

April 13, 2021

**Finance & Administration – Campus Updates – March 2021**

**Budget:**

- In March we received the balance of our FY21 operating budget allocation from the university, we had been operating on a month to month allocation since July 2020. The allocation provides the college with operating funds through the end of the fiscal year ending June 30<sup>th</sup> 2021.  
Upon receipt of the allocation, the university required us to submit a financial plan due to CUNY central by March 31<sup>st</sup>, generally, plans are due by the colleges to the university in September of the new fiscal year, due to the pandemic, budget uncertainties and operating on a month to month allocation, the university pushed the plan due dates.

As required by the university, the plan was presented to:

- P & B department chairs,
- Student government leadership
- Placed on the college internet budget webpage. The link can be accessed through the college budget website by clicking on the inside KCC link using your KCC computer login credentials
- Below is an update on the funding that has been appropriated to the college by the University from Federal Stimulus funds, **CARES** - Corona Virus Aid, Relief, and Economic Security Act (**Stimulus I**) & (**CRIS-A**) - Coronavirus Response and Relief Supplemental Appropriations Acts – (**Stimulus II**).

The chart below summarizes the funding.

Minimum Amount for Student Aid Portion	5,078,261
Maximum Amount for Institutional Portion	5,078,260
<b>CARES Funding (1<sup>st</sup> Stimulus Funding)</b>	<b>10,156,521</b>
<b>Total Spend as of 2/4/21*</b>	<b>8,081,152</b>
<b>Total Balance</b>	<b>2,075,369</b>
<b>CRRSSA Total Award to KCC</b>	<b>22,157,742</b>

Minimum Amount for Student Aid Portion (CFDA 84.425E Allocation)	5,078,261
Maximum Amount for Institutional Portion (CFDA 84.425F Allocation)	17,079,481
<b>Total Funds Available</b>	<b>24,233,111</b>

- Additional details will follow accordingly as well as updates on any additional funds to the college from the Federal **Stimulus III**, The American Relief Support Act.
- We are currently waiting for information about our FY 22, July 1, 2021 – June 30<sup>th</sup>, 2022 operating allocation from the University.
- FY21 Financial Plans have been completed and submitted to CUNY
- The Financial Plan is available on the KCC Budget Website
  - <https://inside.kingsborough.edu/budget/>

**Bursar:**

- Holds for students with balances of over \$500 have been placed on Student Accounts.

**Purchasing:**

- The Purchasing deadline for requisitions for FY21 is April 30, 2021.

**Buildings and Grounds:**

- The B & G Facilities team continues to insure general cleaning, preventive maintenance and critical daily operations are performed to maintain the campus. Technicians and Custodians have been busy preparing the campus for re-opening.
- We have purchased and received more than 800 stanchions, 600 touchless hand sanitizers and 3000 covid-19 related signage decals.
- In March, we completed the installation of 23 touchless door openers. These door openers have been installed at selected first floor restrooms throughout the campus. Currently, our electrical teams are wiring door controls to make all doors operable. All doors are expected to be fully functional by the first week of May.

### Maintenance:

- Teams have been busy preparing the campus for re-opening by working in each classroom and public space installing covid-19 related signage, socially distant floor demarcations with directional arrows, and installation of touchless hand sanitizing dispensers.
- During March, more than 500 lights have been restored throughout campus classrooms, office spaces and public spaces.

### Plumbing:

- Our Plumbing teams have completed the installation of touchless faucets and fixtures in 26 WAC and 12 MAC restrooms. A total of 127 new touchless plumbing fixtures have been installed since February. The team is currently installing fixtures in Art & Science 2<sup>nd</sup> and 3<sup>rd</sup> floor restrooms. We will continue touchless fixture installations in Academic Village during the week of April 26<sup>th</sup>.

### Painting:

- Painting continues campus wide to refresh faculty offices and public spaces. For the past few months, a total of 103 faculty office spaces have been painted in WAC buildings C, D, E and F.
- This month, a new painting schedule has begun in the Marine Academic Center 3<sup>rd</sup> floor faculty office spaces.
- Surveys are continuing throughout the campus to develop our next faculty office-painting schedule.

### Custodial:

- Custodial crews continue scrubbing and waxing hallways and classrooms, cleaning ceiling vents and dusting office spaces.

### Grounds:

- Sidewalk/roadway surveys are being conducted to target concrete and asphalt repairs campus wide. The survey will be used to prioritize pavement replacement, speed bump and pothole repairs, parking lot and crosswalk striping, and asphalt sealing.
- Campus grounds beautification has been underway throughout the campus. Laborers are busy with seasonal landscaping assignments including winter cleanup, weeding, and flower

planting, mulching and lawn care preparation. We are scheduling campus wide lawn fertilizing for the week of May 3<sup>rd</sup>.

### **Boiler Room/ Building Plant Operations:**

- HVAC Technicians are working to prepare our three chillers and related equipment for air conditioning season. Preparation includes equipment cleaning, calibration, and lubrication. Filter changes and other preventive maintenance duties are being performed to be ready for cooling season in May.

### **Campus Planning & Design:**

- A major underground medium temperature hot water pipe leak was discovered between the Marine and Academic Center and the Library building (north side) recently. The leak was repaired as an "emergency". Another section of pipe, now showing signs of deterioration, will soon be replaced in the same area as a precaution.
- Work continues at the T7 HVAC Replacement capital project. They proposed equipment was upgraded to be able to accommodate MERV 14 filters. The manufacturer, TRANE, is preparing Shop Drawings for DASNY/CUNY approval before the equipment goes on the assembly line.
- Scaffolding is now being erected at the T4 roof replacement capital project site. Some parking stalls adjacent to the west and south sides of the building have been taken off line for the duration of the project, scheduled for completion on July 13, 2021. Several required Work Permits are pending issuance by the NYC Department of Buildings before the physical work on the roof begins. To mitigate disruption to students, all classes on the second floor of that building have been relocated to the first floor, with the exception of one class that meets in a specialized room on Thursdays. The Contractor will avoid noisy work during the time this class is in session.
- The Campus Planning and Design staff is actively preparing plans for an anticipated 50% faculty and staff occupancy for the Fall semester. Specifically, Administration, Academic, and Student Support offices are being drawn with "staggered" layouts, featuring a "green day" and a "yellow day, which aims to reduce the occupant count by half at the various office suites. To date, 51 suites have been completed. Some areas of the West Academic Cluster remain to be drawn. The L, M and S buildings, as well as the Temporary buildings, are next in line.

### Environmental Health & Safety:

- Submitted the annual Community Right-to-Know (Local Law 26 of 1988) report to the New York City Department of Environmental Protection. The Right-to-Know Law requires facilities that store hazardous chemicals to report the quantity, location and hazards of all chemicals stored within a facility. The purpose is to protect the health and safety of the community and emergency responders by informing them of the presence and potential dangers of chemicals stored on a property.
- Worked with the nursing department to OSHA-certify 90 students for N95 masks
- Collected water samples from the Childcare Center and analyzed for lead. The lead in water results indicate acceptable levels of lead. All results were reported below the Federal Maximum Contamination level of 15.00 µg/L
- Completed a preliminary survey of building ventilations systems. The buildings with the best HVAC systems are Academic Village, MAC, and Goldstein. All have double filtration for the intake air: MERV8 and HEPA filters, and can be operated using the BMS system. T7, when it comes online, will have a new HVAC system with MERV filters, UV light and photocatalytic oxidation to treat the intake air. The remaining building HVAC systems are old cannot be operated using BMS, the dampers have to be opened manually and some are frozen in place.
- Conducted weekly audits to confirm continued compliance with KCC's COVID-19 reopening plan. The audit confirms the campus has signage posted for mask wearing and social distancing, disinfection procedures are followed, and students and staff are wearing face coverings for COVID prevention.

### Events Management:

- During the month of March, Events Management has received several requests to do outside, socially distanced, events. We have successfully contracted with a soccer school for use of the field and presently are in discussions with at least two more. We have met with film scouts and toured them around the campus. This month we have been working with dance schools to determine if we can book event recitals.
- We are working on alternatives related to commencement
- We have been working with ON STAGE at Kingsborough to do a smaller outdoor summer concert series. We have been researching and specifying equipment to see if this is possible.

- With the relaxing of rules regarding wedding halls, we have been getting requests and are reviewing and considering accordingly.

### ON STAGE AT KINGSBOROUGH:

- Streamed on demand a full-length production, filmed live on stage, of The National Dance Company of Ireland's acclaimed "Rhythm of the Dance." The presentation was a Pick of the Week in HulaFrog.com and was featured in the Irish Echo's e-newsletter and on their social media platforms. We continued our work on a collaboration between a Broadway director, an acclaimed flamenco dancer/choreographer and an international flamenco producer. Excerpts from this collaboration will be made available to the public in June of this year.
- We received two grants for this fiscal year, one from the Department of Cultural Affairs and another from Council Member Chaim Deutsch's office. We also were confirmed to receive continued support for next fiscal year from the Mid Atlantic Arts Foundation's Jazz Touring Network and the CUNY Dance Initiative.  
We began the process of planning various strategies and scenarios for our fall 2021 season and continue to attend a wide range of training seminars on venue operation during the pandemic.

### PUBLIC SAFETY:

#### Daily

- Continues to monitor Campus Request Access Memos
- Continues to pre-screen everyone who enters the campus in accordance with COVID-19 Health Screening Policy
- Continues to input information for individuals that are not affiliated with KBCC on the Everbridge APP
- Distributes Grab and Go pantry bags
- Maintenance of The Clery Daily Crime Log (Must be open to public inspection)
- Continues to conduct weekly lighting surveys
- Daily student Id distribution
- ID collections for separation of KCC faculty and staff members
- Mail distribution at Main Gate
- Obtains and record all returned library books
- Assists with retiring/ exiting process for KCC personnel
- Record and secure returned photography and lab equipment
- Demeanors Campus Wide key survey
- Responds to all on campus wide incidents

- Assists with complaint and/or investigations
- Assists with the Phase I and Phase II Re-opening Plan

### Training

- All staff completed ESPARC/Workplace Violence training
- All staff completed annual In-service CUNY Training Academy
- Completed Table Top Training for Title IX regulations
- Events
- Conducted New Student Orientation Information Session
- Public Safety continues to operate 24 hours, 7 days a week

Periodic updates will be issued accordingly.

Thank you.

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Kingsborough Community College