

Finance and Administration  
November 2021 Updates  
December 16, 2021

To the Campus Community:

The Finance and Administration November 2022 highlights are as follow

**Buildings & Grounds:**

The B & G Facilities team continues to insure general cleaning, preventive maintenance and critical daily operations are performed to maintain the campus. We continue to stock PPE, sanitizing products and safety equipment for all.

**Service Issues:**

Our B&G service desk operates Mon-Fri, 9:00 a.m. – 5:00 p.m. Please dial extension **5124** with any service related requests.

In 2018, the Service Issues Email was created to give the campus community another option to report facility issues that need to be addressed. The goal is to give the user a prompt email acknowledgement and a quick resolution. Most issues get resolved in 48 hours. Please use [service.issues@kbcc.cuny.edu](mailto:service.issues@kbcc.cuny.edu) to report any of the following:

- Lighting conditions
- Restroom conditions
- General Cleanliness,
- Clocks non-functioning
- Ceiling tile issues
- Room temperature and ventilation issues
- White boards issues
- Window treatments problems
- Pest control issues
- PPE requests

**Plumbing:**

Our Plumbing teams have performed the preparations to install 4 touchless bottle-filler water fountains in the MAC building. An additional 12 units will be installed campus-wide.

**Painting:**

The Gym locker room painting project continues. Painting teams are in the midst of finishing the female locker room, shower area and restroom refreshing. These rooms will receive freshly painted walls, touchless restroom faucets and amenities and brighter lighting. We hope to complete both male and female locker rooms in January.

### **Plant Operations:**

HVAC Technicians have finalized the equipment transition from cooling to heating. All of our cooling equipment has been shut down for the season and heating operation has been begun. Heating 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.

### **Electricians:**

Over the past few months, Facilities has been working closely with Public Safety to identify dark areas throughout the campus and prioritize lighting repairs. Where possible, brighter bulbs and LED lighting has been installed. In November, our Electrical team has retrofitted 40 lamp posts to brighter, energy efficient LED lighting. An additional 50 LED wall packs have been installed near the North gate, Academic Village and Gym areas. 10 Digital time clocks have also been installed to replace antiquated manual clocks for improved exterior light reliability. These efforts have resulted in improved campus lighting and a more energy efficient and reliable lighting operation. We are also working closely with CUNY to repair and replace damaged lighting along the sea wall from Super Storm Sandy. We hope to restore and upgrade dozens of lampposts in these areas.

### **Budget Office:**

The College Financial Plan was submitted to the University. Numerous current FY22 budget documents have been posted to the KCC Budget Intranet. Please use the following link to access the files: <https://inside.kingsborough.edu/budget/>

The CUNY Comeback Campaign was announced by the Chancellor over the summer. Students with outstanding balances for Spring 20, Fall 20, and Spring 21 were eligible to have their debt forgiven with Institutional Funds of Federal Stimulus funding. For KCC, the funding available is \$4,945,000. The first set of students were identified by CUNY, which was 3,346 students. Their debt for the previously mentioned semesters was forgiven. The remaining number of students was 1,425. These students had the ability to apply with the possibility of having their debt forgiven through an application created in CUNYfirst. The deadline was November 1, 2021. To date 147 students have been approved via the application process. The review deadline is 12/21/21.

During the week of 12/13/21, CUNYfirst will be upgraded to People Soft 9.2. This will affect the Financials Supply Chain and Human Capital Management modules. The cutoff time to enter requisitions and/or expense reports and fully approve them is Friday, 12/10/2021 at 7:00 pm. Please note any transactions entered or not approved by Fridays, 12/10/2021 at 7:00 pm will automatically be deleted by the system and will have to be reentered after CUNYfirst is reopened. CUNYfirst is currently scheduled to come back up 12/20/2021.

## CAMPUS PLANNING & DESIGN

### CAPITAL PROJECTS IN PROGRESS AND IN DESIGN

Unanticipated nation-wide material delivery delays due to the COVID 19 pandemic, and several unexpected change orders required due to field conditions, have pushed the original completion dates forward for the T4 Roof Replacement project and for the T7 HVAC Replacement project.

#### T4 Roof Replacement: \$4.8M

A new “cold-applied” roofing system has been designed for the T4 roof project which will allow the installation to occur during the winter months ahead. The existing roof deck, showing signs of rust and corrosion, will be completely replaced. Structural Shop Drawings are being prepared to determine existing purlin locations to customize connection points to the new deck.

A detailed survey of the roof structure was conducted during the month of October, 2021. All existing purlin locations were identified and measured. Shop drawings were prepared by the Contractor and are in review. Approval of the additional costs for the new metal deck is pending. Once funding is identified and approved by OMB, the metal deck components may be ordered.

In order to minimize noise and disruption to the classes in T4, the entire second floor has been taken off-line for the duration of the construction work.

The target completion date will be recalculated once the metal deck is ordered. It is no longer March 1<sup>st</sup>, 2022.

#### T7 HVAC Replacement: \$4.7M

Installation of the new steel dunnage and of the 5 new rooftop air handlers is now completed. All ductwork throughout the building is being cleaned under a new Change Order. Approval of this Change Order is still pending. CUNY and DASNY are working to identify funding. The new rooftop units cannot be turned on until the ventilation ducts are fully cleaned throughout the entire building.

The new air handlers have been upgraded will now accommodate MERV -14 air filters.

T7 remains completely off-line until this HVAC project is completed. The target completion date of December 31<sup>st</sup>, 2021 is no longer valid and is dependent on the ductwork cleaning Change Order. KCC is actively lobbying to have the T7 building fully operational before the Spring, 2022 semester starts.

The original T7 roof, nearly 50 years old, will be replaced under a separate project (now in design) to correct ponding, poor drainage issues and future roof leaks.

### Marina Reconstruction: \$13M

The public bidding process was anticipated to start in late October, 2021. This phase of the project is now delayed, pending filing approval from NYC/DEP. CUNY expects that solicitation of bids will take place on, or about, February 15, 2022. Construction is scheduled to commence in July, 2022.

A new Travel Lift will be provided to accommodate the "CUNY 1" boat. A new wave attenuator will reduce stress on the connections. The new design features finger piers parallel to the sea wall, which will increase the chances of the new marina surviving the next Super Storm Sandy.

The new target project completion date is September, 2023.

### Library Windows/Skylights and Building Envelope: \$10M

This project is pending Consultant completion of 90% design documents, now expected before the end of January, 2022. All exterior wall glazing will be replaced and much needed exterior envelope defects will be cured.

### Performing Arts Center Renovation: \$12M

The original Design Consultant on the project has retired and has dissolved his firm. CUNY is presently seeking a new Design Consultant which will continue work on this project from where the previous Consultant left off (approaching 90% design drawings and specifications). A new project timeline will be developed once the new Consultant is on board.

The scope of work includes the creation of ADA compliant restrooms, improvements to the building's HVAC system, acoustics, theatre house and stage lighting, and audio systems.

All of the house seats will be replaced and new carpeting will be provided.

### Pool Restoration: \$5M

This project will correct the damage caused by decades of leaks in the pool deck, walls, floor and gutters. It will also address deficiencies in the pool's lights and underwater viewing windows (used to assess the swimming technique of students). The scope of work will include demolishing the existing pool deck, installing a new waterproof membrane and a new tile deck surface. All structural damage will be repaired. Damaged light fixtures will be replaced. Its antiquated filtration systems will be replaced and brought up to Code.

This project is presently in the design phase, with a 60% design submission due on December 30, 2021.

### Other Major KCC Projects

#### Student Union & Intercultural Center (SUIC) - Phase 1: \$1M

Work will soon begin on the complete renovation of the Information Booth at the entrance of the P building, and continue down the main concourse corridor towards the U building with the installation of ceiling mounted banners with the word "WELCOME" in all the languages represented by our student population, a new "Donor Wall", new display cases, new column treatment and new exterior furniture for the terraces off of the second floor Student Lounge (U200).

The first project components being bid/awarded are: automatic doors off of the U Building Concourse to U112 (Faculty/Staff Dining Room and Multi-Purpose Room), new display cases at the P/U Building Concourse and charging stations at the main student cafeteria (U123).

Funding for this project was provided by NYS Senator Persaud and NYS Assembly Member Cymbrowitz.

#### Replacement of Library Interior Finishes: \$900K

Original flooring will be replaced, interior wall and ceiling treatments will be revamped, existing lighting improvements will be made and new furniture will be purchased with funding provided by Brooklyn Borough President Adams.

#### Holocaust Center Improvements: \$300K

Additional floor area will be provided to expand the existing Holocaust Center (Library - 2<sup>nd</sup> floor) to accommodate new amenities and technology improvements with funding provided by NYS Assembly Member Cymbrowitz.

#### Replacement of Student Lockers: \$200K

The rusted and dilapidated student lockers on the first floor of the G building will be replaced with funding provided by NYS Senator Persaud.

#### New Exterior Basketball Court (Near East Tennis Courts): \$400K

Drawings and cost estimates have been developed to create a new exterior basketball court. We are pursuing funding from our local elected officials to make this project a reality.

#### New Running Track (Near Baseball Field)

A feasibility study is in progress to determine if a new running track may be created near the baseball field.

### Lighthouse Rotunda Renovation

We are pursuing funding from our local elected officials for a major renovation of the Lighthouse Rotunda which will include new LED lighting, new flooring and wall finishes, motorized sun control devices and new audio/visual upgrades.

### Environmental Health & Safety:

Completed a pickup of hazardous chemical waste. The waste was transported, treated and disposed of in accordance with applicable EPA and New York State Department of Conservation regulations.

Completed a safety assessment of the boiler room, specifically the chiller equipment. Provided a report with recommendations to VP Rios.

### Events Management:

### Food Services and Administration:

Continued to monitor vending service and frequently communicated with our Customer Service Manager.

### On Campus Food Service

Worked with Continuing Education to develop a menu that would be well received by perspective students, served in a safe manner and within city budgetary guidelines.

Servery and kitchen grease ducts were cleaned during the month of November.

Developed Tax Levy Menu to be used for all college events no matter source of funds.

Developed instructions for placing food orders.

### Other Items

Communicated with CUNY Event Planners about current catering allowances permitted by NYC #6 Directive.

Explored the possibility of using food vouchers for Workforce Development Students; however, classes are scheduled in the evening. Panda House's current hours do not serve this group's needs.

### Information Technology:

#### **Uplift-Expansion and Enhancement of Labs**

Three additional rooms were provisioned with contact less door access systems.

#### **Hybrid Instructional Spaces**

In order to meet the need for Hybrid Instructions an additional 3 rooms were fitted with HD cameras and microphone installations to work with Blackboard Collaborate, Zoom, Microsoft Meetings or other video conferencing system...

#### **Wireless Expansion and Upgrade Project**

OITS has been working on a creating a new Wireless network, to ensure that staff and students do not need to log on to Wireless network multiple times during the week for the staff and faculty and during the day for students. The rolled-out has been complete in 65% of the campus and includes the exterior of the campus being upgraded to the new Wireless network. The new wireless network has new SSID (KCC-STAFF, KCC-STUDENT and KCC-GUEST); we continue the process of adding access points in classrooms and exterior areas to accommodate wireless use through thin clients and mobile devices. Please submit any issues with wireless access to the link below.

<https://www.kbcc.cuny.edu/its/wirelessfeedback.html>

#### **Desktop Refresh**

In spite of supply chain and funding issues, OITS is working on replacing selected out of support desktops, we have replaced 30 desktop computers for essential staff and will continue the replacement cycle as the equipment & resources are made available.

### OnStage at KCC:

On Stage At Kingsborough presented a streaming production of "Charlotte's Web," filmed live on stage, along with an interactive study guide, to a total of 2,646 public elementary schoolchildren in Brooklyn, Queens, and Staten Island.

Also in November, On Stage At Kingsborough received a \$90,100 grant from the NYC Department of Cultural Affairs and a renewal grant from the Mertz Gilmore Foundation for \$15,000.

## Public Safety:

Daily

Continues to pre-screen (Cleared4) everyone who enters the campus in accordance with COVID-19 Health Screening Policy.

Continues to screen individuals that are not affiliated with KBCC in accordance with the Cleared4 Visitors Link.

Distributes Grab and Go pantry bags.

Maintenance of the Clery Daily Crime Log (Must be open for public inspection).

Continues to conduct weekly lighting surveys.

Daily student ID distribution.

ID collection for separation of KCC faculty and staff members.

Conducts monthly campus-wide key survey.

Responds to all on campus-wide incidents.

Assists with complaints and/or investigations.

Assists with the Re-opening Plan.

## **Training**

CPR/First Aid Training @ Academy for new recruits (instructor Sgt. Lopez)

CPR/First Aid Training for Day Care Staff (instructor Sgt. Lopez)

Advocate System Case Management Program (Lt. Szczesny)

Completed ESPARC and Workplace Violence Prevention Training (All Staff)

## **Staffing**

Currently hired 9 of the 12 approved Contract Guards (Dreamland)

## **Events**

Conducted New Employee Orientation Information Session

If you any questions, please do not hesitate to contact me.

Wishing everyone a happy and healthy holiday season.



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