

# Finance & Administration Division Update - April 2022

The College Community,

## [Division of Finance & Administration – April 2022 Updates](#)

### Buildings and Grounds:

The B & G Facilities team continues to ensure general cleaning, preventive maintenance and critical daily operations are performed to maintain the campus. This includes responding to routine work orders, service calls and Service Issues emails. We continue to stock PPE, sanitizing products and safety equipment for all.

### 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, asphalt sealing, parking lot and crosswalk striping.

Campus grounds beautification is underway throughout the campus. Laborers are busy with seasonal landscaping assignments including weeding, flower planting and lawn care preparation. We are scheduling lawn fertilizing for the week of May 9<sup>th</sup>.

### Custodial:

Our Custodial department continues to diligently sanitize our campus utilizing all our Covid-19 protocols including the use of Electrostatic sprayers, CDC approved virucide and a wipe down procedure that targets high touch areas. Our teams successfully disinfect a daily average of 125 classrooms, 160 restrooms as well as public spaces, elevators, staircases, etc. When a Covid case is reported on campus, Custodial teams also respond with a deep cleaning procedure for all rooms associated. When completed, a confirmation is sent to our KCC Covid Response team.

### Plant Operations:

HVAC Technicians are working to prepare our 3 chillers and related equipment for air conditioning season. Preparation includes equipment cleaning, calibration, lubrication, and other preventive maintenance duties are being performed to be ready for cooling season in June.

Quarterly HVAC filter changes continue throughout the campus. Teams continue to replace hundreds of MERV 13 and other manufacturer recommended filters in each mechanical room.

Technicians have completed quarterly HVAC filter changes for the entire campus. Where possible, many HVAC filters have been upgraded to MERV 13. In total, more than 600 filters have been changed throughout the campus.

#### Business Office:

#### **Budget:**

We have received FY23 State funding and are pleased to announce that KCC's budget remains unchanged from FY22 to FY23.

We Await the FY23 New York City budget allocation, due middle to late June 2022.

#### **Accounts Payable:**

As we approach the fiscal year end, it is important that all receipts be submitted in a timely fashion to process payment to our vendors. Please ensure all Proftech orders are received properly.

#### **Purchasing:**

The FY22 requisition deadline has passed (April 15, 2022).

The college Minority and Women Owned Business Enterprise (MWBE) participation rate for NYS FY22 (4/1/21-3/31/22) for KCC was 40.14% or \$1,134,451.20 of eligible expenditures. The University goal is 30%, we exceed the goal by 10%.

Service-Disabled Veteran Owned Business (SDVOB) participation rate for NYS FY22 (4/1/21-3/31/22) for KCC was 2.16% or \$61,039.70 of eligible expenditures.

#### Environmental Health & Safety:

We submitted a Draft of the colleges Plastics Reduction Plan to Sustainable CUNY. The objective of the Plan is to encourage the elimination of the use of single use plastic items at KCC. The Plan identified the sources of plastic waste generated on the campus and provided solutions to minimize or eliminate it. Starting in Fall 2022, solutions to reduce or eliminate plastic waste will be implemented in our food service operations, catered events, science laboratories, vending machines, and facility maintenance activities. These solutions include elimination of plastic eating utensils and bags, minimizing the use of single use plastic water bottles during catered events, placing better controls on the use of plastic items used in the science labs, promotion of the water bottle refilling stations across the campus, improvement of the recycling program, and educational outreach programs about our efforts to reduce plastic waste.

Decommissioned the gasoline tank Stage II Vapor Collection System in accordance with the New York State Department of Environmental Conservation's Enforcement

Discretion Directive. This included removal of all Stage II equipment, testing the

decommissioned system, and submittal of an Affidavit of Decommissioning to the FDNY.

Completed a pickup of hazardous waste from the science labs and B&G facilities. The waste was transported, treated and disposed of in accordance with applicable EPA and New York State Department of Conservation regulations.

### Information Technology:

Additional Laptop Lending Kiosk in Library-12 Laptops are available for 3-hour loans to students so they can use them in the campus. This is the second Laptop Lending Kiosk the other one is located on MAC 1<sup>st</sup> floor.

Creation of private study spaces on campus for students to engage in online synchronous classes, and other related activity. Currently 25 such locations are available via a reservation system on first floor of the library, planning in place to add 21 such locations in near future

### OnStage at Kingsborough:

On April 9th, On Stage At Kingsborough presented The Lords of 52<sup>nd</sup> Street: The Original Billy Joel Band.

We received a commitment of \$15,000 toward our July 2022 Hot Summer Nights free outdoor concerts series from Brooklyn Borough President Antonio Reynoso, and have been scheduling the line-up for these concerts as well as the full 2022-2023 season.

Also in April, we continued to promote and prepare for two remaining live performances and a virtual performance, all coming up in May.

### Public Safety:

In the process of installing a “Welcoming” Guard booth at the Northgate and will be replacing the main gate booth over the next month.

### **Training:**

Enough is Enough & Title IX Training (Chief Greene, Lt. Szczesny) and Armed Active Shooter Training (Sgt. Lui).

I will be providing a Capital Projects Quarterly Update report within the next week.

Please do not hesitate to contact me with any questions.

Thank you.

Ed Rios  
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Kingsborough Community College