



FUNCTION LIST

The Research Foundation for SUNY

What is the RF Function List?

The Research Foundation provides essential services to support research activities at the 29 state-operated SUNY campuses and SUNY System Administration. To support these activities, the RF central office assigns a 'function owner' to each key function, who coordinates the function's activities from a corporate perspective. The specific activities vary depending on the function and whether the campus is “centralized” or “decentralized”. For centralized campuses, the RF central office performs Sponsored Programs Services.

This document outlines each function, its owner, the activities performed at the central office, and the activities carried out at the campuses. *

Function Definition

A function is a group of like processes – processes having an input, action, and output. Function owners are responsible for all activity under a function (internal controls, policies and procedures, signatory authority, learning and development, metrics, etc.). There may be staff from various offices (e.g., Legal) that perform activities in a function, but the ownership of those activities lies with the function owner.

Purpose of the Function List

To ensure consistency throughout the organization, this function list is used when breaking down the work the RF does in any scenario, including but not limited to:

- Internal controls and risk management enterprise-wide
- Operations Managers' responsibility/delegation of authority
- Contacts on Web site
- Cost allocation model
- Policies and procedures

* The scope and extent of RF activities performed on a particular campus will vary based on the size and nature of the campus research portfolio.

RF FUNCTION LIST – TABLE OF CONTENTS

AUDIT

1. Internal Audit / Advisory Support

COMMUNICATIONS and EXTERNAL AFFAIRS

1. Communications and Messaging
2. Public Information Requests and Media Inquiries
3. Content Development, Social Media Outreach, Sponsorship, and Conference Planning
4. Affiliated Corporation Oversight

CORPORATE COMPLIANCE

1. Research Compliance
2. Corporate Ethics and Values
3. Information Security
4. Internal Controls and Risk Management
5. Policy and Procedure Administration
6. Privacy and HIPAA
7. Insurance
8. DMV Registrations
9. Fraud and Misconduct Policy /Internal Investigations
10. Security Clearance – FSO

FINANCE (1 of 2)

1. Accounts Payable
2. Federal Rate Development. (Indirect Cost Proposal / Special Rates)
3. Fixed Asset Management
4. Purchasing
5. Fringe Rate Development
6. Payment Taxation Compliance
7. Research Management and Support Fund Administration
8. Cash Receipts/Banking
9. Income Fund Reimbursable
10. Labor Distribution
11. Payroll

FINANCE (continued)

12. Financial Planning and Analysis
13. Generally Accepted Accounting Principles Financial Accounting/Reporting
14. Investments
15. Campus Financial Risk Reporting
16. System Admin 660 Administration
17. Treasury Management

HUMAN RESOURCES

- | | |
|--|---------------------------|
| 1. Staffing and Appointments | 8. Non-Citizen Employment |
| 2. Time and Leave Administration | 9. Integrated Services |
| 3. Learning and Development | 10. Employee Recognition |
| 4. Benefit Programs | 11. Labor Relations |
| 5. Classification and Compensation | |
| 6. Diversity and Inclusion | |
| 7. Employee Relations and Affirmative Action | |

INFORMATION TECHNOLOGY (ITS)

- | | |
|---|----------------------------------|
| 1. Customer Services | 7. Website Services |
| 2. Data Center Services | 8. 3rd Party Application Support |
| 3. Networking Services | 9. Passthrough Management |
| 4. IT Security Operations | 10. Project Portfolio Management |
| 5. Operational Processes | 11. Window Server Support |
| 6. Enterprise Application Services | 12. Voice, Video, and VoIP |
| a. Oracle E-Business Suite (EBS) | 13. Desktop Support Services |
| b. Report Center | 14. RFCO Technology Services |
| c. Inteum / Minuet / Inventor Portal | |
| d. Pre-Award & Compliance Services (PACS) | |
| e. Employee Compensation Compliance (ECC) | |

INTEGRATED SERVICES

1. Integrated Services – Post-Award • Sponsored Program Svcs.
2. Integrated Services – Pre-Award • Sponsored Program Svcs.

INTELLECTUAL PROPERTY AND LICENSING

- | | |
|-------------------------|--------------------------------------|
| 1. Commercialization | 6. Intellectual Property Protection |
| 2. Innovation Analytics | 7. Customer Discovery |
| 3. Discovery | 8. Partnering |
| 4. Disclosure | 9. Product Development |
| 5. Evaluation | 10. Public Use and Financial Returns |

LEGAL SERVICES • CORPORATE GOVERNANCE

1. Legal Services
2. Corporate Governance (Board Secretary Function)

NEW VENTURES

1. Technology To Market Services
2. Equity Administration
3. Investor Development
4. Joint Ventures

POST-AWARD

1. Award and Contract Review and Negotiation
2. Award Establishment and Maintenance
3. Sponsored Programs Administration and Compliance
4. Sponsored Programs System-Wide Reporting
5. Accounts Receivable and Billing
6. Effort Reporting
7. Financial Reporting To Sponsors
8. Account Closeout Costs, Final Billing, etc.

PRE-AWARD

1. Pre-Award Systems: Coordinate w/IT as Business Owner
2. Pre-Award Advice On Sponsor Requirements And Eligibility

Function	Business Area	Function Owner • VP	Function Leader	Function Description	Activities Performed at Central Office (✱)	Activities Performed at the Campus (✱)
HUMAN RESOURCES						
1. Staffing Appointments	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Kate Malia	The Staffing and Appointments function is responsible for administering appointment types, onboarding procedures, compliance oversight and all activities related to employee appointments.	Policies, procedures, campus support, training and consulting, and corporate compliance over campus activities for: <ul style="list-style-type: none"> • Classifying appointments • Recruiting employees • Providing employee orientation and onboarding support • Promotions, demotions, and performance evaluations • Maintaining records • Communication and guidance to campuses via weekly HR Focus Group meetings and an Annual on-site HR Officers meeting, training campus HR staff, developing procedures, templates and process help 	<ul style="list-style-type: none"> • Classifying appointments • Recruiting employees • Providing employee orientation and onboarding support • Processing promotions, demotions, and performance evaluations • Maintaining records
2. Time and Leave Administration	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Kate Malia	The Time and Leave Administration function oversees leave administration and time reporting, ensuring RF compliance with the Federal and New York State employment laws and wage and hour administration. Develops policies and procedures for leave administration and paid time off policies.	Policies, procedures, campus support and consulting, corporate compliance, and Oracle support over campus activities for: <ul style="list-style-type: none"> • Administering Family Medical leave, Paid Family Leave, Paid Parental Leave, Leave as an Accommodation under ADA. • Ensuring paid time off programs are comparable to SUNY • Ensuring compliance with Federal Labor Standard Act (FLSA) • Ensuring compliance with New York State wage and hour administration • Functional administration of time reporting systems for the entity • Time reporting 	<ul style="list-style-type: none"> • Administering leave • Ensuring compliance with Federal Labor Standard Act (FLSA) and New York State wage and hour administration • Administering and Reporting time
3. Learning and Development	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Jenna Lehr	The Learning and Development function is responsible for the development, delivery, and curation of training resources that assist employees in all areas of RF operations as well as leadership and professional development.	<ul style="list-style-type: none"> • . Offering professional development opportunities, i.e., mentoring program, compliance, DEI, mental health, new staff orientation, leadership training and more. • Job skills training via SRAI Level Up, Rapid Ramp Up and CRA/CFRA study groups • Administrator for Learning Management System (LMS) 	<ul style="list-style-type: none"> • Developing and delivering training content • Managing training resources/libraries that assist employees • Promoting seasonal learning series

Function	Business Area	Function Owner • VP	Function Leader	Function Description	Activities Performed at Central Office (‡)	Activities Performed at the Campus (‡)
4. Benefits Programs	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Christa Taylor	Benefits Programs is the oversight and management of the RF's employee benefits programs, including but not limited to, health insurance, retirement plans, disability, life insurance, wellness plans, FSAs etc.	<ul style="list-style-type: none"> • Campus, employee and retiree support • Benefits plan management and strategy • Enrollment and eligibility management • Compliance management with federal, state and local regulations • Vendor management • Communication and education including Newsletters, Benefits Bulletins, Handbooks, website content and legally required mailings • Claims and issue resolution • Benefits cost management, including RFP's • Auditing and monitoring • Data management and reporting • Functional oversight of HRIS benefits system 	<ul style="list-style-type: none"> • Day-to-day administration of the activities, such as benefit orientations, enrollment processing, disability administration and providing customer service to employees • Serving in a consulting role to central office on benefits administration activities
5. Classification and Compensation	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Kate Malia	The Classification and Compensation function is responsible for the RF Salary Plan and position and employee classification and compensation. This function also includes providing corporate oversight and compliance with NYS and Federal wage and hour laws.	<ul style="list-style-type: none"> • Developing and implementing the corporate salary plan • Overseeing executive compensation • Developing corporate position standards and compensation structure • Performing compensation analysis • Providing position benchmark data from ERI software • Administering salaries • Developing policies and procedures • Performing corporate compliance activities • Providing campus support and consulting 	<ul style="list-style-type: none"> • Developing the campus salary plan • Classifying employees • Performing compensation analysis • Administering the campus salary plan • Applying policies and procedures • Complying with policies and procedures
6. Diversity and Inclusion	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Laurel McAdoo/ Kathleen Caggiano-Siino	The Diversity and Inclusion function oversees RF activities that support SUNY's Policy on Diversity, Equity and Inclusion.	<ul style="list-style-type: none"> • Providing learning and development opportunities for RF employees on decreasing implicit bias and increasing staff diversity. • Working with campus Chief Diversity Officers and Human Resources Officers (HROs) on efforts to decrease implicit bias and increase staff diversity 	<ul style="list-style-type: none"> • Managing the campus Strategic Diversity Plan, which covers RF employees on their campuses.
7. Employee Relations and Affirmative Action	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Kate Malia	The Employee Relations and Affirmative Action function provides guidance on employee relations issues and oversees affirmative action for the RF.	<ul style="list-style-type: none"> • Providing guidance to all campuses regarding employment related RF policies and procedures and state and federal employment laws. • Work with campus HR to resolve campus employee relations issues, including disciplinary matters, workplace and discrimination complaints, and leave issues. 	<ul style="list-style-type: none"> • Providing guidance regarding employment related RF policies and procedures and state and federal employment laws. • Work with corporate HR to resolve campus employee relations issues, including disciplinary matters, workplace complaints, and leave issues

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					<ul style="list-style-type: none"> Overseeing AA function by monitoring completion of all campus AA plans for protected veterans and individuals with disabilities. Completing federal EEO-1 and Vets 4212 Report for all campuses Develop the corporate AA Plan for protected veterans and individuals with disabilities which includes all locations with under 50 employees. 	<ul style="list-style-type: none"> Develop campus AA plans for protected veterans and individuals with disabilities Completing federal EEO-1 and Vets 4212 Reports Providing technical assistance to all campuses during OFCCP audits
8. Non-Citizen Employment	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Kate Malia	The Non-Citizen Employment function manages all activities related to non-immigrant visas and the employment of non-citizens outside the U.S.	<ul style="list-style-type: none"> Managing vendors and corporate E-Verify system Developing and implementing policies and procedures related to noncitizen employment Supporting and providing consultation to campuses Ensuring corporate compliance with immigration laws and E-Verify requirements 	<ul style="list-style-type: none"> Processing I-9 forms Processing employment eligibility queries in E-verify Processing noncitizen visa petitions Ensuring compliance and day to day administration of noncitizen employment activities
9. Integrated Services	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Kate Malia	Provide centralized Human Resources support to RF projects and employees at SUNY System Administration, Fredonia and Purchase	<ul style="list-style-type: none"> Human Resources oversight, administration and support to employees and managers in all areas of Human Resources including: Recruiting Onboarding Classification and Compensation Leave Administration Time and Attendance Employee Relations Compliance and policy administration Employee Off Boarding 	<ul style="list-style-type: none"> N/A
10. Employee Recognition	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Jenna Lehr	The Employee Recognition and Appreciation function is responsible for fostering a culture of gratitude and recognition across the organization.	<ul style="list-style-type: none"> Twice Yearly Employee Good Newsletter Enterprise-wide Recognition & Appreciation at Symposium CO Recognition 	<ul style="list-style-type: none"> Local recognition and appreciation
11. Labor Relations	Human Resources	Human Resources/ Kathleen Caggiano-Siino	Kathleen Caggiano-Siino / Chris Ashley	The Labor Relations function monitors campuses for unionization risk and supports campus stakeholders during unionization campaigns and in issues arising from current bargaining units.	<ul style="list-style-type: none"> Monitoring and assessing unionization risk Negotiating collective bargaining agreements Strategizing and coordinating employee messaging during a unionization campaign Supporting campus stakeholders during unionization campaign 	<ul style="list-style-type: none"> Monitoring and assessing unionization risk Strategizing and coordinating employee messaging during a unionization campaign Supporting campus stakeholders during unionization campaign