

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

April 2023

Summer Projects

The Maintenance & Operations Department will be working and overseeing contractors on multiple projects over the summer. Please be aware of the following projects which will be occurring and may impact staff on both campuses.

Painting

Various painting projects, primarily at the Kentfield campus including the Academic Center, PE Complex, SMN and Performing Arts Buildings will be starting on May 30.

Carpet and Floor Replacement

Carpets will be replaced in the Academic Center, Student Services, and Child Study Center. The PE Complex will have floor replacement in the locker rooms. The bulk of this work will happen between spring and summer term. **We ask that you please pack or lock up any personal items during this time, especially for offices impacted. Further communication will be coming out by the first week of May.**

Window Cleaning

Window cleaning will be taking place May 30 to June 9 for the Academic Center, Performing Arts and Student Services Buildings. All windows inside and out will be cleaned. **If you have items taped to windows or items on window sills, please remove them by May 26 (Commencement). All windows will be stripped of all posters left behind, and tape will be scraped as well.**



**Jeffrey Marozick, Chief of Police/
Director of Safety**

Farewell to Chief Marozick

Chief Marozick joined the College in February 2017 as the Chief of Police/Director of Safety. With over thirty years in law enforcement, Chief Marozick has faithfully served our College community over the past six years overseeing the Police Department and maximizing the safety of all students, faculty and the community that use our campuses.

Chief Marozick has announced his retirement effective April 30. We wish him the best in his retirement!

Miwok Ribbon Cutting Ceremony

The Miwok Aquatic and Fitness Center grand opening was a great success. We were delighted to have Congressman Huffman in attendance and were given a Congressional Certificate of Achievement for the

facility. We had about 50 people in attendance for the event and tours were provided. This project was the culmination of many years of work and input from community groups, staff and support of the Marin County taxpayers who passed the 2016 Measure B Bond.

US Swim - Speedo West Coast Sectionals

The Miwok Aquatic and Fitness Center hosted the US West Coast Sectionals for swim recently. This event generated over 2 million dollars in local economic impact over the 4 day event. The College hosted 46 teams from a number of states. This event has always been held in southern California. For the first time ever in its history, Northern California was a host. Lots of great input and feedback from all who participated was received, and it certainly put the facility and staff on the map for future events to be hosted by the College.

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CBOC Meeting

The Citizens' Bond Oversight Committee is responsible for reviewing Measure B expenditures, with quarterly meetings open to the public.

There is currently a vacancy for:

- Business Community Representative

[Apply to join the Citizens' Bond Oversight Committee](#)

Next Meeting

[Wednesday, June 21, 2023](#)

4:30 – 6:00 PM

Kentfield Campus

Academic Center, Room 229

835 College Ave.
Kentfield, CA 94904

Black Tie & Blue Jeans

The 3rd annual BTBJ event will be held on September 8 featuring Blood, Sweat and Tears. There will be limited tickets available in August as most of the event seating will be dedicated to event sponsors.



Miwok Aquatic and Fitness Center Ribbon Cutting Ceremony, Indian Valley

Capital Projects

Learning Resources Center

Increment one of construction is moving along. This includes removal of dirt and debris from the site, grading, shoring, and foundation work. The final design drawings are making their way through the Division of State Architect (DSA) and Increment 2 work is expected to begin in the fall.

937/939 Sir Francis Drake Blvd. Properties

Demolition of the buildings on those sites has been completed. The site is expected to be fully cleared this spring.

Kentfield Pool Deck

Drawings are complete and have been submitted to DSA for approval.

Bolinas Field Station

The bid process for this project has begun. Construction is scheduled to start in July 2023. Fundraising to raise the remainder of the project funds continues.

Indian Valley Building 8 and 9 Tenant Improvements

The tenant improvements for Buildings 8 and 9 continues. The updating of spaces is on schedule for completion later this spring.

Schedule for Capital Projects Milestone Events:

Bolinas Field Station – Ground Breaking - July 21
Learning Resources Center – Ground Breaking – August 30



Speedo Sectionals, Miwok Aquatic and Fitness Center, Indian Valley

College Services

Happy spring! It is hard to believe it is April already and that spring is here because the weather has been so dreary but nevertheless, here we are and the sun is back! We hope everyone is having a good semester.

As we approach commencement, the days get increasingly busy in College Services with many design and print projects being created and produced to support all the wonderful events, programs and happenings at COM. It is also a very hectic time for Receiving with event and fiscal year end orders and needs so we thought it might be helpful to review what exactly Receiving is... and is not...

What Is Receiving?

The fancy explanation: The primary responsibility of College of Marin Receiving/Courier is to establish and implement procedures for the receipt, documentation and distribution of official college goods, materials, equipment and supplies in support of college-related functions.

But really – Receiving/Courier is the primary point to receive, process, document, transport and redistribute all incoming material for COM. The Receiving Clerk/Courier also transports first class mail, print projects and other packages from Kentfield to IVC and back again each day.

When Is Receiving Open?

Monday through Friday, 9:00 am to 3:00 pm. Receiving is not open on holidays or weekends. If you have deliveries arriving outside this window for any reason, please notify the Clerk as soon as possible or reschedule as required.

The Receiving Clerk is often out on the courier run between campuses or delivering packages. Most carriers are aware and arrangements have been made to accommodate deliveries. Please do not pick up packages that have been left at the loading dock as they must be scanned and cataloged prior to delivery. If you have an urgent request, please notify Receiving.



RECEIVING

WAREHOUSE OPERATION, RECEIPT AND DELIVERY OF PACKAGES, INTAKE AND SCANNING, STORAGE, ETC.



COURIER/DELIVERY/ PROJECT ASSISTANCE

DAILY RUN BETWEEN CAMPUSES, INTEROFFICE MAIL PICKUP AND DELIVERY, DELIVERY OF SUPPLIES/PAPER, ERRANDS AND EXTRA REQUESTS, EXTERNAL DELIVERIES AND PICKUPS



ASSET TRACKING

TRACKING RECEIVED ITEMS WITH SPECIFIC REQUIREMENTS.

How To Request Receiving/ Courier Assistance

Please submit work orders through Schooldude under the category **Delivery**. Please do not text Manny directly for requests as his day is very full and doing so runs the risk of your request not being received if he is on the road or on leave. If you have an emergency, please feel free to call College Services at x7447 or email Annie at ariccluti@marin.edu and we will do what we can to assist.

Orders and Ordering Tips

If you have large deliveries arriving at Receiving, please provide as much advance notice as possible, as well as tracking numbers, carrier and vendor info and any other relevant details. This will assist Receiving and help you get what you need more quickly.

When you place an order with Staples, Amazon or other vendors, please provide as many details on the order as possible, including the Purchase Order number, the contact for delivery, the Receiving address and any other identifying information.

Hopefully this helps us serve you better. Please always feel free to call or email with questions or for assistance. We are here for you! Have a wonderful spring!



Manny Rodriguez, College Services Receiving Clerk

College Services

Continued

Who Is Receiving?

A very recognizable and friendly face on campus serves as COM's Receiving Clerk – Manny Rodriguez! Manny and the Receiving Clerk position report to College Services, not Maintenance & Operations, though we work closely together. Manny has been with COM since 2018 and is always available to help with your needs.

Where Is Receiving?

Currently, Receiving is at 120 Kent Avenue in Kentfield. It will be moving this summer to the M&O warehouse so stayed tuned for details. For now, please use the 120 Kent address for all large deliveries via UPS, Fed Ex, Staples or other vendors. For orders being sent via the US Post Office, please use 835 College Avenue instead.

And ... What Receiving Is NOT

- Moving refrigerators/furniture
- Moving large amounts of boxes
- Moving tables
- Moving office equipment or furniture

- Moving classroom equipment
- Installing, assembling or unpacking equipment
- Picking up donations, personal items, and running errands
- Moving items to storage

If large items arrive via carrier, the Receiving Clerk will transport those items as soon as possible to their destination. However, once they arrive, future movement is not part of the responsibility of the Receiving Clerk.

Receiving Is Also Not Shipping

As a courtesy, the Receiving Clerk will pick up UPS or Fed Ex packages that are PRE-PAID and store those for pickup at 120 Kent. However, Receiving does not package or mail large packages, equipment or other items. Individual departments are responsible for making their own arrangements to send large items via UPS or Fed Ex. Shipping smaller packages or other items is available through College Services via US Mail but should be packaged and addressed. Supplies are available in College Services or at the Post office.



**In the beautiful Jonas Center,
Indian Valley Campus,
College of Marin**



David Wain Coon,
President, College of Marin



Ken Dychtwald,
Author, Radical Curiosity



Josh Kornbuth,
Comedian, Citizen Brain



Desiree Goyette,
Director, Cabinet Songs

**All Star Program,
Sponsor Tables,
Food, Reception**

Find Out More

Reserve Your Seats Here

Become a Table Sponsor

ESCOM 50th Anniversary Celebration

Community Programs

Aquatic News

- Adult Lap Swim began Jan 31
- Sold 13 Senior 10 day passes
- Sold 24 Senior single day pass
- Sold 5 Regular 10 day passes
- Sold 22 Regular single day passes
- Began selling Recreational Parking Permits at IVC
- Sold 5 six month passes
- Sold 2 annual passes
- Sold 2 quarterly passes
- Sold 2 monthly passes
- Successful hosting of Speedo Sectionals Swim Meet (+500 attendees) March 2023
- 32 aquatic events from January – December 2023 scheduled



Lifeguard in the Rain, Speedo Sectionals

ESCOM Senior Planet/OATS Program

ESCOM and the Commission on Aging will be presenting a series of Senior Planet Lectures.

[Senior Planet](#) is the flagship program of the national nonprofit organization OATS - Older Adults Technology Services. OATS' mission is to help seniors harness the power of technology no matter their socioeconomic circumstances, geography, educational background or age. ESCOM will be offering 8 lectures this spring in the Marin County area. These will include: Affordable Home Internet, Cloud Storage, Google Maps, How to Choose a New computer, Mobile Health Apps, Online Health Resource, Protection your Persona Information Online, Telemedicine.

Community News and Kudos

- Two local Novato schools hosted their fundraiser at our location and raised \$60K-\$120K during their live and silent auctions!
- 1,500 people came to events held at Jonas Center in March
- ESCOM 50th Anniversary Celebration: October 14, 2023 Jonas Center



- [Marin IJ 2023 Readers' Choice](#) Award Winner for Best Convention, Event, Meeting Space – Jonas Center



College Staff, Speedo Sectionals

Contact Information

Non-Urgent:

(415) 485-9455

Urgent:

(415) 485-9696

police@marin.edu



Police

[Emergency Preparedness](#)

As we move toward successfully completing our 2022-2025 Strategic Plan, one of our goals is obtaining 100% staff participation in watching an emergency preparedness video. This video will assist you in reacting to an emergency on our campuses. The video addresses our Emergency Guidelines Handbook, advises you of the new Emergency Provision Cabinets throughout our campuses, and trains you on how to use our new AEDs that have been installed throughout our campuses.

The video can be found in ProLearning. Log into MyCOM and double click the ProLearning icon. You will see a convenient link on the main page under Recommended ProLearning Online Trainings, entitled "Emergency Preparedness Training Video for COM".

U-Key Assistance Available

Remember that only a police fob (U-Key) can unlock a door that has been put into local lockdown mode, so do not practice this without a police staff member there to return your door to normal. We are available for this, so please call us to schedule a refresher.

Fiscal Services

2023-2024 Budget Development

Fiscal Services is focused on budget development for the 2023-2024 fiscal year. Budget Managers should please reference the Memo sent on April 6 with key deadlines. The Tentative Budget will be presented to the Board of Trustees at the June 20 Board meeting, and the Adoption Budget will be presented to the Board of Trustees at the August 15 Board meeting. [The Budget Builder tool is currently open for updates and updates must be completed by Budget Managers by Tuesday, May 16.](#)

Fiscal Related Recruitments

- Accounting Technician – Priority Screening Date: 4/18/23
- Assistant Director of Fiscal Services – Extended Priority Screening Date 4/24/23
- Payroll Specialist – Continuous

Signature Authority: Do You Have It?

Answer is probably not.

The District has a pre-defined set of guidelines in regards to signature authority within the District, most of which is reserved for members of the executive team, fiscal services, and a few select others due to the nature of their work. Signing something for the District that you do not have authority for can bind you to that contract, goods, or services personally. So please check the signature authority board resolution at the following [link](#) before you proceed.

Purchasing guidelines are also adopted by the Board of Trustees as not only guidelines but parameters in which we work every day for purchasing goods and services. You can find these items at the following [link](#).

Fast Facts

- 3,264 Work orders – 365 (about 11.5%) of those were HVAC related
- The rest are a compilation of carpentry, gardening, electrical, custodial, locksmith, pools, pest control, and painting
- 22 pallets, or 1 full length semi truck, of paper towels or about 57 miles of paper
- 220 cases of jumbo toilet paper or over 2.7 million feet of paper or just under 500 miles
- Annually we bale and recycle approximately 12-14 tons of cardboard
- Annually we send about 432 cubic yards of material to compost, or 15 large roll off dumpsters



Maintenance & Operations Staff, Spring Fling Ice Cream Social, Kentfield

Maintenance & Operations

Custodial Staff to Receive Special Training

On April 17 and 18, COM will have Regional Sales Director and trainer for Buckeye International Rich Marik at the Kentfield Campus. Rich specializes in floor care. He will be providing training to all COM custodial staff on the maintenance of a variety of floors.

This service is being provided to us by one of our custodial suppliers at no cost. We hope the custodial team will learn from Rich's decades of experience and our facilities will see the results through cleanliness and longevity of proper maintenance.

Their agenda for the two days is:

1. Review Current Floor Types – Terrazzo, Marmoleum, VCT
2. Select Proper Floor Finish and Stripper
3. Review Current Floor Program
4. Train on Daily Care, Interim Maintenance, and Floor Stripping and Refinishing
5. Train on Burnishing
6. Hands on Training from Start to Finish

HVAC Update

Repair technicians have been at both campuses over the last two months doing preventative maintenance work on chillers, pumps and other HVAC units to prepare our facilities for summer weather.

If you see them on campus and have questions, please call the M&O Dept.



College Staff, Spring Fling Ice Cream Social, Kentfield



Information Technology

IT Services for Students

The IT Department has been working to improve technical support for our students and the community at-large. Over the last couple of years, Nicholas Calagias and Juan Pablo Izquierdo, two very capable students, have staffed the Library and the Writing Center at Kentfield. They provide timely support by addressing a range of issues from printing to Wi-Fi as well as handholding other students through various computer tasks.

Their contribution has positively impacted student experience with technology and the IT Department is grateful to have them on our team. We hope Nicholas is able to continue with us next year while Juan Pablo has been accepted at San Francisco State for the fall term. Thanks to both of them for their outstanding work!

New Password Requirements

A recommendation from our last cybersecurity assessment is to adopt much stronger and safer account password guidelines. In order to meet these requirements, we are asking all our users, at their earliest convenience,

to reset their MyCOM/PC passwords.

The new passwords must meet the following conditions:

- [12 characters or more in length](#)
- No personal or pets' names and dates (too quickly identified)
- No common names or dictionary words
- No sequences of more than 3 digits in a row
- Include at least one character from these 4 categories:
- Uppercase alphabet characters (A-Z)
- Lowercase alphabet characters (a-z)
- Base 10 digits (0-9)
- Non-alphanumeric characters
- 24 months rotation for password reset / expiration.

All password changes that occurred before March 2, 2023 will need to be reset again to meet the required higher level of complexity.

Data Security

The District received \$150K in state funding for Systemwide Technology and Data Security. This one-time state funding will support College of Marin's security health check assessment project as guided by the Chancellor's Office.

***“The ones who
are crazy
enough to think
they can change
the world are
the ones who
do.”***

-Steve Jobs



**MESA Learning Community, Spring
Fling Ice Cream Social, Kentfield**

Contact Us

Give us a call for more information about our services:

Administrative Services

(415) 884-3100

gnelson@marin.edu

(415) 884-3101

epuch@marin.edu

Capital Projects

(415) 457-8811 ext. 8128

erhodes@marin.edu

College Services

(415) 485-9393

aricciuti@marin.edu

Community Programs

(628) 234-7316

lafriedman@marin.edu

Facility Rentals

(415) 884-3124

lbacigalupi@marin.edu

Fiscal Services

(415) 884-3160

agclark@marin.edu

Information Technology

(415) 884-3180

pekouetotou@marin.edu

Maintenance and Operations

(415) 485-9449

kchristiansen@marin.edu

Police

(415) 485-9467

jmarozick@marin.edu

Upcoming Events

COM and Public Events Through July*

Date	Event	Location	Time
May 5	COM Jazz Ensemble	James Dunn Theatre	7:30pm
May 5 – 21	When We Were Young and Unafraid (drama performance)	Studio Theatre	
May 6	Golden Gate Brass Band	James Dunn Theatre	3:00pm
May 10	EOPS/CalWorks Award Ceremony	PA Lobby	5:30pm
May 11	Puente Year End Celebration	AC 255	6:00pm
May 17	Umoja Graduation Celebration	PV 1	12:30pm
May 20	College of Marin Symphony Orchestra	James Dunn Theatre	3:00pm
May 21	COM Symphonic Wind Ensemble	James Dunn Theatre	3:00pm
May 24	Employee Appreciation Lunch	Performing Arts Patio	12:00pm
May 25	Nursing Pinning Ceremony	James Dunn Theatre	6:00pm
May 26	Commencement	Pieper Field	6:00pm
May 29	Memorial Day	Campus Closed	
June 12	Community Education Classes Begin		
June 12 – Aug 11	Summer Recreation and Lap Swim	Miwok Center	
June 19	Juneteenth Holiday	Campus Closed	
June 20	Summer School Begins—Credit/Non-Credit		
June 22	Registered Dental Assisting Graduation	Jonas Center	
June 24	Marin Swim League Championships	Miwok Center	
July 21	Bolinas Ground Breaking	Bolinas Field Station	
July 21 – 23	PacMasters Long Course Championships	Miwok Center	

*We apologize for any events we have inadvertently omitted. This is a list of College of Marin and public events on our campuses submitted to Community Programs. Private events are not listed and may occur any day of the week.