

## April 7, 2022 – Finance & Administration’s March 2022 Monthly Update

### Buildings & Grounds:

- Our B&G department is preparing for a busy and productive summer with several campus upgrades scheduled. We are in the planning stages to complete the following projects:
- Relocation and redesign of the Food Pantry to include wall treatments, upgraded lighting, ceiling, new floor installation and shelving.
- Building T6 Hallway and Public Space refreshing to include painting, ceiling and lighting upgrades.
- 8 restroom renovations to include new sink counter tops, wall treatments, ceiling, lighting and partitions.
- Science Lab Painting to refresh ceilings and walls.
- Installation of 20 Touchless Bottle-filler/Water Fountain stations to replace old water fountains campus wide.
- Phys Ed 1<sup>st</sup> floor hallway and Men’s Locker room repainting and lighting upgrade.
- Financial Aid Front Reception upgrade to include wall treatment, lighting, new ceiling, floor and furniture replacement.
- Classroom Painting for selected rooms.
- Campus wide beautification to include landscape grooming, the planting of new flowers and evergreens.
- Campus-wide update of outdoor signage, including adding additional directional signage.
- Our goal is to be completed with all projects before our Fall semester. Campus wide updates will follow as we progress.

### Business Office:

#### Purchasing:

#### FY22 Fiscal Year-end Key Dates:

- **Friday, April 15, 2022** – the last day Purchasing can accept budget-check requisitions for processing.
- **Friday, June 3, 2022** – last day to submit orders through Proftech and the Grainger Punch Out
- **Thursday, June 30, 2022** – All goods and services must be provided in order to be charged to FY22 budget. Any goods received after June 30, will be rejected and returned to the vendor.

### Budget:

- Third Quarter Budget Update presentations were provided to P&B Chairs and the College Council during March.
- To view the presentation, please visit the KCC Budget Website (link below). Please use your desktop computer credentials to access the site.  
<https://inside.kingsborough.edu/budget/>
- We have received the Fiscal Year 2023 State funding, the allocation is flat, remains unchanged from FY22 to FY23.
- We are awaiting the FY23 New York City budget allocation, due July 1, 2022.

### Environmental, Health & Safety:

- The KCC Sustainability Council convened for the first time since 2020 to reestablish KCC's commitment to sustainable initiatives on campus. The focus of the meeting was the development of a Plastics Reductions Plan to comply with Legislation S.6815/A.7564 which requires CUNY campuses to encourage the elimination of the use of certain single use plastic items. The Plastics Reduction Plan will develop solutions to minimize single use plastics on campus. These solutions include the use of non-plastic alternatives in the cafeterias and catered events, an expanded and improved recycling program, promotion of water refilling stations, and educational programs.
- In January 2022, the CUNY Board of Trustees approved a University Plastic Reduction Plan. The Plan requires the campus to reduce the use of single use plastic items such as spoons, forks, knives, etc. The college sustainability committee, has been charged with preparing a campus plan of action. The Committee submitted the Plastic Reduction Plan worksheets to Sustainable CUNY. The completed worksheets provided information required for the Plastic Reduction Plan and included Tasks & Leads, Council Representatives, Waste Audit, Working Group Substitutions, Target & Goals and Water Bottle Refilling Station locations.

### Events Management:

- Events Management has started to produce many events for the Spring.
- In the month of March, we have been taking reservations and producing meetings and conferences and planning others for later in the Spring. We are helping to coordinate our return to in-person Commencement in June.
- We are hopeful that with the relaxing of rules for theatres and catering/meeting facilities, that we will be able to fully resume events and functions in a safe and meaningful way.
- Event Technical Services continues to service all activities requiring A/V in our meeting rooms.

- Working with Buildings and Grounds, IT, Student Life and others we have successfully handled the logistics and needs for several large events. These have included Convocation, Student Life Welcome Back events, committee meetings both in person and hybrid, an Ice-skating rink in the cafeteria and a press conference with Mayor Adams, President Schrader and Chancellor Félix V. Matos Rodríguez.
- We have also successfully coordinated all of the technical needs for the return of On Stage at Kingsborough's first performance in the PAC, Rhythm of The Dance, since the start of the pandemic. We are looking forward to the return of other performances in the coming months.
- We are beginning to discuss the renting of the PAC for events, such as dance recitals and graduations and will have those firmed up in a couple of weeks.

### **Information Technology:**

- Additional Laptop Lending Kiosk in Library- Addition Laptop Lending Kiosk installed in Library 1<sup>st</sup> floor. Laptops are available for short term on campus for only three (3) hour loans from two (2) Laptop Vending Machines on Campus. The new machine is located in the Library on the first floor near the ramp when you go down. The second machine is located on MAC building across from the elevators.
- iMac Computers added in Open labs in Library with Adobe and other software titles used in Graphics labs

### **ON STAGE AT KINGSBOROUGH:**

- On March 11<sup>th</sup>, On Stage At Kingsborough presented a live performance for the first time in 2 years (and 4 days!). We presented The National Dance Company of Ireland's *Rhythm of the Dance*, featuring 22 dancers, 3 tenors, and a live band.
- We received strong press attention for our re-opening, including a "Pick of the Weekend" from *The New York Times*, a feature in *New York Trend* and *Russian TV Guide*, as well as web and print media sponsorship from *The Irish Echo*.
- Preparing for live presentations in April and May, continued development of a virtual presentation of FJK Dance for general audiences, and began reaching out to schools to offer a virtual presentation from Honolulu Theatre for Youth.

### **Public Safety:**

- Risk Assessment of CCTVs throughout the campus in progress

- In transition of the current Matrix alarm system from hard wire to wireless
- Working towards purchasing Smartboard for room, L100U to train faculty and staff
- Waiting for installation of “Welcoming” booth at the Northgate
- Main Gate walkway booth has been prepared for restorations
- Scheduled Training – Office of Employment Opportunity (OEO)

Please do not hesitate to contact me with any questions.

Thank you.

Ed Rios  
Vice President For Finance & Administration