

February 10, 2022

Finance & Administration – January 2022 – Monthly Updates

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 continues to prepare for our Spring reopening. We have installed and maintained an abundance of safety protocols throughout the campus including CDC generated signage, social distance demarcations, hand sanitizing stations, stanchions, disinfectant wipes, protective barriers and other safety protocols necessary to support the reopening.

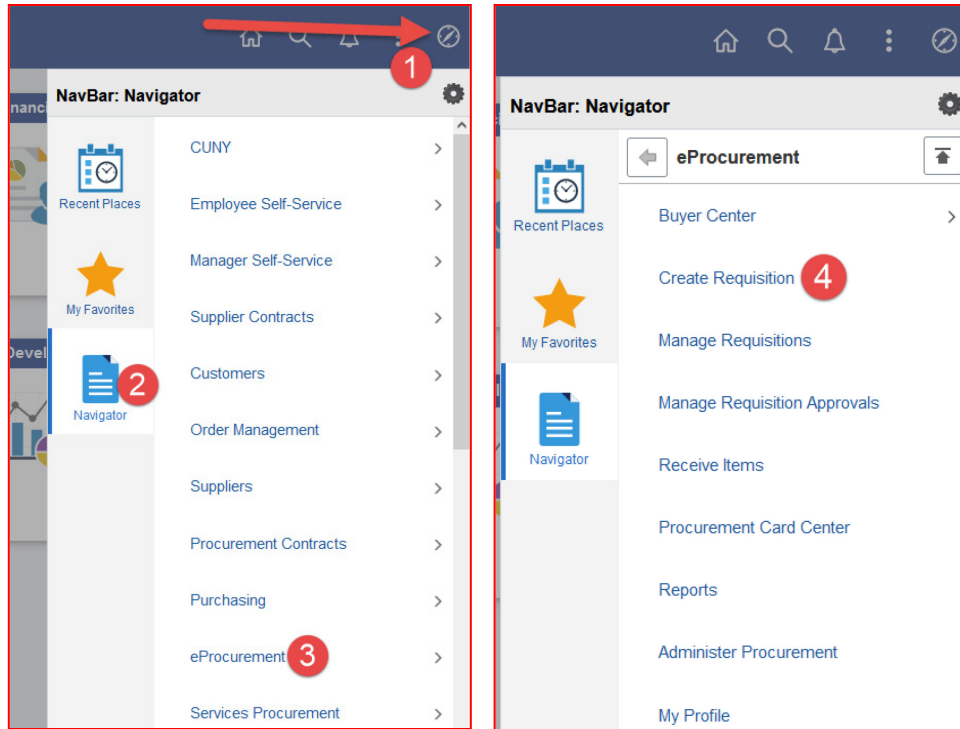
During the month of January, our evening Custodial teams have been busy sanitizing the more than 900 office spaces on campus. Trained Custodial teams have systematically moved from building to building, office to office, applying disinfectant to high touch areas and hard surfaces with virucide and electrostatic sprayers.

As of February 4th, we have successfully disinfected all office spaces throughout the campus. Disinfectant spray is not applied to electronics, computer components, paper, porous materials or personal items. The disinfectant is only applied to hard surfaces that are considered “high touch”.

Custodial teams continue to scrub and wax public space hallway floors, sanitizing classrooms, restrooms, and high touch areas throughout our campus.

Business Office:

There have been CUNYfirst users experiencing issues with locating the Create Requisition tile on your home page. CUNY has provided a work around if you encounter this issue. Please see below for alternate navigation to create a requisition.



Events Management:

Events Management is gearing up and preparing to produce events for the Spring.

In the month of January, we started taking reservations for smaller meetings and conferences 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 IT, there have been upgrades to equipment to allow for hybrid meetings in the Terrace Room (V219), the Tapestry Room (A-212) and we are in the process of upgrading room U-219/220, which should be completed in the next few weeks. This will allow for a better meeting experience for groups who utilize these rooms.

There have been many calls from existing clients wanting to rent the PAC for events, such as dance recitals and graduations. Unfortunately, we are not able to accommodate these groups yet.

Environmental Health & Safety:

Certified the use of low sulfur fuel by the Central Heating Plant with the New York State of Environmental Conservation. KCC is required to minimize the emissions of air pollutants such as sulfur dioxide by using low sulfur fuel.

Submitted the annual reports for occupational injuries and illnesses that occurred in 2021 to the New York State Department of Labor. Kingsborough is required to maintain a record of all recordable occupational injuries and illnesses and file an annual summary report.

Conducted safety inspections of the science labs with the FDNY. The labs were found to be in compliance with all safety regulations and the FDNY permits will be renewed.

Food Services:

Panda House Food Services - Beach Café will open on March 7th at 7:30 a.m. T and T2GO Grab & Go food options will be available beginning March 14.

Our Vending machines options are available campus wide, including a fresh food machine in front of the College Library, the Machine is checked frequently for adequate offerings and freshness.

Information Technology:

Wireless Update: OITS has completed the upgrade of Wireless infrastructure and a majority of the access points now have the capacity to serve the campus community at minimum of 50 MBS and a maximum of 300 MBS depending on the device being used to access the Wifi network.

The staff is working to fix some glitches that the system is manifesting with Mac Laptops which we hope to resolved before the start of Spring Semester

Askme! KCC: Another option to support our students and staff. A live chat is now available Monday - Friday from 9am – 5pm. To chat with an OITS support staff person, visit our [website](#), go to the AskMe! KCC on the bottom right corner and click on “Chat with Agent”. Departments also participating in Live Chat are the Bursar Office & Tutorial Services. We are currently working to add Human

Resources, Enrollment Management and Continuing Education to the Live Chat queue.

ON STAGE AT KINGSBOROUGH:

During the month of January, On Stage At Kingsborough prepared its promotional campaign for our spring 2022 season of live and virtual performances. Our long-time Company Manager, Kenneth Naanep, moved on to another opportunity and we began the process of hiring his replacement, as well as re-staffing our part-time box office associates.

Also in January, On Stage At Kingsborough received an award of \$10,000 for the Department of Cultural Affairs' Cultural Immigrant Initiative which will be utilized for the furtherance of our flamenco-theatre commission.

PUBLIC SAFETY:

Ensuring the officers are-in compliance with the Standard Operating Procedures (SOP) Guide

Established a secondary command center in L100U that will also serve as the Public Safety Training Center for PS officer, Faculty & Staff.

Training sessions are planned in the Spring semester as follows:

- Active Shooter
- Suspicious Package
- Clery Compliance
- CPR & First Aid
- AED, defibrillator

Monitoring all campus cameras and alarm systems to ensure that they are fully operational to ensure the safety of the campus community.

Please do not hesitate to contact me with any questions.

Thank you.

Ed Rios,

Vice President for Finance & Administration