

ADMINISTRATIVE SERVICES NEWS

Bi-Monthly Newsletter

August 2020



It was great to see many of you at our first virtual convocation. It is hard to believe that it has been nearly six months since the stay at home order was in place. I sincerely hope that you are staying

safe and healthy during these uncertain times. In my twenty years of experience in higher education, I have never seen a much more vital time to collaborate in providing programs and services that prioritize the wellbeing and ensure that the educational goals of COM students are realized. During the summer break, we have had a COVID-19 taskforce that devoted countless hours to develop a campus safety re-opening plan for students, faculty, and staff deemed essential during the fall semester. Although the evolving condition surrounding COVID-19 requires us to have an adaptable plan to ensure the safety of our campus community, I am incredibly grateful for the amount of work that the team has done to prepare us for the new academic year.

Budget and Measure B

Staff in Fiscal Services have been busy over the summer in closing out fiscal year 2019-2020. During convocation, I provided a budget update for FY 2020-2021. The adoption budget will be presented at the September 2020 Board meeting. We will continue to monitor the State and County budget updates, and work with PRAC and other constituents to ensure that the District meets its financial obligations for the year and beyond. Additionally, the auditors have been reviewing the District's finances for fiscal year 2019-2020. Because of the virtual work environment we are in, procedures in requesting and submitting documents have been modified. Thank you for your assistance in this annual process and please reach out if you have questions.

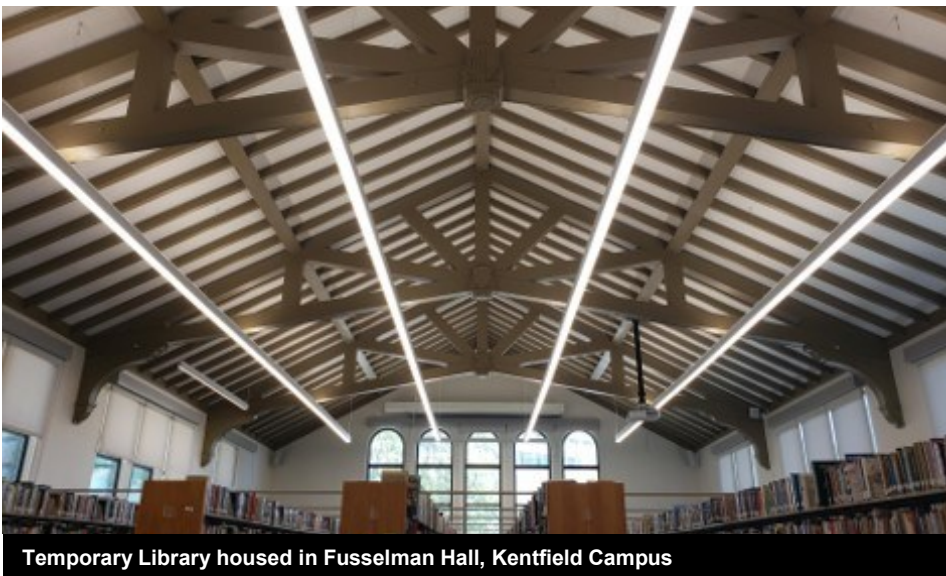
Resolution 2020-05 was approved by COM Board on April 21, 2020 to designate Essential Function Public Works Projects of the District. Therefore, construction of essential capital projects has continued on both campuses since the stay at home order was in place. The capital projects team and contractors continue to observe all

social distancing, health, and safety ordinances. We are now at the final stages of the LRC building demolition, and we have re-engaged Group4/HMC architects to finalize the programming of the building in the next few months. At IVC, construction of the new Miwok Center is in full swing, and the Bill and Adele Jonas Center is almost complete. We are looking forward to fully utilizing these buildings to serve our students and community.

I shared a lot of information pertinent to current economy and College facility updates during the convocation, so if you missed it I encourage you to watch it here: [College of Marin Fall 2020 Convocation](#)

Fall 2020 Instruction

Fall 2020 courses will be offered online except for a few courses deemed essential by Marin County Public Health Office. Be sure to read our [Site-Specific Protection Plan \(SPP\)](#) and available support services for students, faculty, and staff on the College's [COVID-19 Updates and Resources](#) website. I wish each of you a healthy, strong, and safe fall semester!



Temporary Library housed in Fusselman Hall, Kentfield Campus

In This Issue

- Gifts and Donations (p.2)
- Measure B Bond Updates (pp.3-4)
- New Payroll Specialist (p.5)
- 2020-2021 Open Enrollment (p.6)
- Home Buying Assistance Program (p.7)
- College Services Wins Awards (pp.9-10)
- HR Staff Transitions (p.11)
- IT Updates (p.12)
- COVID-19 Resources (p.13)
- Plexiglass Safety Shields (p.14)
- Facility and Rentals (p.15)



Administrative Services

continued

Gifts and Donations to College of Marin

Gifts and donations to the College are handled by the Advancement office. Gifts-in-kind, including, but not limited to property, equipment (including vehicles), securities, real estate, and artworks, must be submitted on the Memo of Intent to Accept Non-Cash Gift form per AP 3820 and BP 3820. Artwork must be cleared by the chair of the Fine Arts department and the art working group. Anyone wishing to solicit such items should first consult with the Advancement office to ensure acceptance of gifts-in-kind would advance the College's educational goals, and neither place undue burden on the District, nor violate any District policies. It is the responsibility of the donor to place a value on the gift-in-kind. Any gift-in-kind that is valued at \$5,000 or higher may require an appraisal. An itemized list of the items being donated and their value needs to be submitted to the Advancement office.

Once the completed Memo of Intent form is signed by the donor and it is sent to the Advancement office for review, the form will be routed for approvals to the Director or Dean (of the department that will be the

recipient of the gift) or Vice President of Student Learning and Success (if the gift will benefit multiple departments), then the Vice President of Administrative Services. The completed form will then be submitted as a consent item on the agenda for the monthly Board Meeting by the Advancement office. All in-kind gifts must be approved and accepted by the Board of Trustees on behalf of the District. Upon approval, the Advancement office can move forward with acceptance of the gift.

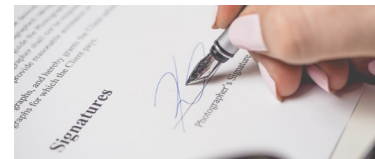
Once the in-kind gift has been accepted by the College, the Advancement office will send an acknowledgement to the donor stating the details of the donation and the donor's estimated or appraised value of the donation. It will be up to the donor to consult with their tax advisor to determine the actual tax deduction. The College is a 501c3 and holds a non-profit status under the EIN# 68-0194359.

The following gifts-in-kind may not be accepted: restricted gifts which impose a legal obligation on the District to comply with the donor, if the gift is inappropriate or not conducive to the District, or if the gift imposes financial or other obligations that the District may not be able to meet.

Signatory Authority Do You Have It?

Answer is probably not.

Subject to AP 6150 and BP 6150, the Authorization to Sign on Behalf of the Governing Board Resolution is passed annually at the June Board meeting. District Agreements for Services (AFS) may be signed by the Budget Manager; however, contracts are not valid unless signed by the Assistant Superintendent/ VP of Administrative Services, the Superintendent/President, or a designee who has been authorized in writing. Signing something for the District that you do not have authority to sign can bind you to that contract, goods or services personally. So, please check to make sure you can sign for that before you proceed. Please review the Resolution on Signatory Authority to determine signing authority for different types of contracts, as it has been revised for 2020-2021.



Purchasing guidelines are also adopted by the Board of Trustees as not only guidelines but also parameters in which we work every day for purchasing goods and services. You can find both of these items at the following link <http://fiscal.marin.edu/purchasingaccounts-payable>.

CBOC Meeting

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

Wednesday, September 16, 2020 at 4:30pm

Due to COVID-19 pandemic, this meeting will be held virtually through Zoom. Details will be published on the agenda in September.

There is currently a vacancy for Business Community representative.

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

Upgrade the Drake Project

We are closely monitoring the timeline and impact of the Sir Francis Drake Boulevard Rehabilitation Project, "Upgrade the Drake", which began in June. The Project consists of repaving, improvements of the pedestrian/cyclist safety and enhancing intersection, signal, and traffic operations of 2.2 miles of Sir Francis Drake Boulevard between Highway 101 and Ross' southern town limit. Construction is estimated to be complete by December 2021.

Visit <http://www.upgradethedrake.com/> to stay up to date with the project timeline and progress.



Bill and Adele Jonas Center construction, Indian Valley Campus

Capital Projects

Measure B Bond Projects

This summer has seen major movement in many of the Measure B projects.

At the Kentfield Campus, the Maintenance and Operations building and Fusselman Hall are complete and are getting final touch-up work. The AV upgrades to the Performing Arts building were completed at the end of July but final testing and training for staff will continue until the end of this month. The old Maintenance and Operations portables next to the relocated bookstore will be demolished later this month. Once that is completed, the area will be paved and striped for new campus parking. The paving work will be pushed back until September so the work does not interfere with the College Bookstore's book distribution events happening at the end of August. We appreciate all of the faculty, students, and staff's patience and understanding as we finish out these necessary campus improvements.

Demolition on the LRC is in full swing and a majority of the building has come down. There will be large trucks entering and exiting the site to remove debris and we are using Parking Lot 7 as a staging area for the trucks waiting to enter the site. For your safety, please be aware if you are on campus to follow appropriate precautions such as paying attention to flaggers and using the crosswalks and signals as intended. The Architect will be finalizing the programming of the building in the next few months. Once the programming effort is complete, we will move into schematic design. Your engagement and participation during this phase is critical. Communication related to requesting your participation in the next phase of the LRC's building design will be sent soon. Your feedback and input is vital to the successful completion of this next phase of the project. We cannot do it without you.

At the Indian Valley Campus, the Miwok and Jonas Centers have made significant progress. The Jonas Center is estimated to be substantially complete by the end of August. The dive tower component of the new Miwok Center has started. The main building's structure including roof decking has been completed. The building systems which include mechanical, electrical, and plumbing systems have been started. Estimated completion of the project is summer 2021.

The Marin County Public Health Office continues to release and amend guidelines relating to safe business practices. Our team continues to take measures above what is required to make sure they are adhering to proper social distancing requirements, public hygiene guidance, and increased health screening practices.



Demolition of Learning Resources Center, Kentfield Campus

Measure B Milestones



- Geotechnical preliminary report in process to meet Planning request for the Bolinas Marine Laboratory. Resubmission date to the County of Marin was extended until August 24, 2020.



- The Campus Bookstore has been relocated to 120 Kent Avenue (former Maintenance and Operations Building) location. Closest to Parking Lot 1.
- Curbside Pickup is available for Online Orders. Visit <http://www1.marin.edu/news/shopping-online-campus-bookstore> for Pickup schedule.

Capital Projects

continued

The health and safety of everyone on campus and on our jobsites is our highest priority. 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.



Main Roof Decking and Roofing for New Miwok Center, Indian Valley Campus



- Punch list and closing documents are being completed for the Audio/Visual system improvement and installation in the James Dunn Theatre. This project is funded in part with a generous donation by Warren Lafor.

Home Office Ergonomics

Many of us are headed into the fall semester teaching and working remotely. In order to set up your work space ergonomically, Keenan has provided a [microlearning series](#) that addresses setting up your workstation and laptop, as well as any physical, mental, and environmental issues that may be encountered in a home work environment.



Understanding Balanced Billing (specifically Blue Shield members)

Avoiding Surprises in Your Medical Bills - A Guide for Consumers will help you understand the questions you should ask to avoid receiving an unexpected medical bill. Many of the suggestions in the guide are designed for situations when you can schedule care in advance. The guide will also help you understand what you can do to lessen the chances of an unexpected balance bill in an emergency.

[Avoiding Surprises in Your Medical Bills - A Guide for Consumers](#)

[California law protects consumers from Surprise Medical Bills](#)



Fiscal Services

New Senior Payroll Specialist



Please join us in welcoming our new team member, Maritza Dannecker, Senior Payroll Specialist. Maritza began her career at the Town of Fairfax as the Assistant to the Town Clerk and Finance. From there, Maritza joined the local schools' sector, and worked for eight years at the Marin County Office of Education as the liaison to the California State Teachers' Retirement System. Maritza continued growing in her career handling payroll, human resources, and benefits at the Kentfield School District for the last five years. In her new role at College of Marin, Maritza will serve as a key team member focusing on the Banner payroll process and reporting functions. Maritza is active in the Hispanic Chamber of Commerce of Marin and

American Payroll Association. She enjoys practicing yoga, jewelry making, and being outdoors. Welcome, Maritza!

Annual External Audit Reminder

In addition to having new auditors, CWDL Certified Public Accountants, for the fiscal year ended June 30, 2020 – we are all working in a different environment – District employees as well as the auditors are working remotely. What that means is some of the procedures this year will be different than they have been in the past. There will be more scanning of documents to the auditors, and email/telephone communications than in-person. Please be sure to check Suralink, the portal used by the auditors to request information and used by the District to submit document requests. If you need access to Suralink, or have questions about the audit requests, please email MarinCollegeAudit@cwdl.com.

Digitization Update —Adobe Sign

Information Technology, with support from College Services, Fiscal Services and Administrative Services staff have been working to convert many of the forms under our purview to Adobe Sign. The Adobe Sign platform allows for electronic signatures, routing via email, and storage in the Cloud to eliminate the need for storing large amounts of paper. The conversion is timely due to the remote work situation for the majority of faculty, staff, and students. The following fiscal forms are now on the Adobe Sign portal:

- Affidavit of Missing Receipt
- Agreement for Services
- Expenditure Transfer Request
- Procurement Card Monthly Purchase Report

Frequently Asked Questions

- Signers do not need to login to Adobe Sign to sign a form; only the initiator needs to login to Adobe Sign
- If you are adding an attachment as part of the workflow, Adobe Sign automatically converts JPG, Word, and other file types to PDF, so no file converter is needed
- If the initiator notices an error and the workflow has already commenced, they have the ability to cancel the request by clicking on the document in Manage/Out for Signature



Resources Available

- Information Technology Department will set up an Adobe User account for initiators who do not already have access to Adobe Sign
- Initiators can submit a ticket via [COM Service Desk](#) for one-on-one training from the Information Technology Department
- Administrative Services support staff are available for general questions about processing the forms listed above

Employee Benefits

2020-2021 Annual Health Benefits Open Enrollment—Closing August 25, 2020



The 2020-2021 Annual Open Enrollment for all benefit eligible employees, will close on Tuesday, August 25, 2020.

The medical rates are going up between 3.7-4.4% as of October 1, 2020. In October 2019, the average medical rate increase was about 8%. The average annual medical rate increase with Self-Insured Schools of California has been around 4%.

Any enrollment changes for you or your dependents will go into effect on October 1, 2020, with any employee premium contributions beginning on the September 2020 payroll. The District maximum medical contribution remains \$2,050.00/month.

If you are satisfied with your current coverage, there is no action required; however, we do encourage you to meet with our new [Agent-Assisted Virtual Enrollment Service](#) provider to review your benefits. See additional information below.

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

- Switch from one medical plan to another.
- Enroll a dependent not currently enrolled.
- Terminate a dependent.
- Enroll in a health/dental plan that you previously waived/terminated coverage.
- Enroll in a Medical or Dependent Care Flexible Spending Account (FSA).
- Enroll in voluntary coverages through Building Blocks for Business (see below).
- Designate any premium contribution as pre-tax, through the Cafeteria 125 Plan.

Pre-Tax Your Share of the Premium. If you have any out-of-pocket share toward the medical premium (employee premium contribution), 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](#) and submit it to the Benefits Office by **August 25, 2020**. **If your employee premium contribution is currently being taken pre-tax, there is no need to submit another Salary Reduction Agreement.**

New in 2020-2021 Annual Employee Health Benefits Open Enrollment

1. Building Blocks for Business

Building Blocks for Business is our new [Agent-Assisted Virtual Enrollment Service](#) provider.

All Benefit Eligible College of Marin Employees should schedule an appointment with a Building Blocks Advisor during open enrollment.

Look for emails from scheduling@bbforb.com and scheduling@buildingblocksforbusiness.com

OR

You may also receive a call from **775** or **702** area codes. You may also choose one of the following options to schedule your appointment:

A. Schedule online: <https://collegeofmarin.youcanbook.me>

B. Email scheduling@bbforb.com with your preferred date and time

C. Call 775-382-1287

2. New Voluntary Plans with Colonial Life and Flexible Spending Accounts with Basic Pacific (note: anyone currently enrolled in a TDS FSA, will continue, until the runout period ends on December 31, 2020).

3. Health Savings Accounts (HSA)/ High Deductible Health Plans (HDHP).

4. Effective 01/01/2020, in order to enroll a **Domestic Partner** in Health Benefits, you must have a California state-issued Certificate of Registered Domestic Partnership. SISC will no longer be accepting Affidavits of Domestic Partnership.

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

Universal Availability Notice (Supplemental Retirement Plans)

Per Universal Availability requirements mandated by the IRS, we are required to inform you of your eligibility to participate in our retirement plans. As an employee of Marin Community College District, you are eligible to participate in the District's 403(b) and 457(b)* Voluntary Retirement Plans.

Why Participate?

As public-school employees, you may receive a pension from either STRS or PERS upon your retirement, however, when you retire your pension may not be 100% of the income you're making now. These supplemental retirement plans can help you reduce or eliminate your retirement income gap.

How Can I Participate?

You can start, stop or change your elective deferrals at any time throughout the year. Our third-party plan administrator, Tax Deferred Solutions, assists us in offering our employees an effective opportunity to participate by providing you with free educational resources and information regarding our district's benefits.

Continue reading on page 8.



Employee Benefits

continued

Landed—Home Buying Assistance Program

The last few months have challenged many of us to both evaluate and appreciate physical space. Indeed, our homes are more important than ever. In support of this basic need, we would like to share an update on the Landed housing program for employees in education:

Landed has helped over 210 northern California educators purchase a home with their shared equity down payment program, and more than 450 educators buy homes across the country.

Landed's down payment program provides employees in education with up to \$120,000 towards a 20% down payment on a home. This program is open to all employees — teachers, staff, and administrators — who have worked in public education for at least two years and can contribute at least a 10% down payment themselves. You do not need to be a first-time homebuyer to participate.



Landed is hosting four online information sessions for all employees interested in learning more about [Landed's down payment program](#) and other homebuying resources. Interested participants can RSVP here:

Wednesday, August 26th — Landed Info Session Webinars #1 and #2

- 4:00pm — [RSVP here to receive event login information](#)
- 6:30pm — [RSVP here to receive event login information](#)

Tuesday, September 15th — Landed Homebuying 101 Webinars #1 and #2

- 4:00pm — [RSVP here to receive event login information](#)
- 6:30pm — [RSVP here to receive event login information](#)

For more information, visit landed.com/signup or contact Shannon McQueen (shannon@landed.com).



Meditation and Health

What is meditation?

Do you ever feel like your brain is too stuffed with thoughts? Between the errands that you need to do tomorrow, the lingering issues from yesterday, and the work in front of you today, it can be hard to find room for a positive emotion or a moment of peace. **Meditation is a mental exercise that tries to tune out the mental clutter, giving the brain and body a chance to relax.** A national government survey conducted in 2007 suggests that over 20 million Americans had tried meditation at least once in the previous year.

How does it work?

In simplest terms, meditation can help protect you from the effects of stress. In normal life, stress triggers hormones that will increase your heart rate, raise your blood pressure, and generally put your body on high alert. **But if you can relax your mind, your body will make fewer of these hormones, giving you protection from the harmful effects of stress.**

What are the health benefits?

People who meditate say that it helps with a wide variety of stress-related problems, including chronic pain, anxiety, insomnia, and depression. Many people who have a chronic illness such as cancer or heart disease say that meditation helps them manage their symptoms and cope with their illness. For example, a small Swedish study of cancer patients published in 2010 found that most but not all subjects **felt better** after an 8-week meditation course. Reported benefits included **greater calm, better sleep, more energy, and less pain.**

How do I do it?

Find a quiet place free of distractions. Most people meditate while sitting on the floor, but you can also sit in a chair or lie down—whatever feels comfortable. With your eyes closed, start taking deep, gentle breaths. To help clear your thoughts and move to a meditative state, repeat a simple word or phrase in your mind. This is your “mantra.” You can also try focusing your mind on a single image, a symbol, or your breathing. Try to ignore other thoughts that come into your head. You should feel yourself slip into a state of pleasant relaxation. If you’re a beginner, you may find it hard to keep your mind clear. Don’t get down on yourself; this takes practice. You might try starting with short, 5-minute sessions. As you become more familiar with the process, you can gradually build up to 20 minutes or longer. To get full benefits, try doing it every day.

Should I take a class?

A lot of meditators are self-taught. Still, a class can be helpful for beginners. An experienced teacher can help you find an approach that works for you. Look for classes at YMCA, a local hospital or through a local adult education program. There are also many books and audio and video tapes on meditation techniques that can help you get started.

Source: Holistic Medicine Health Library
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Universal Availability Notice (Supplemental Retirement Plans)

Continued

Frequently Asked Questions

- I'm not sure how my plan works; can you explain it to me?
- What's the difference between a 403(b) and 457(b)?
- What are the 2020 contribution limits?
- Do I qualify for a catch-up contribution?
- What is a Roth retirement account?
- What investment providers are authorized under my plan?
- How can I save for retirement without changing my take home pay?
- What are the benefits of the new Preferred Mortgage Assistance program?

The best part of this opportunity to obtain information is that any questions you have can be handled over the phone when it's convenient for you! Click the link below to request any information listed above.

Request for Information



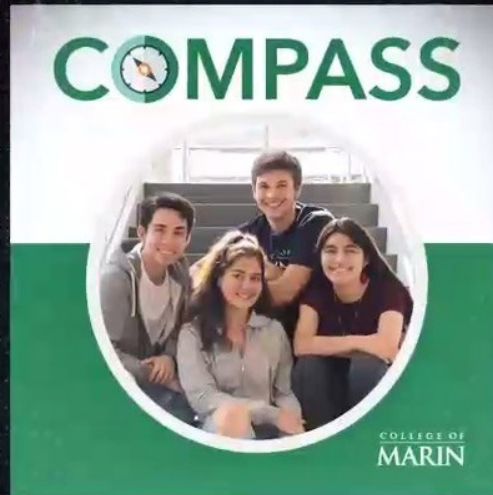
College Services Wins Awards

Congratulations are in order! College of Marin and College Services had the honor of being recognized at this year's CCPRO 2020 Awards! Shook Chung won not one but two(!) awards in this year's CCPRO Awards for best Brochure – Division B.

The 2019-2020 Performing Arts brochure, designed by Shook and printed by Casey Printing, placed 2nd in the category, followed by a 1st Place finish for the Compass brochure, designed by Shook and printed by our very own College of Marin Print Services team!

The statewide Community College Public Relations Organization (CCPRO) is a professional development and service organization that seeks to promote excellence in California's community college public relations and related professions. It is a great organization and the College has been a member for many years.

We are proud to represent the College and celebrate with you. It's nice to be recognized!



FIRST PLACE - COLLEGE OF MARIN

COMPASS BROCHURE

Designed by Shook Chung and printed by COM Print Services team

College Services

Hard as it is to believe, fall is here! We hope you have all stayed well and managed to cope however you could with this strange and most unusual summer.

Signs and Maps

The coming semester will bring a great deal of change to campus, with construction and also the gradual reopening of COM with the proper safety and health compliance and requirements. As has been said, this fall only essential staff should come to campus and a few very limited classes will be held.

A significant amount of signage and information will be needed to keep everyone aware and maintain the required health department protocols on campus so we all understand and are able to follow the proper procedures and stay safe.

All physical distancing and COVID-19 related signage is being managed by the COVID-19 Work Group, as required by the Marin County Public Health orders, and approved by COM's senior management. There will be extensive signage throughout both campuses beginning in fall and adapting as needed with the changing health orders.

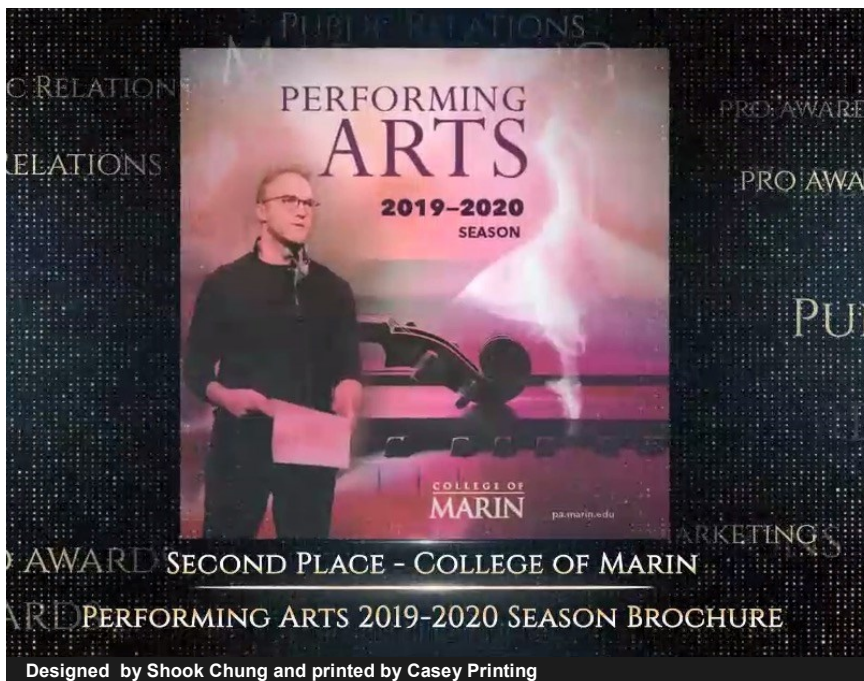
All creation, ordering, installation, and oversight of COVID-19 related signs, physical distancing markers, and other material will be centralized through College Services, in collaboration with Campus Police and Maintenance and Operations.

Departments and individuals **should not post or order additional or replacement signage on their own.** If you notice anything missing or damaged or there is some type of signage or markers that you feel are needed, please contact College Services, Maintenance and Operations or the Police Department and we will be happy to assist you.

Maps

Campus maps are being updated with all the latest construction information and changes to buildings and parking lots as needed so please check online for the latest versions. The maps will not reflect open/closed building status as it will be reflected in posted signage and only approved buildings will be accessible to essential personnel and students on a limited basis.

If you need printed copies of maps to distribute to students or others, please fill out a print request and we will be happy to provide those for your use.



Services Available During Campus Closure

Forms

We can assist with creating fillable online pdf forms to replace existing paper or printed forms. For forms requiring signatures, we will consult with IT department to determine the best options available.

Please email us or contact us through the [College Services Storefront](#) anytime. We're here to serve you!



DESIGN SERVICES



PRINTING & COPYING

Mailroom

The Kentfield mailroom also has a new home! **All mailboxes are now located in AC 256, on the corner exterior opposite the large conference room (AC 255).** The mailroom is accessible via key fobs, but campus visits are limited at this time. Everyone has been assigned a new box there and all mail that remained in the LRC mailroom was transferred to the new space. You will also find a drop box for outgoing US postal service mail, as well as a box for IVC intercampus mail. There is no copier in the new mailroom due to space limitation; however, there is a self-service machine available at our new location.



College Services

continued

Design and Printing Available for Fall

Despite most classes being offered remotely this fall, College Services is still 100% available to assist with all your design, print and mail needs for the coming semester and beyond.

Should you need assistance printing class material for students, we are ready to help as always. We can also provide packaging and mailing assistance should you require your class material be sent to students who cannot come to campus or receive it electronically. We understand not all students have the ability to print large documents or have access to electronic files. We have already successfully assisted several faculty and staff with printing, packaging and mailing instructional and informational material to students. We support this equitable process and are available to talk about your project and how we can facilitate students receiving their much-needed material.

Staff are working staggered shifts in the print shop, receiving department and mailroom, and processing jobs. Hours vary but we are accepting jobs through

[College Services Storefront](#) and they will be completed in a timely manner. We are also continuing to process mail several times a week and perform the intercampus courier run. If you have specific needs or deadlines, please reach out to let us know.

Receiving hours will continue on Tuesdays and Thursdays but again, if you have packages or deliveries outside those times, please let us know.

The Design Team is also working full time remotely to assist with projects and creating fillable forms or other ways of adapting current material to our new way of doing our work. We can help to make the necessary changes to your instructional material, department promotional or informational projects, or anything else. We are here to support everyone and will be available throughout this ever changing and challenging year.

Readers and Workbooks Due

If you have class workbooks and material that requires printing and distribution through the COM Bookstore, please submit your orders through our online storefront, as soon as possible so we can accommodate all your needs and have these available to students in time for the beginning of fall classes.



LOG IN TO STOREFRONT

2020-2021 District Holiday Schedule

Labor Day - Sept. 7
Veterans Day (Observance) - Nov. 11
Thanksgiving - Nov. 26
Day After Thanksgiving - Nov. 27
Winter Holiday Dec. 24 - Jan. 1
Dr. Martin Luther King, Jr. Day - Jan. 18
Lincoln Day (President) - Feb. 12
Washington Day (President) - Feb. 15
Memorial Day - May 31

Employee Discounts

- **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 link below helpful. <http://it.marin.edu/blog/source-discounted-electronic-devices-pricing>



Human Resources

Transitions

It is with mixed emotions that we send Leslie Lee, Human Resources Technician II, off on her new adventure of retirement. Leslie's contributions to the daily operations of the HR Department have been invaluable. She has improved many processes and worked very diligently to ensure that our employees have felt welcomed, recognized, and supported. We will miss Leslie's genuine spirit and sense of humor in our daily work life, but we are so proud of all she's accomplished in her 10 years at COM and wish her a wonderful retirement, filled with inspiration to write, relax, and enjoy! Congratulations, Leslie!

At the same time, we are delighted to announce that Shawna Callahan has been promoted to the Human Resources Technician II position, effective July 1st. Originally hired in 2015 as an administrative assistant in the Health Sciences department, Shawna has been an integral member of the HR team since 2017. As the first point of contact for many HR inquiries, Shawna has continually demonstrated her impressive balance of warmth and professionalism while providing excellent customer service to our employees, students, and the public. She brings a considerable amount of human resources experience to the College, and we look forward to her shining even more brightly in her new and well-earned position. Congratulations, Shawna!

Verifications of Employment (VoEs)

To request a verification of employment for income or employment confirmation, please direct inquiries to the **Payroll Department**. It is recommended that the request be emailed or faxed; verifications are not provided via telephone.

Payroll Department
(415) 883-3261 (fax)
lterry@marin.edu

Employee and Emergency Contact Information

Emergencies can happen at any time, so it is critical that the District has the necessary contact information for each employee to ensure their safety in these situations. **Please take the time to review and update your Personal and Emergency Contact Information in the MyCOM portal.** As we near fire season, it's especially important that we have your most current information. [Instructions for Updating Personal and Emergency Contact Information](#)

You can also sign up for [COM Connect](#) to receive broadcast emergency messages to students, faculty, and staff via voice, text, and email.





Information Technology

Laptops

College of Marin IT department has been working to transition many systems and processes to foster an online environment. Many faculty and staff have requested laptops and sometimes additional monitors to aid their remote work or learning during the campus closures. If you are a faculty or staff member that needs a laptop to perform your work duties off campus, requests for laptops and monitors can be made through [COM ServiceDesk](#). For **students** to borrow a laptop, or a hotspot (due to lack of Wi-Fi in your area), please have them submit a COM Care report in their MyCOM Portal under "Quick Links."

Electronic Signatures

Learning and working with many departments, COM IT has aided in the digitization of many paper-based processes. Initially utilizing Adobe Sign, the College will be integrating and expanding the Laserfiche digital content and process management system. Administrative Services staff have been coordinating meetings in conjunction with IT to train department users on basics of the electronic signatures workflow. The Laserfiche electronic documents will be easy to retrieve when necessary, and more importantly, they will be in a safe secure storage. The Adobe Sign solution has been a great bridge during the campus closure to get us to a more integrated solution with Laserfiche. The Laserfiche planning meetings are kicking off this month and

will continue, so stay tuned. For immediate paperless solution needs, please submit a [COM ServiceDesk](#) ticket.

Campus Moves and Construction

During the campus closure, some relocations continued including the opening of the new M&O facilities. In construction news, the Jonas project is nearing the setup and installation phase for IT operations, including the network infrastructure, aiding in the SecureAll installations, and seeing the final AV solution installed. We have also been working on the James Dunn Theatre AV upgrade. The Fusselman Hall is nearing its completion with the Library finalizing their move. IT has enabled the Library offices and some of the computer areas around the FH building. Our staff are currently working to set up the Library classroom.

COM Phones

The IT department has been working on solutions to address phone needs for faculty and staff during campus closure. Remember, all voicemail can be sent directly to your email so messages can be checked from any device. Additionally, COM IT has procured softphones for our phone system. A softphone is an application on your COM laptop or device that works like your COM desk phone, even dialing an outside number requires starting with "9". The softphones are available on a limited basis. Please request through [COM ServiceDesk](#). A small number of users have needed to use their actual desk phone at home. While this is possible, it is only being implemented in very special cases. Please submit a ticket if you have this need.

Citrix Remote Apps

Citrix provides a secure virtual platform to deliver applications and desktops to staff and students off-campus. With the campus closure, many programs such as Banner, Canvas, and other critical infrastructure platforms have been accessible through Citrix. The system also is optimized to successfully serve multimedia applications to students, such as Adobe, AutoCAD, Rhino, etc. on personal computers and mobile devices. Please explore the new **Citrix Remote Apps** from the MyCOM portal or using the link <https://apps.marin.edu>. For technical support on your personal devices, please see the [Citrix support page](#).



Password Management Tools

During the campus and community closures, many people have started using the internet for shopping, work, and personal interests. 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.

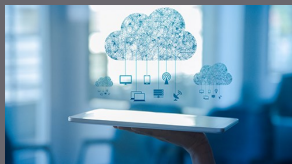
Zoom Video and Web Conferencing

Many users have become experts in the field of Zoom. If you often host meetings, and you have not already, please sign up for your Zoom account with the following link <http://conferzoom.org/>. For information on getting started, read the quick guide at [http://www.conferzoom.org/Content/Doc/Guide for Members and Hosts.pdf](http://www.conferzoom.org/Content/Doc/Guide%20for%20Members%20and%20Hosts.pdf)

Please submit a [COM ServiceDesk](#) ticket if you have questions about setups for Zoom related teaching and conferencing solutions.

COVID-19 UPDATES

Due to the stay at home order, classes for fall 2020 semester will be taught online except for select lab and studio classes which must maintain some hands-on curriculum delivered in-person. We will continue to monitor the evolving condition of COVID-19 and will continue to communicate with students and all employees regularly as new information becomes available.



The following resource guides have been developed to keep the COM community informed as we continue learning, teaching, or working remotely.

- [Student Resource Guide](#)
- [Faculty Resource Guide](#)
- [Staff Resource Guide](#)

Accessibility Services

For Assistive Technology and Accessibility for students and faculty, email Elle Dimopoulos at edimopoulos@marin.edu.

Contact Xenia Zarreparvar at xzarreparvar@marin.edu for testing accommodations.

Email sastesting@marin.edu for test materials only.



College of Marin Police Department

Police

Officer Tony Spediacci has left our department to work full time for the Ross Police Department. Tony has worked for the College Police Department for nearly four years. During that time, he has built relationships with our staff and students, and often times stopped just to chat with campus visitors. We will miss his smile and helpful attitude. Tony will remain a part of COM as a part-time officer, helping to fill vacant shifts occasionally. We thank him for his service, and wish him the best of luck with his service to the community of Ross.

COVID-19

The County of Marin health order requires us to post a Site-Specific Protection Plan (SPP) on all of our approved entrances to buildings on campus. We are also required to post training items on how to stop the spread of germs. This information was posted on many building entrances in June. Please read the [College of Marin Site-Specific Protection Plan](#) on our [COVID-19 Updates and Resources](#) website to be aware of our safety protocols before coming on campus.

In addition, we have added a [Symptom Tracker](#) form next to the [Employee on Campus](#) form on our website. All employees and students who intend to enter a building on campus are required to fill out these forms each day prior to entering a building. Employees must also check with their supervisor or manager prior to visiting campus. The symptom tracker will protect our employees by helping to prevent transmission of Coronavirus. We have been working with IT department and in a couple of days, we will be announcing a new symptom tracker tool for anyone who needs to come on campus. In partnership with Maintenance and Operations staff, there will be sanitizing stations on campus for students, faculty, and staff to use while they are on campus. Lastly, if you do not have a face covering, come to the Kentfield police department and a reusable one will be provided to you for use while on campus. Please stay safe and well.

COM Police Contact Information

Non-urgent: (415) 485-9455

Urgent: (415) 485-9696

Emergency, fire, and medical: 911



Kentfield Fire District drill before the Learning Resource Center demolition

Plexiglass Safety Shields

College of Marin Maintenance Carpenters have been busy installing plexiglass safety shields in forward facing areas that may have limited interactions between COM staff and the public. The safety shields are custom built to fit each specific area to provide maximum protection for all campus visitors.

Academic Center



Library Reception Desk



Student Services



Maintenance and Operations

Over the summer months we have been able to work with local fire agencies on two projects.

Some of you may have noticed the plain white vehicles dotting the parking lots of the Kentfield campus. These belong to defensible space inspectors who are currently traveling Marin County to assist homeowners with identifying items that could aid in structure protection in the event of a wildfire. Unexpectedly, I had the opportunity to meet two of these inspectors outside of COM while I was visiting my parents who currently live in Fairfax. The inspectors were honest and helpful, making reasonable recommendations to ensure my parents' home has a better chance of surviving a potential wildfire. After witnessing the destruction in Santa Rosa while delivering items collected by COM staff after the Tubbs fire, I encourage anyone, who has the good fortune of having a visit from the defensible space inspectors, to follow as many recommendations as they are able. At this time, their use of the College facility has come to an end, and they will be moving to West Marin to continue their great work.

In planning with Kentfield Fire District for demolition of the LRC building, potential training opportunities within and around the building were identified for our local fire agencies. After abatement of any potential hazardous materials and prior to demolition of the concrete structure commencing, it was determined there would be a window for Kentfield Fire Department and other local agencies to access the remaining structure for a rare chance at destructive, lifesaving, and recovery training. It is not common to have these kinds of real-world training opportunities in a structure this large in the County, outside of an actual emergency event. This was a fairly unique chance for these firefighters to have access to stairwells, elevator, shafts, windows, and restrooms in their basic layout readily accessible. They were diligent about working within our demolition schedule.



As a resident of the County, I would like to say that their professionalism and hard work are second to none and I am happy to have these fine people serving our community as our first responders.

Facility Rentals

Welcome back! Even though campus has been closed, it has been a very busy summer. A lot of planning and preparation has been going into bringing our campus community back safely while maintaining institutional continuity during this time of distance learning.

On August 7, 2020, California Department of Health and Cal/OSHA released COVID-19 industry guidance for institutions of higher education. The document advises limiting external community members from accessing the campuses as the number of additional people onsite and/or intermixing with students, faculty, and staff increases the risk of virus transmission.

In accordance with this guidance, the District will be extending the suspension of facility rentals through December 2020. While we understand securing rental facilities is a critical step in community event and activity planning, the safety of our entire community remains the District's top priority.

Having said that, construction projects and maintenance on our facilities continue, along with preparing our facilities for the return of students and the community when we are able. The Bill and Adele Jonas Center is set for completion early this fall. We are actively preparing and planning to get fully moved into the building, so when the COVID-19 restrictions are lifted, we will be ready to welcome our community to this wonderful facility. It is a beautiful building, and we cannot wait for all of you to see it!

On August 18th from noon to 6:00pm, Kentfield Fire District and Vitalant held another blood drive in our gymnasium. This essential service has been vital to our community especially during these trying times. We are pleased to be able to assist our community in this way.

Lots of behind the scenes work will continue with facility rentals and space utilization over the next several months. Even without most people on campus, facility logistics, scheduling, and preparations are all being made. If there is anything I may assist you with, please let me know. Please stay safe and well. We look forward to seeing you on campus soon.



Parking lot of the new Maintenance and Operations Building, 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

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

Human Resources
(415) 485-9340

NHarris@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