

# ADMINISTRATIVE SERVICES

# NEWS

Bi-Monthly Newsletter

August 2022

Welcome to fall semester!

It was great to see so many of you in person at convocation. I'm excited to welcome back our students next week as well.

## New Staff, and Department Reorganizations

Please give a warm welcome to Eresa Puch, Assistant Vice President of Administrative Services, and Lori Friedman, Director of Community Programs. Community Programs will report to Administrative Services. Please feel free to reach out if you have any questions.

## Eresa Puch, Assistant Vice President of Administrative Services

For Eresa, it is a great honor to become a part of College of Marin. She offers over twenty years of professional



Eresa Puch, Asst. VP, Admin. Svcs.

practice in operations and finance leadership roles, with a range of work experiences that include serving as controller at Napa Valley College, senior accounting manager at Buck Institute for Education, internal auditor at Kaiser Permanente, and customer service director with United Airlines.

## Adoption Budget 2022-2023

The Board of Trustees approved the 2022-2023 Adoption Budget at the August 16, 2022 Board meeting. The District has a balanced budget, and is maintaining its reserves; however, staff will be extremely conservative this fiscal year due to the uncertain state of the economy.

Read on for more news about our division, and please feel free to reach out with questions.

I wish you all a safe and healthy fall semester.



Convocation Luncheon, Bill and Adele Jonas Center, Indian Valley

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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 are currently vacancies for:

- Student Organization Representative
- Taxpayer Organization Representative

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

Next Meeting

[Wednesday, September 21, 2022](#)

4:30 – 6:00 PM

Indian Valley Campus

Building 10, Room 140

1800 Ignacio Blvd., Novato, CA 94949



Summer Project: Old IVC Pool Demolition

## Capital Projects

### LRC Design

The new Learning Resources Center design has come to completion and the documents have been submitted to the Division of State Architect in July. The COM project management team is working through the "Make Ready" phase of the building site including replacing water and geothermal lines. The team is also focused on scheduling the start of Increment 1 of the project, which entails soil preparation, shoring walls, and foundation work.

Expect some exciting things to be happening on the site around the end of this year.



President's Reception, Convocation, Bill and Adele Jonas Center, Indian Valley



Summer Project: Abatement and Interior Demolition of Building 17 at Indian Valley

# Capital Projects

continued

Abatement and Interior Demolition of Building 17 at IVC: The abatement and some interior demolition has been completed at Building 17. The building’s exterior has also been painted. We will be starting a tenant improvement project later this summer. The scope of this project will include some offices, meeting spaces, a new accessible bathroom among other spaces.

Demolition of the Old IVC pool: Demolition of the pool has begun and demolition will go through the middle of August. Additional improvements at this facility will continue through this summer with planned completion by this fall.



Summer Project: Old IVC Pool Demolition

## Facilities Masterplan

The process is underway to update the Facilities Masterplan to align with the Strategic and Educational Masterplans. The outdated Facilities Masterplan expired in 2021 and was the foundation for the Measure B bond. We have been meeting with various internal stakeholder and governance groups which were held during the spring. Summer is full of external community stakeholder meetings such as the local municipalities, emergency services, planning groups, etc. A draft of the Facilities Masterplan, based on the compilation of all of the data and input will be presented to the Shared Governance Groups in the late fall. The new Facilities Master Plan is scheduled to be presented to the Board of Trustees for approval in winter 2023.

## Bolinas Field Station

Complete design drawings have been submitted to Marin County for review. Multiple meetings have been held with the local community to update them on the progress. Fundraising continues to raise the remainder of the project funds.

## FY 2022-2023 Timecard Schedule

Includes the deadlines for both PAFs to Human Resources and the timecards to Payroll, and can be found on the Fiscal Services website under [Payroll](#). Please contact Payroll department for questions.

## Purchasing

Friendly reminder to please reference the District's [Purchasing Matrix](#) before making purchases. The Purchasing Matrix can be found on the Fiscal Services website under Accounts Payable/Purchasing. The bid limit threshold for goods and services is adjusted annually, so please check the Fiscal Services website in January for the updated Purchasing Matrix.

## Adobe Sign

Please note, if using Adobe Sign for items requiring payment by Accounts Payable (e.g., Check Request Form, Claim for Travel Reimbursement), please be sure to cc our Accounting Specialists so they receive a final copy of the approved document. Keli Gaffney is responsible for paying vendors A-J and Francisco Aviles is responsible for paying vendors K-Z.



## Fiscal Services

### Procurement (P-card) Holders

Now that we are back on campus, please comply with the P-card [Handbook](#) which was recently updated. The requisition system is the District's primary venue for purchasing and the P-card should be used minimally for incidentals. Please note, not complying with the P-card Handbook may result in suspension or termination of your P-card.

### Year-End Audit

Just a reminder, we aren't done yet. Although the auditors did their remote fieldwork in June, Suralink, the audit portal has year-end requests that need to be fulfilled for them to complete the year-end audit. The current plan is to complete the audit so the financial statements can be presented at the November Board meeting so it will be critical to respond to their requests in a timely manner. If you haven't logged into Suralink recently, please check to see if you have any outstanding audit requests. Thank you in advance for your prompt attention to these audit requests.

### Student Financial Aid

Fiscal Services in conjunction with Enrollment Services provides financial aid to our students. Enrollment Services is responsible for awarding the aid to students. Fiscal Services is responsible for ensuring the funds are disbursed to the students. The process of disbursing funds to students requires a review of each student account to ensure all eligible unpaid fees are deducted from the awards before the disbursements are processed. Fiscal Services then uploads the student files and wire transfers the funds to BankMobile. BankMobile disburses the funds in accordance with the students' preferences.

This process usually occurs weekly for several weeks beginning with the start of the semester. The week of August 15, 2022 is the first financial aid disbursement for Fall 2022 semester. It is a very time-consuming but worthwhile process to ensure our students have the financial aid they need.



Lori Friedman, Director of Community Programs

# College Services

Welcome Back!!

## Who We Are and What We Do

College Services encompass Graphic Design, Web Design, Mail Services, Shipping/Receiving/Courier, and Asset Management. Our award-winning team is dedicated to providing hands on, state of the art, full-service support for all staff, faculty and administrative needs, from start to finish. We have the equipment, expertise, and experience to make it happen for you. By taking advantage of all we have to offer, you can improve your event, program, departmental and other communication needs and accomplish your mission to provide opportunities and excellence in education for students at College of Marin.

You gain access to an incredible range of in-depth service and support, from black and white copying to digital color production, superior graphic and web design and assistance, a complete line of binding and finishing services, interoffice mail and intercampus courier runs, first class and bulk mail preparation, mail and packaging service for instructional or promotional material, receiving and asset tracking, and social media assistance. Or anything else you can think of that falls in those areas! Phew!

## Event and Program Support

Do you have a new program or an upcoming event? Do you need support to tell students or the public about your existing program or department? When you partner with College Services, planning events and program initiatives with us is a win-win for everyone. We can assist you in the early stages with everything needed to promote your event or program and make it a success. We are here to consult with you so let us know what is in the pipeline as early as possible and we will be there to support you.

## Our Services

We offer a full line of creative, print, mail, receiving and other services. We provide a huge range of creative design for professional looking pieces and have our own top notch full service, in house print and copy service to support your projects. Please visit us at [College Services](#). There you will find a link to our easy to use, convenient online ordering system and instructions on how to register and place orders for our print, mail and creative design services. As always, we are here for you so please always feel free to contact us anytime.

I am honored to be joining College of Marin as your new Director of Community Programs, and excited to be part of such a dedicated team and a deeply valued College within this beautiful community.

Thank you for the warm welcomes thus far, both in-person and virtually. You really know how to make a person feel welcome! Digging into this work with you and getting to collaborate with such a great team are gifts I don't take lightly.

I am thrilled to start this new chapter with all of you and to be amazed and inspired by what we can do together.

**THANK  
A HUGE  
YOU**  
IS IN ORDER

• FOR BEING SO •  
*awesome*

## School Dude Reminder

Please be reminded to use the School Dude app to log any maintenance requests, including problems with electronic door locks (SecureALL). In an emergency, Campus Police can assist with letting you into a locked room; please call Dispatch at (415) 485-9696 or ext. 7696 from a District phone. If you do not have access to School Dude, please report the issue with as much detail as possible to your Department Administrative Assistant who can log the request.

The School Dude queue is checked several times daily and requests routed, so it should be used for all Maintenance requests. If you have questions about School Dude, please contact Maridel Barr, Administrative Assistant for Maintenance & Operations, via email at [mbarr@marin.edu](mailto:mbarr@marin.edu), or ext. 7451.



Maintenance & Operations Staff, Convocation

## Maintenance & Operations

Please join us in celebrating **International Housekeeping - Custodial & Environmental Services Week—September 11-17, 2022.**

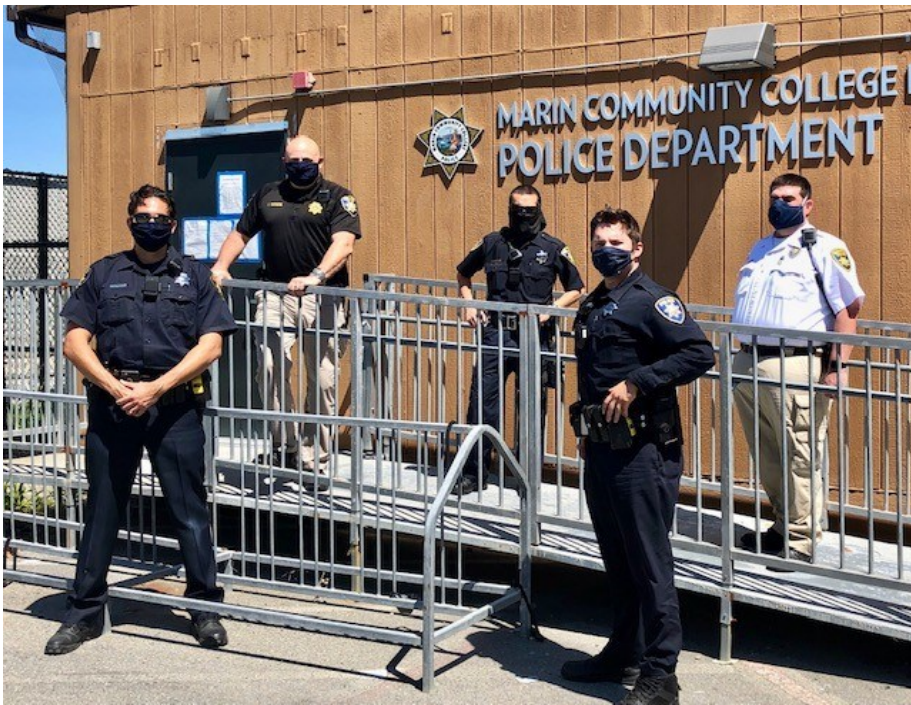
During this week, please recognize our entire Custodial staff here at College of Marin. Our Custodial professionals deserve love and appreciation year-round, but deserve extra recognition this week. Administrative staff will be holding a BBQ to recognize the custodians during their special week.

### Water Mapping Summer Project

Thank you for your patience with any water disruptions that may have affected your buildings. Due to years of construction, loss of staff with their historical knowledge (AKA Bob Thompson) and poor as-built record keeping, the Kentfield campus water system can occasionally be a challenge to manage. In an effort to avoid future disruptions during construction of the new Learning Resources Center we are working with COM staff, an engineering firm and a utility locating company to develop an updated site map for the

upper Kentfield campus which includes locations of all main domestic water lines and valves. We will be labeling valves with their function and what they isolate. From this information we will be developing a pictorial book that explains each main valves purpose. This will assist us with both future maintenance and serve all staff if there is ever an emergency that necessitates the isolation of water service to a particular area of campus. Once again, we thank you for your patience and apologize for any inconvenience.

One item of note that some of you may be experiencing with your own maintenance needs is product availability. We have been quoted lead times for water heater repair parts of up to 6 months and HVAC repair items of 18 to 22 weeks. In many instances we are able to facilitate a temporary repair to keep systems functional, but in some cases we are not. Please be patient with staff as we work through some supply chain issues.



## Police

The College has seized the opportunity to modernize and simplify our parking permit system which offers speed, convenience and flexibility. iParq is a license plate-based virtual parking permitting system that we will implement starting on August 15, 2022. It allows the user to input their vehicle information and pay applicable fees online.

The new virtual parking system is available for all persons wishing to park on our campuses. This system will allow virtual permits to be purchased online for both long-term permit holders and daily permit users. A virtual permit holder may want to drive different vehicles on different days; they can do this by simply logging into their account and changing their license plate for the day they are on campus.

Eventually this virtual parking system will allow us to reduce the number of parking kiosks to one per campus. This will maintain the option for visitors to purchase a physical daily permit from a parking kiosk if they do not have access to a cell phone, a credit card, or the internet. Those who park on campus and want to purchase a daily permit will be able to choose between paying at the parking kiosk and obtaining a physical permit, or paying online through the virtual parking permit system. Signs will be installed on our campus and on our current parking kiosks with a QR code which will link to COM's iParq website. Visitors can create an account online and pay for the daily permit. Once an account has been created, it will be simple to click and purchase a daily permit associated with their account. This can be accomplished online at a computer, or via a cell phone, while on or off campus.

We will have our virtual parking permit system online by August 15, 2022. Current students and staff will be preloaded into the iParq system and those wishing to obtain a permit will create their individual account, entering their vehicle information in the iParq system. This process will create a virtual permit allowing parking on our campuses without a physical permit displayed. The Police Department staff will be available to assist with obtaining virtual permits and/or answering any questions. Other users of the iParq virtual parking system have commented that the system is user friendly.

We are always seeking ways to improve and modernize our services. The virtual parking system is a cost-effective and efficient way to modernize our parking system, while making the purchase of a parking permit more user-friendly.



## Parking Permits FAQ

Please read the frequently asked questions which are available on the College Police [website](#).

You may also review [instructions](#) for how to purchase a virtual parking permit.



## COM Police Contact Information

**Non-urgent:** (415) 485-9455

**Urgent:** (415) 485-9696

**Emergency, fire, and  
medical:** 911



## Laptop Allocations

To accommodate our changing learning environment, the College has expanded its technology devices allocation program, especially for our students. We are instructing users that are no longer in need of COM laptops to return them, so that they may get re-assigned to others. Accordingly, employees may request available technology devices by submitting a support ticket. Please redirect students in need of a laptop to the below link.

<https://library.marin.edu/blog/borrowing-technology-devices>



Most Wifi users may have to reconnect their devices to the COM wireless network as they return to campus. Please go to: <https://byod.marin.edu/> from the target device. Users must follow-through with the entire enrollment process before gaining access to their assigned wifi. For guidance, visit the Wifi support page at <https://it.marin.edu/support/COM-wifi>



President's Reception, Convocation, Bill and Adele Jonas Center, Indian Valley

## Information Technology

### Required Cybersecurity Training

Ransomware attacks are common threats to our educational institutions. College of Marin's cybersecurity insurance policy requires all employees receive training yearly. Please login to your ProLearning site through the [MyCOM](#) portal. Search for the following courses. You are required to complete at least ONE of them. Understanding the bad actors' tricks and techniques improves our odds of thwarting ransomware attacks.

- Browser Security Basics
- Copyright Infringement (will be available in a couple days)
- Cybersecurity Overview
- Email and Messaging Safety
- Password Security Basics
- Protection Against Malware (will be available in a couple days)

### High Speed Broadband at our Campuses

The IT department has been working with the organization that operates the California Research and Education Network (CalREN), CENIC, to install *10 GB high speed broadband* links to support our growing Internet traffic. To-date, the circuits between both IVC and Kentfield campuses as well as the uplink from IVC are operational. We are currently working with our AT&T partners to complete the installation at the Kentfield campus.

When completed, COM connectivity to the Internet will increase tenfold.

### Brown Bag Sessions

If you need help with any of our current technologies, we are offering a number of Zoom basic training sessions. Please use the [link](#) to register for a session.





# BOOKSTORE



Shop the [College of Marin Campus Store](https://www.collegeofmarin.edu/campus-store) online 24/7 by visiting [CollegeofMarinshop.com](https://www.collegeofmarinshop.com)

**Course Materials** are available in print and digital formats for rent or purchase in store and online at [CollegeofMarinshop.com](https://www.collegeofmarinshop.com). Course Related Supplies remain available, including lab supplies, school supplies, backpacks, testing supplies, and more. If it's required for your course, let's make it available on campus.

## Fall 2022 Back to School

### Extended [Store Hours](#)

#### August 22 – September 2, 2022

Monday through Thursday: 8:30am-6:30pm

Friday: 9:00am-1:00pm

Saturday: 9:00am-1:00pm

*Regular Fall Hours begin September 6th*

Fall 2022 Refund Deadline: Tuesday, August 30, 2022

Has it been a while since you've been to [Kentfield Campus](#)? We've moved!

### Navigating to your [Campus Store](#)

120 Kent Avenue  
Kentfield, CA 94904

**NEW!** Find your Course Materials online using your College of Marin Student ID (M00#) at [CollegeofMarinshop.com](https://www.collegeofmarinshop.com).

Please visit our [website for current Store Hours](#)

*Store operations may be adjusted due to Campus/ Marin County Public Health Orders.*

Thank you for supporting your local Campus Store, we're open 24/7 @ [CollegeofMarinshop.com](https://www.collegeofmarinshop.com)

Still have questions? Visit our website for information on [Rentals](#), [Returns](#), [Store Hours](#) and more

[bookstore@marin.edu](mailto:bookstore@marin.edu)

415-485-9394



*“Education is the most powerful weapon which you can use to change the world”*

-Nelson Mandela



COM Staff at Transportation Technology Complex, Convocation, Indian Valley



Brandon Drake, Program Coordinator

## Facility Rentals and Community Programs

Welcome back College COMMunity!

A lot of activity has been going on around our campuses this summer and is continuing into the fall semester. We are looking forward to bringing everyone back to our campuses to show them all the great things we are all doing!

Since commencement, Facility Rentals, has made a few changes. We welcomed a new Program Coordinator, Brandon Drake, to our team, have joined with Community Education to create the new department Community Programs, and have welcomed our new Director of Community Programs, Lori Friedman. Brandon Drake is moving to Community Programs from Community Education and we are very excited to welcome him to this new position. Lori started with us earlier this month and we are very excited for all that is to come!

### Events and Room Requests on Campus: Reminders

Below is a quick reminder regarding the process when holding events on campus, requesting classrooms, conference rooms

and other requests. We want to make sure ALL campus events are scheduled, coordinated and on the calendar.

1. Plan Ahead!
2. Classroom and computer lab requests should be made to James Kuromiya in OIM and cc: Lindsay Bacigalupi via [email](#)
3. All conference room and other facility requests are to be made through Facilitron. If you need access to Facilitron, please contact Lindsay Bacigalupi via [email](#)
4. Submit necessary requests for setup/ breakdown, clean up, locking and unlocking, IT/Media needs, and any forms required by Advancement and College Services
5. If your activity includes using the college logo or artwork on any distribution, please complete the appropriate request through the [College Services Storefront](#)
6. If your activity includes photography or filming on campus, you must distribute the [Photography and Video Release Agreement](#)

It is wonderful to bring our community together, so if there is anything we can do to assist, please let us know.

# Facility Rentals

continued

## COM and Public Events Through November\*

Aug. 26	COM Men's Soccer First Home Game	Pieper Field
Aug. 26	COM Women's Soccer First Home Game	Pieper Field
Aug. 27	Astronomy Talk	Bill and Adele Jonas Center
Aug. 31	COM Volleyball Marin Classic	2pm and 6pm Gymnasium
Sept. 5	Labor Day – Campus Closed	
Sept. 9	Black Tie & Blue Jeans	Bill and Adele Jonas Center
Sept. 9-10	COM Farm Fall Plant Sale	Organic Farm at IVC
Sept. 17	TedX Marin	James Dunn Theatre
Sept. 17-18	COM Farm Fall Plant Sale	Organic Farm at IVC
Sept. 17-18	Water Polo Tournament	Miwok Aquatic & Fitness Center
Sept. 23	COM Retiree Luncheon	Bill and Adele Jonas Center
Sept. 24-25	Senior Swim Meet	Miwok Aquatic & Fitness Center
Sept. 24	Rotary Club of Ignacio Fundraiser	Bill and Adele Jonas Center
Sept. 28	COM Women's Water Polo Match	Miwok Aquatic & Fitness Center
Oct. 13	High School Cross Country Meet	Indian Valley Campus
Nov. 5-6	Age Group Swim Meet	Miwok Aquatic & Fitness Center
Nov. 11	Veteran's Day – College Closed	
Nov. 24-27	Thanksgiving Break – College Closed	

\*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.

## 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) 485-9518

ifarias@marin.edu

**College Services**  
(415) 485-9393

aricciuti@marin.edu

**Facility Rentals**  
(415) 884-3124

lbacigalupi@marin.edu

**Fiscal Services**  
(415) 884-3160

misozaki@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