

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

August 2019

Welcome to Fall 2019 Semester



Greetings and welcome back. I hope that everyone got to take some time off to enjoy the summer season with friends, family or loved ones. As we gear up for the new academic and fiscal year, we are pleased to share with you the significant work that has taken place on both campuses.

Management and staff in the Administrative Services division worked hard this summer from closing the year-end budget, landscaping improvements at both campuses, to continuous construction and modernization of Capital Projects. I am excited for the opening of the remodeled Pomo Cluster in Indian Valley Campus as well as the new STEM Center in the Science Math Nursing building at the Kentfield Campus. The window replacement project in the Admin Cluster at IVC is nearing completion, and the construction of the New Miwok Center and Bill and Adele Jonas Center at the IVC campus are also well underway.

Additionally, the Adoption Budget for Fiscal Year 2019-2020 will be reviewed at the next College Board Meeting. We will continue to implement recommendations approved by the Board in reference to our budget assumptions to remain fiscally conservative while meeting the District's financial obligations in the coming years. Feel free to reach out if you have any questions.

2019 Marin County Fair



We had a total of 44 individual volunteers including staff, faculty and student ambassadors come out to the Marin County Fair the week of July 3 through 7 to staff the College of Marin booth. It was great to see so many volunteers representing COM and sharing information with Fair attendees about COM programs. I attended the Fair all 5 days and want to thank everyone who volunteered, especially to M&O staff who assisted with setting up and breaking down the booth and College Services team for our top-notch banners and flyers.

Finally, do not miss two milestone events at the College this month. First, we have been preparing for the inaugural **Black Tie and Blue Jeans Gala on Friday, August 30, 2019, featuring Joe Nichols with Leaving Austin**. Proceeds will benefit College of Marin Science, Technology, Engineering, Arts, Mathematics (STEAM) programs. **Read more on page 2, and buy your tickets today.**

Second, COMmunity Hour (College Hour) is being launched this semester. The COMmunity Hour provides an opportunity for everyone to participate in activities to connect and build community. It will be every Monday and Wednesday, 12:40 p.m. to 1:30 p.m., and during this time, no classes will be scheduled (student services will remain open).



Jonas Center, Indian Valley Campus

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Gala benefiting College of Marin Science, Technology, Engineering, Arts, and Math (STEAM) programs

Featuring live performances by Joe Nichols and Leaving Austin

Friday, August 30, 2019
 James Dunn Theatre
 Performing Arts Building
 Kentfield Campus



Tickets on sale now!
 Admission: \$40 – \$150
[Purchase tickets online at Eventbrite](#)

Get ready to sway to front-porch grooves and soul-stirring tracks by Joe Nichols. With one of the most distinctive voices of any male singer in country music, this Arkansas native will be the headlining performer at Black Tie and Blue Jeans, a benefit concert for College of Marin STEAM programs.

Awarded Top New Male Vocalist by the Academy of Country Music in 2003, Nichols has produced chart-topping songs ranked on Billboard’s Hot 100, including hits “Brokenheartsville” and “The Impossible.” Leaving Austin, a band that hails from the small farming town of Visalia, California, will open the show with the smooth vocals that have made them one of the most sought-after bands in Nashville.

Blacktiebluejeans.org

Individuals seeking special assistance to accommodate a disability may call the House Manager at (415) 485-9555. Notification at least 24 hours prior to the event will enable the District to make reasonable arrangements.

Black Tie and Blue Jeans

Current Sponsors

Diamond \$15,000+

- Alten Construction Inc.
- Brick Inc.
- LCA Architects
- Red Tower Properties

Platinum \$10,000—\$14,999

- Anonymous
- Facilitron
- Gilbane Building Company
- Silverado Contractors, Inc.

Gold \$7,500—\$9,999

- Blach Construction
- ELS Architecture and Urban Design

Silver \$5,000—\$7,499

- A Kennedy Group
- CSW Stuber-Stroeh Engineering
- DLR Group/Kwan Henmi
- Green Vine Landscaping
- SecureAll Corporation
- Stradling Yocca Carlson & Rauth
- Verde Design, Inc.
- Harry L. Murphy, Inc.
- Swinerton Builders
- WLC Architects Inc

Bronze \$2,500—\$4,999

- Robert Bothman
- Degenkolb Engineers
- Ghilotti Brothers
- Keenan & Associates
- Keygent LLC
- Liebert Cassidy Whitmore
- Mark Cavagnero Associates
- Perkins Eastman
- Piper Jaffray
- Student Insurance
- TLCD Architecture
- Venbrook

Other

- Faye B Reminder & Gifts
- Pepsi

New Staff in Capital Projects

The Capital Projects Team is a new team funded by the Measure B program that will be comprised of six new staff members. Say hello to the newest members of the Capital Projects Team.



Francisco Littlejohn is one of our two Maintenance Technicians. He was a student at

COM studying art prior to being hired as a custodian in the Maintenance and Operations department. Francisco loves working at COM because his team is cool! During his free time, he loves to hang out with his kids, play sports especially extreme ones like wakeboarding.



Jon Hagg joins the Capital Projects Team as Maintenance Technician I. He worked

for the Department of the Interior for the past 27 years in emergency services, primarily wildland fire suppressions, but also structure fire, and all-risk type of positions. Being from the mountains, being in the timber is very important to Jon.



STEM Center (SMN Building), Kentfield Campus

Capital Projects

Measure B Bond Projects

The Indian Valley Campus and the Kentfield Campus went through some considerable changes this Summer. Major construction projects started at both Indian Valley Campus and at the Kentfield Campus locations and will continue until late next year.

At the Kentfield Campus, we finished the Phase II of the Athletic Fields. We also started construction of the Maintenance & Operations building. We began to implement the first phase in the projects required to vacate the LRC. We relocated three portables from IVC to KTD in the upper campus area located near the Academic Center. The rest of the portables are scheduled to be relocated from IVC later this Fall. Also related to this project, we also built out some offices in the Student Services building. The staff moves will be scheduled in the Fall and the Spring with our goal of starting demolition of the LRC in Summer 2020. The Fusselman Hall project is in the design stage and we anticipate starting construction this November. Staff is scheduled to be relocated to a portable later this month. The Architectural & Engineering firms that submitted proposals for the design of the LRC Project were interviewed and two firms were shortlisted. We anticipate that a firm will be selected shortly with Board Approval this month. Once the Board approves the A&E firm, we will begin working with them to schedule a kickoff meeting and schedule ongoing design meetings with user groups.



Pomo Cluster, Indian Valley Campus

Capital Projects

continued

At the Indian Valley Campus, we finished the interior improvements at the Pomo Cluster. Some work remains to be completed including some exterior work which will continue through the Fall. The Miwok Center & Jonas Center are currently under construction and construction will continue into the Fall of next year. In the Admin Cluster, the roofing project was completed and window replacement project is nearing completion.

Our newly formed Capital Projects team made up of six staff members was busy this Summer working on multiple projects. Some of the project they worked on were STEM Center located in the SMN Building, building out new offices at the Student Services Building and also working 941 Sir Francis Drake which is scheduled to be the future home of Reprographics.

Thank you for all your patience as we work to improve our campus. 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.



Relocated Portables at Kentfield Campus

About Measure B

To provide modern, well-maintained educational facilities for our students, Measure B will:

- Repair and upgrade classrooms, science labs, vocational education facilities and job training centers for 21st century careers in technology, computers and engineering
- Repair or replace leaking roofs
- Modernize and update science classrooms and labs
- Update classrooms and educational facilities to meet current earthquake, fire and safety codes
- Update campus facilities to provide access for disabled students

Next CBOC Meeting

The Citizens' Bond Oversight Committee (CBOC) is responsible for reviewing Measure B and Measure C expenditures with quarterly meetings open to the public.

**Wednesday, Sept. 18, 2019
4:30 PM – 6:00 PM**

Indian Valley Campus
1800 Ignacio Blvd.
Novato, CA 94949
Building 10, Room 140

Check Request Shipping Restrictions

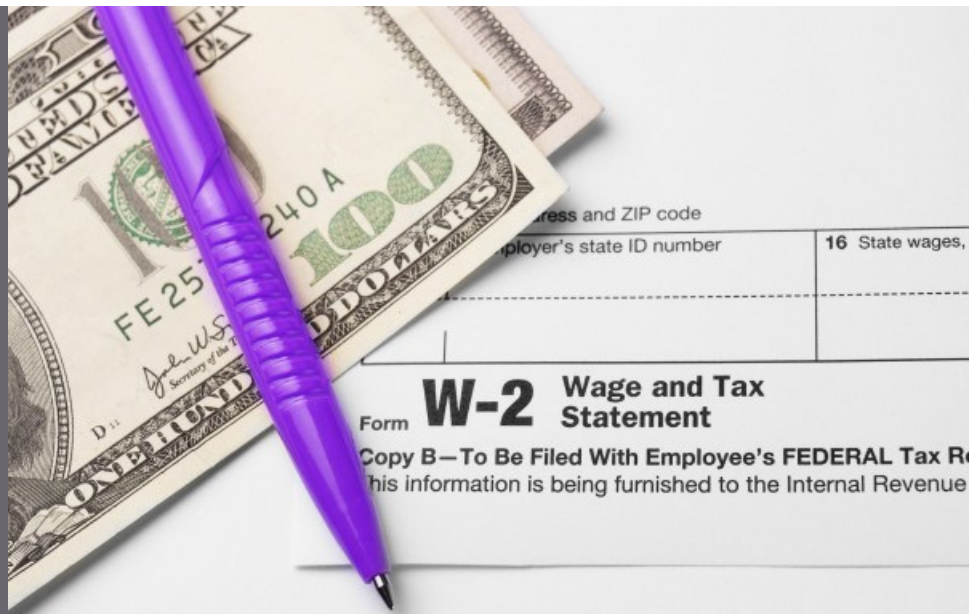
As we begin the new fiscal and academic year, please be reminded of the District's shipping requirements. When requesting reimbursement from Fiscal Services and shipping is required, we will only be processing reimbursements for shipments sent to the following designated District addresses:

- Kentfield Campus: Receiving Department—120 Kent Avenue, Kentfield, CA 94904
- Kentfield Campus: Child Study Center—1144 Magnolia Avenue, Larkspur, CA 94939
- Indian Valley Campus: 1800 Ignacio Blvd., Novato, CA 94949

It is preferred that your shipment be delivered to one of the addresses, rather than picked up in person from the store.

For budgeting purposes, check requests must also be submitted to Fiscal during the semester in which expenses are incurred.

Any purchases shipped to an alternate address will not be reimbursed by the District.



Fiscal Services, College of Marin

Fiscal Services

IRS Launches New Tax Withholding Estimator Online Tool

The Internal Revenue Service is alerting the payroll community about today's [launch of a new IRS Tax Withholding Estimator online tool](#). It replaces and expands the old IRS Withholding Calculator.

The new tool offers a robust, mobile-friendly, step-by-step way for workers, as well as retirees, self-employed individuals and others to tailor the amount of income tax withheld from their wages and pension payments.

In designing the [Tax Withholding Estimator](#), the IRS listened carefully to the concerns of payroll professionals and other stakeholders. As a result, the new tool features:

- The ability to more effectively target either a tax due amount close to zero or a refund of around \$500.
- The ability to calculate self-employment tax for a user who has self-employment income in addition to wages or pensions.
- Automatic calculation of the taxable portion of any Social Security benefits.
- And more!

Like last year, the IRS urges everyone to do a [Paycheck Checkup](#) and review their withholding for 2019. This is especially important for taxpayers who faced an unexpected tax bill when they filed this year, or those who have a major life change in 2019.

Those most at risk of having too little tax withheld include those who itemized in the past but now take the increased standard deduction, as well as two-wage-earner households, employees with nonwage sources of income and those with complex tax situations.

Source: [IRS News Releases](#)

Individuals with significant tax debt should act promptly to avoid revocation of passports

Under the Fixing America's Surface Transportation (FAST) Act, the IRS notifies the State Department (State) of taxpayers certified as owing a seriously delinquent tax debt, which is currently \$52,000 or more. The law then requires State to deny their passport application or renewal. If a taxpayer currently has a valid passport, State may revoke the passport or limit a taxpayer's ability to travel outside the United States. More information available at: <https://www.irs.gov/businesses/small-businesses-self-employed/revocation-or-denial-of-passport-in-case-of-certain-unpaid-taxes>

Reminder—Getting Vendors Paid

Please note that the District does not pay vendors from a requisition, purchase order, agreement for service, contract or quote. **The District needs an invoice from the vendor, with a budget manager's approval indicating that the invoice is accurate and okay to pay.** If an approved invoice is not forwarded to accounts payable, the vendor will not be paid. New vendors are required to submit a W-9 to be issued a Banner identification number. This step must be completed before an invoice is paid.

Employee Benefits

2019-2020 Annual Open Enrollment

The 2019-2020 Annual Open Enrollment is continuing for all benefit-eligible employees, through **Friday, August 23, 2019**.

The medical rates are going up about 8% as of October 1, 2019. Over the past 4.5 years, the Self-Insured Schools of California (SISC) COM rate increase has averaged 4.18% annually. Prior to our enrollment with SISC, COM had double digit annual medical plan increases.

Any enrollment changes for you or your dependents will go into effect on **October 1, 2019**, with any employee premium contributions beginning on the **September 2019** payroll. The District maximum medical contributions remain unchanged.

During this Open Enrollment Period, the following changes will be permitted, if eligible:

- Switch from one medical plan to another
- Enroll an eligible dependent not currently enrolled
- Terminate coverage for an eligible dependent
- Enroll in a medical/dental plan that you previously waived/terminated coverage
- Enroll in a Medical or Dependent Care Flexible Spending Account
- Enroll in Voluntary Coverages through The Hartford or TDS
- Designate any premium contribution as pre-tax, through the Cafeteria 125 Plan

Please visit our [Open Enrollment webpage](#) for forms and instructions and for further information.

Pre-Tax Your Share of the Premium

If you have any out of pocket share toward the premium, you may consider having the deductions taken on a pre-tax basis. By signing up for this option your federal, state and social security deductions will decrease. Please complete the [Salary Reduction Agreement](#) by **Friday, August 23, 2019**, and submit it to the Benefits Office. **If your employee premium contribution is currently being taken**

pre-tax, there is no need to submit another Salary Reduction Agreement.

TDS Voluntary Coverages

What is Section 125 Cafeteria Plan Benefits?

A Section 125 Cafeteria Plan is an employee benefits program that allows employees to pay certain qualified expenses on a pre-tax basis. These supplemental benefits help with what your health insurance plan might not cover or assist with life's unexpected moments.

Summary of Available Benefits:

Pre-tax Benefits

- **Medical Flexible Spending Account** – use pre-tax contributions to help pay for health plan co-pays, eyeglasses or orthodontia.
- **Dependent Care Flexible Spending Account** – use pre-tax contributions to help pay for licensed day care centers or nursery or pre-schools.
- **Transportation** - use pre-tax contributions to help pay for to pay for qualified workplace mass transit and parking expenses.
- **Cancer Insurance** – pays cash benefits for cancer and 29 specified diseases to help with the cost of treatments and expenses as they happen.
- **Critical Illness** - helps provide financial support if you are diagnosed with a covered critical illness.
- **Accident Insurance** – provides a range of fixed, lump-sum benefits for injuries resulting from a covered accident or for accidental death or dismemberment (if included).

Post-tax Benefits

- Life Insurance – if something happened to you, would your loved ones be protected?
- Short Term Disability – income protection that pays up to 60% of your covered earnings to a maximum of \$1,250 per week for the first 13 weeks of disability.
- Long Term Disability – income protection pays you up to 60% of your covered earnings to a maximum of \$10,000 per month after the first ninety days of disability until no longer disabled or normal retirement age.

How Can I Participate/Enroll?

Open Enrollment for these benefits is currently underway. There are four ways to get started with your open enrollment.

1. Call **1-800-863-9019** to speak with a Benefits Counselor
2. Schedule a time to speak with a Benefits Counselor
3. Go online and chat with a Benefits Counselor, or
4. Enroll yourself using the new online Ease Employee Benefits Portal. Please sign in to complete your profile.

If you have any questions or concerns, please email Tax Deferred Solutions at: TDSBenefitsCenter@TDSGroup.org

The Benefits Counselors are available Monday – Thursday, from 11 a.m. to 8 p.m. and Saturday from 8 a.m. to noon.

Did you contribute to a medical or dependent care flexible spending account this year?

If so, you must renew your election each year. If you don't renew, you will miss out on the benefit beginning October 1.

Call 1-800-863-9019 to speak with a Benefits Counselor today!





Kentfield Campus with a view of Mt. Tamalpais

Design and Print Services

In case you are new to COM or are unfamiliar with College Services, here's a brief overview of who we are and what we do.

College Services consists of

- Reprographics Services
- Graphic Design and Web Design
- Mail Services
- Shipping/Receiving/Courier
- Asset Management
- Record Retention

You can read about us and find information about our services on our web page <http://www1.marin.edu/college-services>

To order graphic design, printing or other services provided, please visit our convenient online ordering system:

- Go to our storefront at marin.webdeskprint.com
- Follow the instructions to place your order

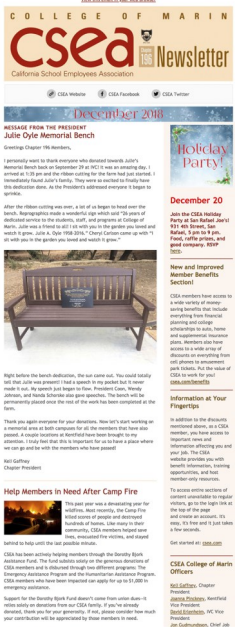
If you have any questions, please feel free to contact us anytime!

College Services

Happy Fall 2019!

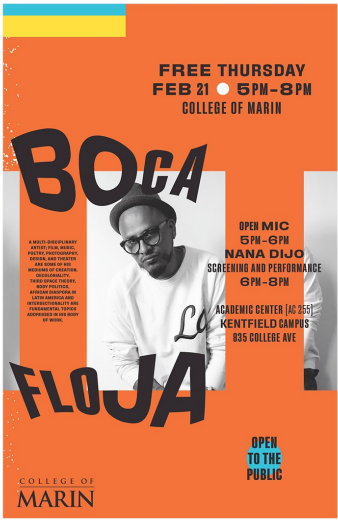
College Services has some exciting news to share. First, Graphic Design Specialist Roger Dormann has received not one, *but two* (!) awards for his design of the College of Marin Chapter 196 Newsletter. Roger received the Award of Excellence as well as the Award of Distinction for Best Design! The Communications Awards are voted on by CSEA's Communications Committee. Roger has previously won in 2015, 2016 and 2018.

As we were basking in the glow of Roger's award, we learned that Graphic Design Specialist Dave Mahoney



received an Honorable Mention for his BocaFloja poster artwork in the University & College Designers Association Competition. The UCDA Design Competition recognizes the best of the exceptional design work done by communication professionals to promote educational institutions (secondary, vocational, or higher education) and supports the exchange of ideas and information relating to the unique role of these designers.

Congratulations to Roger and Dave for their outstanding work!



Social Media Guidelines

College of Marin is active on a variety of social media platforms. The official institutional accounts are listed below.



Facebook <https://www.facebook.com/collegeofmarin/>

Twitter <https://twitter.com/collegeofmarin>

Instagram https://www.instagram.com/college_of_marin/

LinkedIn <https://www.linkedin.com/edu/college-of-marin-20493>

YouTube <https://www.youtube.com/user/collegeofmarin>

Certain departments may need to adhere to additional policies specific to their operations, curriculum, and program. It is the responsibility of the department to know and follow any additional social media policies required by entities outside of College of Marin.

Visit <http://policies.marin.edu/socialmedia-guidelines> to learn about College of Marin Social Media Guidelines.

College Services

continued

Receiving and Assets

You may think of our Receiving department as mainly the courier route that delivers intercampus mail, helps with packages and deliveries or the guys who move items from place to place. In fact, Receiving offers much, much more. Here's an overview of what we do and how you can help us do it the most effectively so that we can serve you best.

Who we are and What we do
Receiving actually consists of several areas of responsibility. They are:

Receiving

This includes warehouse operation, receipt and delivery of packages, scanning and tracking and more. The Receiving department is the primary point to receive, process, document, transport and redistribute all incoming material.

Asset tracking

This consists of tracking and sometimes tagging received items with specific auditing requirements.

Courier/delivery/project assistance

This is the daily run between campuses, interoffice mail pickup and delivery, delivery of supplies/paper, errands and extra requests, external deliveries and pickups and general assistance with moving and assembly of items.

The Receiving dock and warehouse is located in the Maintenance and Operations building at 120 Kent Avenue, Kentfield, CA 94904 currently and will move into a dedicated warehouse later this year. All packages and deliveries should be addressed to that location, not the college street address. Hours of operation are 8:00 A.M. to 4:00 P.M. Monday through Friday.

When you place an order for delivery, please always include as much information as possible on your purchase order, including contact information and name of person placing order if different from end user,



delivery location, details of what is being ordered, budget information, and very important - tracking numbers if available. Details help us get you what you need more quickly and efficiently.

All material and equipment procured by the college is accepted by Receiving. Incoming shipments are checked to verify the carriers' manifest or log quantity to insure it agrees with the actual delivery. Any shortages, overages or damages to packages or items are noted and handled accordingly.

Deliveries are accepted during normal operating hours. All packages are logged and inspected for external damage before delivery to the addressee. Packages are opened by Receiving only when a Purchase Order is not referenced or when it is necessary to identify a recipient. We do not open multiple item packages to check items shipped. Order accuracy is the responsibility of the end user. Receiving does not accept C.O.D. shipments. C.O.D. shipments will be refused and returned to the sender.

Receiving does not accept or process ANY personal shipments or packages. All personal packages will be refused and returned to the sender. Please do not have any personal Amazon or other packages delivered to the College. We realize it's convenient but it is unfortunately not allowed.

You may already know our two amazing Receiving Clerks, Gabe Lambert and Manny Rodriguez. They have transformed what was once a minimally functioning department into a well organized and highly functioning warehouse and receiving area, as well as developing an efficient and detailed asset tracking system. We will continue to improve and develop the department and will provide more details and information in the coming weeks to help you maximize and receive the best service possible.



2019 College of Marin Faculty and Staff Softball Game and BBQ

Fall 2019 Semester Important Dates

Fall 2019 Semester Begins
 Monday, August 19, 2019
 Saturday, August 24, 2019
 (Weekend Classes)

COMMunity Hour
 All faculty and staff are encouraged to participate in the kick-off series of COMMunity Hour this semester.



Labor Day Holiday
 (Campuses Closed)
 Monday, September 2, 2019



Human Resources

Retiree Luncheon

Dr. Coon will host his annual luncheon for College of Marin retirees on September 20, 2019 from 11:30am to 1:30pm in the cafeteria. For more information, please contact Human Resources Office at 415-485-9340.

BBQ and Softball Game

We had a blast at the annual BBQ and softball game on May 29, 2019 with 75 employees in attendance. It was such a great day to celebrate the end of the academic year with faculty, staff and administrators at College of Marin. Special thanks to Vice President Nelson and M&O Director Klaus Christiansen for the BBQ lunch. We are looking forward to next year's game—don't miss it!

Emergency Contact Information



The beginning of the school year marks the perfect time to update your emergency contact information. From your **MyCOM Portal: Quick Links/Personal Information/Update Emergency Contacts**. While you're there, take a moment to make sure we have **your** current contact information as well.

COM Connect is the College's Emergency Notification System. Sign up and review your contact information. You will be asked to provide an ID code—enter your M00#, which is your Banner Identification number.

Employee Parking Permit
 It is almost time to renew COM employee's parking permit, so be on the look out for reminder from COM Police Department. For questions, call 415-485-9455.

Classified Professional Learning Day
 Tuesday, October 1, 2019
 Professional Learning provides COM employees various resources, trainings, and opportunities to support their professional development. More information available at <http://www1.marin.edu/professional-learning>.



Helpful Tools and Links

- Microsoft Office: our users can benefit from free Microsoft Office applications for personal use, which can be downloaded from the Office 365 platform through the MyCom portal. <https://products.office.com/en-us/student/office-in-education>
- Software discounts: If you are looking to purchase software for either personal or academic use, please consult the link below. Make sure to read up on the *Terms of Use*. <http://it.marin.edu/blog/sources-academic-software-discounts>
- Electronic devices discounts: If you are looking to purchase or repair personal devices, you may find the below link helpful. <http://it.marin.edu/blog/source-discounted-electronic-devices-pricing>

For your technical needs, please connect with the IT department using **COM ServiceDesk** or Ext. 8888 or stop by our office at SMN 135.



Information Technology

COM ServiceDesk



The IT Department went live with a new ServiceDesk system for tracking work orders. The **COM ServiceDesk** is more convenient for our constituents, including guests. In addition to the user-friendly ticketing system, it offers a knowledgebase repository of technical resolutions, articles, FAQs, and more. Please explore the new **COM ServiceDesk** using the link below.

Citrix Virtual Apps and Desktops



The IT department currently has launched an improved Citrix secure virtual platform. The solution is delivering applications and desktops to students and staff off-campus. The new system is

optimized to deliver CPU/GPU intensive multimedia applications, thereby providing 24hours virtual access to our student labs. Please check it out through your portal access. <https://apps.marin.edu/>

COM Wifi



For onboarding your personal mobile devices into the College wireless network, please use the below link <https://byod.marin.edu> or scan the QR code. Step-by-step instructions could be found at the [COM IT website](#). Users may also visit the IT offices at Kentfield SMN135.

Password Management Tools

With the proliferation of online accounts, password management has become a daunting task. It is advised that savvy users adopt a tool for managing their many personal account credentials. Writing up passwords in a Word file in a computer is no longer secure. You may search for a suitable tool from Google using the following link: <https://www.google.com/search?q=free+password+tools>
Disclaimer: College of Marin gives no warranty and accepts no responsibility or liability pertaining to any or all matters related to users own password management.



Zoom Video and Web Conferencing



If you often host meetings, please sign up for your Zoom account with the following link <http://conferzoom.org/>. For information on getting started, read the quick guide: [http://www.conferzoom.org/Content/Doc/Guide for Members and Hosts.pdf](http://www.conferzoom.org/Content/Doc/Guide%20for%20Members%20and%20Hosts.pdf)

Instructional Audio/Video Equipment Set Up

As the new academic year begins, we want to remind you that all audio/video equipment requests are scheduled through **IT ServiceDesk** online. Requests for instructional media equipment and/or assistance should be made at least three (3) days in advance by calling ext. 7606 or by submitting a ticket.





Maintenance and Operations Management and Custodial Staff Retreat

Maintenance and Operations

On August 7-8, 2019, Maintenance and Operations Management team and all custodial staff participated in a two-day retreat at Indian Valley Campus. The retreat focused on team building and communication. The retreat has already been given positive feedback from many employees who attended.

One interesting fact that came out of the retreat is that the 16 custodians who attended have a combined 250 years of experience in their roles at College of Marin. This does not include past experience with other employers. Of those 16 employees, the most senior employee has been with the district for an incredible 44 years.


The custodians are the team that have been working hard all summer in order to prepare the campus for the return of students and staff. Please take a moment to thank them when you see them.

Electrical Vehicle charging stations are still under construction and we are pushing the contractor to have them completed before the return of students.

Temporary storage spaces are either on site or under construction in preparation for the continued Measure B projects including Fusselman Hall Seismic upgrades and waterproofing and The upcoming demolition of The Learning Resources Building.

Finally, help us welcome Efrain Zamora, who is our new Carpenter. He will be working on Maintenance Projects so that Russel Staffen can complete his transition to the Capital Projects team.

U-Key Request Form

 Please use the key-request form for all new key holders. Please fill out this form to receive the requested keys **before** your new part-time or full-time employees arrive. You can download the new U-Key request form at the [Maintenance and Operations website](#).

Work Order Reminder

As we begin a new semester, please be reminded to use the School Dude app to log any maintenance requests, including problems with electronic door locks (SecureALL). New employee key requests must still be accompanied by the key fob request signed by the appropriate department head or manager (link to form is available at [M&O website](#)).



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.

Please do not email Maintenance & Operations staff with requests as they are often "in the field" and your email may not be seen in a timely manner. The School Dude queue is checked several times daily and requests routed, so it should be used for all Maintenance and Facilities 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.

Parking Permits

Parking permit rules and regulations are in effect daily.

Currently enrolled students can purchase their semester parking permits via [MyCom Portal](#) or visit the Enrollment Services office at KTD or IVC.

BUY Parking Permit Online

Daily \$4 Permits

Daily Permits should be placed on the top of your dashboard, just in front of your steering wheel. A daily student permit is good in any student lot, on both campuses for the date the permit was issued. Daily permits are \$4 per calendar day, and may be purchased through parking permit dispensers (which accept quarters and dollar bills) located throughout the parking lots at both campuses. Some dispensers may accept debit/credit card. Read the instructions on the machine.

In any event that a parking dispenser is not working, there are several others on campus and it is your responsibility to purchase a permit from another dispenser.

For Parking Permit FAQs, visit <http://www1.marin.edu/parking-permits>

Campus Maps are available at the College [website](http://campuses.marin.edu/campus-maps), <http://campuses.marin.edu/campus-maps>.

Get Ready to Shake Out.

October 17, 2019

Shake Out™

www.ShakeOut.org

Police

End of Summer Police BBQ



Our Police Department held our 3rd annual appreciation BBQ earlier this month. We could not be as effective without our partners in Administrative Services division and support from other agencies in the community. As usual, everyone had a great time, and we are looking forward to welcoming everyone back on campus for Fall 2019 semester.

If you need any assistance from Campus Police, contact the office at 415-485-9455 or call 415-485-9696 for urgent matters. Call 911 for emergency, fire and medical situations.

Fall Evening Earthquake Drill

This fall we will participate in the Great California Shake Out on October 17th. Last year we evacuated both campuses entirely for a fire drill. During the Great California Shake Out, teachers may choose to participate in the drill in their classrooms. In addition to instructor-planned drills, the police department may evacuate a building or two. Stay tuned for updates.

Remember when you experience an earthquake, if you are inside a building, **DROP, COVER, and HOLD ON.** *Drop to the ground, take cover under a table or desk, and hold on as long as it lasts. Do not move to another room or outside during strong shaking. When the shaking stops, improve safety by evacuating, if necessary, to an evacuation area, and help the injured. Avoid power lines, water from broken pipes, if you smell gas move away quickly. Be careful leaving a building as aftershocks can cause loose bricks, broken glass and other building materials to fall.*

Visit <https://www.shakeout.org/california/index.html> for links to safety information and tips. Be prepared for the next big earthquake at work and at home.



Request for Facilities Use—Reminders

1. If you have a new employee or you yourself would like to have access to [Facilitron](#), please let me know. I would be happy to assist with getting you access and set up for training.



2. All classroom and computer lab requests should be submitted to James Kuromiya by email, JKuromiya@marin.edu.

3. To see availability and to request the Cafeteria or Deedy Lounge please use [Facilitron](#). For questions about reservations of the Cafeteria or Deedy Lounge, contact Lindsay Bacigalupi at lbacigalupi@marin.edu or call extension 8124.

4. To see availability and to request conference rooms at both campuses please use [Facilitron](#). If you have any questions regarding conference room request or reservation please contact Terry Brown at extension 7550 or by email at tebrown@marin.edu

5. Any workorders (i.e.: room unlocking, room set up etc.) should be done by the requestor through SchoolDude.

The link to the SchoolDude work order request form can be found at the MyCOM portal, in the Employee tab, under Work Orders, and clicking Facilities Work Order. This presents the Work Order form to submit the request.

For all other requests and assistance with Facility Rentals, please contact Lindsay at lbacigalupi@marin.edu or at extension 8124.

Facility Rentals

Welcome Back College Community!

Over the summer, a lot of changes took place on both campuses. Our Maintenance and Operations and Capital Projects teams have been hard at work getting the College ready for classes this semester. We are excited for the opening of the Pomo Building at the Indian Valley Campus and STEM Center at the Kentfield Campus. The continuing projects of the Bill and Adele Jonas Center, the Miwok Aquatic Complex and the Maintenance and Operations Building have made wonderful progress and now we are gearing up for the multiple projects at the Kentfield Campus.

As these changes occur, planning ahead for campus events will be important. As a reminder, please be sure to submit your facility use requests through Facilitron and your work orders through SchoolDude. We want to make sure **ALL** campus events are scheduled, coordinated and on the calendar. If you are planning an event please make sure you reach out to College Services and myself to assist with any internal event planning and print needs. You can do so by completing the internal events form <http://forms.marin.edu/forms/Administrative-Services> or emailing Lindsay Bacigalupi at lbacigalupi@marin.edu. It is wonderful to bring our community together, so if there is anything I can do to assist, please let me know.

We hope you have a wonderful semester and we look forward to working with you!

Upcoming Events*

8/26	Welcome Week Event	AC Courtyard, 12:40pm
8/28	Road to Success	AC Courtyard, 12:40pm
8/30	Black Tie Blue Jeans Gala and Concert featuring Joe Nichols	James Dunn Theatre, 7:00pm
8/30	Women's Soccer Home Game	Pieper Field, 4:00pm
9/2	<i>Labor Day Holiday</i>	<i>Campuses closed</i>
9/4	EOPS 50th Anniversary Celebration	Student Services Quad, 12:40pm

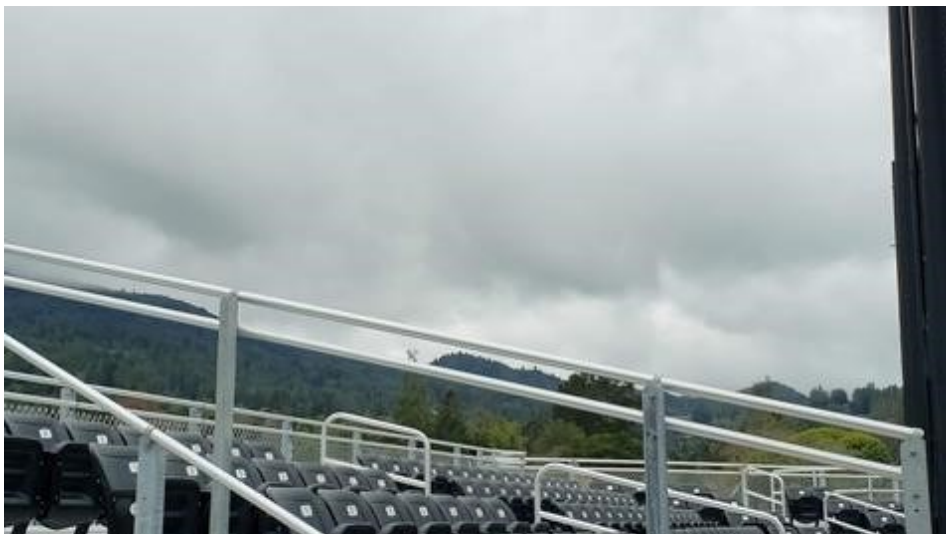
Facility Rentals

continued

Upcoming Events*

9/5	Men's Soccer Home Game	Pieper Field, 4:00pm
9/10	Men's Soccer Home Game Women's Soccer Home Game	Pieper Field, 2:00pm Pieper Field, 4:00pm
9/11	Club Fest	Student Services Lawn, 12:40pm
9/13	Women's Soccer Home Game	Pieper Field, 4:00pm
9/14	TEDx Men's Soccer Home Game	James Dunn Theatre, 6:00pm Pieper Field, Noon
9/17	Women's Soccer Home Game	Pieper Field, 3:00pm
9/18	Drop the Mic	Cafeteria, 12:40pm
9/20	Men's Soccer Home Game	Pieper Field, 4:00pm
9/25	W. Volleyball Home Game Career and Job Fair	Gymnasium, 6:00pm LRC Quad, 12:40pm
9/27	Faculty Recital # 1 Women's Soccer Home Game	Lefort Recital Hall, 7:30pm Pieper Field, 4:00pm
9/29	Faculty Recital #2	Lefort Recital Hall, 3:00pm
9/30	Town Hall w/ President Coon	AC 255, 12:40pm
10/2	W. Volleyball Home Game	Gymnasium, 6:00pm
10/4	Little Shop of Horrors W. Volleyball Home Game Men's Soccer Home Game	James Dunn Theatre, 7:30pm Gymnasium, 6:00pm Pieper Field, 2:00pm
10/5	Little Shop of Horrors	James Dunn Theatre, 7:30pm
10/6	Little Shop of Horrors Golden Gate Brass Band	James Dunn Theatre, 2:00pm Lefort Recital Hall, 3:00pm
10/8	Women's Soccer Home Game	Pieper Field, 4:00pm

*We apologize for any events that may have been missed.



Remodeled Athletic Field Seating, Kentfield Campus

Contact Us

Give us a call for more information about our services:

Administrative Services
(415) 884-3101

gnelson@marin.edu

Capital Projects
(415) 485-9518

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College Services
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