

SNAPSHOT

ADMINISTRATIVE SERVICES

Fall 2020 Semester is well underway and the resilience of our students, faculty, and staff as we pivoted to providing the majority of our classes through distance learning and most employees working remotely has been remarkable. On September 30, 2020, our College will receive the prestigious Dr. John W. Rice & Equity Award for having “the greatest improvement in three areas over the most recent three years: improvement in the completion and transfer outcomes of its students of color relative to white students as well as improvement of the representation of faculty of color relative to its student population.” Please join us for the virtual ceremony: <https://youtu.be/hnkY09YJGMs>

The Adoption Budget for fiscal year 2020-2021 will be presented at the Board meeting in October. Although much is unknown with respect to the federal and state budget legislation, we are pleased to be able to present a robust budget to ensure that the District meets its financial obligations this year and maintains a healthy reserve.

The continued collaboration among our constituents proves that together we can move forward despite the uncertainties brought by the ongoing pandemic. We hope this bi-monthly snapshot keeps you informed and connected with the College. Please feel free to reach out if you have any questions.

Greg Nelson
Asst. Superintendent/Vice President
of Administrative Services

SYMPTOM SCREENING/ CAMPUS ACCESS

To ensure health and safety of everyone in our College community, anyone coming on campus must complete the [Symptom Screening](#) form no earlier than 12 hours prior to each visit to campus. Based on daily results, individuals will be cleared to come to campus or given further instructions. The Symptom Screening replaces the Employee on Campus During Closure form, so employees now only need to fill out one form.

As a reminder, please do not come to campus if you are:

- currently experiencing symptoms related to COVID-19;
- have had exposure or contact with a COVID-19 positive person;
- or tested positive yourself.

Please continue to practice personal hygiene and adhere to all safety protocols as you come to campus. If you are ill or are not feeling well, you should stay home and contact your health care provider.

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Bill and Adele Jonas Center, Indian Valley Campus

MEASURE B BOND UPDATES

The Capital Projects team continues to be busy with multiple ongoing projects.

Measure B Projects

The demolition of the portables next to the temporary bookstore was completed a few weeks ago. The area will be paved and striped for parking in the upcoming weeks. A portion of Parking Lot 12 remains closed due to the damage of one of the Portable Village Canopies. Repair work is ongoing.

Demolition of the LRC is continuing through this month. Large trucks are continuously coming on and off campus removing debris. Please be aware if you are on campus to adhere to all safety protocols.

The Architect for the LRC is moving into the next phase of designing the project. We will be reaching out to students, faculty, and staff for their input on various items. A food service questionnaire will be sent out in a few weeks and we would really appreciate your participation. This will help us plan for a new and improved food service program for the Kentfield campus.

At IVC, Jonas Center is almost complete with expected final completion by the end of October and Miwok Center continues to make progress.

Measure B Committees and Outreach

The RFQ/P for the Lease-Leaseback contractor has been published and responses are due at the end of September. A selection committee made up of students, faculty, and staff will review the proposals, conduct interviews, and make a recommendation to the Board of Trustees. Thank you to everyone who has agreed to serve in this very important capacity. *Continue on page 2*



MEASURE B CONTINUED

The Landscape Master Plan process for both Kentfield Campus and Indian Valley Campus is ongoing. We recently had two public meetings along with two COMMunity hour events. We continue to seek the participation of the College community and public so please check the Measure B website measurebcom.org for upcoming meetings.

Feel free to contact Isidro Farias, Director of Capital Projects, at ifarias@marin.edu should you have any questions or need more information about the Measure B projects.

INSURANCE REQUIREMENTS FOR CONSULTANTS

Please ensure all required certificates of insurance are endorsed to the District, and are attached to the District Agreement for Services (AFS) before the hiring department signs. The AFS is now available in the [MyCOM](#) portal Employee-Only Forms and is being routed for digital signatures using Adobe Sign. Incomplete AFS or those without the required certificate of insurance will be returned to the department.

Insurance requirements are listed on the AFS as follows:

- Workers Compensation (9a) is required if the consultant has employees but is not required if the consultant does not have employees
- Commercial or Comprehensive General Liability (9b) is always required
- Automobile Liability (9c) is required of anyone who drives a vehicle on campus
- General Liability and Automobile Liability (9d) should include the endorsements listed in numbers 1-4
- Professional liability (9e) is required if the consultant could say or do something that could cause harm (in general "harm" is monetary such as financial loss)

BILLING REQUESTS AND INVOICING

With the exception of facilities rentals, when services are provided to other individuals or entities by College of Marin, the College needs to bill/invoice the end user (customer). All invoicing for such services will be completed by Fiscal Services upon receipt of a Billing Request form. The new Billing Request form can be accessed via [MyCOM](#) portal in the employee-only forms dashboard. A Billing Request form should be completed and sent to Natalie Barzegar. The form should be completed in a timely manner—within one month of the service provided. This will not only ensure proper and timely invoicing from Fiscal Services, but will also facilitate our research process for future informational needs.

Viewing and Using Fillable PDF

Please add the following link to your favorites, as it includes helpful information for completion of forms using Adobe Acrobat Reader. <http://forms.marin.edu/viewing-and-using-fillable-pdf>



Miwok Center,
Indian Valley Campus

Learning Resource
Center Demolition,
Kentfield Campus



CAMPUS POLICE

We are continuing to monitor guidelines from local and state public health agencies to maintain the safety and well-being of our College community. We have been supporting re-opening efforts to safely welcome students, faculty, and staff on campus for essential courses and services that are being offered this fall semester. In addition to our COVID-19 Site-Specific Protection Plan (SPP), we have been assisting faculty with posting of room-specific protection plan (RPP) for classes being held on campus this semester. We are also pleased to be able to support our students during the ongoing pandemic by providing free parking this semester. We encourage everyone to check the College's [COVID-19 Updates and Resources](#) website to stay informed of resources while learning, teaching, or working remotely. Please stay safe and well!

INFORMATION TECHNOLOGY EXTENDED COVERAGE

With the goal of improving technical support services for our COM community, COM ServiceDesk, at the beginning of this fall semester, tried out a schedule for extended coverage. Feedback indicates that the off-hours coverage trials were appreciated. We intend, as long as possible, to continue to provide similar coverage. when needed most: start of semesters and during critical one-off events. To submit a ticket, please go through the [MyCOM](#) portal or use the following link: <https://servicedesk.marin.edu/helpdesk/User/Login>



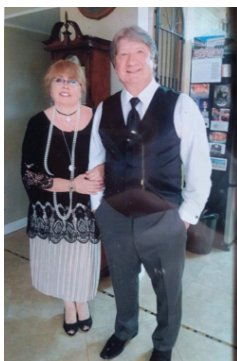
CONGRATULATIONS ARE IN ORDER

Join us in congratulating a few members of the Administrative Services division as they celebrate a milestone. First, congratulations to Police Officer Paul Stewart and his wife Erika on the birth of their first child, Evelyn Stewart. A beautiful 8 pound, 11 ounce girl born on 09/01/2020. Accounting Technician Devendra Shrestha and his wife also just welcomed baby girl, Jana Shree.



Jana Shree

Last, but not the least, one of our long-time custodians Mary Galzagorry is about to embark on retirement. Mary started working at College of Marin in 1998 after working as a sub custodian for two years. She started out working in the library in the old LRC building, when there were only five or six computers in the whole building. "We carried pagers in those days," she said, because cell phones had not come out yet. Many buildings like Dickson Hall and Harlan Center have come down during her tenure at COM. And new ones, like the SMN building where she currently works have been built. She's retiring in November, following her husband Jean-Felix, who retired a few years ago from COM. They are looking forward to buying a little house with a few acres in Placer County. They plan to raise chickens and get a mini-donkey. Join us all in thanking Mary for her 24 years of service and wishing her best wishes for a happy retirement.



Mary and Jean-Felix Galzagorry

COLLEGE SERVICES

Hopefully, you've all received it by now but we were pleased to be able to assist with the printing, packaging, and mailing of the wonderful gift packages sent to all from Vice President Greg Nelson. They contained a letter with updates on Administrative Services, as well as some useful health and safety items and a copy of COMmusement Boardwalk, a puzzle and game filled booklet created and designed by Shook Chung, Nicole Cruz, and other friends for some fun and stress relief during the pandemic. We hope everyone enjoyed receiving a gift in the mail and felt more connected to the COM community.

Signs for Health and Safety/COVID related: All signage is being created and installed by the COVID-19 work group. Departments and individuals should not post or order outside or replacement signage on their own. If you notice anything missing, damaged, or there is some type of signage or markers that you feel are needed, please contact College Services and we will be happy to assist you.

Receiving/warehouse: Receiving for all shipments, packages and deliveries is Tuesday and Thursdays, 9 am to 1 pm. Receiving will be moving to the new M&O building this fall but is currently still at 120 Kent Avenue so please continue to use this address for all shipments and deliveries until notified otherwise.

Please email aricciuti@marin.edu for all other services being provided during this semester. We're here to help you!

HUMAN RESOURCES

Despite wildfires, extended power outages, and the COVID-19 pandemic's noteworthy interruption of the District's employment processes during Fiscal Year 2019/2020, the Human Resources Team:

- Conducted 48 Recruitments
- Processed 1,034 Applicants
- Onboarded 51 Faculty Members
- Onboarded 107 Other Personnel (Managers, Classified, Hourlies, Students)

Also, we would like to thank all of the screening committee members who served on a committee last year.

FACILITY RENTALS

September is National Preparedness Month. This could not come at a better time as a reminder for personal and community disaster planning. During COVID-19 and again during the beginning of wildfire season, we are reminded of how important it is to plan and be prepared for emergency. Over the last six months, we have been partners with the local fire departments and essential services to assist with their needs for first responders and disaster trainings. We have hosted blood drives that have supported our local communities during COVID-19 and have been able to assist with wildfire and water search and rescue trainings with our local fire departments. It has been a true pleasure and honor to work and continue to work with them these last few months.

Even though the College is not currently renting our facilities like we had been pre-pandemic, planning and preparing for our College and community use for the future is ongoing. The way we operate, schedule, and utilize our spaces have vastly changed and will continue to be fluid as we move forward over the next several months. Having a plan has never been more important. Please be well and let us know if you need any assistance.

Fast Fact: Our most rented facilities by hour for 2018-2019 fiscal year was the IVC Pool with 1,320.75 hours, the tennis courts at 1,258.50 hours, and then the turf field at 1,050.75 hours.



COM employee gift packet from Administrative Services