

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

August 2023



Welcome back to the start of a new college semester! It's with great excitement that we embark on this journey of learning, growth, and collaboration once again. As we reunite on campus, let's remember that each semester is a fresh opportunity to excel, to inspire, and to make a positive impact.

To our returning students, your dedication and enthusiasm continue to inspire us. Your journey so far has prepared you for the challenges ahead, and we're confident you'll continue to shine.

To our new students, we extend a

warm welcome. You've chosen to join a community dedicated to knowledge, innovation, and academic excellence. Embrace this experience with open minds and hearts, and know that you're part of a supportive community.

To our faculty and staff, your commitment to guiding and nurturing our students is truly commendable. Your dedication shapes the future leaders of our society, and we're grateful for your unwavering efforts.

Let's approach this semester with a sense of curiosity, determination, and camaraderie. Let's support one another, collaborate, and create an environment that fosters both personal and collective success. Here's to a semester filled with discovery, growth, and memorable moments. Together, we'll make it an incredible journey.

Welcome back, and let's make this semester extraordinary!

Food Services Update

We are excited to announce that Dee's Organic Catering was awarded the food services contract for the Kentfield cafeteria. The RFP was issued in November 2022, and a review committee made up of students, staff and a supervisor recommended Dee's Organic Catering receive a five year contract. The Board of Trustees approved the contract in March 2023. The Kentfield Kitchen is now known as "Dee's Place".

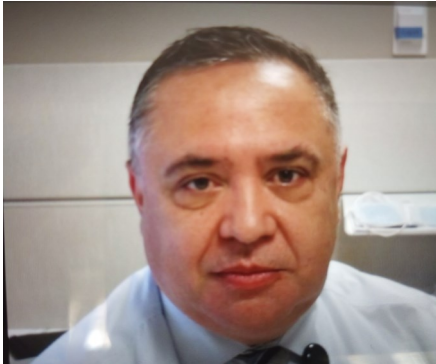


Bolinas Field Station Ground Breaking Ceremony

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Welcome New Hires and Transfers!



**Enzo Garetto, Assistant Director,
Facilities Planning, Maintenance &
Operations**

The Maintenance and Operations department would like to introduce the new Assistant Director of Facilities Planning, Maintenance and Operations, Enzo Garetto.

Enzo started with COM on August 1st. Enzo has over 20 years of experience in healthcare and higher education in the areas of project management, process improvement, fleet, patient transport, maintenance, safety, and construction/renovations. Enzo is fluent in Spanish and can speak Italian and Portuguese at conversational levels. Please introduce yourself and welcome Enzo when you see him around campus.



**Irmgard Witte, Payroll Specialist,
Fiscal Services**

Jefferson Valladares has joined Fiscal Services in the Accounting Technician position. Jefferson said "It's great to be a part of the team. My alma matter is UC Berkeley "GO BEARS!"

Some of Jefferson's interests include rooting for our bay area sports teams, going to the movies, learning languages (Spanish, Portuguese, French, Italian - some basics in German, Russian, Japanese), and trying new cuisine.

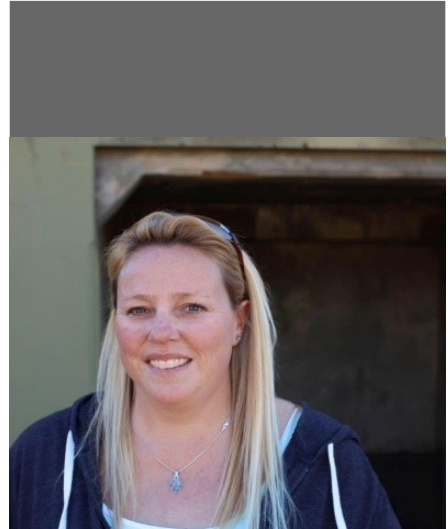


**Jefferson Valladares, Accounting
Technician, Fiscal Services**

Irmgard Witte, Payroll Specialist in Fiscal Services joined College of Marin In June of 2019 in the Capital Projects area of Administrative Services. Prior to COM, she worked in the Programming, Sales Support, Marketing, Advertising and Education fields.

Fun fact: her name is pronounced "Irmgard" as if the first "r" is silent because that's the closest to the actual German pronunciation.

Irmgard would like to say thanks for the warm welcome for her and her host Guide Dog and Fiscal Services mascot Cabana!



**Sarah Paoli, Program Coordinator,
Community Programs**

Sarah Paoli has joined Community Programs as the Program Coordinator. Sarah has worked in the aquatics and education field for 28 years in various positions that have taught her a wide scope of knowledge and skills.

She is a Denver native but Marin has been home for a long time. Her daughter was born and raised here and now lives in Santa Barbara.

Sarah said "I am so fortunate to have been given opportunities to work in the field that I love. I am so excited to be part of the College of Marin!"

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, September 20, 2023](#)

4:30 – 6:00 PM

Indian Valley Campus

Building 10, Room 140

1800 Ignacio Blvd.
Novato, CA 94949

*"Education is
the most
powerful
weapon which
you can use to
change the
world."*

*-Nelson
Mandela*



College of Marin Board Trustees, Bolinas Field Station Ground Breaking Ceremony

Capital Projects

Learning Resources Center

Construction on Increment One of the Learning Resources Center progressed significantly over the summer.

Mass excavation: Approximately 20,000 +/- cubic yards of materials have been moved or removed from the site. During this process a few unforeseen items were uncovered including a large underground storage tank, and a number of historic bottles that indicate that it may have been the site of an old refuse area.

Shoring Walls: Shoring walls, used to "hold up" the perimeter of the site were constructed to support the excavation.

Cement Deep Soil Mixing (CDSM): A ground improvement process referred to as Cement Deep Soil Mixing (CDSM) was completed. This ground improvement technique improves the strength and stiffness of the soil to increase bearing capacity, decrease settlement, and mitigate seismic issues. This involves installing a grid of columns utilizing an auger that acts as a mixing tool that is advanced into the soil. As the mixing tool is advanced, cement grout is pumped through the hollow stem of the revolving shaft where it is mixed with the native soil to a design depth that has been determined. The result is a grid of stabilized columns. 400 columns were installed using this method that will support the building pad.

DSA Approval: A major milestone for the project was receiving approval from the Division of State Architect in July.

Increment 1 of construction will wrap up in October. Increment 2 of construction will overlap Increment 1 and will begin in September.

A ground breaking ceremony will be held during Community Hour on August 30 beginning at 12:40 pm.



Pictured left: bottles from the turn of the century (1890-1915) found in the excavation of the LRC site

Capital Projects

continued

Bolinas Field Station

Bids were received and the contract awarded to Arntz Builders for the construction of the Bolinas Field Station. A ground breaking ceremony was held on July 21st and was well attended by members of the Board, faculty, staff, and the community. Construction on the new classroom will begin in mid September. The construction is expected to take twelve months.

Summer Projects

You may notice as you return to campus that staff have been busy with cleaning and renovation projects, including:

- Flooring Replacement in Academic Center, Student Services, PE locker rooms, and Child Development Center
- Interior and exterior window washing at various locations at AC and Student Services
- Asphalt replacement and restriping in parking lots and main road at Indian Valley Campus
- Exterior Paint at the Diamond PE Complex
- Terrazzo floor strip, polish, and reseal at Student Services
- New Pickleball Court lines added to the existing tennis courts in Kentfield



Underground Storage Tank, Learning Resources Center, Kentfield Campus



Shoring Walls, Learning Resources Center, Kentfield Campus



Deep Cement Soil Mixing, Learning Resources Center, Kentfield Campus

Learn Together, Succeed Together



Receiving/ Courier

Receiving/Courier is the primary point to receive, process, document, transport and redistribute all incoming material for COM.

Hours: Monday - 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.

Location

Receiving is now located in the Maintenance and Operations, officially named Robert Neil (Bob) Thompson Corp Yard behind the Diamond PE Center.

For all large deliveries via Amazon, UPS, Fed Ex, Staples or other vendors:

700 College Avenue

Kentfield, CA 94904

Packages being sent via the US Post Office may use 835 College Ave., Kentfield 94904 or 1800 Ignacio Blvd., Novato, CA 94949.

College Services

Welcome back, everyone! We hope you had a wonderful summer. We'd like to also extend a warm welcome to all the new additions to the COM community as well. We are glad you are here!

In the event you are new, College Services has a host of offerings available to you so we wanted to take some time to give you an overview of who we are and what we do.

Creative Services

Creative Services provides support and design creation for branding, marketing, promotional and event material for COM. Creative Services includes Graphic Design, Web Services, Design and Support, Photography and Social Media support among other areas. The Creative Services team creates the production design and layout for multiple mediums such as posters, postcards, brochures, booklets, banners, reports, signage, certificates and advertisements. By utilizing their skill and experience in these fields, the Creative Services team assists in maintaining the college brand and supporting institutional events, programs, and other priorities.

Print Services

Print Services is an in-house digital print center that produces physical

copies of digital documents, images or other media for College of Marin. This service is available to all COM employees through an online web [portal](#). Services include the production of posters, postcards, signs, flyers, banners and a full range of promotional material.

Location

Print Services operates at 941 Sir Francis Drake in Kentfield. The team prints all jobs in house and will hold them there for pickup or deliver to the Kentfield or IVC mail room as requested on your order.

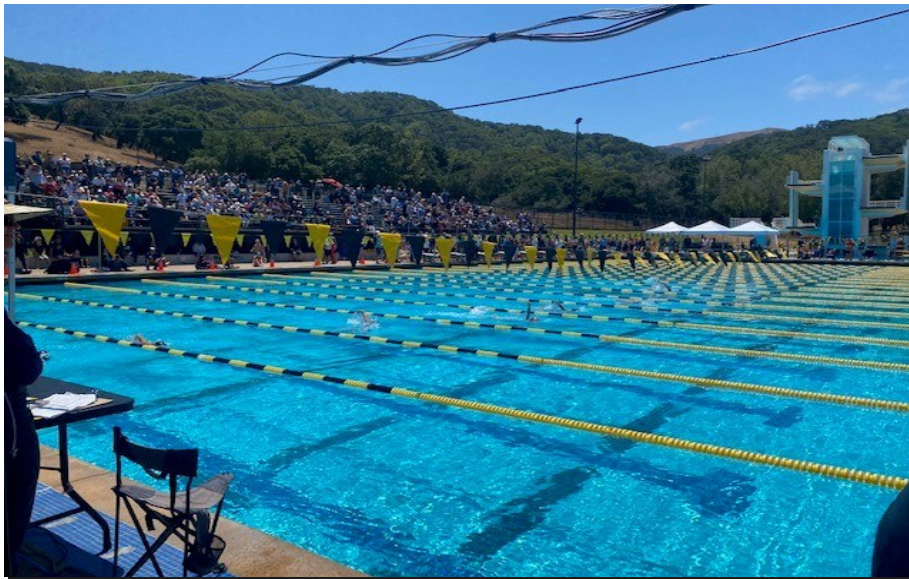
Hours

Print Services is open Monday through Friday, 8:00 am to 4:30 pm. The exception is Fridays during June, July and the first week of August. The office is closed on all major holidays, weekends, and the December holiday break.

Mail Services

College Services oversees all College of Marin mail service and both COM mailrooms. This includes:

- First Class USPS Mail
- Interoffice mail
- Intercampus mail
- Bulk mail



Aquatic Event, Miwok Aquatic and Fitness Center, Indian Valley Campus

Community Programs

Community Education

As of August 1, Community Education Fall Registration has commenced, and we are excited to announce that we received an overwhelming response with over 700 registrations on the very first day!

Additionally, we are proud to introduce a brand-new Lifelong Learning Scholarship program, accessible to all students who meet the eligibility criteria for Community Education Classes. We have also brought on board over 10 new instructors who will be leading various Community Education classes.

Miwok Aquatic and Fitness Center

Miwok continues to host a variety of Aquatic Events and Meets. We had a successful summer season of Adult Lap Swim and Summer Swim and had approximately 1,550 swimmers. Community access to the pools at the Miwok Center will continue into the fall. We have also added community access to the fitness center at IVC.

Introductory Schedule:

August 7 to September 7, 2023
Monday - Thursday, 11:30 am - 2:00 pm

Facility Rentals

Throughout the summer, we have organized numerous successful events, and we are thrilled to continue this momentum with two upcoming special occasions at the Bill and Adele Jonas Center. On October 14, we will be commemorating the ESCOM 50th Anniversary, and, we will be hosting the highly anticipated "Black Tie & Blue Jeans" event on September 8.

Facility rentals for 2022 – 2023 reached 318 approved external reservations. We welcomed many local school districts, colleges, youth organizations and community members to our campuses.

New! Novato Speaker Series held at the Bill and Adele Jonas Center – Sponsored by Novato Rotary Club. The Monthly Series is an ongoing program that brings together a diverse range of speakers from various fields and backgrounds to share their knowledge and experiences, with the community.

Event and Room Request Reminders

Below is a quick reminder regarding the process on campus to hold events, request rooms and conference rooms.

1. Plan Ahead!
2. Classroom requests should be made through OIM and cc: [Lindsay Bacigalupi](#) via email.
3. All conference room and all non-classroom 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. Bring in representatives from these departments as needed.
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](#).

Key Milestones

- Fiscal staff moved back into Building 8 – Yeah!
- FY23/24 Adopted Budget completed

Fiscal staff wish to express their gratitude and a big “Thank you” to the following teams for their support and work to transition staff/equipment back to Building 8:

- College Services
- Information Technology (IT)
- Maintenance and Operations/Custodial/Facilities Technicians

Fiscal staff look forward to welcoming staff and faculty back and serving them in their newly renovated office space.

“The future belongs to those who believe in the beauty of their dreams.”

-Eleanor Roosevelt



Fiscal Services

Here are a few suggestions for a smoother Accounts Payable process:

- Administrative Assistants should execute Budget Queries regularly (especially end of FY) to make sure P.O.s get applied in the proper expense month. Mailed invoices may not arrive even though packing slips have. AP would not know if not informed by the department. Please review your open P.O.s regularly.
- Budget negative balances must be corrected via budget transfer to avoid insufficient funds when submitting requisitions.
- Claim for Travel Reimbursement for mileage must have a Google or MapQuest print-out to support miles being claimed (any miles along the work commute must be deducted during work days). Also, the Adobe Claim for Travel format is best for updated IRS mileage rate and legibility. Hand written forms sometimes are hard to read. A mileage log spreadsheet would also be helpful as supporting documentation for Clinical Rotations and Student HS outreach monthly miles.



Newly Renovated Fiscal Services Office Suite, Building 8, Indian Valley Campus



Maintenance & Operations

Receiving Update Reminder

Effective June 1, 2023, the Receiving department moved to the **Robert Neil (Bob) Thompson Corp Yard**.

The address for the new location is **700 College Ave. Kentfield CA 94904** and is located behind the Diamond Physical Education Center.

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, or ext. 7451.

U-Key Request Form

Please use the U-key request form for all new key holders. Complete this form to receive the requested keys **before** your new employees arrive. Download the U-Key request [form](#) at the Maintenance and Operations [website](#) and refer to the [U-Key Information Sheet](#) for user guidelines.

Issued U-Keys are subject to all provisions of the District key policies and procedures. All signers of this form are responsible for enforcing those policies and procedures. Users will be financially responsible for the replacement of lost U-Keys.



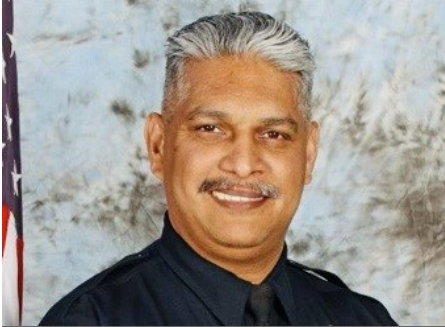
Information Technology

The IT Department has been working to rebuild several computer labs this summer. We will be purchasing a total of more than 180 new model HP EliteOne 840 G9 24 AiO. For the first deployment, we have already installed these computers at FH110, FH120, PV4, and VS5. We are in the procurement phase of the second deployment for SMN130 and SMN132. These purchases are scheduled and directed by our hardware replacement lifecycle plan.

2023 Housekeepers/ Custodian Appreciation Week is September 10-16

Please celebrate and show lots of appreciation to all of the custodians around the District that support us on a daily basis

Welcome Acting Chief John Adams



John Adams has returned to COM as Acting Chief of Police/ Director of Safety. Chief Adams started his career in law enforcement in 2004 at Eldridge Police Department, then worked for the City College Police Department, then joined the College of Marin Police Department where he worked up the ranks from Officer to Corporal to Lieutenant and finally Acting Chief. He is currently working for the Ross Police Department as a Sergeant, and he will be assisting in the role of Acting Chief at COM until the position can be filled permanently. Please say hello if you see him around campus.

Contact Information

Non-Urgent:

(415) 485-9455

Urgent:

(415) 485-9696

police@marin.edu



Police

Fall 2023 Campus Police Safety Message

The College of Marin Police Department would like to welcome everyone to the Fall 2023 Semester. We ask that everyone on our campuses take an active role in their safety and security by following a few simple precautions listed below.

- Remember to lock your car and secure all valuables out of sight.
- When you leave your offices or classrooms, lock your doors and windows.
- Do not leave personal items of value unattended anywhere on campus.
- Pay attention to your surroundings; avoid distractions. Immediately report any suspicious activity to the Campus Police Department (when in doubt, call 911 for all emergencies or 415-485-9696).
- For question about parking permits and or other campus police related business please call 415-485-9455.

Upcoming Training

The police department is in the process of training its staff to teach the following subjects on campus:

- First Aid/CPR & AED
- Pepper spray safety
- Women's basic self-defense

We take pride in delivering superior law enforcement services to the campus community and look forward to a successful and productive academic year!

Please visit our website at <https://police.marin.edu> for further information about the Campus Police Department.



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

jadams@marin.edu

Upcoming Events

COM and Public Events Through November*

Date	Event	Location
August 16	Convocation	Bill and Adele Jonas Center
August 17-18	Equity in Mental Health	Kentfield
August 19/21	First Day of School	Kentfield and IVC
August 23	President's Town Hall	COM Hour Zoom
August 24	Rotary Speaker Series	Jonas Center
August 25	Men's Soccer Home Opener	Pieper Field, Kentfield
August 25	Women's Soccer Home Opener	Pieper Field, Kentfield
August 25-26	COM Water Polo Tournament	Miwok Aquatic Center
August 28	Community Education Fall Begins	Kentfield, IVC, Off campus
August 28-31	Welcome Week	Kentfield
August 30	LRC Ground Breaking	LRC Construction Site
September 4	Labor Day	Campuses Closed
September 8	Black Tie and Blue Jeans	Bill and Adele Jonas Center
September 13	COM Water Polo Match	Miwok Aquatic Center
September 16-17	MCSA Water Polo Tournament	Miwok Aquatic Center
September 22	Retiree Reception	Bill and Adele Jonas Center
Sept. 23-24	TCA Swim Meet	Miwok Aquatic Center
September 28	Rotary Speaker Series	Bill and Adele Jonas Center
Sept. 29-Oct. 15	Drama: Peter and the Starcatcher	James Dunn Theatre
October 11	Classified Prof. Learning Day	Bill and Adele Jonas Center
October 13	COM Water Polo Tournament	Miwok Aquatic Center
October 14	ESCOM 50 th Anniv. Celebration	Bill and Adele Jonas Center
October 23	Community Education Fall II Begins	Kentfield, IVC, Off Campus
October 26	Rotary Speaker Series	Bill and Adele Jonas Center
Nov. 23 – 26	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.