

ADMINISTRATIVE SERVICES

NEWS

Bi-Monthly Newsletter

December 2019



This semester has been extremely busy with all the events and major construction happening both at Kentfield and Indian Valley Campuses. I want to acknowledge all of the fire fighters, law enforcement officers, and first responders during the fires in Sonoma County and neighboring counties in October. The fire season in the last two years has caused a lot of distress, but it is always encouraging to see our community working together and providing mutual aid during these tough times. I also want to thank all of the College of Marin managers and staff who worked diligently during the emergency power shutoffs in October. In coordination with Marin County Sheriff, Marin County Office of Education and other agencies, we were able to ensure that our campuses are prepared for the power outage, provided timely updates to the College community regarding campus closures and prepared our campuses for the safe return of faculty, staff, and students.

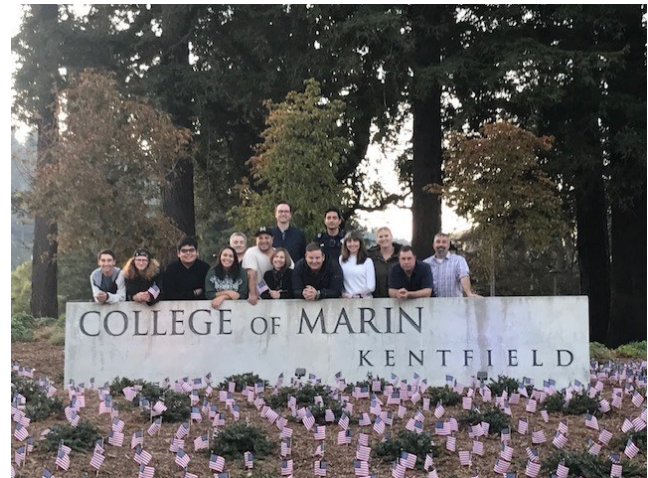
Disaster Service Workers

Pursuant to California Government Code Section 3100-3109, an employee in California city, county, or state agency or public district employees may be called upon as a disaster service worker in the event of an emergency. The College Council is reviewing the Emergency Operations Plan and procedures involved for employees being called to serve as disaster service workers. Meanwhile, we want to advise all College of Marin employees to be aware of the following resources about the roles and responsibilities of a Disaster Service Worker.

- [CC Government Code Sections Disaster Service Worker](#)
- [CC Marin Disaster Service Worker Guide](#)
- [CC-OC-Dept-Ed Disaster Service Worker Brochure](#)
- [MCCD BP 3505 Emergency Operations Plan](#)
- [MCCD Loyalty Oath of Office for Public Officers and Employees](#)

Honoring U.S. Veterans

On November 8th, COM staff, administrators, students, and faculty commemorated Veterans day by placing 3,500 flags for every student, staff, faculty, administrators and board member who served in the Armed Forces since the College was established in 1926. To all Veterans, thank you for your service to our country.



COM Transforms Academic Center in Remembrance of Veterans Day

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Records Management



As many departments are moving due to the LRC project, and other projects at IVC, we want to remind or inform the College Community about Records Management. Many departments have not moved in a while, and are storing a large volume of paperwork that needs to be retained or disposed according to law.

Please review [AP 3310 Records Retention and Destruction](#) if you are not already familiar with the procedure. Each department or office will develop operational processes to ensure their records are properly maintained and destroyed. The records must be classified as 1-Permanent, 2-Optional or 3-Disposable. Each department must review their records on an annual basis and take action to maintain or destroy records accordingly. Optional or disposable records have a required retention period. Permanent records must be retained, and secured if they contain PII (personally identifiable information). Optional and Disposable records must be disposed of by shredding. Prior to disposal, they must be inventoried and submitted to the Board of Trustees for approval.

PII includes but is not limited to, full legal name, address, social security numbers, date or place of birth, credit card numbers, and biometric records. Please remember to return all screening committee documents to Human Resources once the committee has finished screening the candidates.

Please refer to the memo that was sent on November 6, 2019 for more details, or reach out to Jesse Klein, ext. 8101 or Katy Bauer, ext. 8102 if you have questions.

Administrative Services

continued

Work Order Requests Related to Staff Moves

Thank you to everyone who has provided input and their cooperation in the staff moves that will be happening in December. We wanted to send a clarification about work orders, as we have gotten some questions related to the District wide memo that was sent on November 20th. There are many types of requests that the Maintenance & Operations (M&O) department handles, and School Dude is the application used to assign work orders to M&O staff. Typical work orders, such as room set-ups for events, HVAC issues, key/lock issues, restrooms in need of attention, etc. should continue to be submitted via School Dude as usual. The memo was specifically to address work orders related to the move, that are not able to be fulfilled by M&O because they are not addressing a functional work environment. If you have any questions regarding a move-related work order, please contact Katy Bauer, at ext. 8102, or Jesse Klein, at ext. 8101, and they will be able to answer or route your question to the appropriate area.

Insurance Requirements



Please ensure all required certificates of insurance are endorsed to the District, and are attached to the [District AFS](#) before the hiring department signs.

Incomplete Agreement for Services or those without the required certificate of insurance will be returned to the department.

Insurance requirements are listed on the [Agreement for Services form](#) as follows:

- Workers Compensation (9a) is required if the consultant has employees but is not required if the consultant does not have employees
- Commercial or Comprehensive General Liability (9b) is always required
- Automobile Liability (9c) is required of anyone who drives a vehicle on campus
- General Liability and Automobile Liability (9d) should include the endorsements listed in numbers 1-4
- Professional liability (9e) is required if the consultant could say or do something that could cause harm (in general "harm" is monetary such as financial loss).

From the entire Administrative Services division, we wish you a safe and wonderful holiday season.

Project Update

The Board of Trustees reviewed the Bolinas Marine Laboratory project in a study session. The design was approved and the architect was authorized to proceed with the process. The next step is to work with the County of Marin Planning Department on the submittal of the design drawings.

Visual Renderings



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, January 29, 2020
4:30 PM – 6:00 PM

Kentfield Campus
835 College Avenue
Kentfield, CA 94904
Academic Center Room 229



New Miwok Center Slab Placement, Indian Valley Campus

Capital Projects

Measure B Bond Projects

The Indian Valley Campus and the Kentfield Campus continue going through some considerable changes this Fall. Work on the major construction projects continues at both Indian Valley Campus and at the Kentfield Campus locations and will continue until 2021.

At the Kentfield Campus, construction at the Maintenance & Operations building is progressing and will continue through the Fall with estimated completion in the Spring 2020. We anticipate Maintenance & Operations staff to be moving into their new facility in March 2020. We are continuing the Learning Resource Center (LRC) planning effort with the goal of having the LRC vacated by Summer 2020. This has involved moving staff around in the Student Services Center and making room for new staff coming from the LRC. The most recent move occurred on November 15th when we moved the Cashier's office and the Outreach office. The list of upcoming moves in December is included below. We appreciate everyone's patience as we continue working on these moves and will continue through the Spring 2020 semester. Related to the LRC planning is the pending completion of the new portable buildings located at Circle Drive and a new large portable located at the upper campus near Fusselman Hall. These portables will be ready in phases with the last one being ready for occupancy in January 2020 and ready for Spring 2020 classes. We are planning to start the demolition of the LRC in Summer 2020.

The Fusselman Hall construction will start the first week of December 2020. A construction fence now surrounds the building with posted notices about the upcoming tree removal, which will occur between December and January. The current schedule shows us moving Fusselman Hall staff back into the building in March of 2020. We continue working with the selected Architectural & Engineering firm selected for the design of the new LRC on finalizing the scope of work and anticipate their contract approval in the December 2019 Board of Trustees meeting. After the approval, we will begin working with the firm to schedule a kickoff meeting and schedule ongoing design meetings with user groups.

At the Indian Valley Campus, we have the Miwok Center under construction with an estimated completion date of Spring 2021. The Jonas Center is still under construction with an estimated completion date of Fall 2020.



Bill and Adele Jonas Center, Indian Valley Campus

Measure B Milestones



College of Marin Board of Trustees, Administrators, students, faculty, and staff attended the Athletics Fields ribbon cutting ceremony on October 11, 2019. The project replaced the existing natural grass baseball field with a synthetic turf, as well as construction of a scoreboard and perimeter fencing.

Capital Projects

continued

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.

Move Schedule for December 2019

Scheduled Move	Date
Move Puente & MAPS from Student Services to Upper Campus Portables	Monday, December 2 nd
Move Testing Office to Vacated Puente Space	Tuesday, December 3 rd
Move Community Ed to Student Services 2 nd Floor Vacated Testing Office area	Tuesday, December 10 th
Move Humiston Room to Deedy Lounge	Tuesday, December 10 th
Move EOPS to Student Services	Thursday, December 12 th
Move SAS from LRC to Student Services	Thursday, December 19 th



Maintenance and Operations Building, Kentfield Campus

Before



After



Check Request Shipping Restrictions

The Check Request Form is intended to supplement the Purchasing Card program by providing a simple method to pay for items such as supplies, materials, seminars, conferences, memberships, subscriptions, etc. for those vendors who do not accept the Purchasing Card.

Use this form for payment up to \$1,000.

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.

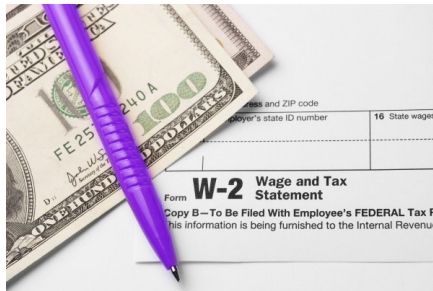
Any purchases shipped to an alternate address will not be reimbursed by the District.



Vice Pres. Greg Nelson with Administrative Services Staff at Spring 2019 ACBO Conference

Fiscal Services

It's That Time of Year Again IRS Form W-2 Mailing



To ensure timely delivery of your annual IRS Form W-2, please make sure your address on file with the district is current. Address changes should be sent directly to the Human Resources Department for update into Banner. Employees with access to Self Service Banner may also update their mailing address via the MyCOM portal. **Annual IRS Forms W-2 will be mailed to employees on or before the January 31, 2020 deadline.** Please allow at least one week for US Mail delivery. After February 7, 2020 contact the Payroll Department should you not have received your IRS Form W-2.

Kentfield Cashier's Office New Location

As of Monday November 18th, the Kentfield Cashier's Office will be operating

out of Student Services Room 232 (old Outreach Office) while COM ID's will still be issued out of SS 234.

1098-T Report

The IT department will be sending out a notification to all students requesting to provide or confirm their social security numbers for IRS 1098-T reporting purposes. The notification will provide Enrollment Services department a student's contact information for requesting any changes.

Reminders— Purchase Orders and Invoices

Please submit a requisition or set up a purchase order before ordering goods or services are rendered. When submitting invoices, vendors must also indicate a purchase order number. This will ensure proper and timely disbursement of funds from Fiscal Services, especially for Measure B Bond projects.

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.

Health Benefits

IRS Announces 2020 Contribution Limits

The IRS has recently announced the 2020 Maximum Allowable Contribution (MAC) limits for 403(b) and 457(b) plans. Elective contribution limits have increased from their 2019 levels.

The elective deferral limit for 403(b)/457(b) plans will now stand at \$19,500. Employees age 50 and over will be entitled to contribute an additional \$6,500 to their 403(b) or 457(b) plan(s) thereby increasing the elective deferral limit to \$26,000. Individuals with at least 15 years of service with their current employer may be entitled to contribute up to an additional \$3,000 above their age-based limit, potentially increasing the limit to \$29,000 for a participant utilizing both the age based and the full amount of the service based catch-up provisions.

Please visit our [403\(b\) and 457\(b\)](#) webpage for additional information, instructions, and online forms.

For the **end-of-month payroll**, online Salary Amendment Agreements submitted by the **15th of the month** will be processed on that month's payroll.

NOTE: Due to the short month, the December 2019 deadline for submissions is Friday, December 13, 2019, for the end-of-month payroll.

For the **mid-month payroll**, online Salary Amendment Agreements submitted by the **last day of the calendar month** will be processed on that payroll.

See the [TDS Contribution Limits and Thresholds for 2020](#). If you have any questions concerning contribution limits, or any other specific 403(b)/457(b) questions, please contact TDS directly at (866)-446-1072 or plan-education@tdsgroup.org. You may also choose a TDS Financial Advisor from the [Authorized TDS Representative](#) list.

2020 Annual Notices

The 2020 Annual Notices are being prepared. Once complete, employees will be notified and directed to [Employee Benefits website](#).

Pre-Flex Sessions

Look for these Pre-Flex Workshops the week of January 6, 2020:

- CalSTRS - Wednesday, January 8, 2020
 - ⇒ My Retirement Benefits - 9:00 am - 10:00 am
 - ⇒ CalSTRS Pension 2 - 10:00 am - 11:00 am
 - ⇒ Save For Your Future – 11:00 am - 1:00 pm
- CalPERS - Planning Your Retirement - TBD
- AIG Retirement Services - Your Retirement Plan at Work-TBD
- BankMobile – Financial Wellness Workshop - TBD

Employee Discounts




COM has partnered with [BenefitHub](#) to provide employees access to exclusive discounts not available to the public. All employees now have access to thousands of discounts plus cash back from participating merchants. Save on everything from movies and theme parks to restaurants and sporting events.

Get started at [BenefitHub](#). On the upper right side of the webpage, either register or login. If you need assistance or have any questions, please call BenefitHub customer service at 866-664-4621 or email customer@benefithub.com.

Healthy Holiday Recipes

Holiday Pecan Milk

Ingredients:

1 cup of pre-soaked pecans (soaked for 7-9 hours) 
1 tablespoon maple syrup or honey
1/4 teaspoon sea salt
1/2 teaspoon vanilla extract
4 cups of water
Cinnamon or nutmeg, as desired

Directions:

1. Place all ingredients in a large blender or VitaMix. Blend for 30 seconds to 1 minute.
2. Strain milk through a nutmilk bag into a pitcher or other beverage container.
3. Serve with a sprinkle or more of cinnamon or nutmeg. Best when served chilled.
4. Store in the refrigerator for 5-6 days.

Serving Size: 1/2 cup

Holiday Green Beans

Ingredients:

1 pound green beans, trimmed 
2 tablespoons chopped fresh parsley
2 tablespoons sliced almonds, toasted
1/4 teaspoon grated lemon rind
1 1/2 teaspoons fresh lemon juice
1 teaspoon olive oil
1/8 teaspoon freshly ground black pepper
2 garlic cloves, minced

Directions:

Using a steamer, cook green beans covered for 8 minutes or until crisp-tender. Drain and return to pan. Add all other remaining ingredients; toss and serve immediately.

Makes 8 servings (serving size: 1/2 cup)



CTE Ad Poster by COM Graphics Specialist, Dave Mahoney

Our New Home

Work is progressing nicely on our future home at 941 Sir Francis Drake. The formal move dates have not yet been announced but we anticipate moving at the beginning of 2020. The Mail Room will likely remain in the Learning Resources Center for the time being but when the new location is finalized, we will be sure to announce the details. In the meantime, we will continue on as usual and will definitely let everyone know the plan as soon as the details are final.

College Services Overview

We encompass several departments in College Services and so here's a helpful review of who's who.

Director of College Services: Annie Ricciuti

Creative Services

Senior Creative Designer/Lead Web Designer: Shook Chung
Graphic Design Specialists: Dave Mahoney and Roger Dormann

Reprographics

Print Production Specialist: Albert So
Reprographics and Mail Clerks: Jesse Harbison and Mike Klein

Receiving and Courier

Gabe Lambert and Manny Rodriguez

We wish you a happy holiday season!

College Services

Happy Holidays, from College Services to everyone!

It's been a busy semester as we are working toward the holidays and end of the fall term. We designed and printed some great work this semester, including many performing arts events such as the upcoming Contemporary Opera Marin and Jazz Ensemble concerts, promotion for special guest speaker, Dr. Kevin Cokley on November 21, the COM spring ad campaign, 19/20 Catalog, the Spring Credit Schedule and many more on the horizon including the design of the upcoming Educational Master Plan and Strategic Report. If you have any special events or projects in the coming weeks or in the spring semester, now is the time to get started planning so please get in touch with us and we'd be happy to meet and discuss your projects.

Receiving is always busy, especially this time of year with many package deliveries. We appreciate all the hard work and conscientious attention to detail by the staff in Receiving. If you have any special deliveries or other needs in the coming weeks, please let us know.

Time to Request Readers for Students

Just a reminder to submit all orders for readers and workbooks to be sold in the bookstore **by December 6th**. You can always use our convenient online ordering system at <https://marin.webdeskprint.com/> any time, from any browser. Simply choose Printing and Copying as your selection, and then we have a preset category for Readers for Bookstore available to select for your order. It's easy and fast and we appreciate receiving orders by the deadline so we can insure we will have your readers available for students at the start of the semester.

Holiday Breaks

As you plan for spring semester, please keep in mind that we will be closed for certain holiday periods. This includes Graphic and Web Design, Reprographics, all Mail Services including campus and first-class mail, and Receiving and the warehouse.

Closed: December 23-January 1

We continue our work throughout the semester and after the December holiday break but be aware that staff will not be working during closed periods so project planning may require additional time if deadlines fall at the beginning of the semester or sooner. Also, if you are ordering deliveries, please keep in mind the closed dates as receiving will not be open during those days.

Employee Assistance Program

The holidays can be a stressful time, so we'd like to remind COM employees that the Anthem Employee Assistance Program (EAP) is available to assist you through a variety of life challenges. The EAP is designed to help with stress management, including mental health, substance abuse, work-life balance, marriage, family and relationship issues, and legal or financial concerns. Services are confidential and can be accessed from the comfort of your own home through [Anthem's website](#) (Company Code = "SISC") or by a phone call (800-999-7222).

The Human Resources department wishes a happy and healthy holiday season to all of our employees, and as you know, happy employees make happy students!

District Holiday Schedule

Remaining Holidays for 2019/2020 Academic Year

- ◆ **Winter Holiday**
December 23, 2019 thru January 1, 2020
- ◆ **Dr. Martin Luther King, Jr. Day**
January 20, 2020
- ◆ **Lincoln Day (President)**
February 14, 2020
- ◆ **Washington Day (President)**
February 17, 2020
- ◆ **Memorial Day**
May 25, 2020



Career Exploration Fair at Kentfield Campus in September 2019

Human Resources

College of Marin's Career Exploration Fair



COM's Career Exploration Fair on September 29th gave Nikki Harris and Julie Breakstone of the Human Resources department the opportunity to connect with students/future alumni regarding professional development and job opportunities at COM. Career advice takes many shapes at a campus job fair, as many students are just beginning their journey of finding their desired major, while others are looking to change their career path. COM offers a variety of entry level positions for students to further their development and launch their careers.

Sexual Harassment and Abusive Conduct Training – SB 1343 Mandate for Non-manager Employees

To ensure Marin Community College District meets the SB 1343 compliance deadline of January 1, 2020, and per the notification sent in August, all non-manager employees should have completed **Sexual Harassment & Abusive Conduct** training by November 27th.

If you did not complete the training by the deadline, please complete the training as soon as possible via COM's ProLearning web page:

1. <http://mycom.marin.edu>
2. Log in using your District network credentials
3. **Employee Tab »» Quick Links »» ProLearning**
4. On ProLearning page, scroll down to **Search for Training** and type **SB 1343**
5. Click **Sexual Harassment Prevention for Non-Managers (SB 1343)**
6. Click **Launch**, accept the **Acknowledgment**, then click **Start Course**

For MyCOM Portal technical assistance, contact the IT Department at x8888 or the Help Desk at <http://it.marin.edu/support/help-center>.

If you have any questions pertaining to this training requirement, please contact Human Resources at hrcm@marin.edu or x7340.



Sources for Academic Software Discounts

E-store for Windows 10 OS and other applications



In collaboration with [Kivuto](#), a Microsoft Partner, the College has setup a webstore for your convenience. For a nominal fee, you may purchase Windows 10 OS for personal use. Please visit the webstore at <https://marin.onthehub.com/>

Information Technology

Network Equipment Refresh

The IT department recently launched an improved Citrix secure virtual platform.



Last summer, the IT department deployed more than 200 new network appliances. The existing fleet has lasted for over 13 years. This new fleet is expected to have 10-years lifecycle. Our in-house network team led this major project and we are hoping to get all the equipment online by December 2019.

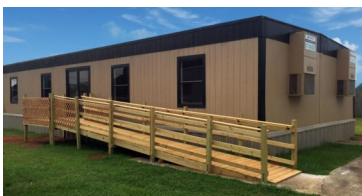
New emergency backup power Deployment

We are working to refresh our Universal Power Supply (UPS) fleet. The UPS fleet supports emergencies by keeping critical systems such as wireless and IP phones up for a limited amount of time following a power outage. The overall design was improved to provide more runtime in critical areas such as the Police dept. and Administrative Services, ensuring consistent availability of services.



Campus Moves

We have been working in conjunction with Capital Projects to facilitate relocations necessary to accomplish the District's overall construction goals. The teams have coordinated with users, stakeholders, and outside consultants to enable smooth transitions of office and lab moves. We will continue to work in concert with Capital projects as more moves are scheduled.



Microsoft Imagine X

[Microsoft Imagine](#) is a program that supports technical education by providing access to Microsoft developer tools, for learning, teaching and research purposes. College of Marin offers both Standard (campus-wide) and Premium (Computer Science only) subscriptions under this program. The subscriptions include Microsoft Visual Studio, Visio, Project, and more. Students may download the software applications at reduced or no cost. Click [here](#) to enter the webstore. Please note that Premium membership will be awarded at the start of each term (1st, 2nd and 3rd Monday of each term).

Stay Alert and Get Ready

In order to stay as up-to-date as possible on the most current information, Campus Police recommend registering your contact information at the following sites:

- www.AlertMarin.org
- [COM Connect](#) (need student ID or M00#)
- [COM Connect Open Portal \(Community Ed Students\)](#)
- <http://www.nixle.com/> (text zip codes to 888777)
- [PG&E Alerts for Account Holders](#)
- [PG&E Zip Code Alerts for non-account holders](#) (sign up for campus zip codes)
COM Campus Zip Codes
Kentfield Campus:
94904
Indian Valley Campus:
94949

Here are some additional links with important resources to assist you in being prepared at home.

- www.ReadyMarin.org
- www.Prepareforpowerdown.com
- [PG&E 7-Day Power Shutoff Potential](#)



Police

Parking

The COM Police department would like to remind you that construction will continue on both of our campuses and at various times some parking lots will be impacted. The college will make an attempt to notify staff and students via email when this is preplanned, so keep an eye out for construction related emails.

It is important to remember that your normal parking spot may be impacted by this construction, and you should be prepared to park in a different location. This may take extra time, so please allow yourself extra time to park on our campuses. There will be enough parking to accommodate our students, staff and the community, but you may need a few extra minutes to locate it.

Updated maps are also available on our College website.

[Kentfield Campus Map \(PDF\)](#)
[Indian Valley Campus Map \(PDF\)](#)

Public Safety Power Shutdown (PSPS)

Although we have been affected by one Public Safety Power Shutdown (PSPS), we must stay prepared for another. Fire season will last into December; in fact, we narrowly missed another PSPS on Wednesday November 20th.

Ensure you are aware of potential PSPS in the future, have a full tank of gas, charged cell phones, and a plan for food and back up lighting at your residence. Refer to the following link for more details.

[PG&E Public Safety Power Shutoffs—Recommendations for Students, Faculty, and Staff](#)





SchoolDude Reminder



As we approach the spring 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 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.

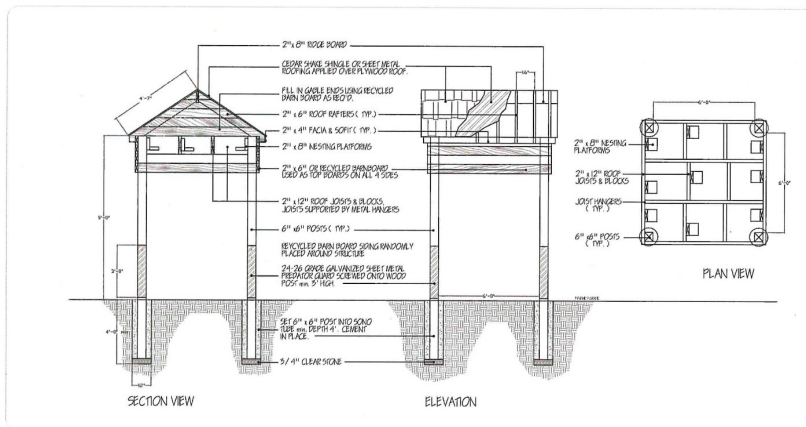
Please do not email Maintenance & Operations staff with requests as they are often "in the field" and your email may not be seen in a timely manner. The School Dude queue is checked several times daily and requests routed, so it should be used for all Maintenance and Facilities requests. If you have questions about School Dude, please contact Maridel Barr, Administrative Assistant for Maintenance & Operations, via email at mbarr@marin.edu, or ext. 7451.

Maintenance and Operations

Swallow Habitat Construction at Kentfield Fields

As many who have visited the Diamond PE complex or Village Square over the last two years may be aware, these areas have become the new seasonal nesting ground for swallows who were displaced with the demolition of the old announcer's booth at Pieper Field. The swallow's new nesting areas have caused issues with sanitation in both the buildings and pools at the PE complex and Village Square. Due to these conditions, the Maintenance and Operations department has been taking measures to prevent swallows from nesting around the PE complex and Village square. This effort has been expanded over the last two years on different areas of the PE complex as the swallows have found new places to make their seasonal nests.

This year we are taking a different approach. COM staff is in the process of building swallow nesting habitat near the location of the previous announcer's booth. The structure is being built near Tamalpais Creek, in a natural area adjacent to the bioretention area for the soccer field.



Facility Use Reminders

With increased activities, occurring, planning becomes especially important. Here are some important facility use reminders.

1. Plan ahead and early. Get your department events on the Facilitron calendar as soon as possible.
2. Don't forget to submit detailed SchoolDude work orders for your event needs.
3. Please submit your request for conference rooms and Cafeteria through Facilitron.
4. Please request classroom use through email to [James Kuromiya](#) copying [Lindsay Bacigalupi](#).
5. If you are not using Facilitron at this time, please email Lindsay Bacigalupi and she will get you set up, trained and answer any questions you may have. It is important that the campus community is all on the same system.

For facilities and rental reservations, please contact Lindsay Bacigalupi at 415-884-3124 or visit facilities.marin.edu.



Facility Rentals

This semester has flown by! This semester was busy on both campuses not only with classes but with Measure B construction and many college and community events. The College began two new event programs, Black Tie and Blue Jeans and COMmunity Hour this semester. We hope to see more of these events and programs happen on our campuses. It is great to bring the community together and to showcase all the great things we do at the College. I am looking forward to all the wonderful events planned for spring.

Thank you for all that you do to support our college community!

A few reminders: Please make sure you are submitting your facility use requests early through [Facilitron](#) and your work orders through SchoolDude.

We want to make sure **ALL** campus events are **scheduled, coordinated and on the Facilitron calendar**. The more details of the event you can provide, the more we are able to assist you. 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.

Thank you to all who volunteered, worked, attended and supported our events this semester! It has been wonderful working with you all. Thank you! Here are the upcoming events over the next couple of months.

Happy Holidays!!

Facility Rentals

continued

Upcoming Events*

12/1	Middletown Performance	Studio Theatre, 2:00pm
12/3	College Chorus and Chamber	James Dunn Theatre, 7:30pm
12/6	Middletown Performance	Studio Theatre, 7:30pm
12/7	Middletown Performance COM Symphony Orchestra-	Studio Theatre, 7:30pm James Dunn Theatre, 3:00pm
12/8	Middletown Performance Symphonic Wind Ensemble	Studio Theatre, 2:00pm James Dunn Theatre, 3:00pm
12/9	COM Advanced Voice Recital COM Beginning Voice Recital Beginning of Final Exams	Lefort Recital Hall, 11:10am Lefort Recital Hall, 3:10pm Kentfield and IVC
12/10	Women's Basketball Home Game	Gymnasium, 4:00pm
12/14	Marin Oratorio Fall Concert	James Dunn Theatre, 7:30pm
12/15	Marin Oratorio Fall Concert	James Dunn Theatre, 3:00pm
12/18	Mill Valley Middle School	James Dunn Theatre, 6:00pm
12/23-1/1	Winter Break	College Closed
1/8	Men's and Women's	Gymnasium, 5:30pm & 7:30pm
1/15	Spring Convocation Men's and Women's	James Dunn Theatre Gymnasium, 5:30pm & 7:30pm
1/20	Martin Luther King, Jr. Holiday	College Closed
1/21	First Day of Spring Semester	
1/25	Mini-Medical School Program	James Dunn Theatre

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



Pool Excavation of New Miwok Center, Indian Valley Campus

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