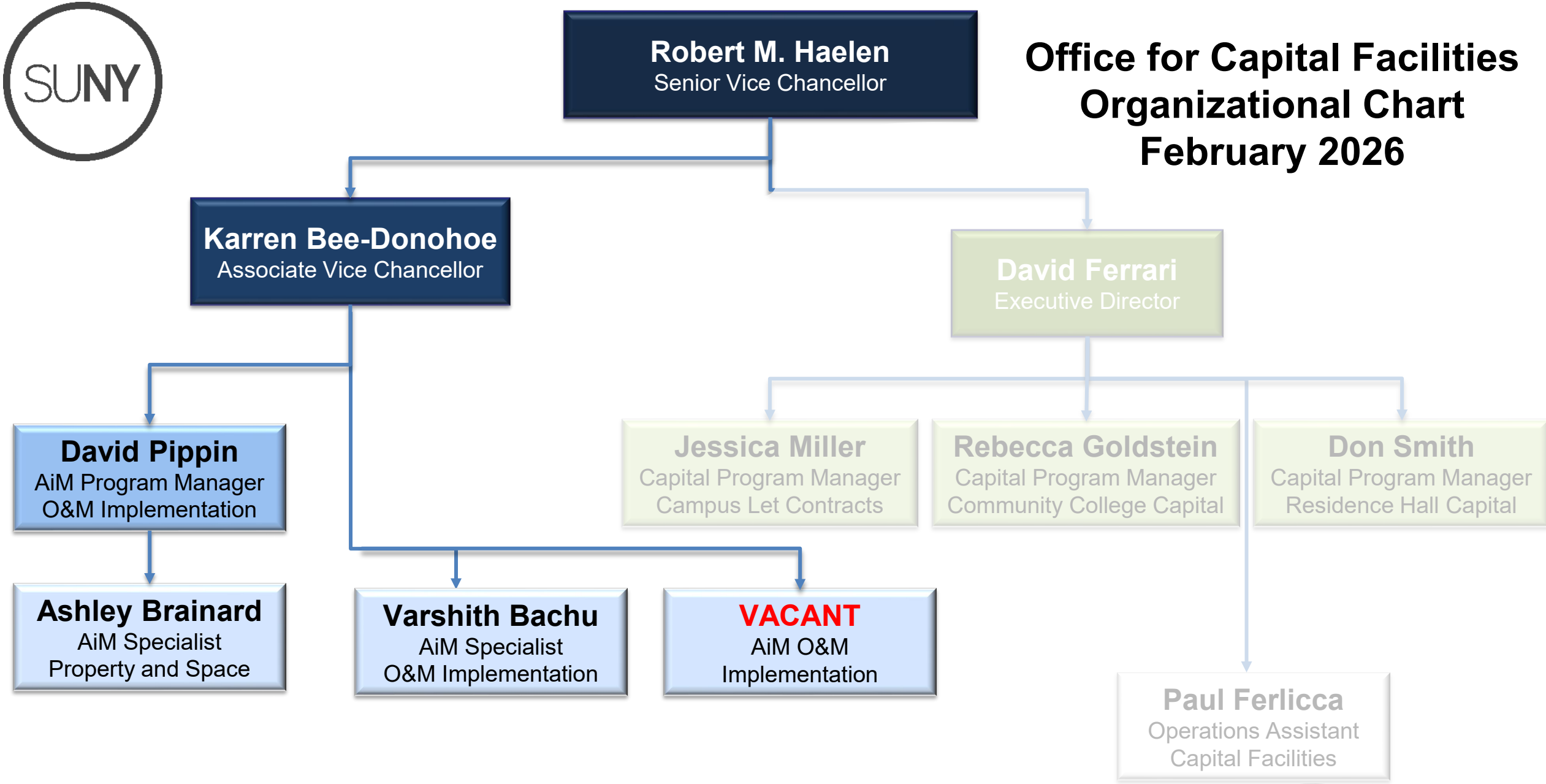
SUNY Office for Capital Facilities Overview for NYAPPA

Karren Bee-Donohoe, Associate Vice Chancellor for Capital Facilities
David Ferrari, Executive Director for Capital Facilities

February 2026

Transitions

Office for Capital Facilities Organizational Chart February 2026



Varshith Bachu,
Facilities Software Specialist

Facilities Management Software ("AiM")★

Functional Area	Educational and Hospital	Residence Halls	Community Colleges
Physical Space & Occupancy	Capital Facilities	Capital Facilities	Capital Facilities
Capital Asset Data	FUND	FUND / OCF	Capital Facilities
O&M, ReADY and Go	Capital Facilities	Capital Facilities	Capital Facilities

★ The FUND's IT department hosts all AiM modules and supports Capital Facilities and the campuses every day. They manage software upgrades, network issues, and many day-to-day items associated with enterprise software.

AiM Statistics

ID	Item	Data
1	Live Campuses	8
2	Total ReADY Requests	186,000+
3	2025 WO Phases	338,000+
4	% of WO/PMs	33%
5	Closure Rate	93%

+1 on Feb 27th

Setting Up for Success

Standardized setup pushed to each campus

- Statuses, Work Types, Problem Codes
- Queries
- Dashboards and Widgets
- PM tasks
- Inspection checklists
- Asset data collection validation

Remaining Campuses

1. Delhi
2. Fredonia
3. Downstate
4. Canton
5. Cortland
6. Old Westbury
7. Optometry
8. POLY
9. ESF
10. Brockport
11. Broome CC
12. Erie CC
13. Monroe CC
14. **OTHERS???**

<u>Redo</u>

1. Schenectady
2. Jefferson
3. Dutchess

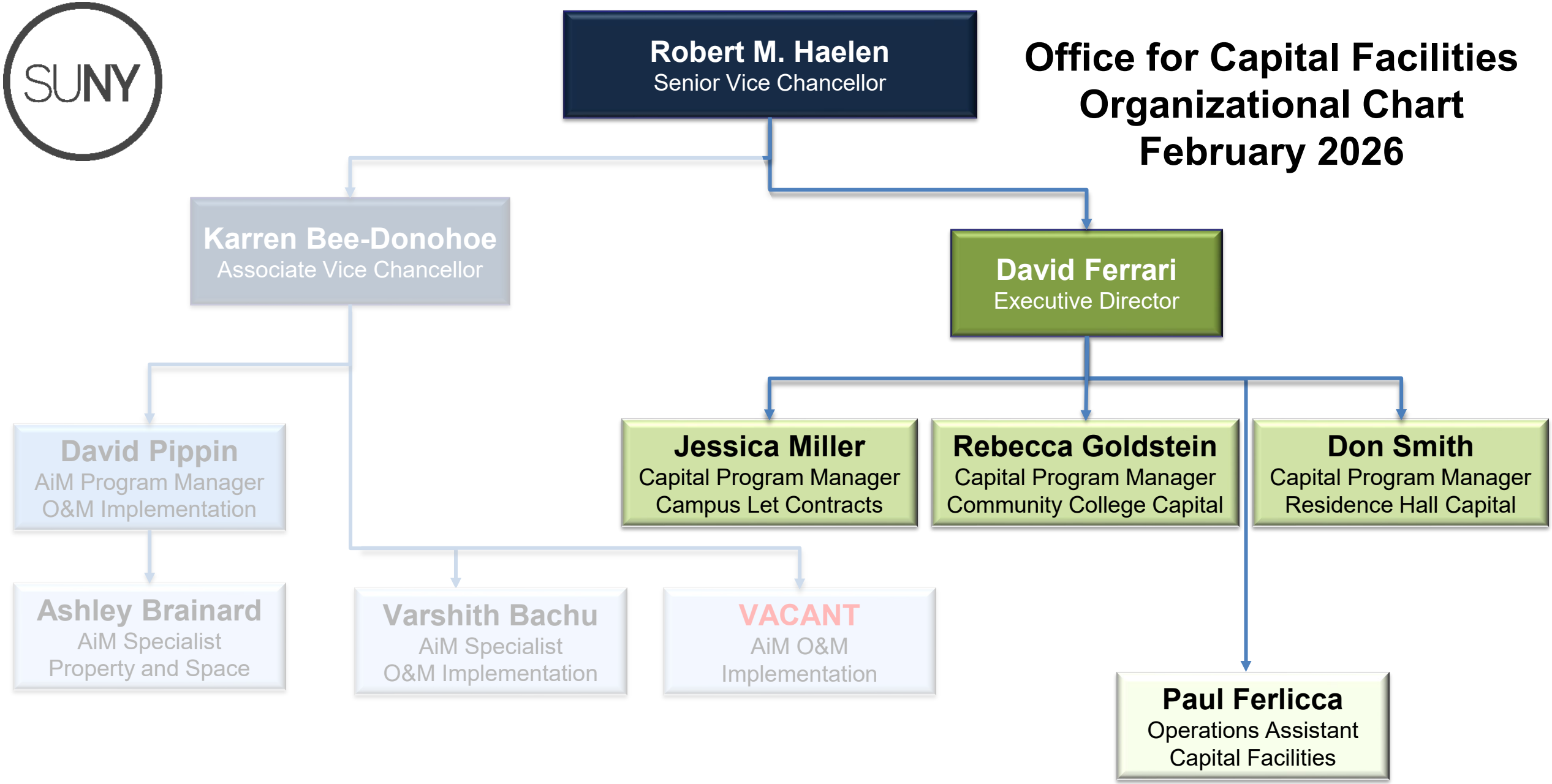
Juggling & Consequences

Letting Go

David Ferrari
Executive Director for Capital Facilities

SUNY

Office for Capital Facilities Organizational Chart February 2026



Paul Ferlicca

Operations Assistant

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Office for Capital Facilities

SUNY's Office for Capital Facilities is responsible for providing tools, training, and communication to all 64 SUNY campuses in support of programs for management of facilities. The office provides guidance, oversight, and technical expertise regarding the care, custody, control, and management of campus facilities in accordance with applicable New York State laws and regulations. A variety of disciplines are represented within the department including:

- EMERGENCY INFORMATION
- AiM Support & Training
  - Property and Space - Ashley Brainard
  - O&M - David Pippin & Anthony Kourmoulakis
- Capital Programs
  - Campus Let Contracts Program - Jessica Miller
  - Community College Capital Program - Rebecca Goldstein
  - Residence Hall Capital Program - Don Smith

EMERGENCY INFORMATION

COMMUNICATE VIA EMERGENCY@SUNY.EDU

a. Campuses are required to inform System Administration of emergencies and serious situations at the which could become media inquiries, or which involve safety to the students, faculty, staff, visitors or to the campus facilities. By sending a message to **emergency@suny.edu** campuses easily relay information to multiple offices at SUNY Administration and meet requirements to notify the Chancellor's office of emergency situations.
    1. Messages to the **emergency@suny.edu** address are relayed to the Chancellor's Office/Chief of Staff/Communications; Government Relations; University Police; Provost and Student Affairs; Construction Fund; Capital Facilities; and Environmental Health & Safety

b. Types of reportable events as listed in Procedure 5608:
    1. Death or major injury to a member of the campus community, especially those that may present trauma to other campus community members.
    2. Facility evacuation or serious restrictions of use or operation of facilities
    3. Significant fires or sudden environmental hazards, spills, or incidents
    4. Significant acts of violence
    5. Off-campus events that have significant impact on many members of the local community.
    6. Outbreak of serious infectious disease
    7. Large scale civil disorder

c. **Memorandum of Emergency Notification** (Haelen, 2014)

d. SUNY Procedure 5608 - Emergency Notification Protocol Requirements

e. Major Requirements for Emergency Reporting to Regulatory Agencies
    1. Initial Spill Reporting Guidance for Gasoline and Other Petroleum Products

f. Health and Safety Issues in Natural Disasters (AIHA, 2017)

CAMPUS PROCEDURE FOR DECLARING A CONSTRUCTION EMERGENCY

The New York State Public Buildings Law defines "construction emergency" as damage to or a malfunction in buildings or property of the state of New York caused by an unanticipated, sudden and unexpected occurrence which involves a pressing necessity for immediate repair, reconstruction or maintenance in order to permit the safe continuation of a necessary public use of function, or to protect the property of the state of New York, or the life, health or safety of any person. [PBL §9]

a. To declare an emergency - Campus fills out : Appendix B : Impairment of Facilities

i. For Residence Hall related emergencies:
   1. Campus is to contact the Residence Hall Program Manager - donald.smith@suny.edu;
   2. Campus is to complete the First Report of Property Claim and submit to Residence Hall Program Manager - donald.smith@suny.edu
   3. Campus is to send signed copy of Appendix B: Impairment of Facilities to Residence Hall Program Manager - donald.smith@suny.edu
      a. DASNY Contacts and Tip Sheet

ii. For Educational Facilities (non-residence halls):
   1. Campus is to contact the campus Construction Fund project manager (see contact information linked document below).
   2. Campus is to send a signed copy of Appendix B: Impairment of Facilities to the Construction Fund program manager.
      a. Construction Fund Contacts

SUNY Capital Programs

Capital Program (# of campuses)	PROGRAM Administration
Educational Facilities (34)	FUND
Hospitals (3)	FUND
Residence Halls (26)	Capital Facilities
Community Colleges (30)	Capital Facilities

SUNY Capital Projects

Capital Program (# of campuses)	PROJECT Administration	
Educational Facilities (34)	CAMPUS	/ FUND
Hospitals (3)	CAMPUS	/ FUND
Residence Halls (26)	CAMPUS	/ DASNY
Community Colleges (30)	CAMPUS / COUNTY / DASNY	

SUNY Capital Programs / Projects

Capital Program (# of campuses)	% of GSF & Buildings	Program Administration	Project Administration
Educational Facilities (34)	59%	FUND	CAMPUS / FUND
Hospitals (3)	3%	FUND	CAMPUS / FUND
Residence Halls (26)	19%	Capital Facilities	CAMPUS / DASNY
Community Colleges (30)	19%	Capital Facilities	CAMPUS/COUNTY/ DASNY

SUNY students

CAMPUS LET CONTRACTS

Jessica R. Miller

Campus Let Contracts

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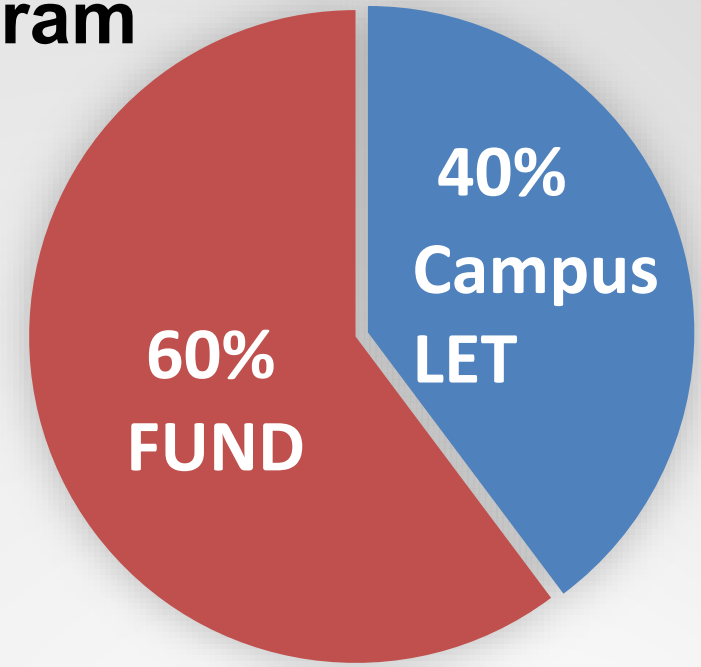
Campus Let Contracts Program



Total of All Funds Disbursements ($M)

Includes Bonds, 384, and Other Agency Suballocations

Project Administration	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
CAMPUS LET	$229.6	$238.3	$244.4	$301.1	$338.5	$1,351.8
FUND	$342.4	$340.5	$431.3	$474.4	$499.8	$2,088.5
TOTAL	$572.0	$578.8	$675.7	$775.5	$838.3	$3,440.3

Campus Let Contracts Program

The Campus Let Contracts Program is responsible for the development of tools, training and communication to assist campuses in strengthening their management of construction contracts. Campus managed construction projects comprise a significant portion of new construction, renovation and maintenance at SUNY Campuses and are integral part of SUNY's Capital Plan.

TOOLS	TRAINING	COMMUNICATION
Policies and Procedures	Campus Let Training	Guidance Documents
Contracts		Other Documents
State University Construction Fund		Listservs

Contact: Jessica R. Miller
Contract Specialist
Email Jessica Miller
518.320.1129

Campus Let Contracts Program Tools

POLICIES AND PROCEDURES

A consolidated listing of policies and procedures related to construction procurements is provided below. A listing of all SUNY policies and procedures can be found in the University-wide Policy and Procedure Library. The University periodically updates procedures. Ensure you have the latest documents by accessing them here.

Construction and Consultant Procurement Threshold Chart, June 2024

General	
7302	Charging Staff to Capital Appropriations • Construction Fund Guidance
7552	Procurement Lobbying Procedure for State University of New York
7553	Purchasing and Contracting (Procurement)
7561	Contract Award Protest Procedure

Campus Let Contracts Program Training

Campus Let Training

- Resources
- Campus Let Contracts Webinar Series
  - Capital Funds (Session #1),re-recorded August 2025
    - Webinar Recording
    - Session 1 PowerPoint Slides
  - Procurement Requirements (Session #2), December 2023
    - Webinar Recording
    - Session 2 PowerPoint Slides
  - Consultant Selection (Session #3), December 2023
    - Webinar Recording
    - Session 3 PowerPoint Slides

Campus Let Contracts Program Communication

Campus Let Contracts Guidance Documents

The Office for Capital Facilities offers a series of guidance documents to assist campuses in the management of facilities. These documents are not intended to replace policies and procedures but to provide assistance to campuses in various areas. A full listing of all SUNY policies and procedures can be found in the University-wide Policy and Procedure Library.

CAMPUS LET CONTRACTS (CLC)

- CLC-1 Construction Bonds, *Revised May 2023*
- CLC-2 Temporary Services, *Revised March 2013*
- CLC-3 Construction Authority, *Revised May 2023*
  - Letter to Presidents: Construction Authority - April 2019
- CLC-4 Threshold Chart, *Revised June 2024*
- CLC-5 Division of Budget Approval - B-1184, *August 2021*

Campus Let Training

- Regional Sessions in 2025 – reached 220+ staff members
- Recorded training sessions available online here.
- Spring 2026 webinar series, content likely to include:
  - Campus Let Updates
  - Project Labor Agreements and Associated Procurements
  - Term Contracts

DOL Certified Payroll

- Contractors and subcontractors are required to submit certified payroll records to DOL through an online portal
- **The requirement to collect and review certified payroll as part of the payment application process has not changed**
  - Contractors still must submit copies of certified payroll reports to the Campus as required in the contract documents
  - Campuses are still responsible for the review of certified payroll as part of the payment applications process

Farmingdale Residence Hall

RESIDENCE HALL CAPITAL

Don Smith

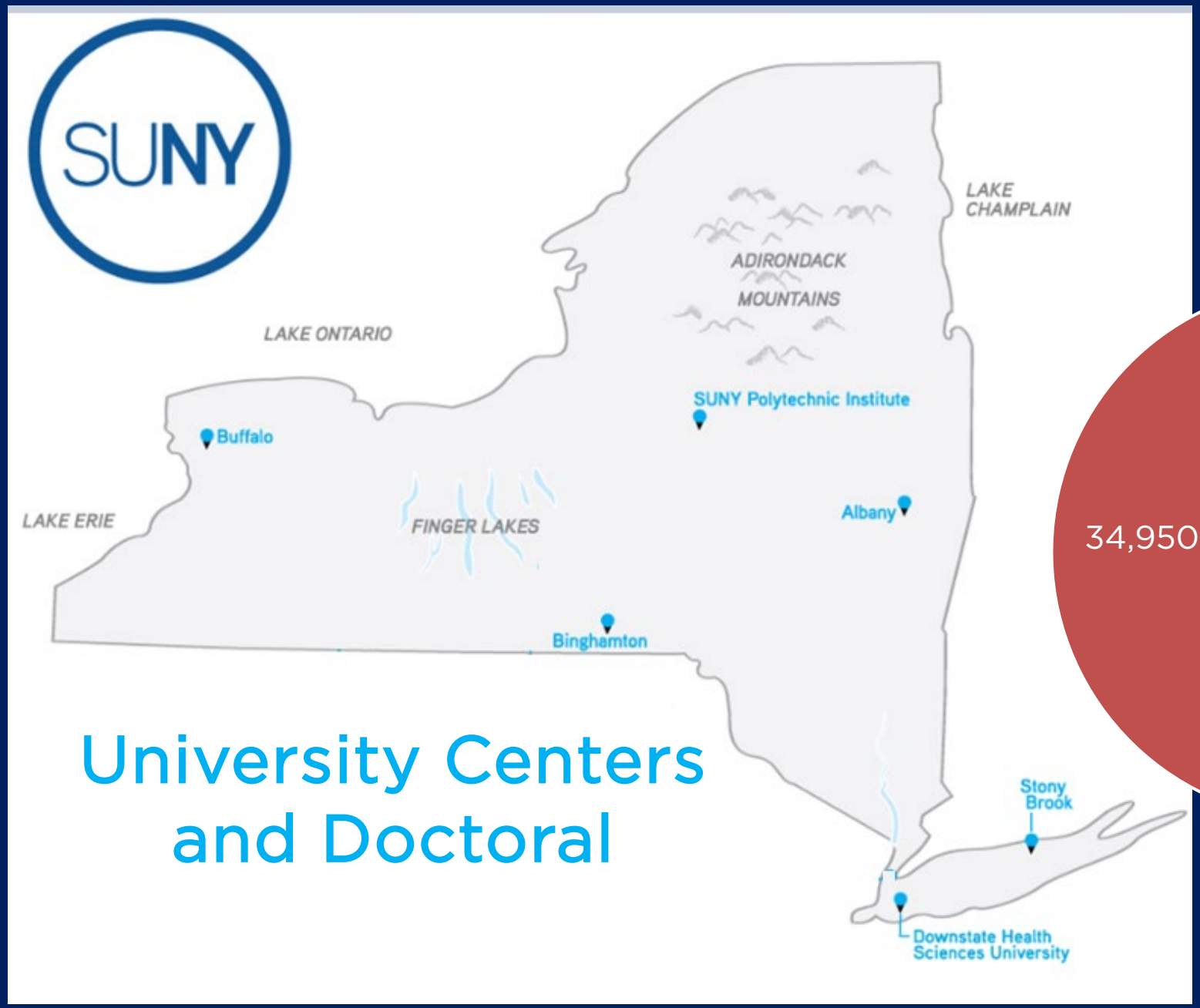
Capital Program Manager

Donald.smith@suny.edu
518-445-4038

Residence Hall Capital Program is Self-Sustaining

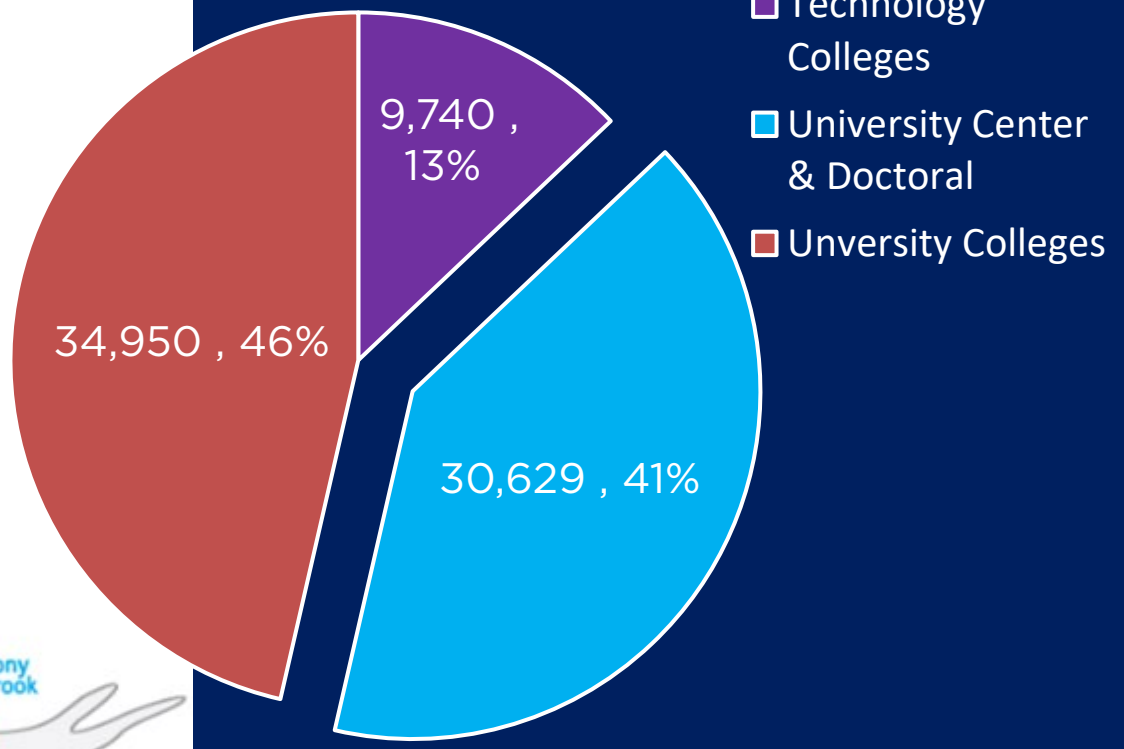
The Program **is self-sustaining**, relying on the residence hall rents, fees, and charges to pay for all operating costs and debt service.

- 26 State-op campuses; ~ 500 buildings and 75,000 beds
- $650M annual revenue from student rentals
- Campuses submit annual 10-year capital plan showing they can financially support all operations and planned capital projects.

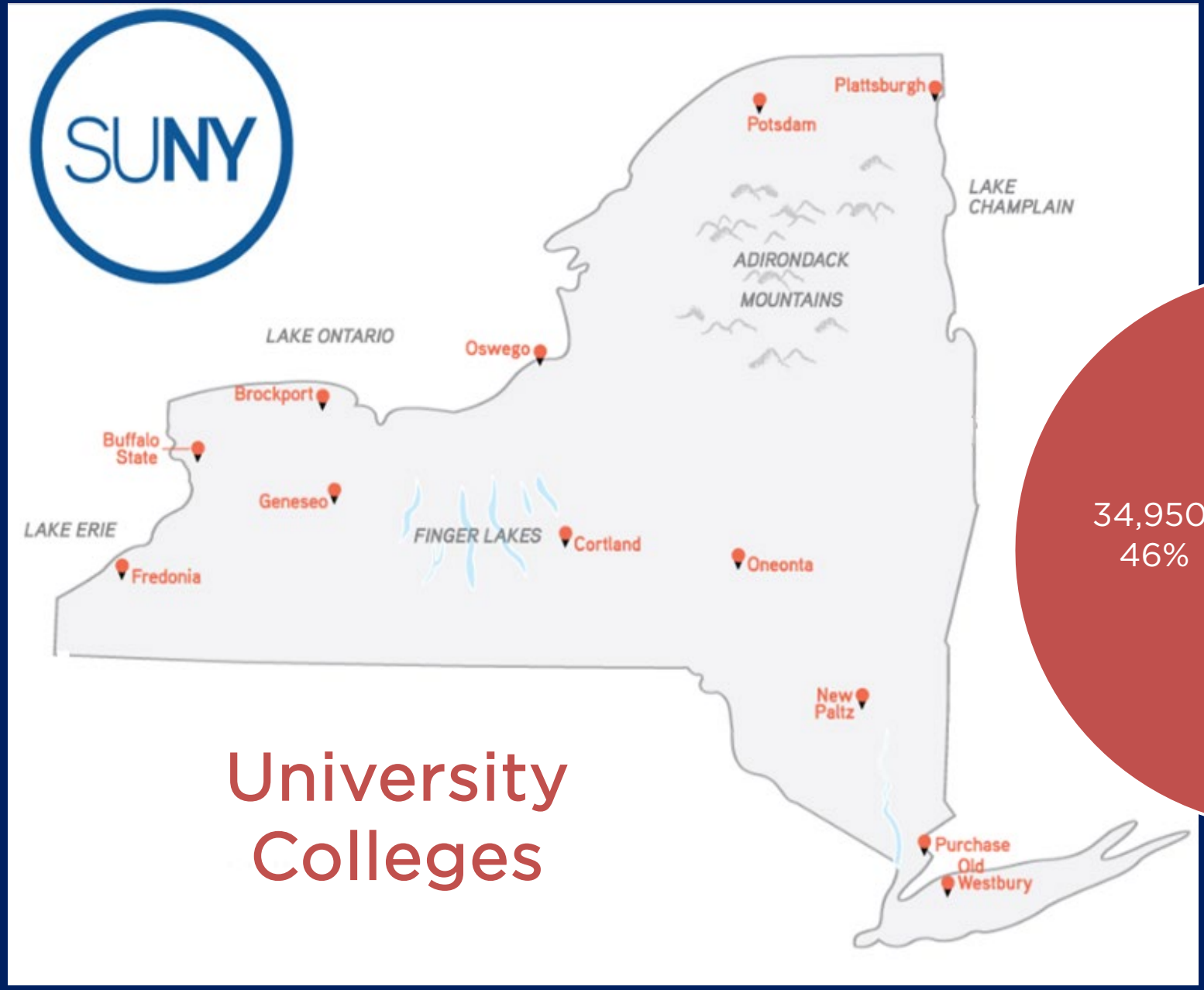


University Centers and Doctoral

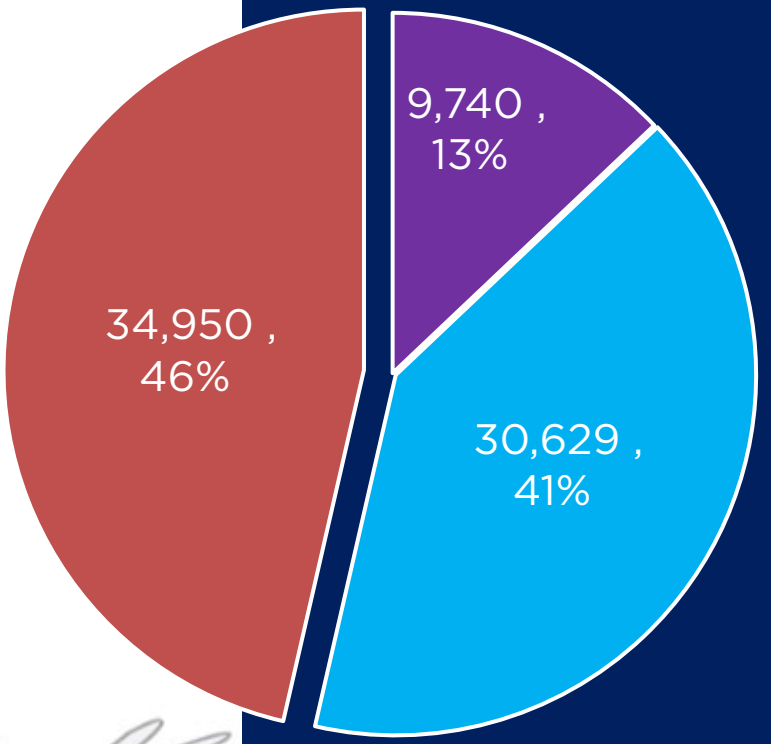
6 Campuses … 30,629 beds



12 Campuses … 34,950 beds

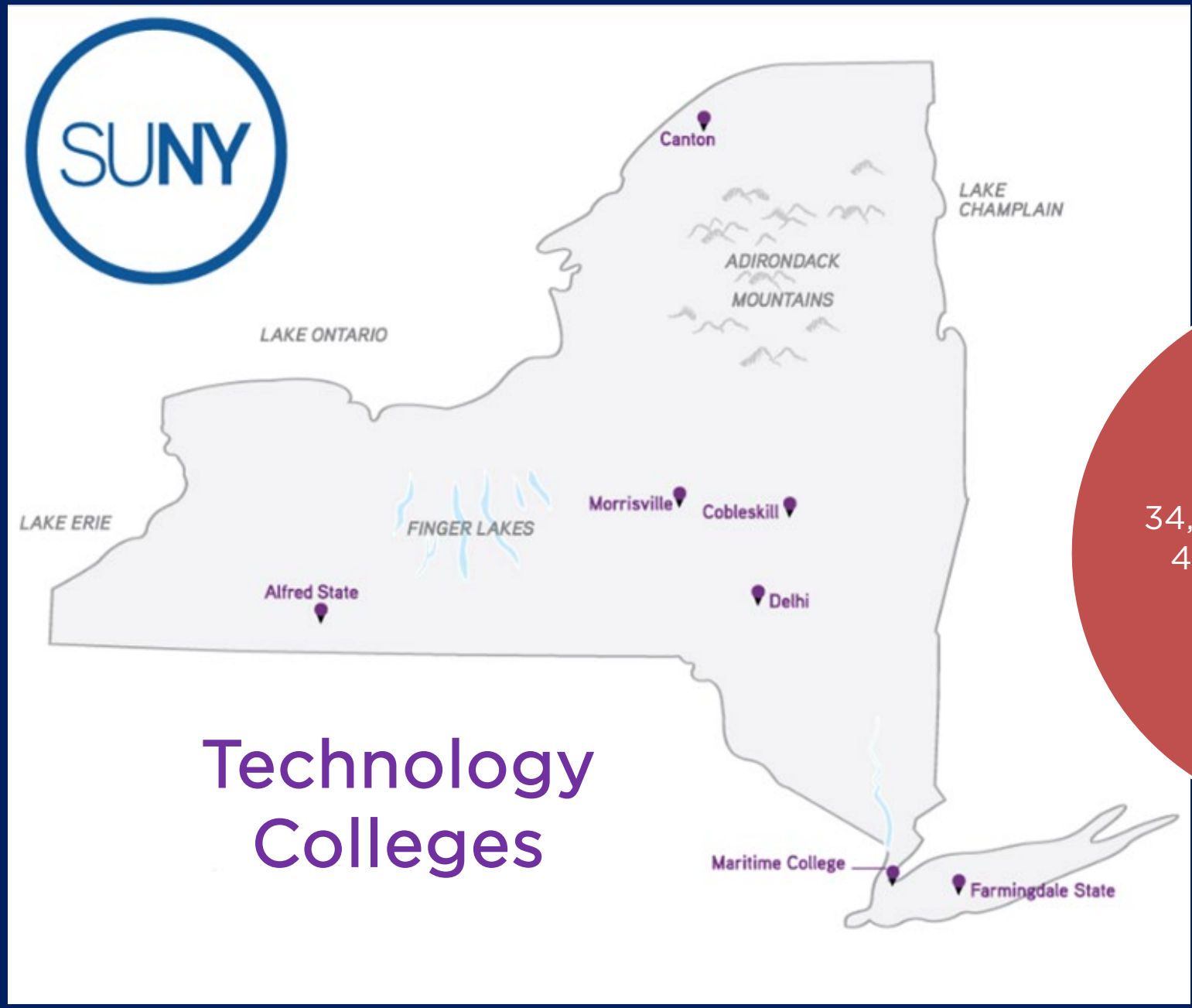


University Colleges

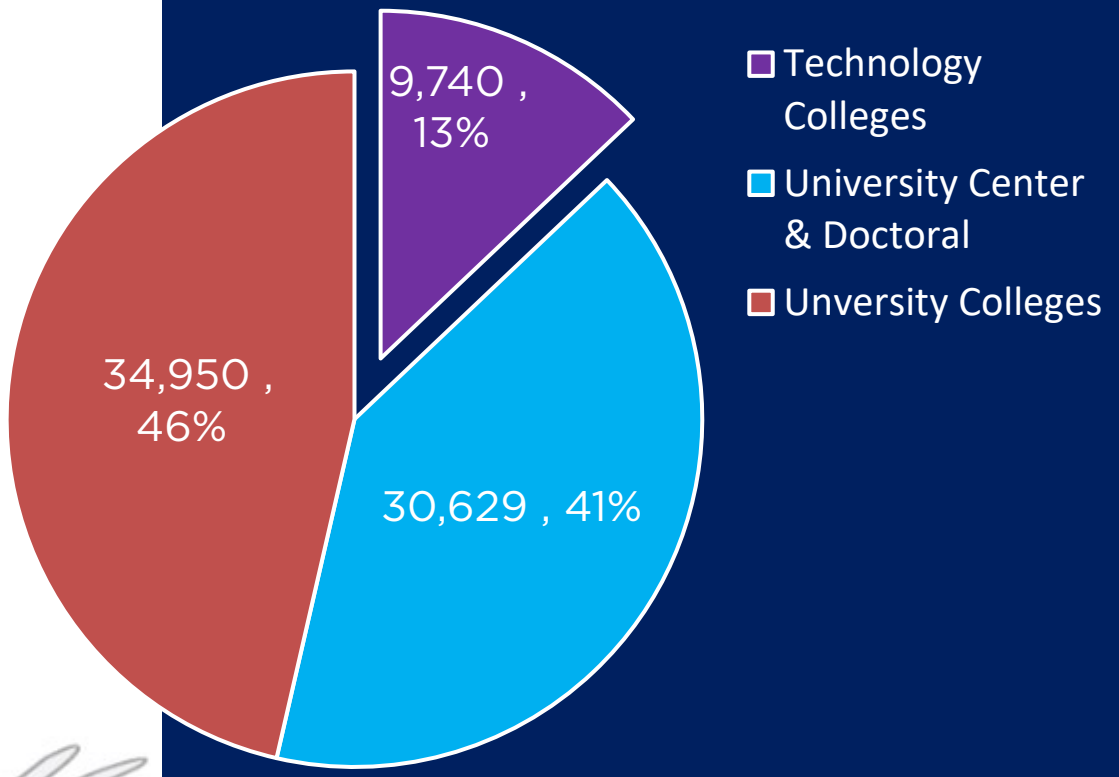


- Technology Colleges
- University Center & Doctoral
- Unversity Colleges

7 Campuses … 9,740 beds



Technology Colleges



Occupancy Decline Over 6 Years

Sector	Fall 2019	Fall 2025	% Change
University Centers	27,914	27,758	-1%
Other Doctoral Institutions	1,157	1,099	-5%
University Colleges	27,884	23,925	-14%
Technology Colleges	8,429	7,716	-9%
Grand Total	65,384	60,498	-8%

Residence Hall Capital Program Challenges

Cause

- Declining enrollment reduces residence hall occupancy and revenue (details by sector shown in next slide)
- Increased operating, construction, and financing costs are outpacing the average annual room rate increases

Effect

- Challenge of maintaining solvency and meeting financial covenants
- Fewer capital projects leads to declining overall condition of the residence halls

Residence Hall Capital Program Framework

State DoB

Capital Appropriation not Needed for Bonds

Article VII Bonding Cap

Campus/SUNY

Develop & Approves Capital Plans and Projects

THE STATE UNIVERSITY OF NEW YORK

NEW YORK STATE OF OPPORTUNITY | DASNY

Wall St.

Bonds Issued for Projects Not State Debt

DASNY/Campus

Let Contracts & Manage Project

Upcoming OCF Residence Hall Events

February 11th/12th – SUNY RLHA presentation

February 25th – Program Overview Webinar

- Provide overview of the residence hall program, inform campuses of current processes, provide guidance, and identify resources
- Target Audience – facilities, finance, residence life, and procurement staff

March 28th – OCF presenting to SUBOA

Early April – 10-year Capital Plan distributed

- Due late April/early May

Broome County Community College

COMMUNITY COLLEGE CAPITAL

Rebecca Goldstein

Capital Program Manager

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Community College Overview

SUNY and Local Sponsor Role

- Sponsor(s) (County) own facilities, put in trust to the college
- State financial support is provided for up to 50% of capital projects costs
- Capital project management is typically led by the Sponsor

Applicable Laws and Regulations

- NY Education Law Sect. 6304; NY Code of Rules and Regulations
- General Municipal Law, County/municipal rules
- SUNY Policies and Procedures

QUESTIONS

David Ferrari

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