

SNAPSHOT

ADMINISTRATIVE SERVICES

WELCOME

Welcome to the first edition of the Administrative Services Snapshot! We are committed to keeping our College community informed of what is happening in and through our division. As a result, we will be publishing a monthly snapshot featuring relevant topics, updates, or data nuggets related to construction, fiscal, facilities and maintenance, events, safety training, etc. This snapshot will be in addition to the newsletter we have been sending every other month. We hope that you find the shared information useful in whichever role you may have at the College. Please feel free to reach out if you have any questions.

Greg Nelson

Asst. Superintendent/Vice President
of Administrative Services



COLLEGE SERVICES MOVES TO 941 SFD

During our relocation, some services we offer will be impacted between March and April. **Design, printing, and copying services will be extremely limited from March 9-20.** Please expect delays and plan ahead for possible limited services on these dates:

Creative Services (Graphic Design) March 13-18

Printing and Mailing* - March 16-20

*Mailing campaigns or any collateral that involves bulk mailing.

Courier Services and Mail

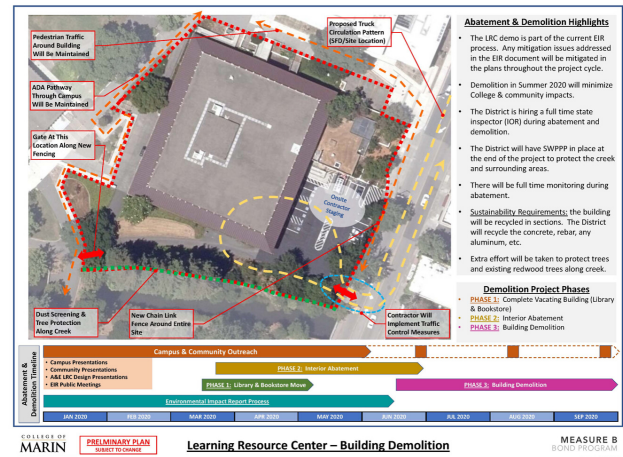
Daily Mail Delivery on both campuses will remain the same until further notice.

Mailroom Relocation

Future home for mailroom is Academic Center, Room 256. More details to follow.

COM WIFI

If you are having trouble onboarding your wireless mobile devices, please visit the IT Department's offices at SMN 135. Over the last 12 months, we have onboarded 10,436 mobile devices. Just click the following link to begin the process. <https://byod.marin.edu>



MEASURE B - CAPITAL PROJECTS

Offices are being moved to continue preparing for the building of a new Learning Resource Center at the Kentfield Campus. Click the image above to see preliminary demo plan. **These departments are scheduled to move during Spring Break (March 16-March 20).**

- Fusselman Hall Staff from PV 1 to Fusselman Hall
- OIM Staff to HR 10
- Film/Video to HR 10, PE 91, and PE 61
- Reprographics to 941 Sir Francis Drake
- Mailroom to AC 256
- Umoja to PV 1
- LC 150 Computer Lab to VS 5

April 13th - April 20th Move:

- College Bookstore from LRC to old Maintenance and Operations Building

Summer 2020 Move:

- Library after commencement to Fusselman Hall (some Library functions moving sooner)

Abatement Plan of the LRC building is well underway. The abatement for the first floor will begin during spring break and is scheduled to complete April 24; whereas, the second floor is scheduled for abatement on June 2-June 26. More information will be sent in the coming weeks regarding the abatement and demolition plan of the LRC building. Thank you for your patience as we continue to improve our campus.

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FACILITY RENTALS AND EVENTS

In February, we had 24 different external users renting 17 different facilities which generated \$46,600 in revenue.

This month, we are slated to have two great events.

Classified Professional Development Day

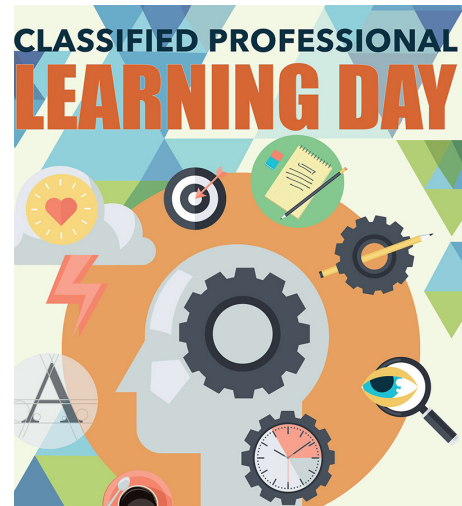
Theme: *Cultivating Empathy and Care*

Wednesday, March 18, 2020 at 8:30 am - 3:00 pm

Opening session will be at the Student Services, Cafeteria.

Please join **Umoja** on **March 26, 2020 at 5:00 pm** in the James Dunn Theatre for an **Evening with Albert Woodfox**.

Don't forget! Please communicate and plan ahead - use our **internal events form** when planning events, workshops, inviting speakers, etc. on campus. We are here to help make your event successful.



WHAT IS THE UNRESTRICTED FUND?

- Fund 11100 is the District's General Unrestricted Fund that is used for operational expenses.
- The District has over 200 separate funds.
- Each of those funds must be accounted for specifically to ensure funds received are spent in accordance with designated purpose.
- So, there may not be money available in fund 11100, but there may be money available in other funds that are designated for specific purposes, such as the Measure B fund or categorical funds.



DISPOSING OF EXPIRED MEDICATION

Do you have unwanted or expired medication at home? Don't throw it away or flush it as this can damage our environment. Bring your medication in its original packaging, or sealed in a plastic bag, to our COM Police department in Village Square and deposit them in the bin, no questions asked. Yes it's that easy!



NEW MAINTENANCE AND OPERATIONS BUILDING

The Maintenance and Operations department is excited for the completion of the new Maintenance and Operations building. The project is on track for completion at the end of April.

The building includes over 6,700 square feet of warehouse space, staff locker rooms, trades and grounds shops as well as a shipping and receiving office. Also included are administrative offices for the Director and Assistant Director of Facilities Planning, Maintenance and Operations, Maintenance and Operations staff, and Director of Capital Projects. A new conference room for trades and safety meetings and training is located in the new Administration Building.

The buildings are pre-fabricated metal buildings that were assembled on site. The interior plumbing, mechanical, electrical, and finish work were all completed on site along with grading and paving improvements. Construction began in May 2019 and at completion it will have taken just shy of one year.

