

March 7, 2022

Finance and Administration – February 2022 Updates

Business Office:

Due to nation-side supply chain issues we continuing to experience significant delays in the procurement of white copy paper. We have an extensive supply of various colored paper which will be used while we are able to procure white copy paper. Upon request, we have canary, blue, green, and pink paper available.

Budget:

As we approach the end of the 3rd Quarter and the beginning of the 4th Quarter in CUNY's fiscal year (7/1/21-6/30/22), we are awaiting the New York State and New York City budgets for FY23 (7/1/22-6/30/23).

The New York State budget will be released in the upcoming weeks and will be effective 4/1/22.

The New York City budget is usually approved in the last weeks of June and will be effective 7/1/22.

Buildings and Grounds:

Facilities has successfully transitioned from our winter module and prepared the campus for our Spring semester. This preparation included deep cleaning of all classrooms, restrooms and public spaces, ensuring all classroom chairs are in place, disinfecting all office spaces, waxing classrooms and hallways, and ensuring all our Covid-19 protocols are supplied.

Custodial sanitizing teams are now scheduled to match all current classroom schedules. HVAC maintenance, including quarterly filter changes have been completed throughout all mechanical spaces.

We are 100% completed with all filter changes.

Our Painting department has refreshed 15 classrooms and various public space hallways throughout campus. We have also refreshed the Women's locker room in our Phys Ed building. Laborers have been busy with outdoor spring cleaning.

Environmental Health and Safety:

Submitted the annual Tier II chemical inventory report to the New York City Department of Environmental Protection. The filing of this annual report is

required under Section 312 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA). The purpose of this report is to provide local emergency responders with information on the locations and potential hazards of chemicals stored on campus.

Cleaned the exhaust systems for the kitchens used by Panda House, Culinary Arts and Leon M. Goldstein High School. Cleaning of the exhaust systems is required to prevent fires caused by flammable grease buildup. All work was done in accordance with NYC Fire Prevention Code 42-2475 and NFPA Code #96.

Office of Information Technology:

OITS as part of the “Coming back” preparation, upgraded 309 faculty systems, ensuring old and obsolete systems are replaced, systems at par, upgraded and installed Webcam and speakers on specific requests from head of the departments.

ON STAGE AT KINGSBOROUGH:

On Stage At Kingsborough welcomed a new Company Manager, Taylor Zito, to our staff, as well as Sandra Kralik and Cole Encarnacion as Box Office Associates.

During the month of February, On Stage At Kingsborough hosted FJK Dance in a creative residency on the Performing Arts Center stage as part of a CUNY Dance Initiative grant. The company developed a new work that will have its World Premiere on our stage next season. The company’s Artistic Director, Fadi J. Khoury also led a workshop on developing a character through movement for KCC theatre students.

Office of Public Safety:

Conducting Risk Assessment of CCTVs throughout the campus by identifying obsolete cameras for replacement.

Collaborating with I.T and Matrix staff to ensure that all cameras and alarm systems are fully operational to ensure the safety of the campus community.

Working towards purchasing Smartboard for room, L100U to train faculty and staff.

Preparing for Active Shooter Tabletop Training.

Provide “Connections” Training to Public Safety Officers.

Installation of Public Safety’s new “Welcoming” booth at the Northgate.

Please do not hesitate to contact me with any questions.

Thank you.

Ed Rios
Vice President for Finance & Administration
Kingsborough Community College