

June 15, 2022

Finance & Administration's May 2022 Updates:

Business Office:

Budget:

- We have received FY23 State funding and am pleased to announce that KCC's budget remains unchanged from FY22 to FY23.
- Awaiting the FY23 New York City budget allocation, due middle to late June 2022.

Central Receiving:

- Central Receiving plays a critical role in ensuring all receipts for goods are entered into CUNYfirst. Please remember the following: Central Receiving enters receipts in CUNYfirst for all goods for the entire college. Any receipts for items received via Master Orders or for services received should be entered by the department that placed the requisition.

Accounts Payable:

- As we approach the fiscal year end, it is important that all receipts for master orders and/or services 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 Proftech order deadline has passed (June 3, 2022).
- The Grainger Punch Out system deadline is June 16, 2022.

Please review requisitions and if it is determined that there will be no additional invoices for FY22 (7/1/21-6/30/22), please inform Purchasing so the Purchase Order can be closed out.

Buildings and Grounds:

- B&G has been busy responding to daily assignments that help keep our campus in good working order. This includes responding to routine work orders, service calls and Service Issue emails. Our B&G department is currently preparing for Commencement. This time of year, affords us the opportunity to concentrate labor and resources to refresh and beautify many areas of our campus.
- The following are a few highlights from May:

Custodial

- Custodial crews continue scrubbing and waxing hallways and classrooms, cleaning ceiling vent, high dusting and window washing.

Plant Operations:

- HVAC Technicians have finalized the equipment transition from heating to cooling. All of our heating equipment has been shut down for the season and cooling operation has been begun. Cooling preparation includes equipment cleaning, calibration, and lubrication. Quarterly HVAC filter changes continue throughout the campus. Teams are continuing to replace hundreds of MERV 13 and other manufacturer recommended filters in each mechanical room.

Grounds

- Our Laborer teams are busy with landscaping assignments that maintain and beautify our 70 acres of campus grounds. Landscaping assignments include, grass cutting, shrub trimming, seeding, flower planting, weeding, watering, mulching and other landscape grooming duties. There also more than 1200 trees throughout the campus to maintain including many Oaks, Maples, Cherry Blossoms, London Planes, Pines, Ginkgo's, Locusts, and Willows.

Events Management:

- Preparation for Kingsborough's June 16th Commencement.
- Preparing for any third-party rental commencements.

Office of Environmental Health & Safety:

- Completed the NYS Department of Environmental Conservation triannual inspection of our Petroleum Bulk Storage fuel tank program. A comprehensive review was done of the monthly inspection reports, leak detection systems, annual tank testing, maintenance work and repairs, and visual inspection of the tank conditions. No violations, fines or unsatisfactory items were cited. The fuel tanks were found to be maintained properly, kept in good working condition, and all required testing and inspections were done in compliance with NYS, FDNY and EPA regulations.
- Completed the annual fuel tank testing required for compliance with NYS Department of Environmental Conservation and EPA regulations. The tests confirm the equipment is in good conditions and working properly to prevent fuel spills.
- Renewed the beach and pool permits with the New York City Department of Health.

Office of Information Technology (IT)

- OITS staff upgraded 43 out of warranty computers in M-425 and M-428 Nursing labs to high-speed mini computers to facilitate instruction in those labs.
- OITS department installed three cameras in MAC Rotunda to facilitate streaming of events in that venue.
- OITS department installed one camera in M-239 to facilitate streaming of events in that venue.
- OITS department upgraded 33 out of date Desktop computers in campus to facilitate use of new software and peripheral devices.

ON STAGE AT KINGSBOROUGH:

- On May 7th, On Stage At Kingsborough presented a live performance of “Ladies Sing The Blues” with GRAMMY Award-winner Catherine Russell, Brianna Thomas, and Charenee Wade. This presentation received a strong review in the New York City Jazz Record. We also presented a digital production of “The Carp Who Would Not Quit” from Honolulu Theatre for Youth to approximately 75 public school classrooms for AAPI Heritage Month. Unfortunately, our May 20th presentation of “A Night of Wonder” was cancelled when one of the artists tested positive for Covid.
- Advance preparations and marketing campaigns have begun for our Hot Summer Nights Free Outdoor Concert Series, which takes place in July, and features a prominent line-up of jazz and blues artists.

Office of Public Safety:

- Compiling Crime Statistics for Clery
- Preparing first draft of the Annual Security Report (ASR)
- Completed and submitted Domestic Violence survey to CUNY Central
- In transition of the current Matrix alarm system from hard wire to wireless
- Awaiting installation of “Welcoming” booth at the Northgate
- Replacement of Main Gate New booth
- Awaiting restorations for Main Gate walkway booth
- In the process of updating portable two-way radio system

Training:

- Safe Zone Ally Training
- Clery Training – Preparing for a Department of Education Program Review
- New York State Division of Criminal Justice Services (DCIS) initial Firearms and Deadly Physical Force Course
- Annual In-Service at the Academy

Please do not hesitate to contact me with any questions.

Thank you,

Ed Rios
Vice President for Finance and Administration
Chief Financial Officer