

Finance and Administration December 2020 Campus Update

January 8, 2021

The Campus Community,

The Finance and Administration Division December College Updates are as follows:

Budget & Finance:

Purchasing

The Chancellor has made CUNY-Wide Minority Women Owned Business Enterprise (MWBE) spending a priority. It is a major initiative of the City and State, as such, the college has been very vigilant in ensuring that we do our part in achieving the goals of this initiative. It gives me great pleasure to announce that For FY20, KCC was ranked #1 of all the CUNY community colleges in our MWBE Utilization Rate. We achieved a 34.07% of our total spending.

For FY21 KCC's MWBE participation rate is currently at 31.35%. Additionally, KCC is on pace to exceed the SDVOB (Service-Disabled Veteran-Owned Business) participation rate of 6% for FY21. KCC is currently at 5.45%. I want to thank the Procurement Director and her team for a great job!

Budget

The CUNY budget situation is fluid, our initial FY 21 University operating allocation overs the period July 1, 20 – January 31, 2021, we expect the balance of our allocation that will cover February – June, the remained of FY 21 within the next few weeks. I will provide a budget update accordingly upon receipt of our allocation.

CARES funding has been received by the University, which includes \$248,000 for Campus Health and Wellness. The division of Student Affairs has provided us with a spending plan that is currently being implemented. We are working with the University in implementing a spending plan for the balance of our allocation within the mandated spending categories.

Accounts Payable

New York City is still under its PAUSE Initiative. Some vendors might have reached out to departments looking for payment of goods or services provided. Please note that all invoices are being processed for payment in a timely fashion. However, payments are being delayed by NYC. Payment times after a voucher has been processed are taking at least 3 to 4 times longer than usual.

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.

Painting:

- Completed an additional 13 faculty office spaces in the E & F section of WAC 2nd - floor
- From September to present, a total of 56 faculty spaces have been painted
- We will be continuing our WAC faculty office-painting schedule through February.
- In March a new painting schedule that will begin in the Marine Academic Center 4th floor.
- Surveys are continuing throughout the campus to develop our next faculty office-painting schedule.

The bookstore footprint has been divided in half with a newly constructed wall. This division has created additional space for future use.

Our HVAC Technicians have completed quarterly HVAC filter changes for 95% of the campus. These filter changes include HEPA and MERV 13 filter replacements.

Campus Maintenance Equipment:

Based on the campus location and our susceptibility to the winter elements, The College received funding for the purchase of snow removal and maintenance equipment. We have begun to work with the Dormitory Authority of the State of New York – DASNY, to procure motorized maintenance equipment and vehicles. The equipment purchase will allow the Buildings and Grounds staff to efficiently remove snow from all roads, parking lots and walkways on Kingsborough's 70-acre campus, and help maintain the safety and cleanliness of the campus grounds throughout the year. The majority of our existing equipment is over 30 years old and are beyond their useful equipment life cycle.

The purchase will include

- 4 bobcats,
- 3 pickup trucks with snowplows and salt spreaders,
- 1 forklift

- 1 utility/cargo van.

We anticipate the equipment to arrive in spring/summer 2021.

Campus Facilities:

T7 - HVAC Replacement:

The electrical shutdown and tie-in work to the S building electrical panel has been completed. The trench has been filled, compacted and patched with new asphalt. The roadway between the S and T7 buildings is now fully accessible to vehicular traffic again.

Modifications are now being made by the Design Consultant to incorporate MERV 13 air filters into the proposed new "Trane" rooftop air handlers. This change order was approved by DASNY and CUNY because MERV 13 air filters are able to contain the COVID 19 virus.

The temporary delay in the project timeline will produce a much better installation in the long run.

T4 - Roof Replacement:

This long-awaited roof replacement project was finally approved by NYC/OMB recently and is now in its pre-Construction Phase. The Contractor is now mobilizing, obtaining Work Permits, generating project submittals and developing a project timeline, with a target completion date of July 13, 2021.

T1 - Canopy for Receiving Area:

This project will provide much needed exterior protection from the weather via a new canopy to be provided at the stockroom receiving area. The Construction Kick-Off meeting will be scheduled very soon.

Environmental Health and Safety:

Conducted inspections with the FDNY of the Physical Science labs. The labs were found to be in full compliance with all applicable FDNY safety and regulatory requirements.

EH&S certified 60 Allied Health students to wear respirators for protection against COVID-19 while completing their clinical work. Certification included testing for proper fit, a medical clearance, and training on the proper use of wearing a respirator.

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.

OnStage at Kingsborough:

On Stage At Kingsborough presented a wide range of virtual performances in December, each on a pay-what-you-can basis. These included "Recuerdo Tango" from Mariela Franganillo Company; the acclaimed Motown, Doo Wop & Rock 'n' Roll group, Under The Streetlamp; award-winning jazz artist Allan Harris (filmed live at the San Javier Festival in Spain); and the Luis Bravo Tango Festival. We also presented exclusively commissioned content: a Hanukkah concert with Tony-Nominee Eleanor Reissa and Broadway's "Fiddler on the Roof in Yiddish" music director Zalmen Mlotek, and an exclusive commission of a Spanish dance and guitar performance, filmed live at an ancient Roman amphitheater in Granada, Spain.

On Stage At Kingsborough continues to be recognized in the press for its virtual presentations. Time Out New York, TDF Stages, and New York Theatre each featured our Hanukkah concert as a Pick of the Week, and CUNY TV featured our "Broadway Sings for On Stage At Kingsborough" and Tango Festival presentations in its "creative campuses" segment.

Also during December, We readied for a transition to an upgraded ticketing, email marketing, and website platform, and prepared for a virtual spring season. Visit our website at www.OnStageAtKingsborough.org to find out about our spring offerings that will include international dance, a film festival, a children's show for public school students and family audiences, Broadway stars, jazz music, and more.

Public Safety:

Daily, Continuous and ongoing:

- Pre-screen everyone who enters the campus in accordance with COVID-19 Health Screening Policy
- Input information for individuals that are not affiliated with KBCC on the Everbridge APP
- Distributes Grab and Go pantry bags
- Submitted the Clery Annual Security Report to the Department of Higher Education
- Maintenance of The Clery Daily Crime Log (Must be open to public inspection)
- Federally regulated surveys were completed
- Conduct weekly lighting surveys

- Id distribution/ ID collection
- 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
- Conducts Campus Wide key survey
- Purchased dual key blocks to secure COVID-19 areas
- Responds to all on campus wide incidents
- Assists with complaint and/or investigations

Training:

CPR/AED mandatory training in progress

ESPARC/Workplace Violence training in progress

Completed annual In-service CUNY Training Academy

Public Safety continues to operate 24 hours, 7days a week

IT updates will be provided under a separate campus wide email from CIO Hussain.

Please do not hesitate to contact me with any questions.

Thank you.

Ed Rios

Vice President for Finance and Administration